



## Newton Poppleford Primary School Full Governing Body Meeting Tuesday 14<sup>th</sup> October 2025 5:30pm

Meeting : Part I Minutes						
Date & Time	Tuesday 14 <sup>th</sup> October 2025 5:30pm	Location	Newton Poppleford Primary School			
Governors Present	Initials		Governors Present	Initials		
Chris Trengove (Chair)	CT	Co-opted Governor	Tom Cardy	TC	Parent Governor	
Rebecca Layman (Vice-Chair)	RL	Co-opted Governor	Paul Steer	PS	Parent Governor	
Ant Pope	AP	Headteacher	Guy Frankland	GF	Co-opted Governor	
Linda Wright	LW	Co-opted Governor	Mary Raffell	MR	Staff Governor	
Caroline Odbert	CO	Co-opted Governor	Nicola Perry	NP	Co-opted Governor	
Nick Rudling	NR	Parent Governor				
Rebecca Burdus	RB	Parent Governor				

Apologies	Initials	Reason for Absence (Category of Governor)

Absent without Apology	Initials	Category of Governor
Hannah Jones	HJ	LA Governor

In Attendance	Initials	Capacity
Penelope Rossetter	PR	Clerk

Minutes to
All Governors
School website

The meeting opened at 5.30pm

Ref	Action or Decision	Action Owner & Deadline
1.	<b>Agreement between Part I and Part II</b> – CT confirmed there will not be a part II for this meeting	<b>Agreed</b>
2.	<b>Apologies for Absence</b> None. It was noted that no Apologies had been received from HJ	<b>Agreed</b>
3.	<b>Governor Changes</b> CT reported that Gary Oldroyd had resigned his position as Governor.  The Chair welcomed Nicola Perry to the meeting and proposed that she be co-opted to the Governing Board. CT asked NP to give a brief outline of her background.  NP was asked to leave the room whilst the Governors voted.	

Full Governing Body Minutes dated 14<sup>th</sup> October 2025

Signed .....

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	<p><b>Proposed – CO</b>  <b>Seconded – RL</b>  <b>All Agreed</b>            NP was welcomed back to the meeting and PR was asked to make the appropriate arrangements for NP's DBS and induction. The Governors welcomed NP to the Board.</p> <p>CT reported that this would be the last meeting for RL and MR as they were both retiring their roles as Governors. CT thanked them both for their input and support. CT reported that all staff had been informed that MR is leaving and PR will be advertising to the staff for a replacement</p>	<p>PR</p> <p>PR</p>
	<p><b>Notice – Received.</b></p>	
4.	<p><b>Quorum –</b> The meeting was quorate.</p>	<p><b>Agreed</b></p>
5.	<p><b>Declaration of Business Interests relating to the agenda -</b> None</p>	
6.	<p><b>Minutes</b></p> <p>(a) <u>To confirm Part I Minutes of Meeting the AGM 9<sup>th</sup> September 2025</u>            The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.</p> <p><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"> <li>• Policy Folder now in situ and Governors can access</li> <li>• CT said there are a few alterations to the Committees and PR is to make the adjustments on file</li> <li>• CT apologised for not actioning his points and will bring back to the next meeting</li> <li>• The NGA renewal is done</li> </ul>	<p><b>Agreed</b></p> <p><b>PR</b></p>
7.	<p><b>Business brought forward by the Chair</b>            None</p>	
8.	<p><b>Governors Key Priorities</b>            GF will be questioning in future as VC. CT needs to update from the working document from the last meeting and share. Therefore, this was carried forward for Autumn 2</p> <p>The Chair suggested a discussion on the Governors awareness day:</p> <ul style="list-style-type: none"> <li>• Generally, there was lots of positive thoughts and reflections on the day.</li> <li>• CT wanted to highlight there was a child at the school that challenged a visitor that did not have a lanyard on. AP also praised that child</li> <li>• Overwhelmingly positive experience and the children were so engaging and polite</li> <li>• Highlighted the amount of juggling teachers needed to do to support the different children's needs in the classroom</li> <li>• Governors interacted to staff, governors and support staff as well as children</li> <li>• Governors need to be mindful of asking too much from the busy staff</li> <li>• Beneficial to the staff too who enjoyed the contact with Governors</li> <li>• The smart boards were really good – showed was a good capital spend item</li> <li>• Why do we think staff are being scrutinised and pressured at the day? It was agreed they do not, but we must keep it like that. Feedback from Governors would be welcomed.</li> </ul> <p>Confirmed this has been an annual day, usually at the end of the year. This and the previous one has been earlier. It might be useful to visit more than once a year to see the classroom environment more. Maybe individual Governors to have a learning walk round as part of their normal monitoring visit. Could be linked to the SDP. Could be good to demonstrate to OFSTED in the future too.</p>	<p><b>CT</b></p>
9.	<p><b>Policies</b>  <b>The following policy reviews and updates were approved by Governors:</b></p>	

Ref	Action or Decision			Action Owner & Deadline
	BA	Behaviour Policy and Principles	To be carried forward to Autumn AP in line with appointment of new Deputy Lead	AP
	P	Charging and Remissions Policy	Updates Approved by Governors	
	PSS	Mobile Phone Policy	Approved by Governors subject to slight amendments by CO	CO
	PSS	Online Safety Policy	Updates Approved by Governors	
	P	Pay Policy	Approved subject to TC and CT to discuss Headteacher pay scale	TC/CT
	Chair	Complaints Policy and Procedure	Some slight changes to be made and to be carried forward to Autumn 2	CT
	S	Volunteers in Schools	Approved by Governors subject to AP checking any DBS check costs and clarify the point about update service	AP
10.	<p><b>Focus Areas for Governance and questions</b></p> <p><b>Safeguarding NR</b> NR referred to his report and what he feels still needs to be actioned. CT thanked NR for his report.</p> <p><b>SEND RL</b> No written report. RL has offered to continue support to RB. RB is meeting with Elys next week.</p> <p><b>Communication and Well-being MR</b> MR referred to her report. Governors mentioned about the big jump in year one data. And a on a positive side the writing being significantly better. CT and AP have discussed the school communication platforms. CT thanked MR for her report.</p> <p><b>Finance with Budget Update GO</b> AP will give an update on Finance as part of his report. It was discussed at the AGM that there is a gap as lead Governor and this needs filling. Having someone with a finance background would be useful. However, it can be frustrating trying to follow the DCC and school finances and spreadsheets. Agreed that CO and GF will discuss further. CT will discuss future roles with NP as a new Governor. AP suggested that PSS could be set aside and concentrate on Finance as this takes preference. CO agreed to take on the finance lead with support from AP and CT</p> <p><b>Learning Standards LW</b> Verbal report from LW. Annual check of the website is done.</p> <p><b>Personnel TC</b> TC reported that there was now a staff training summary on file. The second part was to visit the school as Lead Governor to get some feedback in relation to wellbeing of staff. He identified the team ethos is very strong. Generally, a positive outlook. Some staff felt they needed more engagement from the leadership team. They enjoyed the Governor visit. No written feedback other than verbal at the visit. Staff need to ensure they use their provided routes of feedback. TC said he steered clear of operational feedback. It was suggested that any operation issues brought to TC attention be forwarded to AP. TC intends to visit termly. CT said that wellbeing seems to be sitting with personnel and asked if Comms and Wellbeing should be renamed Community Engagement or similar? It was agreed this needs clarifying. CT said there needs more discussion. CT thanked TC for his report.</p>			CT/TC

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	<p><b>Premises, Safety and Security CO</b> No report.</p> <p><b>Behaviour and Attendance. CT</b> AP reported that this is positive and the term has started strongly. Only 2 persistent absentees who are not the same as last year. SEND attendance is high. Year 3 attendance dropped. No concerning.</p> <p><b>Equality and Inclusion PS</b> PS referred to his report. Focus on two main areas, under-resourced and all children gap and how this compares with national and regional averages. Clarity on matrix used and data points. Plan will be to refresh annually and links to the Headteacher reports. Only have 3 years of data and there are some restraints due to cohort sizes. Broadly aligned with national and regional. Longer term will look into interventions. CT thanked PS for his report.</p>	
11.	<p><b>Headteacher Report AP</b> AP presented his report and shared his screen for Governors.</p> <ul style="list-style-type: none"> <li>• Safeguarding update – 6 incidents of violence to staff. Broadly in line with last year. Subject Access Requests SAR requests – 4. This requires high levels of workload for the Admin Team and the safeguarding element by the leads only. AP explained what a SAR is and how it is dealt with. CT asked if we are considering any changes to the communication in the school? AP does not feel there is a need at this point</li> <li>• Attendance -strong. Unauthorised very low.</li> <li>• Staffing – sickness levels are high at the moment. Is being managed well. Training needs being developed and provided. New TA started.</li> <li>• Deputy Head recruitment – had interest from 12-14 people. Been shown around the school and shortlisting on Friday. AP visiting candidates. Set up interview days for Wednesday and Thursday for panel interviews. CT added that it has been identified that there is a need for a Governor interview panel as it is a Deputy Headteacher appointment. CT outlined the requirements of panel members for shortlisting and interviews. AP outlined the interview process.</li> </ul> <p><b>Proposed that CT, RB, LW and GF TC as backup. Plus, AP will form the panel. Shortlisting on evening of Friday 17<sup>th</sup> October. The interviews will be Thursday 23<sup>rd</sup> October.</b></p> <p>Governors need to delegate to the panel to have knowledge of the elements of the application process and interview process. This information will be confidential and NOT be shared with other Governors. This is in case there is any challenges made by candidates of decisions made. “Clean” governors are needed to take any issues forward. AP also pointed out that in case of a non-appointment there is enough cover in the school.</p> <p>CT said there would be a need for an extraordinary meeting of the Governors to agree the appointment.</p> <p><b>Governors agreed to delegate the ability to oversee this appointment to CT, RB, LW (and make any deputy changes for GF/TC) ALL AGREED</b></p> <ul style="list-style-type: none"> <li>• Finance - We have a FRS monitor for this financial year. Headline is positive we have a £4k surplus to carry forward. The data has not been interrogated yet but it was important that the basic data was available to Governors this evening. This data is now from Bromcom. There are still some challenges to overcome and Angela is dealing with. Credit to Angela for her work on this.</li> <li>• Costs – supply costs are high for obvious reasons, and a reduction in SEND income.</li> </ul> <p>Governors asked if the DCC claw back any surplus? AP said no they don't.</p>	
12.	<p><b>Monitor School Development Plan</b> AP presented the SDP and shared his screen AP feels it is lengthy at present with 11 different areas. AP listed what had been done. Tailored to writing this year. Broadly speaking the calendar has started, Grammar is being highlighted. Curriculum time for English has been lengthened. Models of excellence being looked at. Planning shared planning time for these. More laser focussed this year.</p>	

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	Another big job coming up is the Self Evaluation Form (SEF)- this feeds into the SDP. AP and the new Deputy will write together.	
13.	<b>Reports on Training Undertaken</b> Nothing to report	
14.	CT then presented RL and MR with a gift to say thankyou for their time as Governors.	

The meeting closed at 7.50pm

DRAFT