



Newton Popleford Primary School Full Governing Body Meeting

Meeting 1: Part I Minutes						
Date & Time	17 October 2023 6.10 p.m.		Location	Newton Popleford Primary School		
Governors Present	Initials		Governors Present	Initials		
Mr A Pope	AP	Headteacher	Mr G Oldroyd	GO	Parent 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)
Mrs T Murphy		Work commitments (Parent Governor)
Mr S Ireland		Childcare conflict (Co-opted Governor)

Absent without Apology	Initials	Category of Governor
Mr T Warren	TW	

In Attendance	Initials	Capacity
Mr P Osborne (virtual)	PJO	Clerk
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Minutes to
All Governors
School website

The meeting opened at 18.20

Ref	Action or Decision	Action Owner & Deadline
1	<p>Questions on Subject Feedback SWOTs</p> <p>Maths</p> <p>A governor said that there might be some optimism on objective 1. AP replied that that may be due to a moderated outcome from County. He also asked if the new approach has been embedded and AP replied that</p>	

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	<p>A further question was asked, and AP replied that here are good pockets but this should be good across the board. A further question was asked about AP and his maths hub role; would other people be able to come in and AP replied that there is a learning opportunity across the board.</p> <p>A governor asked if it is appropriate for the HT to be a maths lead. AP said that he is comfortable in that role and maths is an area where he has been in a comfort zone for many years.</p>	
2	<p>To agree between Part 1 and Part 2 of the meeting. PART 2 ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF PUBLIC AND PRESS ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCUSSED.</p> <p>Having considered the agenda, Governors had identified Item 16 as Part 2 Item .</p>	
3	<p>a) CT Welcomed all to the meeting b) Apologies received from TM & SI were sanctioned by governors. TW was absent, this went sanctioned. c) Quorum: the meeting was quorate d) Notice – governors had received the meeting pack in a timely manner</p>	Agreed
4	<p>There were no business declarations to declare in relation to this meeting's agenda and governors committed to do so if any became apparent during the meeting.</p>	Agreed
5	<p>Minutes</p> <p>a. To confirm Part I Minutes of Meeting 26.09.23 The minutes were agreed as a true and accurate record of the previous meeting and were signed by the Chair.</p> <p>b. To consider matters arising from the minutes.</p> <p>Feedback from meeting with caterers - is there diversity of food for children with dietary requirements. Question: was prepacked food appropriately labelled in accordance with food standards? Ratification that the school was compliant with food standards was carried forward to Oct FGB. Yes, we are compliant – please see checklist in the governing body area.</p>	Agreed
6	<p>Business Brought forward by the Chair.</p> <p>Clerking vacancy continues. Temporary clerk left last week. Continue to advertise</p>	AP
7	<p>Safeguarding</p> <p>Safeguarding Update. AP reported that he had produced the final figures from lats July. There are 3 children with special needs and no notices had been received over the term. It has been a calm start to the year. He had RAG rated the advice</p>	

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	<p>from the audit and some had been completed but comments were made on some of the items.</p> <ul style="list-style-type: none"> • Advise that the Headteacher consider developing a safeguarding tab, either directly from the home page or from one of the initial tabs. This could include information and resources such as links to safe internet and device use for families. Have a tab but content needs revisiting – for action plan • Advise that information/posters aimed at children are placed in more prominent places and are replaced periodically Actioned • Advise that the HT review the Case resolution protocol to understand how, if needed any concerns can be escalated. • DSL team to consider, where appropriate, recording their decisions within their record keeping system. • Advise that the Safeguarding governor and HT consider how wider governor visits could be developed to reference effective safeguarding including by asking staff questions on agreed focussed topics. • Advise 'question of the week' is developed in the staffroom area to encourage ongoing staff development and professional curiosity across a broad range of safeguarding topics. • Advise DES One Minute Guides are used in areas such as staff toilets to add further value to ongoing training. This was considered to be not appropriate • Advise that all staff are clear on the reporting process for whistleblowing is to the HT, unless it concerns the HT and then should be to the CoG • Advise that staff training in whistleblowing area ensures that 'low-level' concerns are fully understood and that these should also be reported. • Advise that HT considers use of Home Office training to refresh Prevent awareness as appropriate including staff • Ensure that in teaching-spaces, 'sightlines' are in place in all these areas • Advise when working with key staff and specific children, HT develops a ready for anything protocol <p>HT to continue to action outstanding points and provide feedback o h next meeting.</p> <p>Lead Governor report. The report had been included in the papers for the meeting. The SCR had been checked and there was some discussion on the renewals of DBS checks and whether they should take place. AP will consider this and report back to the FGB. The clerk advised that recording of SCR checks by governors should take place as evidence for Ofsted.</p>	AP
8	SEND	

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	Lead Governor Report. Moved to Autumn 2	
9	<p>Governor's Awareness Day. This was considered to be a worthwhile day. This took place in the daytime, but it was suggested that it might take place in Autumn 2 next time, but some governors might not have the time A governor said that the lessons he observed were well managed and it was useful to see the staff at work and appreciate their worth. There was some discussion on the actual day and the arrangements for it which could be considered when planning for their next event.</p>	
10	<p>Strategic Plan Consider if current or if requires update/amendment – The plan was briefly discussed and no changes were considered necessary</p>	
11	<p>School Development Plan (SDP) 23/24 This is the outline for the development of the school and the Chair asked if governors recognised the objectives of the Plan. A governor commented on a change from the previous year's plan. AP explained that at the end of this term the SDP will be RAG Rated to identify where initiatives may need to be put in place. A governor asked how staff were involved in the preparation of the SDP and how can their involvement be evidenced. AP replied that there is an understanding from staff on the process for the development of the Plan and when governors talk to staff they will see that they have an understanding of the objectives and evidence required.</p>	
12	<p>Headteacher Report: Food Standards Ratification that the school was compliant with food standards was carried forward to this meeting and is prepacked food appropriately labelled in accordance with food standards? We are compliant – please see checklist in the governing body area. This prompted a brief discussion on menus and diverse meal provision.</p> <p>Assessments: Little change from July +3% uplift in reading due to incorrectly marked reading paper that was challenged (2 other challenges of pupils on 99 found to be marked correctly) AP provided a brief explanation on the methods of challenging assessment results. He also displayed the comparison of the school's data with Devon and National percentages. The progression is not as strong as intended. A governor asked if appraisals are linked to the data and AP replied that for this year they are and gave examples. Governors commented that not all children would achieve the projected outcome due to events in their lives and this is accepted but there is still the need to ensure that they are progressing.</p> <p>Attendance</p>	

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	<p>Governors had been provided with the data and AP outlined the information and the concerns over persistence absence. A range of questions were asked and answers provided to the satisfaction of the governors. A question was asked on lateness and AP will come back to the board at the next meeting.</p> <p>The report also provided information on the following:</p> <ul style="list-style-type: none"> • Visit from Brad Murray – science deep dive. Book looks and monitoring Pupil progress • More staff visiting Manor court (school improvement visit) • New interventions – Success to arithmetic, counting to calculate, tutoring with the lightening squad • New and existing staff booked for Lego therapy course and attachment based mentoring (collegiate approach) PIPs training fulfilled. • SLT feeding weekly into monitoring – higher focus on standards leading to rapid response and feedback to address. • Personal development now linked to stars and raised profile – no outsiders assembly weekly – linked to equality and diversity • Pupil leaders being appointed this week. • WOW started and school council will take key role. • Instagram now live • DFE error in funding – will affect financial situation <p>PE and provision change Increase in Forest School</p> <ul style="list-style-type: none"> • Mark’s salary could not be allocated from PE budget – this is clear in the guidance. class teachers who will be taking PE from now on for their classes. This is an opportunity for us to evolve and develop the PE offering. We also have a new PE leader in Miss Winkler • The School will be meeting the statutory requirements for PE in the curriculum. • Aspects of the curriculum for PE being met during our additional forest school time - orienteering and outdoor adventurous activities are a part of the PE curriculum – Forest school will incorporate half an hour of games linked to this objective as a minimum (1.5 hr total). • We will also be looking at the areas in the timetable where children can take part in additional healthy activity and exercise in the school day in shorter bursts and there are many ways we can do this. • Regular intra school sports days to allow the children to compete more regularly as well as giving additional curriculum time to PE – we envisage these taking place at least termly and they represent 5 hours of additional PE time on each occasion. This will tie in with our approach to rewards and team points within the school. 	

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	<ul style="list-style-type: none"> • Further, we are organising enrichment days and activities for different activities such as dance and gymnastics as well as numerous extra-curricular activities that already take place and will continue this year. In the summer term, we will also hold our sports week involving our sports day. • All of the above together will enable us to ensure we have a really robust and healthy PE offering for the children that ensures we do not fall below our statutory obligations. 	
13	<p>Questions on reports from Lead Governors</p> <ul style="list-style-type: none"> • Communication and Well-being lead. The governor said that she had followed up on her previous report and seen positive results. • Finance lead <ul style="list-style-type: none"> ○ Budget monitor report. There was deficit previously forecast but now there is a surplus forecast and additional funding may be coming in. The school budget consultation had taken place. Benchmarking had taken place and there is a low staff to pupil ratio. Thanks were extended to the Business Manager for her work. ○ Inform FGB of approvals made (Provider RHM: telecomms @ ≈ £2000 & Fibre cabling @ ≈ £1350). ○ Additional approval had been given for laptops. • Learning Standards lead <ul style="list-style-type: none"> ○ Pupil Premium report to be agreed and published on website by 31st December. The report is not yet ready – deferred to the next meeting. AP showed the intended outcomes for a class and explained the reasons for this. ○ Confirm curriculum Information on the website. Yes • Personnel lead. The Lead Governor was not present at the meeting. • Premise, Safety and Security. The lead governor provided a brief update and asked if there is any training available for the H&S Lead. The clerk confirmed that Devon Education services do provide training. She also talked about problems with the car park. She also spoke about water hardness and how this can be checked. It was suggested that an annual cycle for GDPR checks be produced by the lead Governor. 	
14	<p>a. Reports on Training undertaken by Governing Board to include 3 key points. No training had taken place.</p> <p>b. Review of Skills Audit analysis - use to inform targeted governor recruitment. There wasn't a report on the Review available.</p> <p>c. Governing Boards Self-Evaluation of effectiveness – progress The chair spoke on self-evaluation and explained his suggested process which was agreed.</p>	
15	Policies & Procedures	

Ref	Action or Decision	Action Owner & Deadline
	<p>a) Policies approved by ToR holders, committees and individuals, in line with delegations:</p> <ul style="list-style-type: none"> • RSE. The lead governor raised a couple of questions which were resolved by AP. Agreed • Charging and Remissions - to go on website. Agreed • Teachers Appraisal. Deferred to the next meeting. • Online Safety. Agreed <p>b) Policies reviewed and approved by the Full Governing Board</p> <ul style="list-style-type: none"> • Uniform. Agreed • Behaviour Principles. Deferred to the next meeting • Behaviour Policy (could be pushed to 2-4 yearly review?) Agreed • Teachers Pay - Deferred to the next meeting • Staff – Grievance Agreed 	
16	<p>At this point the meeting went into closed session</p> <p>MR and AP left the meeting</p> <p>Staff Wellbeing survey. The Chair explained that it had been recommended that the survey be conducted by a Governor and not the HT. The Chair said that he will conduct the Survey. Governors raised some questions on the reasons for this and the Chair provided the necessary feedback.</p>	
17	<p>What have we done today that has positively impacted our children's education?</p>	

The meeting closed at **20.19**

Actions

Item	Action	By	By when
6	Continue to advertise for a Clerk	AP	On-going
7	Action outstanding items from Safeguarding Audit	AP	On-going
8	SEND Governor report on next agenda	AP/Clerk	asap
13	Pupil Premium report to be on the agenda for the next meeting	AP/Clerk	asap
13	Annual cycle for GDPR checks be produced by the lead Governor		asap
14b	Review of Skills Audit analysis to be on next agenda	AP/Clerk	
15	Policies. The following are to be on the agenda for the next meeting:		

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	<ul style="list-style-type: none">• Teachers Appraisal..• Behaviour Principles.• Teachers Pay		
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