



Newton Popleford Primary School Full Governing Body Meeting

Meeting 8: Part I Minutes						
Date & Time	Tuesday 10 th December 2024 5:30pm	Location	Newton Popleford Primary School			
Governors Present	Initials		Governors Present	Initials		
Chris Trengove (Chair)	CT	Co-opted Governor	Mary Raffell	MR	Staff Governor	
Rebecca Layman (Vice-Chair)	RL	Co-opted Governor	Rebecca Burdus	RB	Parent Governor	
Ant Pope	AP	Headteacher	Tom Cardy	TC	Parent Governor	
Linda Wright	LW	Co-opted Governor	Paul Steer	PS	Parent Governor	
Caroline Odbert	CO	Co-opted Governor	Guy Frankland	GF	Co-opted Governor	
Nick Rudling	NR	Parent Governor				

Apologies	Initials	Reason for Absence (Category of Governor)	Absent without Apology	Initials	Category of Governor
	HJ	LA Governor			
	GO	Co-opted Governor			

In Attendance	Initials	Capacity
Penelope Rossetter	PR	Clerk

Minutes to
All Governors
School website
-

The meeting opened at 5.45pm

Ref	Action or Decision	Action Owner & Deadline
1.	<p>Subject SWOT - Maths</p> <p>AP presented the SWOT for Maths. Governors confirmed they had received the report. CT asked Governors for comments. Governors noted that 52% of year 6 met the expected targets. KS2 outcomes last year were a weakness, however, year 2 outcomes were positive. LA expected figure for Pupil Premium was 51% and NP was 50%. A Deep Dive has been done which goes into more detail for the LA and the next steps had been identified.</p> <p>Governors asked about the changes to national curriculum and how is that a threat? AP said the National Curriculum is under review by the new Government. It is not expected there will be any major changes. However, the threat of that is we have to</p>	

Full Governing Body Minutes dated 11.02 2025

Signed

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	keep up with it and have to implement that. For example, the OFSTED framework may not be in line with the Government expectation.	
2.	Agreement between Part I and Part II – CT confirmed there is a part II meeting at the end of this meeting.	Agreed
3a.	Apologies for Absence – apologies received from Miss Hannah Jones and Mr Gary Oldroyd were sanctioned by governors.	Agreed
3b.	<p>Welcome and Introductions CT welcomed Governors and asked everyone to say who they were and what their responsibilities are. Governors were reminded to give their short biographies to PR. PR will add all the new Governors details to the sheet that RL has been collating.</p> <p>CT outlined that there has been a second round of parent governor elections. CT asked RB, PS, TC and GF to leave the room. All agreed. All were asked to return to the meeting. CT then confirmed that RB, PS and TC were elected as Parent Governors and GF elected as a Co-opted Governor.</p> <p>CT confirmed that Teri Murphy has completed her term as a Governor and therefore has stepped down. Stuart Ireland has resigned as a Governor following a discussion about his ability to continue. We therefore have one Co-opted space available. We need to co-opt someone who is not a parent at the school. There are no deficits in the skills audit.</p>	PR
4.	<p>Notice – Received. Governors are reminded to get their reports into the share files earlier so that other Governors have a chance to read and digest before meetings. One to ones with AP should be booked as early as possible.</p>	
5.	Quorum – The meeting was quorate.	Agreed
6.	Declaration of Business Interests relating to the agenda – None	
7.	<p>Minutes</p> <p>(a) <u>To confirm Part I Minutes of Meeting 15 October 2024</u> The minutes were agreed as a true and accurate record of the previous meeting and were signed by the Chair.</p> <p>(b) <u>To consider matters arising from the minutes.</u> Actions were complete unless detailed as below, or covered elsewhere within this meeting's agenda:</p> <ul style="list-style-type: none"> ● Vice Chair role – CT and RL have met and are currently discussing ● Lead Governor Roles – to be carried forward and CT/RL will discuss further ● Governor training – new governors induction training has been done ● Equality and Diversity. All Governors to input their personal details into Governor Hub ● Safeguarding questions laminate has been actioned. ● NR handover from TM has been actioned 	<p>Agreed</p> <p>CT/RL CT/RL</p>
8.	Business brought forward by the Chair -None	
9.	<p>Governors Key Priorities CT outlined that this a new part introduced to the Agenda and will be a standard Agenda item in future. RL said this relates to the Governors priorities to ensure they are on track. RL will check with the Chair each part.</p> <p>Making NP the school of choice – CT said there has been an open day with 5 parents and there have been other visits too. We will not know the conversion until the reception intake. Advertising continuing to be done though Facebook. Having an active PTFA shows parents really care about the school. More people talking about the school outside the area. Is there any more support the school needs regarding Facebook? To report back to next meeting. Facebook currently down to AP. Other schools locally are Academies and have dedicated marketing teams. Generally, we are doing really well with marketing and there are more things we can do.</p>	AP/CT

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	CT outlined the spaces in the LEAD and Deputy Governors roles to be filled. PR will send out the up to date list and the current terms of reference. Governors are to let PR know what roles they would be willing to take on.	
12.	<p>Performance and Pay Committee update The pay committee has met and all pay awards have been agreed.</p>	
13.	<p>Headteacher Report AP AP has put his written reports on the share file and went through some of the headline figures.</p> <p>Some instances of violence towards staff reported. Three suspensions. Attendance good. The next meeting will also report on early help. AP always reports to CT when a suspension occurs and the reason. Governors asked if the violence towards staff instances are one child or several and is there support for staff? AP said this is not just one child or one staff member. AP feels there is adequate support but it is challenging for staff. There are approximately 7 staff trained in passive intervention and prevention strategies. RL said behaviour in the school is generally good. Staff deal with issues for the benefit of the class. Attendance is positive with 2% above national.</p> <p>Outcomes – have had an English visit from our advisor Julie Stevens, feedback was good with clear next steps recognising the work being done. Maths was similar. The professional development put in place is impacting positively in the classroom. Staffing – cannot recruit lunchtime staff. Teachers and TA's are having to step in.</p> <p>ICT – ESS our SIMS school information management system and schools are locked into a contract with them. We have to decide if we want to stay with or change to BROMCOM. SIMS will no longer connect to the new DCC financial system in March and there is a cost to leave the contract. BROMCOM will buy us out of ESS contract to change. we have also investigated a system called Arbor. There is unknown cost to either. The current preference is BROMCOM. Due diligence is being performed by Angela who has provided the costs breakdown. DCC have assured we can migrate the Data, however, AP has some concerns.</p> <p>AP said this decision will need to be made by a designated group of Governors. CT asked Governors to agree to CT/GO and AP to make the decision on behalf of the Governors. AGREED</p> <p>The Enrichment calendar was noted. Governors wished to thank Amanda for the work to take 200 children to the pantomime.</p>	
14.	<p>Monitor School Development Plan AP provided the updated SDP to Governors and this overlaps with previous reports. Governors asked about after school's clubs? AP said sports clubs are popular. AP said it is trying to balance between sports and Arts. There has been a lower uptake this term. Paid for clubs in particular. AP feels we are robust enough as we offer enough.</p> <p>Governors asked about QLA Assessments and can it be filtered? AP said yes these should be, they are online platforms and give us good data to identify areas. Governors asked about the computer club? There will be 3-4 children in every class in KS2 acting as experts to support the older children. Governors asked about P2 parent survey? This is due Summer term. MR has on her TOR as lead Governor for Communication and wellbeing.</p>	
15.	<p>OFSTED Question The new system will mean if we are due an inspection we will get a phone call on the Monday with inspection Tuesday/Wednesday. We will be expecting soon. We need to be ready. CT asked Governors the following questions from the OFSTED preparation document on the share file. "How do we hold the Headteacher to account?" – The answer is to look at the minutes of FGB meetings. "How do we know that we have met the needs of under-resourced pupils in our schools?" – The answer is in the Headteacher report in the first term which has the assessment data. "How do we know how the PP funding is spent" – The answer is in the Budget reports and the Headteacher reports.</p> <p>Governors need to be Knowledgeable of their particular Lead role areas. Generally, need to know where to get particular documents or information.</p>	

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16.	Knowledge Nugget Carried forward as GO not at the meeting. RL asked Governors to let us know if there is any area of Governance that they might like more details on.	GO
17a.	Reports on Training Undertaken New Governors had been on the DCC new Governors training and the school specific induction has been given. CT outlined about the DCC training courses and PR will send on anything specifically of interest to Governors Lead roles. If Any Governors undertake Training please let PR know to put on the Governor Hub or register it yourselves.	PR
17b.	Delegation of new Governors Mentors RL suggested that this be done once now Governors have their lead/deputy lead roles delegated. In the mean time if any new Governors need information they should contact herself CT or PR.	

The meeting closed at 7.30pm

DRAFT