

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	Thursday 15 th September 2022 5:30pm		Location	Newton Poppleford Primary School – via google meet			
Governors Present	Initials		Arrived	Governors Present	Initials		Arrived
Mr A Pope	AP	Headteacher		Mr S Ireland	SI	Co-opted Governor	Google Meet
Mrs T Murphy	TM	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mrs N Dowsing	ND	Parent Governor		Mrs R Layman	RL	Co-opted Governor	
Mr C Trengove	CT	Parent Governor		Mrs M Raffell	MR	Staff Governor	
Mr G Oldroyd	GO	Parent Governor	6.52pm	Mrs C Olbert	CO	Co-opted Governor	

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

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
JS welcomed the governors and AP to first meeting for 2022-2023.		
1/1	<p>Election of Chair of Governing Body</p> <p>NLM, in the role of Clerk, took the chair. NLM advised that one nomination had been received for the role of chair which was for CT, proposed by many members of the board. CT left the meeting. NLM asked if there were any comments or questions, there were none and it was agreed the decision would be put to a vote.</p> <p>AGREED: JS proposed Chris Trengove for the position of Chair to the Governing Board, this was seconded by TM and the decision was carried unanimously.</p>	
2/2	<p>Election of Vice Chair of Governing Body</p> <p>NLM advised that two nominations has been received for the position of Vice Chair and which were for RL and SI. SI and RL left the meeting. There were no comments and it was agreed the decision would be put to an anonymous ballet vote.</p> <p>AGREED: SI was voted for the position of Vice Chair to the Governing Board following the results of the anonymous ballet vote.</p>	
3/3	<p>Apologies for Absence</p> <p>As above and these were accepted.</p>	
4/4	<p>Quorum – Quorate</p>	

Full Governing Body Minutes dated 15.09.22

Signed

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5/5	<p>Declaration of Business Interests Business interested forms were circulated and signed by governors present at meeting. AP, SI and NM to complete and sign business interests forms and return to NLM.</p>	<p>AP/SI/NM Action AP complete</p>
6/6	<p>Agree Lead and Deputy Lead Governor terms of reference – Terms of Reference were agreed unanimously for the following Lead Governor Roles: Chair Vice Chair Communication and Wellbeing Finance Learning Standards Personnel Premise, Safety and Security Safeguarding SEND</p> <p>Lead and Deputy Governors for the above roles were agreed unanimously as follows: Safeguarding Lead Governor roles Teri Murphy – Lead governor Rebecca Layman - deputy governor Finance Gary Oldroyd - Lead Governor John Slade - Deputy Governor SEND/CiC Rebecca Layman - Lead Governor Chris Trengove - Deputy Governor Learning Standards Chris Trengove - Lead Governor Nicola Dowsing - Deputy Governor Communication and Wellbeing Mary Raffel - Lead Governor Nicola Dowsing - Deputy Governor Personnel Stuart Ireland - Lead Governor Caroline Odbert - Deputy Governor Premises Caroline Odbert - Lead Governor Stuart Ireland - Deputy Governor</p> <p>Committee membership by association of lead Governor terms of reference: Headteachers Appraisal Stuart Ireland Caroline Odbert Teri Murphy Pay Gary Oldroyd John Slade Chris Trengrove Appeals & Hearings</p>	

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	Governors to be agreed when committee is required	
7/7	Agree governors code of conduct for 2022/23 Newton Poppleford Governors code of conduct was agreed unanimously for 2022-2023.	
8/9	Safeguarding Training and update AP shared safeguarding update presentation with Governors. AP reported CPOMs has not been syncing correctly and this issue is being resolved. The software is being updated to ensure all incidents that are reported will alert the safeguarding team at Newton Poppleford automatically. Staff training for CPOMs will be available to help increase staffs confidence in using the reporting software. Question: CT asked does pre-school have access to CPOMs. AP said no, CPOMs links directly to pupils' data on SIMs (School Information Management system) and preschool pupils are not on SIMs. In some circumstances, incidents are added to a sibling's record. Preschool have a red book for each child where concerns are logged. Question: RL asked how a concern would be raised to you as Headteacher. AP said the preschool leader is responsible for reporting back. Question: RL asked is this a robust process. AP said it is a standard system which is adequate but is more susceptible to human error. Question: RL asked could improvements be made to this process. AP said as CPOMs cannot be utilised for preschool, AP has arranged to meet preschool leader bi-weekly to discuss pupils where concerns have been raised. The preschool leader is able to contact the safeguarding team at Newton Poppleford at any time, should an incident need to be raised in between these meetings. Question: CT asked has there been any incidents identified as being missed. AP reported he is not aware of any. AP said it is important to ensure there is clear and open communication during pupil's transition from preschool to reception and ensure a safeguarding lead is present at these transition meetings. The information from the red book could be scanned and uploaded to CPOMs as one document for reference when a pupil moves into reception from preschool. Question: SI asked are records of the bi-weekly meetings with preschool lead being kept. AP said minutes are not being taken but all incidents would be logged in the red book and this will be present at the meeting. Question: MR asked what happens to the red book. AP said the red book is passed to receptions as part of handover for pupils with concerns and then documented on CPOMs. Question: RL asked is the school ensuring the protection of the pupils is the main focus. AP said it is the priority for all staff and the school community, record keeping is an important part of this. Record keeping should be factual, concise and made available to read by staff, this makes reporting and record keeping robust and effective. This message is being shared with staff. Staff have received Level 2 safeguarding training and updates to KCSIE, 1 member of staff has still to complete KCSIE. AP will be completing an audit of results at the end of next week. Spot checks are being completed on the Single Central Record (SCR). AP will be meeting with safeguarding team at Devon County Council in his new role at Headteacher. AP reported early help cases have risen and 2 more are in process. 5 Team Around the Family (TAF) assessments will be completed by the end of this term. Additional staff member is completing level 3 safeguarding training in the autumn term.	

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	<p>Question: ND asked have all staff received safeguarding training as part of inset day. AP confirmed all staff have completed level 2 safeguarding training. New staff will be expected to complete this online through The Key when joining the school.</p> <p>Question: CT asked are the staff expected to complete any quizzes on their safeguarding knowledge. AP said The Key training has a quiz to complete at the end of the modules.</p> <p>AP will add safeguarding update presentation to the training folder on the governors shared drive.</p>	AP Action
9/12	<p>KCSIE Guidance AP reported the changes to KCSIE from September 2022 and Governors confirmed they have read KCSIE part 2 guidance.</p>	
10/10	<p>Review Skills Audit NLM shared skills audit results with governors. There are some areas of weakness where training would help to increase governors' knowledge and confidence in schools finances, curriculum and Ofsted. NLM has created a document which can be used year on year to analyse results.</p>	
11/8	<p>Discuss governor vacancies Currently there are 3 vacancies on the governing board, 2 co-opted and 1 local authority. Governors agreed to focus on a background / Knowledge of education when advertising for new governors as this will support the weaknesses identified in the skills audit. Potential governors have been identified, MR and ND will contact them to establish if they are interested in joining the board. ND to create an advert which can be shared on social media, local parish magazine and in the local community. CT recommended support from local marketing department at Sidmouth College, who may be able to help support Newton Poppleford to establish a Facebook page for the school. CT will follow up.</p>	MR/ND Action ND Action CT Action
12/11	<p>Governor training required for 2022-23 NLM reminded governors to check the autumn schedule for training. NLM to book governors on when requested. NLM will look for further SEND training for RL. TM to complete level 3 safeguarding as new lead governor. AP to inform TM of the dates available.</p>	NLM Action AP Action
13/13	<p>Policies for ratification <u>Late collection</u> – JS took chairs action on this policy to ensure the policy was updated before the start of the school term. The policy was shared with governors.</p> <p>Question: ND asked does the policy relate to preschool. AP said no but will check if preschool should be added.</p> <p>Gary joined the meeting.</p> <p>Uniform – It is a statutory requirement to have a uniform policy in place from September 2022 and to be visible on the website. AP said the school are compliant with the statutory guidelines in place and the tendering process has begun.</p> <p>Question: RL asked AP what are your views on school uniform. AP said it maintains the ethos of the school and sets an expectation. Uniform should be appropriate for the school and reduce the risk of the lines becoming blurred between what is uniform and what is not. AP said he has concerns the uniform standards have slipped and clarity has been lost. AP said the pupils enjoy attending school on PE days in their PE kit and this is good for wellbeing as long as the PE kit remains appropriate and smart. AP said he will be reviewing the timetable of activities in the school as this also blurs the lines of what is uniform. Adventure island clothing has been left out of the policy as this is not classed as uniform. AP will look at book bag arrangements.</p>	AP Action

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	<p>Minor amendments to wording.</p> <p>AGREED: CT proposed late collection (following chairs action) and uniform policy (with minor amendments), this was seconded by ND and the decision was carried unanimously.</p>	
14/14	<p>Items for Autumn 1 FGB Agenda</p> <p>Review of preschool Strategic plan SEND School dinners and nutritionist training - RL will contact Otter Tots to gather information on the nutritionist they used and share the sample menus.</p>	
15/15	<p>Vision exercise and updates</p> <p>SDP: AP shared the concept of an implementation plan for each SDP objective which would be reviewed termly. Each implementation plan would detail how each objective would be met.</p> <p>Question: GO asked how will the objectives be monitored and reviewed. AP said through lesson walks. SDP will also link in to the strategic plan which governors will monitor.</p> <p>Question: GO asked what is the college approach. AP said it is a holistic and whole school approach and has an ethos towards wellbeing. It includes universal target and individual provision.</p> <p>Question: GO asked when will the SDP be finalised. SLT are meeting this week to finalise.</p> <p>Question: GO asked when would be appropriate to report back on objectives that have been met. AP said it would be slightly different for each objective as some of the objectives will impact on each other. ND said the strategic plan will support the monitoring of the progress of the SDP. The 5 objectives will be led by different staff within the school. AP said the SLT are meeting weekly instead of half termly.</p> <p>AP has completed a visioning exercise with parents and staff. Governors completed this within the meeting. AP will take the results to support the development of the vision and return to governors at next FGB.</p> <p>AP gave the following updates:</p> <p>PP statement will be completed by 22nd December. School information pages have been updated GIAS has been updated Bi-weekly SEND meetings and SEND action plan is in the process of being re-written Staff meeting focusing on SEND has been planned with training on graduated response. New template developed for My Plans which link to graduated response. Template available in school and for parents. Site security and pond safety to be addressed as a matter of urgency. There will be a possible capital spend to rectify.</p> <p>Question: RL asked what the policy on security is for twilight as the school site was all open on Friday when she attended collection. Twilight barrier should be closed, AP will follow up with staff. Suzette Barratt will be meeting with AP on 3 occasions over the next term to discuss schools finance management. Early Years Foundation Stage (EYFS) advisors are attending on 23rd September. Electricity cupboard works have been completed. AP will follow up progress with the air conditioning unit. AP reported there has not been a large uptake for twilight from 5pm onwards, AP will continue to monitor this. New guidelines for parents about securing bookings for twilight have been put into place to ensure the sessions are staffed adequately. Parents must book twilight if they wish for their child to attend following an after school club, otherwise places in twilight cannot be guaranteed. RL thanked AP for his letter to parents and reported this was received well by the parent community.</p>	<p>AP Action</p> <p>AP Action</p>

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16/16	NGA membership renewal Governors discussed and agreed for NGA membership to be renewed at the cost of £101 for 2022-2023.	

The meeting closed at 7.50pm