



Newton Popleford Primary School Full Governing Body Meeting

Meeting 8: Part I Minutes						
Date & Time	Thursday 30 th November 2023 5:30pm		Location	Newton Popleford Primary School		
Governors Present	Initials	Reason for Absence	Governors Present	Initials	Category of Governor	
Mr A Pope	AP	Headteacher	-			
Mrs T Murphy	TM	Parent Governor	Mr S Ireland	SI	Co-opted Governor	
Mr C Trengove (Chair)	CT	Parent Governor	Mrs C Odbert	CO	Co-opted Governor	
Mrs N Dowsing	ND	Parent Governor	Mrs M Raffell	MR	Staff Governor	
Mrs L Wright	LW	Co-opted Governor				
Miss R Layman	RL	Co-opted Governor				

Apologies	Initials	Reason for Absence (Category of Governor)	Absent without Apology	Initials	Category of Governor
-			Mr G Oldroyd	GO	Parent Governor
			Mr T Warren	TW	Co-opted Governor

In Attendance	Initials	Capacity
Mrs Penny Rossetter	PR	Clerk

Minutes to
All Governors
School website
-

The meeting opened at 17.40 The Chair welcomed Penny Rossetter as the new Clerk to the Governors.

Ref	Action or Decision	Action Owner & Deadline
1.	Subject SWOTs - Carried forward to next meeting	
2.	Agreement between Part I and Part II - Part one only	Agreed
3.	<p>Apologies for Absence – No apologies received. NC had reported she would be a little late to the meeting.</p> <p>Governor Vacancies – It was discussed that there is a need for additional Governors and that these should have specific skills sets to compliment the current Governors. ND is up for election in March 2024 and CT is up for election in August 2024.</p>	Agreed

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4.	Notice – Received. However, it was noted that there is a need to get Governors reports to them in time for them to digest before the meetings. The Chair reminded Governors that this is a public meeting and anyone can request to attend.	
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 17 October 2023</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> <ol style="list-style-type: none"> 1. S175 Audit on this agenda 2. Risk Assessment – Done 3. Online Safety 4. DBS Cycle – not to go cyclical as advised. 5. Appointment of Clerk – Done 6. Governors Skills Audit – Carried forward to next meeting 7. Pay Policy – waiting on approval from Unions and can then be agreed 8. Safeguarding action points. Some need to be updated including content on the website. 9. Prevent training has been done. 	<p>Agreed</p> <p>PR/AP</p> <p>AP</p>
8.	<p>Business brought forward by the Chair</p> <p>Ofsted Training - The chair reported that himself, RL CO GO attended the Ofsted training. One of the measures is Behaviour and Attendance which does not currently have a lead as this area relates to several SGs. The Chair reported that he had been told that Governors will be asked about their role in monitoring and challenging these two areas at visits to schools. There was a discussion and it was agreed that CT will look into the Terms of Reference of all the sub groups. There may be a need to set up a new SG or the existing SGs to identify specific areas that could be moved to a new SG. There may be a need to recruit a new Governor with the skills set required. This would be a data driven role. TM felt that she could take on the attendance role and RL felt that she could take on the behaviour element temporarily whilst a new Governor is recruited specifically. Some procedures would need additional training for, for example Permanent Exclusion. The Clerk was asked to look into DCC Governor services to identify any relevant training in relation to the Permanent Exclusion.</p> <p>It was noted that potential new Governors would need to provide an expression of interest form. There are a couple of interested parties to follow up on.</p> <p>It was agreed that the Chair will create a "shadow" role for Attendance and Behaviour.</p> <p>It was asked if the 360 report is up to date? AP reported that there is a folder on the Google Drive and that AP refers to the SIMS data which tracks attendance. AP explained how the data works and how it is monitored and updated. It was asked if this is pulled off every ½ term and can Governors access it? AP said it was done weekly and attendance reports are presented at every Governors meeting. if governors wish to have further access, they are welcome. It was suggested a file in Google Drive called "Attendance" which AP will update when he has new data from SIMS so that Governors can access.</p> <p>Governors discussed and it was explained how persistent absence is monitored and reported. AP reported there are procedures and policies in place to identify and intervene. The Chair said how important it was for Governors to say where the information is available and that they and the school are raising awareness through all media to reduce absence.</p> <p>It was agreed that a new Agenda item be added to report on Attendance and Behaviour plus a GDPR section annually.</p>	<p>PR</p> <p>CT</p> <p>PR/AP</p>
9.	9a Safeguarding Head Report	

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	<p>AP noted from his report there were low levels of high-profile concern. Broadly positive and are tracking some family issues.</p> <p>Governors noted receipt of the governor report, there were no further questions.</p> <p>9b Lead Governor report</p> <p>TM reported that following the recent safeguarding audit, there is a need for wider safeguarding monitoring from all Governors from the pro-forma report. TM suggested she TM can produce a list of questions and model answers for Governors to choose from when they visit the school. Keep simple.</p> <p>It was agreed that TM will produce a list of questions for Governors regarding safeguarding and that a confidential laminate card be produced to be held at reception. CT will update the visit form.</p> <p>Filtering and Monitoring – TM reported about cyber security requirements. Evidence is checked regularly and AP physically checks all PCs/laptops to ensure filters are up to date and appropriate. Governors need to be aware of the latest information around inappropriate usage. There was some discussion for a need for some further investigation to access up to date information.</p> <p>It was agreed that filtering and monitoring be added to the safeguarding lead TOR. The chair will also look into accessing up to date information.</p> <p>Q: it was asked what “annex R arrangement” means? AP explained this is flexible hours for a student with a specific set of criteria. Agreed with DCC.</p> <p>Q: Asked if this is an unusual request? AP said it was. TM felt it would be useful for her a SEND lead Governor, to ask specifically if there were any Annex R’s at her visits.</p> <p>Safeguarding training is expected of everyone. Staff to get refresher level 2 in September. AP asked if there is a need for Governors to do L2 every year? It was suggested this is good practice to refresh knowledge. It was suggested that TM prepare one minute guides at each Governors meeting.</p> <p>It was agreed that TM should prepare a video on the key and the Clerk to keep a list of what has been done to date.</p>	<p>TM/CT</p> <p>CT</p> <p>TM/PR</p>
10.	<p>SEND</p> <p>10a. Lead Governor Report</p> <p>RC reported she said she felt she had got a good grasp of the role now. She had met with Debbie and discussed concerns raised and improvements being actioned. There is further to go and the jargon buster was very useful.</p> <p>AP presented an example of how a SEND child would be identified, targeted and tracked. Every teacher being trained in understanding the My Plans with responsibility for monitoring.</p> <p>Q Asked if there was any SEND identification process for pre-school? RL will contact Kelly and also discuss with AP. Pre-school does get spoken about by Ofsted visits.</p> <p>10b Equality Audit</p> <p>Carried forward to next meeting</p>	<p>RL/AP</p> <p>AP</p>
11.	<p>Performance and Pay Committee Update</p> <p>The Chair reported that he had met with AP. The Head Teacher Appraisal Committee had met and achieved an outcome to report to the Pay Committee. SI to recommend. CT explained the process. It was agreed that Governors must get the appraisal process for teachers earlier next year. Schools have different approaches. There are progress meetings but these are not officially part of the appraisal process.</p>	
12.	<p>School improvement Reports</p> <p>AP explained that to protect staff the report is redacted. AP said there had been a big step in the journey this year with targeted next steps in place. Higher levels of children’s prior knowledge and retrieval practice has led to much more positive results and staff are being more proactive.</p> <p>There was further discussion and AP gave further information about the retrieval process.</p> <p>CT said that he and AP had met last week and talked through the targets. AP explained the outcome to show transparency.</p>	

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	<p>Q: it was asked if the Chair could briefly give bullet points from the meeting? CT outlined the agenda items at the meeting to the Governors and that CT felt he had been supportive and challenging to AP.</p>	
13.	<p>Headteacher's report</p> <p><u>Recruitment</u> - AP outlined from his report that there were general recruitment issues county wide. One TA recently recruited last only one week. It had been decided not to recruit at the moment with existing staff covering this role.</p> <p><u>Financial</u> - The situation table was explained by AP and that this directly relates to PAN numbers and that again this is a county wide issue. Pre-school is looking healthy.</p> <p><u>ICT</u>- refresh issues and Chromebook issues will need to have some money spent on it to get it rectified.</p> <p><u>Leadership and management</u> – Appraisals have been done for TA/office and PS. Support staff diarised to be done later in the year.</p> <p><u>Pupil progress meetings</u> – These have been done. However, identified as under-resourced with far wider cover needed.</p> <p><u>Feedback</u> – AP reported that generally the quality of education is much more effective but there is still work to do.</p> <p><u>Phonics and Reading</u> – many thanks to MR for her input. More to do but lots of positive appraisal.</p> <p>Q: How is phonics and reading impacting lower school? AP reported there is more time spent with reading being the gateway. AP explained further about good balance making transitions easier.</p> <p>Generally, AP pointed out there had been lots of personal development over the past term. Generally teachers are tired this time of year, this is good as everyone is pushing for improvement.</p>	
14.	<p>School Development Plan</p> <p>AP mentioned he had “rag rated” his report on the actions. Green showing the action had been met or is meeting. Red not so good. The document is lengthy but broadly is being met well, fed with evidence from other area.</p> <p>There were no questions from Governors</p>	
15.	<p>Reports from Lead Governors</p> <p><u>Communication and wellbeing</u> – MR reported that there has been a staff survey conducted. This had not been actioned yet this term. Suggested using Ofsted questions for staff every half term with well-being Ofsted questions annually. It was agreed to send questionnaire to parents at the same time as last year to compare.</p> <p><u>Finance Lead – Carried Forward to next meeting</u></p> <p>The Chair reported that FRS is there and is healthier. Capital is looking good and will cover the IT costs mentioned earlier.</p> <p><u>Learning standards lead</u> – LW reported. Website - She questioned if the phonics leaflet should be on the stat page. Generally, the website was clear and informative. However, there was still some information on the new site that was from the old one. This need looking into, example complaints. It was generally agreed that language is very important and that the website came across as really reassuring, robust and comprehensive</p> <p><u>Personnel Lead</u> – SI said there was nothing to report other than what was reported in the Heads report.</p> <p><u>Premises, Safety and Security</u> XXXX reported. Capital to be spent on Chromebooks, advertising and Island costs. A list needs setting up. It was suggested it might be good to link with the community college.</p> <p>There had been 8 accidents noted as in the Heads report.</p> <p>GDPR noted are happy with and to be added to next agenda.</p> <p>Debt to be written off carried forward from last year to be agreed by Governors.</p> <p>Proposed SI Seconded CO</p>	<p>PR</p> <p>PR</p>

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	<p>All agreed</p> <p>There was a discussion around contributions from parents for swimming.</p> <p>It was agreed that CO should undertake up to date Health and Safety Training</p> <p>Privacy Notice – Agreed that CO should look into and PR to input.</p>	<p>CO</p> <p>CO/PR</p>
16	<p>Ofsted Question</p> <p>The Chair reported that in preparation for Ofsted, it was agreed he would come to Governor meetings with selected Ofsted questions.</p> <p>First question - “What is the Governors vision for the school and how is it shared?”</p> <p>Governors said that the school has a Strategic Vision Statement which is shared with staff, parents and pupils. There is a strategic plan which relates to the school development plan which is monitored at Governors meetings. All the school policies link to the vision.</p> <p>It was pointed out that Governors need to be clear how the information is shared.</p> <p>Second question – “how do we make sure policies are kept up to date?”</p> <p>Governors listed. The annual review cycle, assigned lead Governors with staff and Head teacher, Website, Statutory policies reviewed, training for Governors. Evidence in policies compliance and review.</p> <p>It was agreed that all the Ofsted key questions be added to the Governors share drive under “Ofsted Preparation”</p>	CT
17.	<p>Staff Wellbeing</p> <p>CT reported the survey had been completed mid-point half term. Spreadsheets have not been completed yet. Generally, people have been broadly optimistic and found the survey useful. Most have felt confident to complete. 21 Responses out of 35 (60%) the data will be fully anonymised. Next one planned and ongoing every half term. Next year should see some trends. Data will go to SLT and AP. Staff will be informed of any solutions or actions required.</p>	
18.	<p>Governor training</p> <p>CT/GO/RL/CO have undertaken Ofsted training. CT felt Governors should be reassured that 4 governors attended. CT reported that questions were strategic level. Ofsted understands that visits may need to be around Governor availability. CT recommended if there is any further training or a repeat the available that other Governors should try and attend.</p>	
19.	<p>Policies & Procedures</p> <p>Policies approved by governors/committees as delegated within their Terms Of Reference:</p> <p>Maternity – Done</p> <p>Outdoor Education and Visits. This was out of date and a new version is saved on file. section 13.1 not completed.</p> <p>CO will update and bullet point</p> <p>Accessibility Plan – Done</p> <p>Maternity and Adoption/Parental Leave</p> <p>SI to check</p> <p>Attendance – AS last year</p> <p>Procurement – Carried Forward to next meeting</p> <p>Acceptable behaviour – Agreed Union Reviewed.</p> <p>Play Policy – Carried Forward to next meeting</p> <p>Policies reviewed and approved by the Full Governing Board</p>	<p>CO</p> <p>SI</p> <p>Agreed</p>
20.	<p>Dates for next Governors Meetings</p> <p>Thursday 8th February 2024 (moved from Thursday 1st February)</p> <p>Tuesday 19th March 2024</p> <p>Tuesday 23rd April 2024</p> <p>Thursday 23rd May 2024</p> <p>Thursday 4th July 2024</p>	

The meeting closed at 20.10pm

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DRAFT