

Newton Poppleford Primary School

Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time		Thursday 14 th July 2022 5:30pm		Location		Newton Poppleford Primary School	
Governors Present		Initials		Governors Present		Initials	
Mr S Vaughan		SV		Mr S Ireland		SI	
Mrs T Murphy		TM		Mr J Slade		JS	
Mrs N Dowsing		ND		Mrs R Layman		RL	
Mr C Trengove		CT		Mrs M Raffell		MR	
Mr G Oldroyd		GO		Mrs C Olbert		CO	

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

Absent without Apology	Initials	Category of Governor
None		

In Attendance	Initials	Capacity
Mrs N Mann	NLM	Clerk
Mr A Pope	AP	Headteacher from September 2022

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
1	Notice – Received	
2	Agreement between Part I and Part II – Part II will be entered for agenda item 13	
3	Apologies for Absence – apologies received from NM were sanctioned by governors.	
4	Quorum - Quorate	
5	Declaration of Business Interests relating to the agenda – ND declared a business interested in Item 11.	
6	Review and agree minutes from previous meetings on 26 th May 2022 – The minutes were agreed as a true and accurate record of the previous meetings and signed by JS.	
7	Matters arising from the meeting on 26 th May 2022 – <u>Item 11</u> - Meeting is taking place on the inset days in September to revisit vision, values and strategic plan. <u>Item 13</u> - Parent survey has been completed and MR has attended parental engagement course <u>Item 20</u> - Induction to take place with CO before FGB in Autumn term.	
8	Further Update School Development Plan for September 2022 School Development Plan (SDP) will run from September to August. SV gave a broad description of what the objectives will be. SEF will be reviewed in September and this will develop the SDP further. Once completed the SDP will feed into the strategic plan.	
9	Headteacher's report Headteachers report was noted. SV has parent tours taking place next week which may increase pupil numbers.	

Ref	Action or Decision	Action Owner & Deadline
	<p>Question: TM asked what has been considered as unauthorised absence. If pupils are late after the register closes or pupils taken out of school for unauthorised holidays.</p> <p>Question: TM asked what the procedure is if you identify a pattern. SV said there are standard template letters that are sent out to parents and if there is no improvement the Education Welfare Officer (EWO) becomes involved.</p> <p>Question: CT asked how often does the EWO attend school. SV reported they have not visited for many years.</p> <p>Question: RL asked are we expecting less parents to take holidays in term time. SV said the government are pushing schools to improve attendance from September and fines from Devon County Council will be reinforced.</p> <p>Question: RL asked do you intend to make the parents aware of this. SV said yes.</p> <p>Question: ND asked who the decision falls to for authorising absences. SV said ultimately with the headteacher. SV said the system Devon has in place is not the most effective, parents are applying for absences in circumstances where their holiday has been postponed due to Covid, however some parents are ringing in to say their child is unwell.</p> <p>Question: CT asked how effective the school is if the EWO is not visiting regularly. SV said requests have been made for the EWO to visit however visits have not been taking place.</p> <p>Question: ND asked does the EWO become involved with pupils who are persistently late. SV said yes they should, however this is monitored by the school.</p> <p>Question: CT asked how is attendance monitors. SV said the attendance is reviewed termly by SV and Angela Nash (Schools Bursar). Letters are sent to parents where trends are identified or attendance is poor.</p> <p>Funding has been agreed from Department for Education for mental health training, Donna Habbishaw will take this role and complete the training.</p> <p>Currently there is a teaching assistant vacancy, SV said filling support roles is challenging and this may be due to the lack of pay incentive.</p> <p>3 members of staff are leaving before September.</p> <p>Assessment report was noted.</p> <p><u>Early years</u> Early years data is based on a small cohort and one child with EHCP and one child joined 3 days before data was collected. MR said she has been very critical with her assessments, and reported some children have improved since these assessments took place.</p> <p><u>Phonics data</u> SV reported the data is positive. Question: ND asked do the pupils hat have not passed retake the test this year. SV advised they will retake the phonics test in year 2. Question: CT have the year 2 pupils been included in the results published. SV said no. Question: ND asked what percentage have passed in year 2. SV said 50%, however all pupils have progressed.</p> <p><u>KS1 data</u> SV reported the data is positive. There has been mobility in and out of this year group which has adjusted the results slightly, the results are above Devon and national averages. The school has received positive feedback from the moderation. Question: CT asked do they moderate academies as well as maintained schools. SV said yes. Question: AP asked was the judgements moderated up or down. SV reported they were all agreed and none were changed.</p> <p>SV reported reading has been consistent for KS2. Year 4 tables test has been completed and benchmarked against the best information SV could source. KS2 results were strong and Brad Murray positively commented on them.</p>	

Ref	Action or Decision	Action Owner & Deadline
	<p>Pupil Premium data was noted.</p> <p>Question: TM asked why no PP pupils have achieved English. SV advised if they did not achieve one area they could not achieve English overall.</p> <p>SV said considering the previous two years difficulties with the Covid lockdowns, these are positive and strong results and a testament to the staff and children.</p> <p>Governors thanked the staff for their support, efforts and hard work to achieve such positive figures.</p> <p>Results information to be shared with parents via governor letter from SI before the end of term. CT to send email of thanks to staff.</p>	SI/CT Action
10	<p>Questions from Teaching and Learning Committee Minutes</p> <p>CT reported the subject SWOT was successful for review at the meeting.</p>	
11	<p>Questions from Resources Committee Meeting</p> <p>i) Preschool Business Plan – working party A working party with CO, GO, AP and Kelly Davis was agreed to be formed with the key focus of Preschool business planning.</p> <p>ii) Review of accident book Accident report was noted and no trends were identified. ND said it states in the Play Policy that Newton Poppleford School are happy for children to take risks. Question: TM asked are the reported assaults on staff additional to previous report and are the staff members ok. SV said they assaults were towards SV and he reported he is fine.</p> <p>iii) Term Dates 2023/24 AP proposed term dates and these were noted. AGREED: Si proposed term dates for 2023/2024, JS seconded and all were in agreement. SV to share with Angela Nash.</p> <p>ND has requested part funding for Level 3 Forest School training from Newton Poppleford School. Agreement for cost of course to be repaid if ND was to leave the school, Year 1 would be 100% and Year 2 would be 50%. The course runs for 5 days. Question: GO asked how will this training benefit the whole school as ND is based in EYFS. SV said ND will be working with teacher across the whole school to implement ideas. AGREED: SI proposed the 50% part funding for Level 3 Forest School training for ND, RL seconded and the vote was carried unanimously. ND abstained from voting.</p> <p>AP would like to complete a coaching qualification for his professional development, the Senior Leadership Team have completed advanced coaching and if AP will be leading on this, he feels a professions qualification would be appropriate. The course costs £1,600 and 4.5 release days would be required for AP on the advocacy role. AGREED: GO proposed the coaching qualification for AP at the cost of £1,600, JS seconded and the vote was carried unanimously. AP abstained from voting.</p> <p><u>SV provided some updates following resources meeting:</u></p> <ul style="list-style-type: none"> • Electric cabinet works are due to be completed on 1st August. 	SV action

Ref	Action or Decision	Action Owner & Deadline
	<ul style="list-style-type: none"> Local builders have attended site to look at the wall recommended for repair in the condition survey, They have confirmed the wall is not structurally compromised and requires re-pointing. Adrian Ableson could complete this repair. All governors were in agreement. During the extreme heat, the DfE have asked schools to ensure they are ventilated, pupils are hydrated and to avoid any vigorous activity. They have recommended pupils can wear loose clothing and for schools to remain open where possible. Public Health England have asked schools to avoid pupils being out in the sun between 11am and 3pm. Lunchtimes are being monitor and processes have been put in place. Question: SI said is there enough shade provision? TM said this is being reviewed. 	
12	Safeguarding Safeguarding report was noted and no questions were asked.	
Meeting entered part II		
14	Governing Board Structure – to include Terms of Reference agreement Community, parents and staff lead to be amended to Communication and Wellbeing. Terms of reference were agreed and governors to identify on the skills audit which lead and deputy lead roles they would be interested in. Level 3 safeguarding training and safer recruitment training to be arranged for the safeguarding lead. RL left the meeting at 7:10pm MR will contact the parish magazine to set up a permanent page for the school. CO to send short paragraph and picture for the website.	 MR Action CO Action
15	Review progress the school has made during the year - recognise and celebrate! Attainment results are positive, following 2 disruptive year, home learning, and absence due to Covid. Governors thanked the staff and SV for their hard work, pulling together and support each other throughout these years. SV said it has been a true team effort by all, and he really appreciates the hard work and dedication the staff team have to ensuring the education of the pupils is maintained. Preschool parent survey was very positive and this is reflection on the preschool staff team. The reactivity of the school to support the wellbeing of our pupils should be recognised, 2 new posts have been created to work directly with pupils to help integrate them back into school and encourage wellbeing across the whole school. TM said there was a lot of staff anxiety in the autumn term during the recruitment process for headteacher, this has shifted to anticipation and excitement for the autumn term. The staff involvement in the recruitment process was important and staff appreciated being involved in the process. Journaling and the progress this has made can be observed when the governors visited on the second awareness day, this has increase innovative development and staff training. There has been lots learn from processes and a practices put in place during the Covid lockdowns and returning to school. School building was signed off this year, 3.75 years after it had been built and occupied.	

Ref	Action or Decision	Action Owner & Deadline
	<p>Play project has been a high profile and this has been exciting for all. Newton Poppleford are the lead school for the professional community for outdoor learning through SWIFT.</p> <p>Behaviour policy and the work around respect, adventure, achieve has been positively received by the school community.</p> <p>Hot chocolate Wednesdays and good manners cafe has been successful and enjoyable for the children and SV.</p> <p>It's been great to see parents and governors back in the school for sports days and celebration assemblies. SV said the feedback from parents about year 6 leading KS1 sports day was very positive.</p> <p>Marvellous Me, Sir Link A lot and Tapestry have been great communication with parents and the school community are embracing communication by technology.</p>	
16	<p>Reflect on the impact the Governing Body has had on the outcomes for pupils over the academic year. Consider any changes needed.</p> <p>Governors agreed the recruitment process was difficult and recognised the board pulled together following some initial issues with communication. A vigorous process was developed and a successful appointment was made. The board have recognised their strengths and weaknesses following a review of the process, this has resulted in a restructure of the governing board's terms of reference which will take effect from September 2022.</p> <p>SV said he felt he was leaving the school in very good hands as he leads to retirement.</p> <p>The development of the strategic plan will have a positive impact on the governing board's effectiveness.</p>	
17	<p>Policies reviewed by committees to be ratified:</p> <p>Finance – recommended by the Resources committee.</p> <p>Religious Education – recommended by the Teaching and Learning Committee</p> <p>Health and Safety policy – TM reviewed, DCC policy no longer required following guidance from Babcock, NM to remove comments from policy.</p> <p>Complaints – NM to amend the stages to informal, stage 1 and stage 2. Blank complaints templates folder to be created by CT and NM. Only one chair to receive the complaint if a co-chair model is adopted.</p> <p>AGREED: JS proposed the above policies with amendments by NM, SI seconded and the vote was carried unanimously.</p> <p>Lettings – GO reviewed the policy, rates need to be agreed with opening and closing costs considered. Charge for kitchen and kitchen clean should be considered. Governors agreed designated users should be offered preferential rates. Offering extracurricular opportunities to the pupils through external providers will be considered at a reduced cost.</p> <p>ND will contact Scott Walker who works for Exeter City Football trust to find out what opportunities they could offer. GO will return to FGB.</p> <p>Question: TM asked who manages the lettings. SV said it would be Angela Nash.</p> <p>NLM will circulate skills audit before the end of term for governors to complete.</p>	<p>GO Action</p> <p>NLM Action</p>

Ref	Action or Decision	Action Owner & Deadline
18	Agree meeting dates for committee meetings 2022-23 The meeting dates were agreed for 2022-2023.	
19	Items for agenda of next meeting Review of school dinners – working party to be created if required.	
AOB	Governor Awareness Day Governors reported there were lots of positives seen during the day and it was a brilliant day. Governors to feedback to staff the positives they have observed. MR will shared thanks from the governors and report feedback to the staff. Question: ND asked why there was of evidence of marking. SV said this is in line with the marking policy where marking is now verbally given. Question: ND asked does making need to be formally recorded as being given. SV said no as long as it is taking place, this is not an area Ofsted would be interested in. Professional development and modelling has increased since visit in the spring term, there is a focus on feedback, what it looks like and what is effective. Question: ND observed a child moving from year 1 to year 2 for some time out, was the behaviour policy being actively followed by all staff. SV said there are some pupils who have plans that sit outside the behaviour policy and different procedures may apply to these pupils. Question: ND asked if children missing play time for miss behaving is part of the behaviour policy. SV said it is within the policy but is applied in a cumulative way, the pupils should only be missing a proportion of their play time. ND suggested reviewing with the consideration to pupils' wellbeing going forward. Governors shared their gratitude to SV for his work and dedication to the school and the school community during his time as headteacher and wished him all the best for his retirement. Anthony Pope will be in post as head teacher from 1 st September. AP now holds a set of keys to the school.	

The meeting closed at 8.25pm