

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes

Date & Time	Thursday 23 rd September 2021 5:30pm	Location	Newton Poppleford Primary School				
Governors Present	Initials			Governors Present	Initials		
Mr S Vaughan	SV	Headteacher		Mr J Slade	JS	Co-opted Governor	
Mrs T Murphy	TM	Parent Governor		Mr S Ireland	SI	Co-opted Governor	
Mrs N Dowsing	ND	Parent Governor		Mrs M Gadian	MG	Co-opted Governor	
Mr C Trengove	CT	Parent Governor					

Apologies	Initials	Reason for Absence (Category of Governor)
Mr G Oldroyd	GO	Work Commitments
Mr J Ridgley	JR	Other Commitments

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Mrs N Mann	NM	Clerk
Neil Macleod	NeM	Visitor
Phil Joyce	PJ	Visitor
Steve Smith	SM	Visitor
Al Findley	AF	Visitor

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
	Welcome FGB and Visitors SI welcomed governors and visitors to AGM meeting.	
1	Election of Chair of Governing Body – Governors agreed to retain the Co-Chair model moving forward. Nominations were made for Stuart Ireland and John Slade to co-chair the governing board. AGREED: All governors voted in agreement for SI and JS to stand as Co-Chairs for 2021-22	
2	Election of Vice Chair of Governing Body – AGREED: All governors voted in agreement for Chris Trengove to stand a vice chair, this will offer CT the opportunity to learn more about the role of chair and its time commitment.	
3	Apologies for Absence – Apologies received as above and sanctioned by governors.	
4	Quorum – Quorate	
5	Declaration of Business Interests – Declaration of business interest forms updated and no new declarations made.	
6	Agree Committee Members and Terms of Reference – Governors agreed to remain in their current committees and terms of reference for FGB agreed. Terms of reference and lead governors for T&L and Resources will be reviewed at first committee meetings.	

Full Governing Body Minutes dated 23.09.21

Signed

Ref	Action or Decision	Action Owner & Deadline
	Hearings and Appeals committees to be open to governors who are available on request.	
7	Agree governors code of conduct for 2021-22 – Code of conduct agreed and signed by all governors	
8	Discuss governor vacancies – Current vacancies are: 3 Co-opted, 1 LA and 1 Staff. 4 visitors attending today's meeting are considering the role of governor.	
9	Agree Lead Governors roles and responsibilities – To be completed at committee meetings	
10	Assign Governors to curriculum teams Student and Family support – MG Pedagogy and Curriculum – to be confirmed Learning Environments – SI & ND Assessment for Learning – CT	
11	Review and agree minutes from previous meeting on 15th July 2021 The minutes were agreed as a true and accurate record of the previous meeting and signed by JS(Co-Chair).	
12	Matters arising from minutes on 15th July 2021 <i>CT asked is the new behaviour policy being received well?</i> SV confirmed it has been positive. Wellbeing roles for the HLTA will begin next week following 2 weeks of planning. <i>CT asked is there any sexual harassment training taking place?</i> SV will be attending 3 day safeguarding course next week. <i>ND asked are the behaviour scripts working well?</i> Yes. Governors thanked JM for developing a robust, positive and concise behaviour policy for the whole school to use. JM will be reporting back at next FGB. Journaling training is booked for 14 th October Governors awareness day has been set for 20 th October, <i>TM asked is now week the best time to do governors awareness day?</i> SV has considered this and feels it would be appropriate. <i>CT asked SV if there has been any feedback from letters to the staff?</i> Yes, positive feedback and staff appreciated them.	JM
13	Safeguarding Update <i>MG asked if there are any children continuing with flexi schooling this term?</i> 2 children remain on flexi schooling and SV reported this is going well. KCSIE circulated to governors prior to meeting, Governors to confirm this has been read. Safeguarding update will be taking place next week for all staff. Safeguarding will continue to be covered in staff meetings throughout the year.	FGB
14	Governor training required for 2021-22 – NM to find out if all governors have access to NGA and if a new governor welcome booklet is available. Safer recruitment training to be sourced for all governors to attend. DAG update shared by MG. <i>MG asked if the statutory policy guidance for schools has been reviewed following changes?</i> NM to check the statutory list against policies we hold. <i>MG asked are we eligible for the recovery premium for disadvantaged children?</i> Yes Devon is no longer a COVID enhanced response area now. SV has attending meeting with local headteachers today, where it was discussed that the guidance is still unclear as to what process we follow should we have a cluster of cases within the school. Guidance states we contact PHE however it was reported one headteacher had done so without any success, Devon have a COVID strategic team who are currently recommending that schools ask all staff and pupils to be PCR tested if there is a cluster of cases. Should we have a cluster of	NM NM NM

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	cases, school should seek the appropriate and relevant advice at that time.	
15	Items for agenda of next meeting – Staff feedback at meetings. TM to discuss concern from parent raised outside of school with SV and return to next meeting if necessary.	
	Visitors left the meeting and meeting moved into part II at 6:40pm	
	Date of next meeting: 2nd December 2021 5:30pm	

The meeting closed at 8:37pm

DRAFT until signed