



Newton Poppleford Primary School Full Governing Body Meeting Tuesday 3rd June 2025 5:30pm

Meeting : Part I Minutes

Date & Time	Tuesday 3 rd June 2025 5:30pm	Location	Newton Poppleford Primary School			
Governors Present	Initials		Governors Present	Initials		
Chris Trengove (Chair)	CT	Co-opted Governor				
Rebecca Layman (Vice-Chair)	RL	Co-opted Governor	Gary Oldroyd - V	GO	Co-opted Governor	
Ant Pope	AP	Headteacher	Tom Cardy	TC	Parent Governor	
Linda Wright	LW	Co-opted Governor	Paul Steer	PS	Parent Governor	
Caroline Odbert	CO	Co-opted Governor	Guy Frankland	GF	Co-opted Governor	
Nick Rudling	NR	Parent Governor	Mary Raffell	MR	Staff Governor	
Rebecca Burdus	RB	Parent Governor				

Apologies	Initials	Reason for Absence (Category of Governor)
Hannah Jones	HJ	LA Governor

Absent without Apology	Initials	Category of 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.	Agreement between Part I and Part II – CT confirmed there will not be a part II for this meeting	Agreed
2.	Apologies for Absence Hannah Jones HJ LA Governor	Agreed
3.	Notice – Received.	
4.	Quorum – The meeting was quorate.	Agreed
5.	Declaration of Business Interests relating to the agenda – None	

Full Governing Body Minutes dated 3rd June 2025

Signed

Ref	Action or Decision	Action Owner & Deadline
6.	<p>Minutes</p> <p><u>To confirm Part I Minutes of Meeting 29th April 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"> • Data Tracking of students – CO has set this up and discussions have been had to look at how to use this data for the future. This will be in RL TOR. • Budget – coming to today's meetings. • Improvements in reports from Governors – this has been discussed and is ongoing. • Policies carried forward on this agenda. • Policies overview shared by PR has been done so Governors can relate to their TORs. • SEND update will be at the next meeting Summer 2. • Oracy Audit LW – Next time LW visits will discuss this. • Governors were reminded to complete Prevent course. 	Agreed
7.	<p>Business brought forward by the Chair No business brought forward.</p>	
8.	<p>Governors Key Priorities</p> <p>Making NP the school of choice AP reported the reception intake is now 29 as of today. HT stats show budget figures for 22. There will be more detail in the next report. RL said these figures are positive. Important to keep the momentum going.</p> <p>Explore position of NP as a maintained school Any discussion to be done in Part II</p> <p>Monitor the financial stability of the school This will be discussed in the finance section.</p> <p>Consider the measure of improvement and reporting by Governors This is ongoing.</p> <p>RL said that we should be considering what we want to add to the key priorities. This will be added to the next meeting agenda for discussion. CT said that the meeting in September is the AGM and that all Governors should look into their current roles and consider these and let PR know. Also, if they wish to change or add anything to their Terms of Reference. CT said then we can look at the position of the school. SATS results will be in too. The strategic plan will also be looked at as part of this discussion. <u>CT asked if we need to know the Data of where pupils are going when they leave the school?</u> AP said we can easily find this information. CT said this would be useful information. RL said we should use this to be informed but should not use it as a tool. The question is would this information attract some parents? A discussion followed.</p>	PR ALL AP
9.	<p>Policies</p> <p>The following policy reviews and updates were approved by Governors:</p> <p>Policies reviewed and for approval by Governors TC Business Travel – This is a general DCC policy - Agreed</p> <p>Policies brought forward from previous meeting, reviewed and for approval by Governors CO CCTV - Agreed CO First Aid - Agreed MR Intimate Care - Agreed CO School Emergency Plan - CF This is distributed internally only. Staff are aware this is not to be shared publicly</p>	CO

Ref	Action or Decision	Action Owner & Deadline
	<p>All proposed by – GO Seconded – CO All Agreed</p>	
10.	<p>Focus Areas for Governance and questions</p> <p>Safeguarding NR No report this meeting. NR and AP are planning meeting before the next meeting. NR is reviewing his TOR. Dates of meetings are on the agenda this meeting and once these are agreed all Governors TORs can be updated.</p> <p>SEND RL No Report</p> <p>Communication and Well-being MR MR said only reported on the GRID and GF has been helping with Census. This is to be completed soon. Governors felt the report was very positive. Governors felt that parents were very supportive. Generally, a good feel at the school. It was discussed how SEND relates to communication and well-being. The trends were discussed. It was agreed that what AP is finding at the school, this data and the Ofsted report correlate.</p> <p>Finance GO To be discussed under budget.</p> <p>Learning Standards LW No report this meeting</p> <p>Personnel TC TC met with AP to look at the TOR for the role that adds value for the school. TC will be bringing a revised TOR once he has discussed with CT. Many of the policies are DCC. TC said the TOR is bigger than just the policies. CT feels there are 3 succinct areas. Performance, Wellbeing and Training.</p> <p>Premises, Safety and Security CO CO provided a report. Governors asked if we should be concerned about the drop in numbers of outside provision in relation to the kitchen? AP reported this is a complicated equation. Broadly we are breaking even. Governors asked what is the benefit of providing to other schools? AP said this is economy of scale. AP will present with full costings. GO added that costs have been passed on. Governors asked if there are any opportunities to increase provision to other schools? AP said this is possible and is something being discussed. We would have to tender. There was a discussion on numbers of free school meals. AP also mentioned the capacity of the kitchen needs to be taken into account too. A survey of parents and children might be useful to look at developing a new or improving the menu which can be used to increase provision. This needs to be done with Sally in the kitchen who has the knowledge and skills in the area. CO and AP to discuss with Sally. AP reported on the uptake on various special school dinner days.</p> <p>Behaviour and Attendance. RB RB provided a report. RB said this had been a learning process for her. She had met with AP and prepared the report statistics. She felt she needs to visit and there is more work to be done. Governors asked about holiday and persistent absence? AP explained how the system records this. Ultimately if a child is not attending school, they are absent, however, each case is dealt with individually and families are supported. The process is statutory. Governors asked if AP finds that parents don't understand the 90% message? AP said the letters to parent's state 1 out of 10 days. Governors asked if AP has attended any recent training about attendance? AP said nothing above the basic requirements. However, there is some further training in the future. CT cited a report about attendance and the relationship to achievement. AP said generally persistent absentees move up through the school and that the school supports families to change this. There was a discussion on the data. CT said that the specific questions will be discussed with AP in detail as part of the Behaviour and Attendance lead role. RB will then report back to the Governors.</p>	<p>MR</p> <p>TC</p> <p>AP</p> <p>CO/AP</p>

Ref	Action or Decision	Action Owner & Deadline
	<p>Equality and Inclusion PS Will report to next meeting.</p>	
11.	<p>Headteacher Report AP AP reported new reception is now 29. ICT – Bromcom rolled out. LA have apologised to schools as there have been county wide issues. Should all be resolved by end of summer. LA Education and SEND have introduced phase 2 of a restructure. School leaders have met their leadership team. There are some positives. The next 6-8 months will be bumpy with the LA. School support will change significantly with not much clarity as yet. It will be locality based. Our locality will be Exeter and East. Recruitment – appointed new member of office staff and budgeted for a new TA. Ongoing advertising for mealtime assistants. Absence – no staff on absence or any processes ongoing. Funding applications for SEND applied for in January is still waiting on results. Repair costs budget – These have been high this year. Important to note that the front fence is soon going to be not fit for purpose and needs replacing. OFSTED – we will be under the new inspection framework from next year. An important external driver to all schools. There will be 11 areas in the future. Funding – Pay award 4% has been agreed by the unions. 1% from school budget and have received the rest. Post OFSTED – have had a visit from Julia from OFSTED. We are being pro-active to meet the OFSTED report action points. Governors noted that the OFSTED report had been received. AP pointed out that the OFSTED report is a strong external driver to feed into the Governors strategic plan discussion and then feed into the SDP for the school. AP wanted to thank the PTFA for their achievement and we should celebrate. Governors suggested that the school social media should be used too. Staffing – parents will be informed shortly of their child’s teachers for next year. Governors asked that the changes to the LA framework are included as part in the strategic plan review. CT outlined how the Governors strategic plan feeds into the School Development plan. The Governors also have their yearly priorities. There was a discussion how and where the new framework will be discussed.</p>	
	<p>There was a 5-minute comfort break</p>	
12.	<p>Budget AP reported there was an updated version and screenshared the document. He said this document is the Key Performance Indicators. Historically the school had to set 3-year budgets. This has changed to show the school is viable in year one. Therefore, we are planning our carry forward from the beginning of the year to the end of the year. AP showed the previous year’s budget for reference. AP highlighted the elements of the budget and the breakdown of the KPIs and how important these are. GO added these KPIs feed into Government statistics. GO showed how the Budget Dashboard shows a 5-year projection. This is based on the demographic data and the projected income for the numbers of pupils funded. It was made clear that’s it’s the budget for 2025/26 is the important document and there are lots of factors that are not in our control. AP said it is important that Governors understand the context for the discussions they are having at the moment about the future. GO said we are in a better position this year from last year. AP outlined the income and expenditure budget, pointing out any significant lines to explain some detail to Governors. Governors asked if the sports grant is secure? AP said yes as far as he is aware. Governors asked are we aware of all of our service children in the school? AP said yes, we are. AP outlined the fixed and variable costs. AP pointed out that GO will be scrutinising the budget on behalf of the Governors. CT reported that the budget now has to be lodged with DCC. Governors asked is there anything in the budget that we can improve as an income generator or a saving? CT said that there has been savings made in the past. AP said there are 3 big income generators that can be influenced, pupil numbers, pre-school which is full and SEND income. There are some others such as free school meals. AP said he can report pre-school data but not in the same way. As this is child time attendance led. This is complex to report on. Governors asked if we could look into opening a holiday service? AP said this has been explored before. There are options, it is the viability of provision that is the issue.</p>	

Ref	Action or Decision	Action Owner & Deadline																																																
	<p>There are funds to access but there are extra expenses. It would more be a break-even service. Governors asked about PTFA funded trips? AP said this is an in/out expenditure and shows as a nil cost. AP pointed out the NTAS service is paid to the LA but this service is to close.</p> <p>Proposed that the Governors accept and approve the Budget Proposed CT Seconded NR All Agreed</p> <p>AP presented the common financial reporting ledger fund values and asked for these to be approved. This is just a different way of presenting the budget. This is generated by BROMCOM to send to DCC. AP to check the year.</p> <p>Proposed to accept and approve the CFRLV Budget Proposed RL Seconded GO All Agreed</p> <p>CT is to sign the document once AP has checked the date.</p>	<p>AP</p> <p>CT</p>																																																
13.	<p>Monitor School Development Plan AP circulated the updated report for the SDP and outlined the changes. He asked for questions. AP felt the year has gone well. There are some clear things that have to be moved to next year. AP explained there will be no further formal observations and feedback this year from leadership. There will be peer coaching instead.</p>																																																	
14.	<p>Reports on Training Undertaken RL asked about the new skills audit for Governors and when this will be done. PR will send out the skills audit on Forms to all Governors and send RL the results. RL challenged the role of appraising Governors on her TOR. She felt this is no appropriate. RL asked for an up-to-date list of training done by Governors. PR will forward to RL</p>	<p>PR</p> <p>PR</p>																																																
15.	<p>Date for meetings 2025/26 The dates agreed are:</p> <table border="1" data-bbox="164 1267 1230 1525"> <tbody> <tr> <td>AGM</td> <td>Tuesday</td> <td>9th</td> <td>September</td> <td>2025</td> <td>5.30pm</td> </tr> <tr> <td>FGB 1 (Autumn 1)</td> <td>Tuesday</td> <td>14th</td> <td>October</td> <td>2025</td> <td>5.30pm</td> </tr> <tr> <td>FGB 2 (Autumn 2)</td> <td>Tuesday</td> <td>2nd</td> <td>December</td> <td>2025</td> <td>5.30pm</td> </tr> <tr> <td>FGB 3 (Spring 1)</td> <td>Tuesday</td> <td>3rd</td> <td>February</td> <td>2026</td> <td>5.30pm</td> </tr> <tr> <td>SFVS (Virtual)</td> <td>TBC</td> <td>TBC</td> <td>March</td> <td>2026</td> <td>5.30pm</td> </tr> <tr> <td>FGB 4 (Spring 2)</td> <td>Tuesday</td> <td>31st</td> <td>March</td> <td>2026</td> <td>5.30pm</td> </tr> <tr> <td>FGB 5 (summer 1)</td> <td>Tuesday</td> <td>19th</td> <td>May</td> <td>2026</td> <td>5.30pm</td> </tr> <tr> <td>FGB 6 (summer 2)</td> <td>Tuesday</td> <td>7th</td> <td>July</td> <td>2026</td> <td>5.30pm</td> </tr> </tbody> </table> <p>PR to circulate</p>	AGM	Tuesday	9 th	September	2025	5.30pm	FGB 1 (Autumn 1)	Tuesday	14 th	October	2025	5.30pm	FGB 2 (Autumn 2)	Tuesday	2 nd	December	2025	5.30pm	FGB 3 (Spring 1)	Tuesday	3 rd	February	2026	5.30pm	SFVS (Virtual)	TBC	TBC	March	2026	5.30pm	FGB 4 (Spring 2)	Tuesday	31 st	March	2026	5.30pm	FGB 5 (summer 1)	Tuesday	19 th	May	2026	5.30pm	FGB 6 (summer 2)	Tuesday	7 th	July	2026	5.30pm	<p>PR</p>
AGM	Tuesday	9 th	September	2025	5.30pm																																													
FGB 1 (Autumn 1)	Tuesday	14 th	October	2025	5.30pm																																													
FGB 2 (Autumn 2)	Tuesday	2 nd	December	2025	5.30pm																																													
FGB 3 (Spring 1)	Tuesday	3 rd	February	2026	5.30pm																																													
SFVS (Virtual)	TBC	TBC	March	2026	5.30pm																																													
FGB 4 (Spring 2)	Tuesday	31 st	March	2026	5.30pm																																													
FGB 5 (summer 1)	Tuesday	19 th	May	2026	5.30pm																																													
FGB 6 (summer 2)	Tuesday	7 th	July	2026	5.30pm																																													
16.	<p>Governors Awareness Day CT felt this needed to be organised. The purpose of this is a one-day visit by Governors to the school. The question is what is the benefit? Staff are not keen for this to be done either in September or July. What can be achieved as a group rather than individually? There was a discussion looking at the benefits and negatives. This is voluntary for Governors to attend. It was agreed a full day be booked in but Governors can attend for a full or half day. Late September was suggested by AP as a sensible time. AP will organise. Friday 3rd October was agreed.</p>	<p>AP</p>																																																
17.	<p>To confirm Part II Minutes of Meeting 29th April 2025 At this point MR left the meeting. The Part II minutes which are confidentially passworded were agreed as a true and accurate record of the meeting and signed by the Chair. CT said he will report back to the next meeting.</p>																																																	

The meeting closed at 8.15 pm

Full Governing Body Minutes dated 3rd June 2025

Page 5 of 5

Signed

Dated.....