

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	Thursday 26 th May 2022 5:30pm		Location	Newton Poppleford Primary School – via google meet			
Governors Present	Initials			Governors Present	Initials		
Mr S Vaughan	SV	Headteacher		Mr S Ireland	SI	Co-opted Governor	
Mrs T Murphy	TM	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mrs N Dowsing	ND	Parent Governor	Left at 7:35pm	Mrs R Layman	RL	Co-opted Governor	
Mr C Trengove	CT	Parent Governor		Mrs M Raffell	MR	Staff Governor	Left at 7:35pm
Mr G Oldroyd	GO	Parent Governor					

Apologies	Initials	Reason for Absence (Category of Governor)
Mr N Macleod	NM	Illness

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Mrs N Mann	NLM	Clerk
Mr A Pope	AP	Headteacher from September 2022
Mrs C Olbert	CO	Visitor – Potential New Governor

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
1	Welcome Guest Governor Caroline JS welcomed CS to the meeting as a guest and outlined the details of today's meeting and the governor appointment process.	
2	Notice – Received	
3	Agreement between Part I and Part II – Part II at the end of the meeting with item 22.	
4	Apologies for Absence – apologies received from NM were sanctioned by governors.	
5	Quorum - Quorate	
6	Declaration of Business Interests relating to the agenda – None	
7	Review and agree minutes from previous meetings on 24th March 2022 – The minutes were agreed as a true and accurate record of the previous meetings and signed by JS.	
8	Matters arising from the meeting on 24th March 2022 – SV has contacted 3 schools with foundation units to gather more information and is waiting for suitable dates to visit. Electrical cabinet update – NPS have received quotes and the school have taken their recommendation. At present we have been unable to identify a date for the repair to take place, we are hopeful it will be completed in the summer break.	
9	Approve budget 2022-23 and agree CFR report Budget has been reviewed at Resources Committee and recommended to FGB for approval.	

Full Governing Body Minutes dated 26.05.22

Signed

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	<p>5 year budget plan reflects a deficit of c£24,000 in year 3. SV advised the pupil numbers have increased since budget was set. Predicted pupil numbers for September is 182 and this is likely to have an increase on funding and reduce the year 3 deficit to c£4,000.</p> <p>Governors agreed the budget is in a healthy position based on the predicted pupil numbers increasing from what has been set in the budget.</p> <p>SV confirmed that the budget lines between the CFR and the final budget monitor for 2021-2022 differ due to the two systems using different coding for expenditure. Suzette Barrett has confirmed the budget monitor and CFR report are both correct.</p> <p><i>CT asked has there been any clarification on the SIMs contract? SV has spoken with various individuals including Dawn Stabb and they have all stated they have not had the opportunity to review their systems in time for the 'get out' clause written in our contract for September so we are there for forced to remain with SIMs for the next 3 years. CT asked have Devon said they are going to look into reviewing their contracts before our 3 years contract is due for renewal? SV said it would be hopeful Devon would but unsure if they follow the procurement protocol for Best Value as schools do.</i></p> <p>AGREED: JS proposed 5-year budget plan and CFR report for approval, SI seconded and all governors voted in agreement.</p>	
10	<p>Discuss Governing board structure from Autumn term</p> <p>Governors discussed the governing board structure and reviewed models that are available to consider. A proposed structure model, a reporting structure and examples of Terms of Reference were shared at meeting. Suggest buddy system for lead roles to reduce governors working in isolation.</p> <p><i>RL asked how would governor visits be reported? Template for reporting should be used to report back to FGB, conversations with school links can be informal or formal. RL gave feedback to board on recent conversations with Fiona Collier at Babcock which detailed that governors should consider safeguarding on every visit to school and ensure we report back to the board. AP agreed a model with lead governor roles will support wider monitoring.</i></p> <p>NLM to work with CT and JS to collate information and create Terms of Reference for each lead role for review and agreement at the next FGB.</p> <p>AP suggested a named governor for each subject area can be beneficial for monitoring and to support staff.</p> <p>JS said he has reservations about the monitoring of finance in this proposed model, and to ensure more than one governor is monitoring financial areas. Reports will need to be contextual and within good time for the meetings to ensure the board get chance to read reports and ask questions at the meetings.</p> <p>SI said he has concerns around communication, it will be important to have a clear communication plan as conversation that currently takes place at committee could be lost. Clear induction and buddy system will need to be in place.</p> <p>ND said reading the reports, scrutinising, and asking questions is important to ensure conversations are maintained. This proposed model should increase governor monitoring, governor visits and strategically scrutinise the school.</p> <p>AGREED: CT proposed, RL seconded, and all governors voted in agreement to try new lead governor model and review termly to ensure the model is supporting the governors to move in the right direction.</p>	NLM/CT/JS Action

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	CO suggested an open event for new governors.	
11	<p>Vision Update – ND shared updated vision document with governors. ND said the strategic plan is now being written and shared a draft.</p> <p>Governors agreed the priorities to be: Well-being, Curriculum and Community.</p> <p>The strategic plan will be a working document which will be reviewed when required but annually as a minimum. Strategic plan will be set for between 3 and 5 years.</p> <p><i>CT asked will we be reviewing the marketing strategy for the school to help promote increase in pupil numbers?</i> ND said yes and this priority will lead into communication with parents, school community, and the wider community.</p> <p>The priority, outcome and monitoring areas can be modified. AP said the idea is the strategic plan sets the direction for the school in the long term and this needs to be concise and be based on a clear understanding of what direction the school will be moving in. The broader descriptors in the plan will then feed into the SDP.</p> <p>AP suggested considering the culture of the school, identify what we want to develop and how we quantify this.</p> <p>Evidence based approach to be considered for outcomes, to consider a SMART target and set out clearly how outcomes are going to be monitored and delivered. This should continue to be an evolving process. ND said it is best practice for the board to collaborate with the SLT to ensure the vision fits with the SDP.</p> <p><i>CT asked will the vision remain consistent?</i> ND said yes but this should continue to be reviewed. ND said it is important to have the priorities in place before AP starts in September.</p> <p>AP said it is important to get the staff input into the vision.</p> <p>Governors agreed to revisit the vision in September when AP is in post.</p> <p>ACTIONS agreed: Working party to meet with SLT and AP to review next steps for September.</p> <p>AP thanked SV for the handover so far and governors thanks ND and RL for the hard work they have done to develop the priorities and vision.</p> <p>AP suggested revisiting the mission statement.</p>	ACTION
12	<p>Review SEND report and SEND policy SEND policy recommended by T&L committee.</p> <p>AGREED: CT proposed the revised SEND policy, ND seconded, and all governors voted in agreement</p> <p>The report from RL was noted.</p> <p><i>TM asked are some of the Teaching Assistants unhappy?</i> RL said this was not explicitly said in conversation with Debbie Tollerfield, however it was said that TA's are struggling for time and find it difficult to find the opportunity to have conversations as staff group.</p>	

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	<p><i>TM asked RL, have you any feedback from the staff meeting when you met the TA's? RL said no concerns were raised when RL meet TA's for her introduction. RL has shared contact details with TA's should they wish to reach out. MR reported TA's appreciated RL coming in to introduce herself.</i></p>	
13	<p>Questions from Teaching and Learning Committee Minutes - Terms of Reference will be reviewed as part of the restructure of the governing board.</p> <p>Parent survey questions shared and noted by the full board. SV will add additional questions as agreed and send to parents after half term.</p> <p><i>ND asked can a 2nd survey be sent out to pre-school parents? SV will review appropriate questions for Pre-School parents and send out after half term.</i></p> <p>Governors agreed annual survey should be sent to parents to ensure there is good engagement.</p> <p>Governors suggested termly "drop in" sessions could be offered as a channel of communication and this can feed into the governors strategy.</p> <p>Parent engagement course to be moved to MR.</p> <p><i>ND asked can a staff wellbeing survey be completed this term? Governors agreed survey should take place in September. CT recommended exploring the wellbeing service from Sidmouth College.</i></p>	<p>SV Action</p> <p>NLM Action</p>
14	<p>Questions from Resources Committee Minutes <i>RL asked for clarity from the Resources committee on the school meals review? JS said the school continues to make a loss on school meals and the Resources committee will be conducting a review of costings and services, this will be reviewed against alternative options to allow committee to compare in house and external services.</i></p> <p>RL has raised concerns over the nutritional value of the menu and suggested a nutrition specialist to work with the school and adapt the menu where necessary.</p> <p><i>CT asked does the kitchen manager have control over where food can be purchased from? SV said yes but there are some restrictions with practicality as food could be purchased locally to save money. Reviewing how this can work should be explored to help reduce expenditure.</i></p>	
15	<p>Safeguarding – to include terms of reference for safeguarding governor agreement The report from RL was noted.</p> <p>RL said she wants to be transparent with safeguarding questions governors should be asking on governor awareness day. RL has identified questions to be asked of anyone within the school community on governor awareness day, this can then be reviewed, and anything flagged can be reported, revisited, and followed up.</p> <p>SV has attended strategy meetings in last 2 weeks for some children, this will be reported in the HT report after half term.</p>	
16	<p>Recruiting new governors ND attended governor recruitment course and reported to committee. Main highlights focused on: Growing governance, succession planning, and best practise.</p> <p><i>RL asked ND is this an area you would like to get involved in? ND said yes depending on workload. Governors agreed skill gap on the board should be a consideration when recruiting governors.</i></p>	

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	<p>JS said once his term of office expires next year, he will not be looking to stand again. JS is conscious that succession planning for finance will be important.</p> <p>RL offered support to ND to help with governor recruitment.</p>	
17	Health and Safety Update – Electrical Cabinet detailed in matters arising – item 8.	
18	Complaint Procedure – TM has been approached by a parent wishing to raise a complaint and TM asked for clarification on the advice she should be giving. SV and SI confirmed the process to TM and TM will pass information back to parent. TM said it is important to have a coherent complaints policy that is easy to follow, maybe to include a flow chart to clearly state the process and ensure it is accessible for all. SI is working on the complaints policy and will share at the next Resources Committee meeting. Currently the website has the complaints procedure detailed under the policy section.	SI Action
19	Policies reviewed by committees to be ratified: Lettings – to be reviewed by GO and reported back at next FGB meeting.	GO Action
20	Approve new governors with their agreement CO gave the board a short pen picture of herself. CO left the meeting for short period while governor discussed CO's appointment. AGREED: SI proposed to appoint CO as Co-Opted Governor, TM seconded, and all governors voted in agreement. SI agreed to be buddy for CO. NLM to send relevant governor welcome information and Google accounts to be set up by SV. DBS to be actioned by Admin team.	NLM/SV Action
21	Items for agenda of next meeting Governing board structure	
	AP, MR, ND, and CO left the meeting. Meeting went into part II at 7:35pm	
PART II		
22	Agree PART II minutes of last meeting on 24th March 2022 – The minutes were agreed as a true and accurate record of the previous meetings and signed by JS.	
23	Matters arising from the meeting on 24th March 2022 – None	
	Date of next meeting: Thursday 14th July 2022 at 5:30pm	

The meeting closed at 7:42pm