



Newton Popleford Primary School Full Governing Body Meeting and Annual General Meeting

Meeting 8: Part I Minutes						
Date & Time	Tuesday 24 th September 2024 5:30pm	Location	Newton Popleford Primary School			
Governors Present	Initials	Role	Governors Present	Initials	Role	
Mr A Pope	AP	Headteacher	Dr Helen Tubbs	HT	Parent Governor	
Mr C Trengove (Chair)	CT	Co-opted Governor	Mr G Oldroyd	GO	Co-opted Governor	
Mrs L Wright	LW	Co-opted Governor	Miss Hannah Jones	HJ	LA Governor	
Miss R Layman	RL	Co-opted Governor	Mrs C Odbert	CO	Co-opted Governor	
Mr Nick Rudling	NR	Parent Governor	Mrs M Raffell	MR	Staff Governor	

Apologies	Initials	Reason for Absence (Category of Governor)	Absent without Apology	Initials	Category of Governor
Mr S Ireland	SI	Co-opted Governor	-		
Mrs T Murphy	TM	Parent Governor			

In Attendance	Initials	Capacity
Mrs Penelope Rosseter	PR	Governance Professional

Minutes to
All Governors
School website
-

Discussion
 Prior to the business of the meeting the Chair introduced Fiona Collier from Devon Education Services to give us further information on the various options open to us for the future for the school.
 Fiona outlined the bigger picture. There has been a change in Government and there have been other changes in relation to Ofsted inspections and Acad status requirements also. Fiona will email some relevant documents to PR to share. She recommended Governors could visit federations and academies a better idea of these options. There is also the option of staying as we are as a standalone maintained school. There then followed a full discussion on the different options. The Chair thanked Fiona for her input.

The meeting opened at 5.40pm

Ref	Action or Decision	Action Owner & Deadline
1a	Welcome and Apologies for Absence – apologies received from Teri Murphy and Stuart Ireland were sanctioned by governors.	
1b	Quorum – The meeting was quorate.	Agreed

Full Governing Body Minutes dated 24.09.24

Signed

Ref	Action or Decision	Action Owner & Deadline
1c	Notice – Received	
2a	Declaration of Business Interests relating to the agenda – None	
2b	Agreement between Part I and Part II – none	Agreed
3	<p>Minutes .</p> <p>(a) <u>To confirm Part I Minutes of Meeting 4th July 2024</u></p> <p>(b) <u>To confirm the Part II Minutes of the meeting 4th July 2024</u> The minutes were agreed as a true and accurate record of the previous meeting and were signed by the Chair.</p> <p>(c) <u>To consider matters arising from the minutes.</u> Actions were complete unless detailed as below, or covered elsewhere within this meeting's agenda: - None</p>	Agreed
4.	<p>Business brought forward by the Chair</p> <p>None</p>	
5.	<p>Elections and Sanctioning</p> <p>a) Election of Chair PR reported there had been 3 nominations for Chair had been received all for CT. CT was asked to step down as Chair and leave the meeting. CT has been nominated as Chair. Proposed – RL Seconded LW All Agreed. CT was asked to return to the meeting and the Governors confirmed his election.</p> <p>b) Election of Vice-Chair PR reported there had been 3 nominations for Vice Chair. 1 for SI and 2 for RL. RL reported she had not put herself forward for the role. She felt there was a lot in the Terms of Reference to take on. CT outlined the role. The role of performance reviews for Governors was agreed to be taken out of the TOR. CT said this is a role that can grow. RL said she is happy to support CT, but feels she would find it difficult to run alongside her SEND role. Maybe look at the Lead roles first and come back to this. CT reminded we must have a Vice-Chair in place.</p> <p>c) Sanctioning of Hannah Jones as Local Authority Representative CT reported that at the last meeting it was agreed to Co-opt HJ onto the Governing Board. Since then CT and PR realised that as HJ was employed by DCC that she should be asked to stand as our LA representative. She was asked and the relevant paperwork done through DCC. HJ is happy with this. We just need to sanction this at this meeting. It was asked what a LA Governor means? CT explained the background. There are no differences to being a Governor, she does not represent the DCC, there are no additional terms of reference, just that DCC sanctions the appointment. CT asked if we can sanction HJ as LA Governor. All agreed.</p> <p>CT said there will be 2 parent governor vacancies for election. TM has decided to step down when she would be renewing in November.</p>	<p>Agreed</p> <p>To follow</p> <p>Agreed</p>
6.	<p>Vision and Values, School Development Plan (SDP) and Self Evaluation Form (SEF)</p> <p>CT said in 2022 the strategic plan was set for the Governing Board. He read out the 5 priorities. This is set until 2025 when a further review will be put in place. The SDP (School development plan) which is how we are trying to get to the ultimate plan. And the SEF School Evaluation Form which assesses and shares how we do this with OFSTED.</p>	

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	<p>AP outlined the SDP and the 6 sections, 7 with the school context. OFSTED look at the data dashboard. He outlined the figures from his report (see file) and the important areas. Where are the positives and the negatives? The one-word judgements no longer exist. Governors need to have a good knowledge of the document. Governors will be offered a printed version. AP outlined the detailed the 4 priorities for this year. (See file)</p> <p>Governors asked if AP will be actioning this year? AP said yes this is this year's SDP Governors asked how this will be monitored? AP said there are various ways this is done and ultimately the SEF is the level of success. Governors asked what is the issue with the writing and how is it assessed? AP said there has been a journey with writing anyway in terms of improvement. Stamina and changes to the scheme. Multiple reasons over time. This cannot be resolved in a year. There had been gaps, Covid and other issues combined. Need to continue to be focussed. The benchmark is now tracked year on year. AP feels the assessment is better now. We are now benchmarking with schools we are in partnership with. Governors asked how do the priorities relate to the previous assessment criteria from OFSTED? AP said the curriculum is not a criterion for assessment. OFSTED look at the quality of teaching and behaviour.</p> <p>CT asked Governors to approve this year's SDP – Proposed CT Seconded CO All Agreed Governors pointed out this had been a really good discussion and the level of detail is good. Well done to AP and the team for the work put in.</p> <p>Governor Priorities CT said what is considered good practice is that Governors have some priorities for the year too. What do we want this year to identify? CT outlined some areas and expectations on the screen for discussion. (See file) Individual Governors have their terms of reference. Are there any key priorities we as governors need to focus on?</p> <p>There was a discussion about what are the key areas and how this would link with the strategic plan. Should there be more data to show improvement and measure ourselves? Is there a way of collating information to measure progress? We know we need to make NP the school of choice. We should be influenced by our terms of reference. Are there any elements of the strategic plan we are short of meeting? There are ongoing priorities. We must have monitoring the finances of the school, exploring the future of the school, consider how we report and measure continuous improvement. An example would be to increase the numbers in reception by X%.</p> <p>CT suggested to pause the discussion and bring back ideas in relation to our Terms of Reference, how we measure the effectiveness. This is the next step in Governance for us.</p> <p>CT said there is a folder in the files on the Drive – Governors Development Plan CT and the Vice Chair to work on.</p> <p>CT reminded everyone and in particular the new Governors the files under Governors Pack for reference.</p> <p>RL offered to provide induction to the new Governors and will arrange a meeting on Teams using the induction list on the drive. Once HJ has completed her DBS she can be added.</p>	<p>Agreed</p> <p>All Governors</p> <p>CT and RL</p> <p>RL</p>																														
7.	<p>Governor Functions 2024-25</p> <p>PR reported on the responses she had received so far for the lead roles below:</p> <table border="1" data-bbox="162 1659 1359 1980"> <thead> <tr> <th>ROLE</th> <th>LEAD</th> <th>DEPUTY</th> </tr> </thead> <tbody> <tr> <td>Learning Standards</td> <td>LW</td> <td>HJ</td> </tr> <tr> <td>SEND</td> <td>RL – Dependent on Vice-Chair role</td> <td></td> </tr> <tr> <td>Comms and Wellbeing</td> <td>MR</td> <td>HT</td> </tr> <tr> <td>Safeguarding</td> <td>TM – Until retires November</td> <td>CT/NR</td> </tr> <tr> <td>Premises Safety and Security</td> <td>CO</td> <td>SI? Not confirmed</td> </tr> <tr> <td>Behaviour and Attendance</td> <td>CT</td> <td>HJ</td> </tr> <tr> <td>Personnel</td> <td>SI? Not confirmed</td> <td>GO</td> </tr> <tr> <td>Finance</td> <td>GO</td> <td>CO</td> </tr> <tr> <td>Equality and Inclusion (New)</td> <td></td> <td>HT</td> </tr> </tbody> </table>	ROLE	LEAD	DEPUTY	Learning Standards	LW	HJ	SEND	RL – Dependent on Vice-Chair role		Comms and Wellbeing	MR	HT	Safeguarding	TM – Until retires November	CT/NR	Premises Safety and Security	CO	SI? Not confirmed	Behaviour and Attendance	CT	HJ	Personnel	SI? Not confirmed	GO	Finance	GO	CO	Equality and Inclusion (New)		HT	<p>PR to circulate</p>
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	<p>Vice Chair role (B/F from earlier in the meeting) SI is currently Vice-Chair and it is unsure if he would be willing to continue. He has been nominated. It was decided to take a vote now. RL left the room. A secret vote was taken. The results were 5 votes for RL 0 votes for SI and 1 Abstain. It was agreed to appoint RL as Vice-Chair. RL returned to the room. CT then informed RL she had been voted as the new Vice-Chair. The Vice-Chair Terms of Reference will be looked at further.</p> <p>Terms of Reference for Committees and relevant Policies CT reported all the terms of reference have been updated. Admissions – all Governors</p> <p>1st, 2nd/Appeals – 3 out of all Governors on 1st committee and 3 separate Governors on 2nd committee when required except MR and AP – policies section left empty as policies would need to be added dependent on the issue. If “clean” governors are required then another school governor board can be approached. There would be a need for a temporary term of reference with that school.</p> <p>HT Appraisal panel – panel is Chair and two other Governors appointed when required.</p> <p>Performance & Pay – For all staff members, GO, LW and CT</p> <p>All the above Terms of reference were agreed by Governors</p> <p>Agree Governor Code of Conduct All Agreed</p> <p>Confirm all reviewed and signed Annual Business Interests Declaration All Governors to update on Governor Hub – PR will check if done and chase if required.</p> <p>Confirm all read Keeping Children Safe in Education KCSIE 2024 All Governors to read and confirm on Governors Hub – PR will check if done and chase if required. PR to resend the link.</p> <p>Consider Skills Audit, identify skills needs, set actions to complete governor training - done at Governor’s Awareness RL asked for a small Biog from each Governor with a bit more information than what is on the website with a bit more background. It would be good for new Governors too. RL will organise.</p> <p>PR had forwarded the link for the above to Governors. PR will bring breakdown to the next meeting.</p> <p>Agree FGB dates 2024 -25 All agreed</p> <p>Agree NGA Standard membership renewal @ £119 2024-25 All agreed</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>All Governors PR to check</p> <p>All Governors PR to check</p> <p>RL</p> <p>PR</p>
8.	<p>Policies & Procedures</p> <p>Policies reviewed and approved by the Full Governing Board Admissions – via DCC standard Safeguarding – via DCC standard All agreed</p>	<p>Agreed</p>
9.	<p>What have we done today that has positively impacted the quality of our children’s education?</p> <ul style="list-style-type: none"> • We have set clear direction as a Governing Board and looking at how we are going to measure that. • Work done around the SDP • The introduction conversation about future of the school. 	

The meeting closed at 7.45pm

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Signed

Dated.....