



Newton Popleford Primary School Full Governing Body Meeting

Meeting 4: Part I Minutes						
Date & Time	Thursday 8 th February 2024 5:30pm	Location	Newton Popleford Primary School			
Governors Present	Initials	Reason for Absence	Governors Present	Initials	Category of Governor	
Mr A Pope	AP	Headteacher	-			
Mrs T Murphy	TM	Parent Governor	Mr S Ireland	SI	Co-opted Governor	
Mr C Trengove (Chair)	CT	Parent Governor	Mr G Oldroyd	GO	Parent Governor	
Mrs N Dowsing	ND	Parent Governor	Mrs C Odbert	CO	Co-opted Governor	
Mrs L Wright	LW	Co-opted Governor				
Miss R Layman	RL	Co-opted Governor	Nick Rudling	NR	Guest – Observing only	

Apologies	Initials	Reason for Absence (Category of Governor)	Absent without Apology	Initials	Category of Governor
Mrs M Raffell	MR	Staff Governor	-		

In Attendance	Initials	Capacity
Mrs P Rossetter (virtual)	PR	Clerk

Minutes to
All Governors
School website
-

The meeting opened at 17.40

Ref	Action or Decision	Action Owner & Deadline
1.	<p>Subject SWOTs</p> <p><u>ANNEX A PE SWOT</u> The PE SWOT was noted.</p> <p>Questions: Governors asked if it is worth compiling a list for parents in relation to weakness lack of subject knowledge? MW said this would be a good idea. Governors asked whether Adventure Island could use that space for PE? MW responded that we are doing orienteering at the start of each lesson. MW also sad there is a half termly PE enrichment theme for the whole school. Plus Mr Thompson who comes in each term. Also there is a termly hike.</p>	

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	<p>Governors asked if there is any impact of Mr Long leaving? MW said the children miss him. Recently done CTC with Joe Thompson too and help teachers with confidence. AP added there is a perception from the children and parents they are doing less. It needs to be clear to the children that Adventure Island is part of PE and that this needs to be communicated. AP suggested that MW should do that. It is recommended 2 hours of PE.</p> <p>Governors suggested it might be worth updating the Website to include more information about PE? This could be done as well as the letter.</p> <p>Governors asked about the threat about renewing sports equipment, is this the same as the gym equipment request? MW said yes and that having the proper equipment is essential.</p> <p>Governors suggested as he has before about asking the college to borrow their equipment such as benches as storage may be an issue.</p> <p>Governors asked how do we ensure we are spending the budget head on PE? AP said there is a budget of £17k. Used on JT and a portion towards forest school, some towards cover and some minor spend on equipment and transport.</p> <p>Governors wanted to note their thanks to Mr File for his contribution to extra curriculum sporting activities. AP said his contact with the tennis club has been a very useful link.</p> <p><u>ANNEX B English Reading SWOT</u> The English Reading SWOT was noted</p> <p>Questions:</p> <p>Governors asked about the book corners being developed and the move to the library to the reception area? JM said the book corner has been there about a month and is working really well. Having books facing out and baskets for recommendations. Plan is to rotate the books regularly. AR books, volunteers regularly are tidied up. It's a challenge to get modern books. Great to get books donated, must make sure we have interesting books for the children.</p> <p>Governors asked about accelerated reading and what it is and explained? JM said a letter does go to the parents if they are added to accelerated reading. JM took on board. AP added there is a need to bring up to parents' attention. A workshop or conversation with parents would be useful.</p> <p>Governors said some of the older books are great too, a mix with more modern books. Introducing archaic language.</p> <p>Governors asked if it would be useful to access borrow boxes of e books, through libraries, useful for parents? AP and JM took this on board. Schools have a library service. Topic boxes are useful too. Is a consideration.</p> <p>Maybe communicate with others schools to swap books.</p> <p>Governors asked if accelerated reader is the best tool? JM said there has not been any exploration of any other tools. However, AR works well. Governors suggested Sparks Reader as an option.</p> <p>Governors asked about the raffle system and should all children have access? JM said that yes, he will check that this is happening.</p> <p>Governors asked about that some classes are being kept back from break time if they are not reading? JM said that yes this is a practice used to encourage children to read a book for 10 minutes extra to push target level up.</p> <p>Governors asked if this is a punishment? JM said the expectation is they should be reading at home, teachers are encouraging parents to read. Governors felt uncomfortable with this practice. Should it be a choice, more like a reading club, less like a sanction. AP is in support of the practice. There are no others subjects this is done with in this way. JM said a teacher will know if a child is reading at home but not an accelerated reader.</p> <p>Governors asked how many children does this affect is this across the school? JM and AP said that every teacher should be using the practice.</p> <p>Governors asked is this recorded? JM said that AR is recorded but this is a soft skill. AP said it is not, not common practice and is pretty standard. Use of teacher common sense and teacher judgement to enforce. If a parent wants to discuss further this then opens to door for encouragement of reading conversation at home and use their parental responsibilities at home. Reading is fundamental to children's life skills. Important not to disenchant the child from children.</p> <p>Governors said that if this model is to be used. It is needed to be consistently applied across the school. AP the teacher should have the conversation with the parent. There are hard to reach parents and the teachers need to be proactive.</p> <p>Reading does not inspire all children and reading for pleasure is to be promoted. It is essential to show evidence in comprehension levels. AP said the guided reading at the beginning of the day is very popular and positive.</p> <p>Governors asked are there sets of books that all the class can read together? JM said there is not at the moment but is something that may use budget for. Governors suggested reaching out to other schools.</p>	

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	<p>ANNEX C RE SWOT <u>The RE SWOT was noted</u></p> <p>Question: Governors asked about incorporating non-Christian religious festivals in the school term? AP said he did this in assemblies so far have done Chinese New Year, Diwali and Hanukah. This is the space where they are included. Is the school offering options around food in relation to the above? There has been a Chinese New Year menu in the past. Agreed that there should be exploration of diverse foods in the future. AP noted that in a RE context that it should be around religious culture. There was a school trip to the mosque last term. This was really popular and should become a regular fixture such as a synagogue which was cancelled but a visit to the school was done instead. AP said there is not a routine of discussion around topical religion and culture. Information in relation to Ukraine in particular was discussed in an age appropriate way. If the school has a higher proportion of non-Christian children would there be more discussion? AP did not feel that would make any difference. Newspaper topics used to discuss items at an age appropriate level. Governors asked about RE time on the staff survey? AP response that we follow agreed Devon syllabus.</p> <p>It was agreed the carry over the History SWOT. PR to add to the next agenda.</p>	PR
2.	Agreement between Part I and Part II – There are some Part II items at the end of the meeting	Agreed
3.	<p>Apologies for Absence Apologies received from MR were sanctioned by governors. The Chair reported that Tim Warren has now resigned from the Governing Board. PR to organise the appropriate paperwork.</p>	Agreed PR
4.	Notice – Received	
5.	Quorum – The meeting was quorate.	Agreed
6.	Declaration of Business Interests relating to the agenda – None	
7.	<p>Minutes</p> <p>(a) <u>To confirm Part I Minutes of Meeting 30th November 2023</u></p> <p>(b) The minutes were agreed as a true and accurate record of the previous meeting and were signed by the Chair.</p> <p>(c) <u>To consider matters arising from the minutes.</u></p> <p>Actions were complete unless detailed as below, or covered elsewhere within this meeting's agenda:</p> <p>AP reported the he and GO have yet to meet to organise the equality Audit</p> <p>Governors skills audit was done in October and the results are on the system. There is apparently a government recommended skills audit and CT will talk to PR about that.</p> <p>Safeguarding online safety updated on the website and a parent NSPCC forum organised around internet safety.</p> <p>A new Agenda item around attendance and behaviour. Now on agenda.</p> <p>Permanent exclusion training to be organised for CO</p> <p>CT has created the shadow role for Attendance and behaviour governor. Need to appoint someone. Some wording to be changed in the TOR's</p>	Agreed AP/GO CT/PR PR CT

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	<p>Laminated cards for reception and other actions for TM to be carried forward.</p> <p>CO to still undertake health and safety training.</p> <p>Privacy notices updates. CO reported she had updated the workforce notice, pupils is updated, did not have a visitor notice and is now done. Short version at reception and linger version available. Governors notice now done. Job applicant notice also done. The job applicant notice relates to the retention and record management policy which needs to be updated these are not in any TORs. Must be done as this is related to in the notices. CO will look into. Do we need both? To check with Governors services. Privacy policy needs to be taken down and just use privacy notices. Guest Wi-fi notice probably not now needed.</p>	<p>TM</p> <p>CO</p> <p>CO/PR</p>
8.	<p>Business brought forward by the Chair</p> <p>The Chair welcomed Nick Rudling as an observer top this meeting with a view to becoming a future Governor. CT explained the current Governor structure. All Governors are equal. All have lead governor roles. 7 current areas.</p> <p>CT reported that he and PR have been looking at the Governors structure. Going forward. GO and ND are due to finish their terms in March. He recommended that GO be co-opted to the board.</p> <p>At this point GO left the meeting.</p> <p>CT asked if there were any objections to GO being co-opted as a Governor. NONE and it was therefore unanimously agreed that GO be co-opted. PR to organise the relevant paperwork.</p> <p>GO the returned to the meeting.</p> <p>ND reported she would be standing down in March. PR to organise the relevant paperwork.</p>	<p>PR</p> <p>PR</p>
9.	<p>Safeguarding <u>Safeguarding update from AP – Document 9</u></p> <p>AP reported that high level safeguarding number update spring1 are low. We have maintained same numbers of children in need. Have had an incident of bullying and one racial incident. Report done. 4 pupil protection notices. One supervision meeting for the team. Discussions around key families. Low levels of concern. 360 safe a review tool for online safety. Certificate and a quality mark to achieve.</p> <p>Questions: Governors asked if the PPN's were all from the same family? AP said no, different, is a big increase, but there are no direct threats to a child. Governors asked about DCC safeguarding audit? The school requested a visit to look at the safeguarding action plan. To identify any areas of improvement. All actions are ongoing. CT said that TM is the lead Safeguarding Governor at the moment with CT as deputy. The new Governor lead role of behaviour and attendance will be put in place in the future. If NR decides to become a Governor it may be something he might be interested in and could be deputy for TM to start with.</p> <p><u>Lead Governor report</u> There is no lead Governor report on safeguarding this meeting.</p>	<p>CT</p>
10.	<p>SEND</p> <p>RL said the report has been moved to spring term. To allow for collation of same data. Meeting set for early next term. Preschool screening is to be looked at and the transition process. Will not be going through so much detail.</p> <p>Question: No further questions</p>	<p>RL</p>

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11.	<p>Performance and Pay Committee CT reported the committee has met. All of the tasks were completed. The minutes were shared with the committee for comments and have been approved.</p> <p>Questions: SI asked as his TOR includes review of performance and should this be taken off his TOR as he is not part of the pay committee? CT felt that the standardised format needs to be reviewed and relevant policies be clarified. Appraisal policy and the pay policy maybe should be with the pay committee for October meeting and would this be timely enough. The Head Teacher appraisal cycle should be added.</p>	CT/PR
12.	<p>Self Evaluation Form (SEF)</p> <p>AP said having reviewed this it is healthy. Some data needs to be uploaded. Broadly where we should be. One area is how we mitigate against RI (requires improvement) at OFSTED e.g. pupil ability to retain information. Discussion about Governors concern about the difference between “Good” and “RI” in relation to all the work that has been done in the last years.</p> <p>Governors asked about timeline for inspection? AP said it is 4-year cycle from the last inspection. So is expected soon.</p> <p>AP said it is important to be transparent, open and honest and be clear where the improvements are needed. AP said in pupil voice, children are in subject areas to ensure all groups are represented. A learning experience for the children to encourage retrieval. The general consensus of the Governors that the school should be getting a “Good” standard. AP explained if the school gets “RI” there is more input via DCC in terms of visits.</p> <p>Governors asked if there has been any focus on preparing parents that inspection has happened? There is a gap between inspection and results to tell parents it has been done.</p> <p>AP said he is going to create a Crib Sheet for the Governors to ensure common language.</p>	AP
13.	<p>Headteacher’s report</p> <p>Staffing – Appointments made. A full time TA fixed term to end of the year. Impact on Budget £12k across the year. One teacher from March who can also cover. There are a number of staff members that have health issues which may impact staffing. Have had low staff numbers and can now pick up.</p> <p>Attendance – has been low for past few weeks due to illness. We follow DCC policy, case by case and track back on periods of absence. There are children with persistent absence with a support plan. Other cases who are not on the support plan due to longer term illness. Most of the children that have had a medical letter home is because they have had previous softer approach messages prior to the letter. We are still above national at 95%. We have been 91% for a few weeks. There is some support from Education Welfare. Figures should improve after half term.</p> <p>Governors asked about children falling behind with illness and is there any proactive approach as with Covid? AP said the focus is on getting back to school. We do not provide work.</p> <p>Behaviour – Very good at the school. All the data provided supports this. The staff survey comments there is some work to do. One really challenging child at the moment. Generally, all children have good behaviour. All staff are trained to deal with challenging behaviour. There are steps for all staff to care for the child and a procedure to follow. Relational care plans need to be discussed with the teachers. Broadly behaviour is good.</p> <p>AP reported there had attended a strategy meeting with DCC to discuss engagement. The new Director of Education has three priorities are attendance, exclusions and elective home education. We have two in the school that have this.</p> <p>Questions: No further questions.</p>	

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14.	<p>School Development Plan</p> <p>AP reported on the four different aspects of the SDP.</p> <p>Teaching and learning, pupil voice and assessment in terms of recap and review is positive. In terms of development talked about vulnerability of year 6 results.</p> <p>Management, relation plans updated, pupil voice is completed, monitoring in place. Pastoral provision is going to be evolving. Management systems better now. Challenges with absence and attendance progress and effective support for children without EHCP's needs development as no funding in place.</p> <p>Curriculum – talked about earlier in the meeting. Generally, around ensuring children can talk about their work, there have been lots more participation and positive aspects with lots of enrichment. Reading is higher profile with book corners and how we are raising the profile of reading. More development needed. Going back to the staff survey that the children's neatness and focus on their work has improved as is their stamina. Still some pockets to bring in line.</p> <p>Personal development – AP wants to create an “Amazing Me” group for pupils that are dealing with specific challenges.</p> <p>Questions: Governors asked if a staff member is asked by OFSTED what the school development priorities, would they be able to talk about that? AP said we should revisit that. Can be communicated at staff meetings and priorities put on the wall.</p> <p>Governors asked about the shared areas for books in the school? AP said that the children are encouraged to use. The spaces are not being used as much as they could be yet.</p>	<p>AP</p> <p>AP</p>
15.	<p>Reports from Lead Governors</p> <p><u>Communication and wellbeing ANNEX 15a</u></p> <p>MR's monitoring report was noted by Governors and MR highlighted the following.</p> <p>MR reported she had questions as part of the document on the back of the OFSTED Staff Health and wellbeing survey.</p> <p>Workload – AP felt this is something for the staff to answer as part of a DFEE workload reduction workshop. This actually creates more work but is something needing to be looked at. By going through that process it will identify areas of concern. Generally felt that the survey was very positive and vast majority were happy.</p> <p>Job share – no cross over time. There is provision for them to have shared crossover. There is now clarity on how staff should attend inset and this has been explained.</p> <p>CT shared information on the half termly health and wellbeing survey he undertook. If the data shows below 40 there is concerns. Less responses due to the other survey at same time. This survey is totally anonymous. Increase of people preferred not to say. Results showed for teaching staff the figure was 47.3 support staff 44 and preferred not to say was 45. Still above worrying scores. The college does the same survey, our score is better. Areas of concern. Energy to spare, interest in new things, feeling relaxed. AP will look at further to see if it relates to workload. There is an open box too. It should not be used as a moaning tool but more a way to anonymous way to share grievance.</p> <p>CT said the results have gone to SLT, James has undertaken mental health training. The thankyou board is in the staff room and the cancellation of 2 staff meetings.</p> <p>Governors asked is there an open opportunity in staff meetings to discuss areas of problems? AP said this could be looked at and the toolkit will help. Need to be careful to encourage a positive approach.</p> <p>Governors asked if the staff are given the opportunity to input positive? CT said he could change the wording. It was suggested that there should be an option for staff to answer in 3 boxes, “keep doing, stop doing or start doing” quite a nice way of phrasing. CT said what is important to share with the staff. It was also pointed out that if you ask staff then you must respond. CT will expect AP to share the results with the staff and encourage use of the workplace Toolkit. A simple message to say you can voice your opinions and worries and be heard. The past 5 years there has been a massive focus on wellbeing to allow people to be more open. This should not affect strategic focus of Governors.</p>	

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	<p>CT summed up that there is a need to share the results with the staff and discuss the change in some of the wording. Some parts will be non-negotiable. Governors should pass to AP to discuss with staff and Governors should be focussed strategically on scores and what is happening with those. We should have a much bigger uptake next time.</p> <p>MR reported she had some feedback from a parent who asked what we do with the information from the parent survey? It was confirmed that a letter is sent out after each survey. This parent had a specific question and felt it had not been actioned. The parent was told that the survey is anonymous and there would be no way of responding directly.</p> <p><u>Finance Lead Annex 15b</u> GO's monitoring report was noted by Governors and GO highlighted the following.</p> <p>GO reported that there was staff recruitment underway. The highlight from a finance perspective is the SVSC needs to be submitted to DCC by 31st March and this can be presented to the next FGB meeting on the 19th March. AP and GO will meet to do this as well as the equality audit and review of the SLAs and contracts. AP said the Budget is looking healthier broadly, but the budget going forward and the uncertainty with income from DCC. And as mentioned there is recruitment being done. There has been some capital budget spend also. No questions.</p> <p><u>Learning standards lead</u> LW has requested this to be carried forward as needs to discuss early years with AP.</p> <p><u>Personnel Lead</u> SI requested that this be carried forward.</p> <p><u>Premises, Safety and Security</u> CO's monitoring report was noted by Governors and CO highlighted the following.</p> <p>Building works budget - CO reported that AP has rag-rated what needs to be done in terms of building works. The report shows red as definitely needs to be done, orange as preferable and blue can wait. The fence in adventure island has collapsed and is essential. Smart books need replacing and updating to Chrome. 4 have been updated so far. Furniture spend has been spent already. The blue is basically a wish list. AP said we only have so much money, if capital can be used as a preference. Carpets in particular in high traffic areas will be a large expense. We must keep a good capital reserve in case of unknowns.</p> <p>Asset management plan – a list of assets done in 2023. A more formal asset management plan to go to finance meeting.</p> <p>CO met with 10 pupils from year 5 about trips they have been on which was very positive. CO explained the education visits sit with premises lead as they go off site. Year 2 trips have been planned. Year 3 very enthusiastic about their trip to the mosque and year 5 very positive about their trip to the college.</p> <p>Road safety – police presence for pick ups and drop offs as part of a Devon wide outreach community engagement programme. The previous Mini police visits went down really well. A stride to school campaign has been done but clashes with science week. Storytelling week may need to be a different week. Where possible will fit in with national events. Walk in patrol will need to be a voluntary basis.</p> <p>CO needs to book onto the Health and Safety course.</p> <p>Privacy Policy agreed needs to be taken down from website and the school Data Protection Policy should be uploaded to the website.</p> <p>The GDPR work still needs to be sorted, CO will set up a meeting to organise a plan going forward as it was noted at the Audit.</p> <p>CO mentioned about the Bat House and it has to remain in position indefinitely. It could be sealed off if the license allows. CT asked that CO and AP should discuss further.</p>	<p>CT</p> <p>GO/AP</p> <p>LW</p> <p>SI</p> <p>CO</p> <p>CO</p> <p>CO</p> <p>CO</p> <p>AP</p>

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16.	Governor training Nothing to report.	
17.	Policies & Procedures Policies approved by governors/committees as delegated within their Terms Of Reference: Intimate Care Assessment EYFS All to be carried forward. Policies reviewed and approved by the Full Governing Board Privacy notices as outline earlier to be approved. Proposed - RL Seconded - SI AGREED	MR CO LS AGREED

The Part 1 meeting closed at 20.15pm