



# Newton Poppleford Primary School Full Governing Body Meeting Tuesday 29<sup>th</sup> April 2025 5:30pm

## Meeting : Part I Minutes

Date & Time	Tuesday 9 <sup>th</sup> April 2025 5:30pm		Location	Newton Poppleford Primary School			
Governors Present	Initial s			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					

Apologies	Initials	Reason for Absence (Category of Governor)	Absent without Apology	Initials	Category of Governor
Hannah Jones	HJ	LA Governor			
Mary Raffell	MR	Staff Governor			
Rebecca Burdus	RB	Parent Governor			

In Attendance	Initials	Capacity
Penelope Rossetter	PR	Clerk

Minutes to
All Governors
School website
-

The meeting opened at 5.45pm

Ref	Action or Decision	Action Owner & Deadline
1.	<b>Agreement between Part I and Part II</b> – CT confirmed there will be a part II for this meeting	Agreed
2.	<b>Apologies for Absence</b> Hannah Jones HJ LA Governor Mary Raffell MR Staff Governor Rebecca Burdus RB Parent Governor	Agreed
3.	<b>Notice</b> – Received.	
4.	<b>Quorum</b> – The meeting was quorate.	Agreed

Full Governing Body Minutes dated 29<sup>th</sup> April 2025

Signed .....

Ref	Action or Decision	Action Owner & Deadline
5.	<b>Declaration of Business Interests relating to the agenda – None</b>	
6.	<p><b>Minutes</b></p> <p>(a) <u>To confirm Part I Minutes of Meeting 11<sup>th</sup> February 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>• New Governors Details to be added to the new Governors Sheet – actioned by PR</li> <li>• Learning Standards grant letter – actioned by AP and reply received</li> <li>• Steering Group for Safeguarding – has been set up with NR CT AP</li> <li>• Each Lead to look at Terms of Reference – is underway</li> <li>• HR1 Policies clarification – PR has checked and all HR1 policies must be used.</li> <li>• Policies overview list to be shared with all Governors _ actioned by PR and will share when updated</li> <li>• Policies to be updated on Website – PR has actioned</li> <li>• Policies to carry forward are on this Agenda</li> </ul> <p>(b) <u>To confirm Part II Minutes of Meeting 11<sup>th</sup> March 2025</u> The minutes were agreed as a true and accurate record of the meeting and 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>• Signing of documentation for the Schools Financial Value Standards (SVSA) - Signed by the Chair and Submitted by AP</li> </ul>	Agreed
7.	<p><b>Business brought forward by the Chair</b></p> <p>CT wished to formally congratulate the school for an excellent OFSTED inspection. Governors thanked AP and the staff for their work. CT said he felt the meeting with the Governors was positive and Governors responded to the questions well. The inspection was not discussed in detail. However, governors were reminded the discussion is to be kept confidential until the minutes are approved at the next Full Governing Board meeting which by then the OFSTED report will have been received and is public knowledge.</p>	
8.	<p><b>Governors Key Priorities</b></p> <p><b>Making NP the school of choice</b></p> <p>CT reported that the schools PANs and admission number percentages for intake were at a good level in relation to other local primary schools. There was a discussion about other schools' intakes and why they are chosen. With these statistics we are possibly a school of choice. This is really positive. However, we must not get complacent. A parent survey was suggested for new intake parents to gauge what we can do to maintain this. It was reported that last year our intake was 63% and this year is 93%. This is a great improvement. A trend data spreadsheet for future information was suggested. The impact of pre-school feeding of children needs to be taken into account. We do not necessarily take in pupils during the year in reception. However, we do have pupils accepted into other years. It was suggested we keep the data to track where these children are coming from and why.</p> <p><b>Explore position of NP as a maintained school</b> Will be discussed in part II</p> <p><b>Monitor the financial stability of the school</b> Will be discussed further when the Budget is discussed.</p>	<p>AP</p> <p>ALL</p>

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	<p><b>Consider the measure of improvement and reporting by Governors</b>            RL reported that most Governors have had a one to one with AP and RL or CT to discuss their visiting the school and their reports. These will create some data. Governors are encouraged to write their reports in a way which works for them. CT has spoken to AP to look at meeting cycles and will meet with PR to discuss further.</p> <p>RL asked for Governors to consider what key priorities we might like to have for next year. Some may need to be dropped and some may need adding following OFSTED. This will be discussed further at the AGM. Making NP the school of choice will always be there but how we do it needs to be detailed and action points need setting.</p>	<p><b>CT AP PR</b></p> <p><b>ALL</b></p>
9.	<p><b>Policies</b>  <b>The following policy reviews and updates were approved by Governors:</b></p> <p>LS RSE Sex &amp; Relationships Education Policy – No changes            P STAFF Acceptable Behaviour Policy – NEW version            P STAFF Grievance Policy – No changes            P STAFF Teachers Appraisal Policy – No changes            VC/RL Governors Expenses Policy – No Changes            S DBS Disclosure and Barring Service Policy – No changes            F Finance Policy – No Changes            Staff Code of Conduct – New Policy</p> <p><b>Policies brought forward from previous meeting, reviewed and for approval by Governors</b></p> <p>LS Assessment – No Changes            LS EYFS Teaching and Learning – small changes</p> <p>RL mentioned about the Governors Expenses policy is there to be used to ensure there are no barriers to Governors to do their duties.</p> <p><b>The Following policies were carried forward to Summer 1</b>            PSS CCTV            PSS School Emergency plan (Business Continuity and Emergency management Plan)            PSS First Aid            CW Intimate Care</p> <p>The new DCC neonatal policy does not apply to NP at present and it will probably be added to the Parental Leave policy review.</p> <p>The up-to-date Policy Overview will be shared by PR after this meeting for Governors. This can be a tool for Governors to use with their Terms of Reference.</p>	<p><b>CO CO CO MR</b></p> <p><b>PR</b></p>
10.	<p><b>Focus Areas for Governance and questions</b></p> <p><b>Safeguarding NR</b>            NR had submitted a report. There were no questions. NR said that there had been a surge of feedback on the OFSTED website that showed overwhelming positive comments about how safe parents felt their children were. There was no national benchmarking data. The feedback from parents is very positive. NR said he had spoken to some children, parents and teachers and will continue to do at regular intervals. He was pleased to see the safeguarding laminate at reception for Governors to use when they visit. There were a couple of small issues picked up in his report that had been resolved.</p> <p><b>SEND RL</b>            RL had submitted her report.  <a href="#">Governors asked about the areas for development and future SWOT analysis and future areas to address any gaps?</a></p> <p>RL said we get a SEND worker for half a day over a term who works with Elys and they are doing some great work which is very positive. They are currently looking at the broad provision and improvements that can be made. RL will report more</p>	

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	<p>at the next meeting. AP added that OFSTED will be recommending some small improvements around some specific SEND implementation.</p> <p><b>Governors asked about the provision map referred to?</b> AP said the provision map is a broad-brush document across the whole of Devon referred to as universal provision. All children have access to this universal provision. Then on top of this there is a number of different activities for each child. This then gives the teacher tools to provide these and assess them. Often external people are involved. Targets are often not specific enough. Teachers are now in a position to be more specific. RL showed a spreadsheet that showed the data for the SEND children's journey and talked through some examples. She explained how this can be broken down from the statistics and where more support needs to be brought in.</p> <p><b>Governors asked if arrows could be used to show if the children's attainments are up, down or the same as before.</b> RL questioned if this would be helpful. AP said numbers can be used and this is an adequate way to report this.</p> <p><b>Governors asked if the assumption of the target is 100%?</b> RL said yes and then a new target is set and these are smart targets. This is a tool to interrogate the data. RL was impressed with the amount of work that has been done in such a short period of time.</p> <p><b>Communication and Well-being MR</b> No Report</p> <p><b>Finance with Budget Update GO</b> GO had submitted his report. <b>GO asked if we are comfortable with the new software?</b> AP said this is evolving and needs more work for the Budget. The financial report shows a positive carry forward.</p> <p><b>Governors asked about staff changes in his report?</b> GO said this is regularly reviewed at this time of year with the budget as an annual process. GO looks at with AP. GO said our income is fixed and therefore we need to look at staffing to get the best provision we can. CT said that the new Personnel lead, CT requested that TC should be involved in these discussions in future.</p> <p><b>Learning Standards LW</b> LW had submitted her report on the visit to the school.</p> <p><b>Governors asked about the oracy audit?</b> There was no exact date discussed. It was agreed it is a plan for the future. LW will discuss at her next visit.</p> <p><b>Personnel TC</b> No report</p> <p><b>Premises, Safety and Security CO</b> No report</p> <p><b>Behaviour and Attendance. CT</b> CT had submitted a report.</p> <p><b>Governors asked about the big drop in attendance?</b> CT confirmed this was due to a chicken pox outbreak.</p> <p><b>Governors asked about Section E data movements in and out of the school, and if this could be tracked over time?</b> AP said this can be done with numbers and reasons and this can be categorised with a point in time. This could be tied into the data around NP being the school of choice. There is a need to look at the "other" section too as this will have the "hidden" reasons. CT explained to new Governors about Census Day each year and how this relates to funding.</p> <p><b>Equality and Inclusion PS</b> No report.</p>	<p>RL</p> <p>LW</p>
11.	<p><b>Headteacher Report AP</b> AP highlighted the following areas of celebration following the OFSTED visit.</p> <p>Strength in personal development – Attendance is broadly in line for all children. AP feels this is due to the positive approach of the whole school.</p> <p>Parent View – in every single area with the exception of SEND parents, is significantly over national or just over national. Children are coming to NP school being dissatisfied at other schools. MR conducts a parent survey and this year's data should be compared to previous years.</p> <p>Oracy – has been looked at and it has been recognised that children are talking eloquently and actively using classroom dialogue fully.</p>	

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	<p>Curriculum – this is clear and robust. Children are developing their knowledge well.</p> <p>It was minuted that AP drew attention that there are 2 children currently on a Part time timetable. This is used to reintegrate children back into full time. All the policies and procedures have been heavily interrogated. The LA have to have agreement. AP will report back to the Governors. AP explained how this system works and the reasons.</p> <p><b>Governors asked about the timetable for the report from OFSTED?</b> AP said we have received the draft report. We have 18 days for the full report to be issued. We had one typo but no queries.</p> <p><b>Governors asked if the issues with BROMCOM has now been sorted?</b> AP said that the app being rolled out will be fine. This had been a massive workload for Angela.</p> <p>It was clarified that a pupil premium child is not necessarily a SEND child but NP data is more than national.</p>	
12.	<p><b>Monitor School Development Plan</b> AP reported he paraphrased heavily from the OFSTED report and highlighted the following points:</p> <ul style="list-style-type: none"> <li>For some children, they are making mistakes at an early level and tis is following them up the school. AP gave some examples. Broadly the OFSTED inspector was fair and reasonable.</li> <li>SEND targeted tasks for some pupils and their precise learning plans.</li> </ul> <p>There was a general discussion about the meeting with the Governors and the OFSTED inspector. In particular the discussion was around year 6 students and them being ready for secondary school. It was agreed generally that the governors will ensure that there will be stringent monitoring and will measure achievement intently and governors feel they are taking steps to address issues. The OFSTED judgements will look different. We need to be sure we are holding ourselves to account.</p> <p>AP said he felt the Governors carry out their function well and this is something to celebrate. The big achievement was the positive input from the children and is very proud.</p> <p><b>Governors suggested a celebration event?</b> This could be organised for after the final FGB of the year.</p>	
13.	<p><b>Reports on Training Undertaken</b> None reported.</p> <p>NR reported he had undertaken his DCC Safeguarding Lead training and will check if uploaded to Governor Hub. PR will add it on.</p> <p>RL reminded Governors that PR can arrange any training required for Governors to be able to fulfil their roles.</p>	PR

The meeting closed at 8 pm