

# Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	Thursday 1 <sup>st</sup> December 2022 5:30pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mr A Pope	AP	Headteacher		Mr J Slade	JS	Co-opted Governor	
Mrs T Murphy	TM	Parent Governor		Miss R Layman	RL	Co-opted Governor	
Mr G Oldroyd	GO	Parent Governor		Mrs C Odbert	CO	Co-opted Governor	
Mrs N Dowsing	ND	Parent Governor		Mr T Warren	TW	Co-opted Governor	
Mrs L Wright	LW	Co-opted Governor		Mr S Ireland (Chair)	SI	Co-opted Governor	
Mr C Trengove	CT	Parent Governor	7:40pm				

Apologies	Initials	Reason for Absence (Category of Governor)
Mrs M Raffell	MR	Illness
Mr N Macleod	NM	Illness

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
1.	<p><b>Questions on Subject Feedback SWOTs</b></p> <p>a) <u>History</u></p> <p>The History subject SWOT was noted.</p> <p>b) <u>RE</u></p> <p>The RE subject SWOT was noted.</p> <p>GO said RE offers the opportunity to increase the diversity of the school and it would be positive for the diversity to be more visible within the school. AP said more diverse school trips could be considered.</p> <p>Governors thanked Els Laureys and Jody Hall for their subject SWOTs and answers to governors questions sent prior to this meeting.</p>	
2.	<b>Agreement between Part I and Part II</b> – Agreed Item 9a) will enter part II.	
3.	<b>Apologies for Absence</b> – apologies received from NM and MR were sanctioned by governors.	
4.	<b>Notice</b> – Received	
5.	<b>Quorum</b> – Quorate	
6.	<b>Declaration of Business Interests relating to the agenda</b> – None	

Full Governing Body Minutes dated 01.12.22

Signed .....

Ref	Action or Decision	Action Owner & Deadline
7.	<p><b>Minutes</b></p> <p><b>(a) To confirm Part I Minutes of Meeting 20.10.22</b> The minutes were agreed as a true and accurate record of the previous meetings and signed by SI.</p> <p><b>(b) To consider matters arising from the minutes</b></p> <p><u>Item 3 - Apologies for Absence</u> NLM to follow up with CT if contact has been made with NM.</p> <p><u>Item 8d – Governor references</u> NLM to request professional reference from LW and TW.</p> <p><u>Item 9a – Safeguarding update</u> Governors to complete the safeguarding training on the Key by the end of term. NLM to re-send governor hub registration email to TW, LW and ND.</p> <p><u>Item 10 – SEND</u> AP shared details of the SEND funding expenditure. The SEND funding expenditure is applied to staffing costs and additional expenditure on software packages and resources are funded from the main school budget.</p> <p><b>Question:</b> GO asked are Devon proposing to increase the higher needs funding. AP said they are proposing to move some funding from schools into a County Element 3 to support resources for pupils that cannot access main stream education.</p> <p><b>Question:</b> RL asked would further analysis of the SEND evaluation tool not be beneficial. AP said it would not in relation to the budget but could offer a better understanding to the governors of the resources available within school.</p> <p><b>Question:</b> SI asked are the teaching assistants funded through the SEND funding, delivering support to the SEND pupils. AP said yes and hours are being delivered in excess of the SEND funding allocation.</p> <p><u>Item 12</u> AP shared income and expenditure analysis for Twilight at the meeting. Discussions took place about the viability of the provision in the long term. AP said the recent increase to staff salaries has had an impact on the provision and there is a weekly loss of c. £100.</p> <p><b>Question:</b> TM asked what the capacity of the provision is. AP said the provision is staff to the demand, the more spaces booked, the more staff are required.</p> <p><b>Question:</b> TM asked could you take more pupils in the provision. AP said the provision is not filled to capacity and shared an analysis of number of students attending each session for the past month.</p> <p><b>Question:</b> RL asked has the demand for the provision reduced since after school clubs have been introduced. AP will compare the data and return to the next meeting.</p> <p><b>Question:</b> RL asked could the cost of Twilight be increased. AP said the charges to parents, staffing costs, opening times and advertising needs to be reviewed to ensure the provision is viable and reduce any future losses.</p> <p><b>Question:</b> LW asked what other local providers charge. AP said external provider charges are significantly higher.</p> <p><b>Question:</b> TW asked would families be able to afford the provision if the charges were to increase. AP said with the increase in living costs some families have chosen to support each other and reduce the need for Twilight to help save costs.</p> <p>SI said the Twilight provision is an attractive provision for parents and advertising what the provision offers may help to increase the numbers.</p>	<p>NLM action</p> <p>NLM action</p> <p>NLM action</p> <p>AP Action</p>

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	<p>CO suggested advertising the government childcare tax scheme as parents can make a 20% saving on their childcare costs. AP will complete some modelling of the provision and return to the next meeting.</p> <p><u>Item 18b – Finance Lead Governor Report</u> AP said the cost of plugs to turn devices off automatically is high so the ECO council will be looking at alternative way in which energy can be saved.</p> <p><u>Item 20 – Medical Policy</u> CO to add subheadings to the policy.</p> <p><u>Item 20 – Online safety policy to be carried over to next meeting.</u></p> <p><u>Item 21 – NLM to complete website audit.</u></p>	<p>AP Action</p> <p>CO Action</p> <p>AP Action</p> <p>NLM Action</p>
8.	<b>Business brought forward by the Chair - none</b>	
9.	<p><b>Safeguarding</b></p> <p>(a) <u>Safeguarding Update</u> Safeguarding training has taken place and Donna Habbishaw has completed Level 3 Safeguarding training. The CPOMs syncing issues have been resolved and recorded keeping is syncing correctly. The red book structure for Preschool will continue till August 2023 and a new process will be put into place from September 2023. One Minute guides are shared weekly by AP. The school are working with external agencies, and the learning community are actively working with a multi-agency approach. 2 MASH referrals have been received and the school have actioned their recommendations. Operation Encompass has a new process and this has been communicated with staff and training has taken place for AP and JM. Online safety policy is to be reviewed and a safeguarding training audit has taken place.</p> <p>AP shared his thanks to Angela Nash (Senior Administrator) for her work on the SCR.</p> <p>(b) <u>Safeguarding Audit</u> Safeguarding Audit 175 should be submitted to Devon by February 2023. Last submission took place in December 2021.</p> <p>Safeguarding figures were included in the Headteacher’s Report. AP reported the incidents of bullying have been taken seriously and appropriate action has been taken.</p> <p><b>Question:</b> RL asked did the pupils understand what they were saying. AP said yes. AP said although the number of incidents are low, it is important to raise the profile of bullying within the school and staff will be completing training on how to report and ensuring they are more vigilant around the school. LW said staff should feel confident in reporting what they see and hear.</p> <p>(c) <u>Lead Governor Report</u> The safeguarding report from TM was noted and no questions were asked.</p>	<p>AP Action</p>
10.	<p><b>SEND</b></p> <p>(a) <u>Lead Governor report</u> The report from RL was noted.</p> <p><b>Question:</b> RL asked has the SEND action plan been completed. AP said it is being worked on and will return to RL once completed.</p> <p>(b) <u>Agree SEND report for website</u> AP said he is completing a review on the SEND report to ensure it meets statutory obligations before being approved and added to the website. AP will return the SEND report to the next FGB meeting.</p>	<p>AP Action</p>

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11.	<p><b>Review</b></p> <p>(a) <u>Development Vision and Values</u> The mission statement was shared by AP, the statement is in draft format and the final draft will be shared with governors by email for comments.</p> <p>(b) <u>Development of the strategic plan</u> The strategic priorities were noted.</p> <p>SI suggested adding the priorities and some safeguarding questions to a crib sheet for governor prompts on their monitoring visits.</p> <p>AP explained how the priorities can be measured to ensure there is a positive impact for the pupils.</p> <p>Governors agreed the following 5 priorities and assigned the priorities to Lead Governor roles:  <u>Priority 1:</u> Develop a school culture that leads continual improvement – All Governors  <u>Priority 2:</u> Establish an experience-rich holistic curriculum that supports the development of the whole child – Leading Standards Lead Governor  <u>Priority 3:</u> Embed an integrated approach to wellbeing across the school – Communication Lead Governor  <u>Priority 4:</u> Ensure the school community has a shared understanding of the Newton Poppleford approach to teaching and learning – Communication and Learning Standards Lead Governors  <u>Priority 5:</u> Ensure disadvantaged children and children with SEND have the provision they need to be successful – SEND and CiC Lead Governor</p>	
12.	<p><b>Update on pre-school from Preschool working party</b></p> <p>GO, CO and AP have met. Lowering the age range of the school is not financially viable as agreed at the last FGB meeting. The birth numbers continue to reduce until 2025 which has an impact on the intake for pre-school.</p> <p>AP will be looking at the operational impact of the staffing in pre-school.</p> <p>The working party will be looking into options to increase the advertising profile for the pre-school, this will include advertising on social media, Little Popples own webpage, posters and banners in the village and surrounding catchment areas, along with a preschool video led by the pre-school children. TM said the school's catchment area is large and targeting the community Facebook pages would be beneficial. The working party will monitor the number of enquiries and children joining during this advertisement phase.</p> <p>The working party will be meeting with Kelly Downs (Pre-School Leader) in the spring term to explore more options to support the pre-school to move forward.</p> <p>The preschool recharge has been allocated to the budget for 2022-2023.</p> <p><b>Question:</b> LW asked if there are other locations you can advertise. CO said the local play groups, library, children centres and medical centres are provisions we hope to be able to target.</p>	
13.	<p><b>Headteachers Report</b></p> <p>The Headteacher's report from AP was noted.</p> <p>AP reported appropriate action is being taken for the pupils with persistent absence.</p>	

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	<p><b>Question:</b> TM asked for clarification on the suspension figures. AP will review and report back if there is any inaccuracies.</p> <p><b>Question:</b> GO asked are the larger classes getting enough support. AP said allocating support appropriately goes beyond the number of students in a class. Staff are allocated to need and the current staff structure has been inherited. AP said supporting the staff to change their perception of how teaching assistants are deployed across the school is a focus for the SLT.</p> <p><b>Question:</b> GO asked is there a parent expectation for a teaching assistant and SEND provision to be available in all classes. RL said there is a lot of communication to be had with parents to help them understand the provision and what is beneficial for their children. AP said there is front foot aspects to the SEND provision such as parent drop ins and My Plan reviews.</p> <p><b>Question:</b> CO asked do parents attend the drop ins and my plan reviews. AP said not all parents attend and the drop in sessions have not had much uptake from parents. There are many families that need support and the school must ensure we are supporting these families where we can.</p> <p>AP said it is important to maximise staffs potential through their professional development and ensure staff are deployed to areas of the school where support is required.</p> <p>Forest School Leader post has been advertised internally.</p> <p>Wacky Wednesdays are changing with Computing and RE being delivered by class teachers. Music, French and PE will be taught in a difference format as the existing format is not purposeful as the Maths and English curriculum time is significantly reduced. AP added there are many children within the school that find the format of lessons on a Wednesday difficult to manage.</p> <p>TM said part of the benefit for Wacky Wednesday is that transition for children in the next year group can be easier as they have been taught by that particular teacher during Wacky Wednesday. AP will review the transition process to ensure it supports the pupils' appropriately.</p> <p>AP said PPA release time will be covered by PE or Forest School sessions.</p> <p><b>Question:</b> GO asked how many flexi school families are within the school. AP said there are 3 families on flexi schooling at present.</p> <p><b>Question:</b> GO asked should the school be open to flexi schooling. AP said DCC state flexi schooling should only be considered for pupils who are returning to mainstream education after being home educated. Although Devon do not state it cannot be done, DfE guidance and attendance policies make it clear flexi schooling should not be taking place.</p> <p><b>Question:</b> CO asked do the school have input into what is taught at home. AP said at present the structure is very loose.</p> <p><b>Question:</b> RL asked are the pupils being flexi schooled only part funded. AP said no the school receive full funding for the pupils place and they should therefore be receiving full time education by the school.</p> <p><b>Question:</b> RL asked are we likely to lose the families if they are requested to return to full time education. AP said this is a possibility. AP said some parents have strong views about their child's education and this may be why they have chosen flexi schooling.</p> <p><b>Question:</b> TM asked was the flexi schooling choice an initial response from these families when their child returned to school following Covid. AP said in some cases this may be why the family has chosen flexi schooling. For pupils with specific SEND need there is an Annex B that can be applied instead of flexi schooling.</p> <p><b>Question:</b> ND asked in the new SDP, how much time will be dedicated to play. AP said all the classes will continue to have the same play as they do now.</p> <p><b>Question:</b> RL asked was changing the parents evening format an opportunity to save money. AP said the decision was based on ensuring parents were able to access their parents evening's sessions without any barriers in place, however this option has saved money.</p>	<p>AP action</p> <p>AP action</p>

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	<p><b>Question:</b> GO asked what level of parent engagement was there for the parents' evening. AP will review and report back.</p> <p><b>Question:</b> ND asked if there is a strategy in place for children who find reaching the high expectation difficult. AP said quality first teaching should be applied to help those children to progress by applying different scaffolding approaches.</p> <p>AP said the curriculum overviews are being added to the website as they are being reviewed.</p> <p><b>Question:</b> GO asked if staff had raised concerns with the new approach to assessment. AP said staff have been concerned with the workload that comes with the new assessment approach which has caused some teachers to feel unsettled.</p> <p>AP said staff morale tends to dip at this time of year, and there have been many changes which have impacted on staff.</p> <p><b>Question:</b> SI asked if it is early in the year to have a parents evening. AP said there are two parents' evenings and one optional parents evening. AP said it is important that parents see books during parents' evenings.</p> <p><b>Question:</b> GO asked if staff morale is particularly low. AP reported he is having conversations with staff about their concerns at an operational level.</p> <p><b>Question:</b> CO asked if there wellbeing ideas that could be put into place to help boost morale. AP said it is important to have wellbeing underpinning the way we work, but there is also a relational aspect as staff are still building trusted relationships with a change in leadership, this takes time and all staff will adapt differently. AP said he wants to maintain a fairness and professional approach.</p> <p><b>Question:</b> TM asked AP how his well-being. AP said he has support networks in place should he need it.</p>	AP Action
14.	<p><b>Review and approve School Development Plan for current academic year</b></p> <p>The SDP and plan on a page were noted.</p> <p>Governors agreed the SDP was comprehensive and there are some long term goals that will link in with the strategic plan.</p> <p>AP reported the whole school mapping is almost completed and this will feed into the subject leader plans. The SDP will run September to September. JM has completed a staff evaluation and has adapted the plan to reflect the staff responses.</p> <p><b>Question:</b> CO asked how you can ensure the great depth pupils are being extended. AP said objective 1 focuses on Quality First Teaching and ensuring every child in the classroom is challenged and engaged, there will be close monitoring of this objective and the data to review the progress.</p> <p>CT and AP will review on how the quality of education within the school is reported to the board as a key area of focus.</p> <p>TM said it has previously been discussed to have governor linked to subjects, NLM will add to the next FGB agenda along with an evaluation of the new board structure.</p> <p>AP and ND to meet and discuss staff culture in relation to facilitating play and the risk benefit culture.</p> <p><b>AGREED:</b> GO proposed the acceptance of the School Development Plan for 2022-2023, SI seconded and all governors were in agreement. LW abstained from the vote.</p>	<p>CT/AP Action</p> <p>NLM Action</p> <p>AP/ND Action</p>
15.	<p><b>Questions on reports from Lead Governors</b></p> <p>(a) <u>Communication and Well-being lead</u></p> <p>The report from MR was noted and no questions were asked.</p> <p>(b) <u>Finance lead</u></p>	

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	<p>The report from GO was noted.</p> <p><b>Question:</b> RL asked should the governors be concerned about school finances. GO said the finances are uncertain as the funding from the government has not been announced. The school has been carrying a surplus in previous years that can be offset against an in-year deficit. There will be a challenge for the new budget in April as it is likely this will be set with an in-year deficit. GO said it is unlikely that Newton Poppleford is the only school in this position. There are potential savings that can be made with staff contracts that are ending in the near future.</p> <p>GO said the increase in staff pay awards with no funding guaranteed from the government has impacted on the budget and this is out of the schools control.</p> <p>Educational trips, catering and twilight are making a loss and contributing to the in-year deficit of c. £42,000.</p> <p><b>Question:</b> GO asked have the figures been confirmed for the 3 year plan. AP said Angela Nash has been inputting the figures manually over the past 2 days as the County has not updated the figures.</p> <p>Difficulties in recruitment have had a positive effect on the budget.</p> <p>The majority of expenditure in the budget is on staffing costs and utilising staff in the most efficient way will help make savings to the budget.</p> <p>i) <u>Receive budget monitor report</u></p> <p>The budget monitor report was noted and no further questions were asked.</p> <p>(c) <u>Learning Standards lead</u></p> <p>The report from ND was noted and no questions were asked.</p> <p>(d) <u>Personnel lead</u></p> <p>The report from SI was noted.</p> <p>SI reported it is difficult to monitor staff trends this early in the school year and will report back in the spring term.</p> <p>The Pay Committee meeting has been arranged for Tuesday 13<sup>th</sup> December at 4:30pm.</p> <p>(e) <u>Premise, Safety and Security</u></p> <p>The report from CO was noted.</p> <p><b>Question:</b> CO asked if the school has a Disability Equality Scheme. AP will check and report back.</p> <p>CO and AP will meet to review the school's condition survey report and ensure the remedial works have been completed.</p> <p><b>Question:</b> CO asked if the school has a protocol for saving and deleting emails. AP said there is not one and will seek advice from the DPO.</p> <p>AP to complete an accident report for each term in his Headteacher's report.</p> <p>Angela Nash (Senior Administrator) has requested for versions to be added to policies adopted from DCC and to be copied in on policy reviews that may be relevant to review in her role as senior administrator.</p>	<p>SI Action</p> <p>AP Action</p> <p>CO/AP Action</p> <p>AP Action</p> <p>AP Action</p>
16.	<p><b>Reports on Training undertaken by Governing Board to include 3 key points</b></p> <ul style="list-style-type: none"> <li>Supporting school leaders' Wellbeing course was attended by MR.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Visiting your School training was attended by ND.</li> </ul> <p>ND fed back the following points from the training:</p> <ul style="list-style-type: none"> <li>Governors need to be clear on what the purpose of their visit to school is and that it forms part of a bigger triangulation.</li> <li>Visits are an opportunity to observe, gather evidence and then feedback during meetings.</li> <li>Every visit needs a focus</li> <li>Visits shouldn't be unplanned and governors should be thankful to staff and consider their approach when on a visit.</li> <li>When visiting it should only be in a governor capacity and not as a parent or staff member or any other role.</li> </ul> <p>Governor awareness day to be set and focus to be agree at the next FGB meeting.</p> <ul style="list-style-type: none"> <li>Understanding the primary Curriculum was attended by ND. The report from ND was noted. ND suggested subject leaders could feedback on their intent, implementation and impact when submitting a SWOT for the FGB meeting. AP explained the definition of intent, implementation and impact. AP said implementation would be seen on a visit to school rather than a written report. ND said governors must ensure the curriculum is meeting the needs of all the students with a particular focus on SEND, PP and Disadvantaged pupils.</li> <li>Role of Safeguarding Lead training was attended by TM. TM reported it was useful training to complete and it focused on governor visits, student voice and asking the right questions.</li> </ul>	NLM to add To agenda
17.	<p><b>Policies for ratification by the full Governing Board</b></p> <p><u>Accessibility</u> – reviewed and recommended for approval by CO</p> <p><u>Staff Acceptable Behaviour</u> - reviewed and recommended for approval by SI</p> <p><u>Maternity</u> - reviewed and recommended for approval by SI</p> <p><u>Shared Parental Leave</u> – reviewed and recommended for approval by SI</p> <p><u>Procurement</u> – AP explained the process of procurement. This is a DCC model policy, reviewed and recommended for approval by GO</p> <p><u>Late Collection Policy</u> - Preschool late collection information has been added to this policy.</p> <p><b>AGREED:</b> RL proposed the acceptance of the above policies, CO seconded and all governors were in agreement. LW abstained from the vote.</p> <p><u>Anti-Bullying</u></p> <p>The policy is out of date and is not in line with the schools' behaviour policy. NLM to find out if there is a template policy available from Devon Education Services. AP will return to the FGB meeting in Spring 2 for review.</p> <p><u>Attendance</u></p> <p>The policy does not reflect the new guidance from the Department for Education, AP will review and return to the next FGB meeting in Spring 1.</p> <p><b>Question:</b> CT asked is the attendance process in line with the one for the College. AP said they are not 100% in line but the school is working towards it. AP is working closely with the Education Welfare Officer (EWO) and the processes have changed in line with some of the recommendations from the EWO.</p> <p><u>Outdoor education and visits</u></p> <p><b>Question:</b> CO asked is the school required to have a local offsite visit policy as stated in the policy. AP will check with Devon.</p> <p><u>First Aid</u></p> <p><b>Question:</b> CO asked should the policy contain CPR guidance. NLM will check with Devon for a model policy. Members of staff first aid trained needs to be amended.</p>	<p>AP action</p> <p>AP Action</p> <p>AP Action</p> <p>NLM action</p>



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	<b>Question:</b> CO asked should all staff be first aid trained. AP said more staff within the school need to complete the training and dates of training should be logged. AP will completed an audit on first aiders and their training dates.	AP Action
18.	<b>Review of Meeting</b> The conversations are being kept on track and have a more strategic focus.	
<b>ND left the meeting at 8:25pm</b>		
<b>Meeting went into Part II</b>		

The meeting closed at 8.41pm