

Newton Poppleford Primary School

Full Governing Body Meeting

Meeting 1 Part I Minutes								
Date & Time		Tuesday 20 th October 2:45pm		Location		Newton Poppleford Primary School		
Governors Present		Initials			Governors Present	Initials		
Mr S Vaughan		SV	Headteacher		Mr S Ireland		SI	Co-opted Governor
Mrs T Murphy		TM	Parent Governor		Mrs M Gadian		MG	Co-opted Governor
Mrs N Dowsing		ND	Parent Governor		Mr S Smith		SS	Co-opted Governor
Mr C Trengove		CT	Parent Governor		Mr J Slade		JS	Co-opted Governor
Mr G Oldroyd		GO	Parent Governor		Mr N Macleod		NM	Co-opted Governor
Mrs M Raffell		MR	Staff Governor		Mrs R Layman		RL	Co-opted Governor

Apologies	Initials	Reason for Absence (Category of Governor)
Mr P Joyce	PJ	Other commitments

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Mrs N Mann	NLM	Clerk

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
	<p>Additional agenda item</p> <p>AGREED: SI proposed, JS seconded and all governors voted to elect the following governors to join the board for a 4-year term: Mary Raffell – Staff governor (no staff election as only one staff member brought forward) Rebecca Layman – Co-opted governor SS/PJ/NM/RL/MR to send NLM their preferred contact details to include address and telephone number for registration with Babcock governor services</p> <p>Governors reviewed and agreed for the new governors to join the following committees: RL to join Resources, MR to join Teaching and Learning.</p>	ACTION
1	<p>Feedback from governor awareness day</p> <p>SDP shared with governors prior to governor awareness day. Governors discussed their observations from today's governor awareness day. ND reported she observed staff and children following the new behaviour policy and TM reflected this is being followed well, children are engaged and calm. Governors agreed that the new behaviour policy is having a positive effect on the school community. SV reflected the uniform approach to behaviour across the school is supported by the new policy and is working well. Further elements of the policy will be introduced across the course of the year.</p> <p>NM reported on the admiration teachers have for their job and the way in which they control the room is impressive. CT reflected on the resilience and hard work of the children and how they are pushing forward when meeting challenges.</p> <p>MG asked if cleaning is manageable at present? One of our cleaners is leaving and an advert has been published. It seems it is a difficult position to fill. Governors suggested the possibility of increasing hours to help</p>	

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	<p>the job become more appealing if this can be afforded. <i>MG asked is there any interaction between the KS1 and KS2 floors and do the teachers have the opportunity to observe each other in different key stages?</i> CT has discussed the possibility of this with James Morrison today as he reflected on experience where this has worked well in a previous role for him. SV agreed this is something to consider moving forward. MR agreed this would be very useful to support each other across the school. <i>RL asked how often to the teacher meet?</i> Staff meeting weekly with different agendas, but we do not necessarily meet as just a key stage group. <i>MG asked what is the purpose of children copying down learning objectives at the beginning of lessons? Is there an alternative way in which this could be completed for children with additional needs?</i> SV advised sometimes this is done differently where required or at a different time. JS feedback, kitchen staff feel more involved in the whole school than they used to in the previous school building, however they still have an element of isolation, Sally Mortimer reported that food waste has increased since the changes in how meals are being served was introduced to support restrictions around COVID. <i>SM asked if a review of returning to queueing system was likely to be considered?</i> SV advised staff have reported the previous queueing system heightens the noise and disruption during lunch time and new seated option encourages better behaviour and a calmer approach to lunch time. This positive outweighs the negatives at present. SV advised he feels the waste is much the same as before. Governors thanks staff and SLT for todays activities and their continuing hard work. Governors took a short break to meet with staff at 3:22pm and returned at 4:09pm</p>	
2	<p>Discuss Governors SDP CT lead discussions and shared draft governor SDP prior to meeting. Recruitment of HT - include actions and monitoring Curriculum and Educational Performance - monitoring the richness and broadness of the curriculum to be overseen by the Teaching and Learning committee. Finance and Performance - monitoring and reviews to be overseen by Resources committee. Effectiveness of Governance – develop a new governors induction process specific to our school, CPD, and reviewing the effectiveness of the board.</p> <p>NLM to circulate skills audit for governors to complete. Next committee meetings to discuss actions on SDP. SI and GO to work on induction process together, to include CPD, conversation with chairs & SV, and school walk.</p>	NLM COMM GO/SI
	<p>Next meeting date agreed - FGB on 2nd December will be for selection process (Part II meeting) – Part I agreed to take place on Wednesday 8th December at 5:30pm followed by pay committee.</p> <p>Meeting entered part II at 4:28pm</p>	

The meeting closed at 4:52pm.