

Newton Poppleford Primary School

Full Governing Body Meeting

Meeting 1 Part I Minutes

Date & Time	5:30pm Wednesday 9 th December 2021	Location	Newton Poppleford Primary School – via google meet
Governors Present	Initials		
Mr S Vaughan	SV	Headteacher	
Mrs T Murphy	TM	Parent Governor	
Mrs N Dowsing	ND	Parent Governor	
Mr C Trengove	CT	Parent Governor	
Mr G Oldroyd	GO	Parent Governor	
Governors Present	Initials		
Mr J Slade	JS	Co-opted Governor	
Mr P Joyce	PJ	Co-opted Governor	
Mrs R Layman	RL	Co-opted Governor	
Mrs M Raffell	MR	Staff Governor	

Apologies	Initials	Reason for Absence (Category of Governor)
Mr N Macleod	NM	Illness
Mr S Ireland	SI	Co-opted Governor

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Mrs N Mann	NLM	Clerk
Mr J Morrison	JM	SLT member

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
1	<p>Feedback on Maths and behaviour</p> <p>JM gave feedback to governors on behaviour. The new behaviour policy and procedures are being followed and working well. Parents have been invited in when necessary to discuss behaviour. We are taking advice from outside agencies for support with children that may not be able to meet the steps outlined within the policy and My Plans are being updated. JM is using knowledge gained from recent coaching course with some children in year 4 and this is working well, and improvement is being seen. Senior Leadership Team (SLT) will also be attending this coaching course. SLT will be working together in new year to work on targets and how we can support teachers within the classroom. Good manners café will begin in the spring term along with a dedicated session where children can take their work to SLT and SV. Marvellous Me feedback has been positive. Assemblies are taking place weekly to celebrate achievements. Parents have been invited in to see their child received these certificates. Teaching Assistants are meeting every half term to talk about any concerns they may have around behaviour. Wellbeing groups have started. Feedback is being collected from staff teachers, children and parents to evaluate and improve this provision. Donna Habbishaw is covering staff to allow them to develop relationships with children. Changes have imbedded well; however we do have areas still to work on. <i>ND asked have you asked the children what they would like in terms of rewards?</i> A lot of the ideas have been based on Paul Dixon's book and ideas from staff. Everything we have introduced is working well and this could be asked through the school council with a possible vote on options. GO reflected on the fantastic behaviour that was observed on governor awareness day and how he observed the policy being followed by staff members with regards to the script and intervention. JM added that it is important with develop the consistency across all the staff.</p> <p>JM reported on Maths as subject lead. JM has observed Maths with the reception children and feedback to governors on this session. Deep dive has been completed for all year groups from Reception to Year 4. Subject knowledge is strong and children are engaged in their learning. Journaling is now built in to the structure of the lesson. JM explained to governors journaling concept. We will be reviewing this new structure to ensure the quality</p>	

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	<p>of the learning children are receiving in maths is shown in their understanding and how they represent their knowledge. Book scrutiny has taken place and it is clear the resources from White Rose are maintaining consistency across the school. We have highlighted areas for development and teachers will be working on following up these areas with children. Older children are marking their own work and completing self assessments. We have reviewed Year 5 and 6 children and it shows a clear range of abilities of being able to apply information learnt in Maths, however found it difficult to reflect on previous learning. Feedback in lessons is helping to progress this.</p> <p>Actions set: Target children to present work, Learning objective to be printed or written at teachers discretion, challenge children to use basic statements and maths vocabulary in their learning, increase enthusiasm for maths, further training for JM, teacher research group to be developed to review lesson structure, extend children when they have finished and need more.</p> <p><i>TM asked is this deep dive triggered by new journaling or is it done for all subjects?</i> Yes, we do complete this in the core subjects annually and the foundation subjects are on a rolling timetable. TM reflected on the positives of this process for reviewing and observing the learning across the school. <i>ND asked can the children access concrete material in these lessons?</i> Yes, they can use as many resources as they wish that are available within the school, Teachers may also suggest options too. <i>ND asked is same lesson structure from years 1 to 6 recommended?</i> Yes, this is recommended however year 1 do need that extra supporting with representation, this includes writing. It is also important that the Teaching Assistants support the children who would struggle with these representation.</p> <p>Governors thanked JM for joining the meeting to feedback on Maths and Behaviour.</p> <p>JM left meeting at 6:00pm</p>	
2	Notice - Received	
3	Agreement between Part I and Part II – None	
4	Apologies for Absence – apologies received from SI and NM and sanctioned by governors.	
5	Quorum - Quorate	
6	Declaration of Business Interests relating to the agenda – None	
7	<p>Review and agree minutes from previous meetings on 23/09, 05/10 and 20/10 –</p> <p>The minutes were agreed as a true and accurate record of the previous meetings and signed by JS(Co-Chair).JS will return minutes to school office.</p>	JS
8	<p>Matters arising from minutes for meetings details above –</p> <p>TM confirmed she has completed HT appraisal training</p>	
9	<p>Governor Vacancies – Lead for SEN governor</p> <p>RL had agreed to take on the role for SEN governor. Training to be arranged. As this role sits within Teaching and Learning committee, RL will move to this committee and attend next meeting on 18th January 2022.</p> <p>RL and TM to review the new governor induction policy together and report back to JS/SI before bringing back to FGB for discussion.</p> <p>Current vacancies: 2 co-opted and 1 LA vacancy.</p>	RL/TM
10	<p>Head teacher's report –</p> <p>HT report circulated before meeting. Fair access place has been allocated in year 6 and will take this year group up to 32 – maximum intake. <i>RL asked what do we do to support these families with unauthorised absence?</i> On this occasion as family has taken unauthorised holiday and also made the choice to quarantine before, therefore children have been absence from school for a period of 4 weeks. We are current communicating with local</p>	

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	<p>secondary school, where other siblings attend, about action that will be taken. <i>TM asked who will issue a fine should there be one?</i> This will be Devon</p> <p>ND recently attending training event with Babcock, it highlighted that governors should have a 3 to 5 year strategic plan in place to support SV when writing the School Development Plan (SDP) with staff. Information to be collated and circuited by ND before next FGB. CT suggested inviting new appointed headteacher when meeting to develop and discuss next SDP to offer him the opportunity to understand and discuss.</p> <p>5 incidents towards staff have taken place, these have been associated with one child. Behavioural support are offering strategies to help support this individual. <i>RL asked how long does this support continue?</i> Strategies are changing all the time to help improve the situation. <i>TM asked is there a next step follow a Fixed Term Exclusion (FTE)?</i> Yes, permanent exclusion. <i>RL asked has there been improvement?</i> SV reported there are times when it has and times when it has not, it is an evolving process and behaviour can be affected by influences outside school. <i>RL asked how do you support the teachers?</i> SV reported the incidents have been directed at him. Should there be an incident on a staff member, we have support in place. <i>TM asked have any staff been seriously hurt or injured?</i> A few bruises as a result of one of then incidents.</p> <p>Phonics screening data shared with governors. This is positive data and our results strong results for staff supporting children from reception to year 2. Governors sent their congratulations to the staff and thanks for all their hard work and input to achieve great results.</p>	ND
11	<p>Questions from Teaching and Learning Committee Minutes</p> <p>SV advised meeting with South West Institution For Teachers (SWIFT) has taken place and a meeting has been organised with Nicola Dowsing and Beverly Bradley for this Friday.</p>	
12	<p>Questions from Resources Committee Minutes</p> <p>None</p>	
13	<p>Safeguarding – Agreed lead governor for safeguarding</p> <p>RL put herself forward for role as safeguarding governor, RL and SV will meet to discuss role and training will be booked.</p>	SV/RL
14	<p>Pay committee members and HT appraisal committee</p> <p>Pay committee requires addition member due to recent resignations. RL nominated and agreed to join pay committee. Meeting to be held 9th December at 5pm via zoom.</p> <p>HT appraisal committee now has two members due to resignation. To be reviewed in September.</p>	PAY
15	<p>Health and Safety –</p> <p>Health and safety audit taking place in January, Stuart Ireland is hoping to attend.</p> <p>Weston Power are being chased with regards to electrical box replacement.</p> <p><i>ND asked what is the regulations or requirements for a fence around the pond area?</i> SV has previously received advice that this is not a requirement and is unaware that the guidance has changed.</p>	
16	<p>Review / Complete Skills Audit –</p> <p>Awaiting 2 skills audits to be returned, agenda item to be postponed to next meeting.</p>	FGB
17	<p>Policies reviewed by committees to be ratified:</p> <p>Acceptable behaviour (Staff)</p> <p>Accessibility plan</p> <p>Nursery admissions policy</p> <p>Admissions</p>	

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	AGREED: CT proposed, JS seconded, and all governors voted and ratified above policies following review and recommendations from committees.	
18	Items for agenda of next meeting Review of recruitment process Skills audit New induction Governing body ideas from other boards. Strategic plan	
	Date of next meeting – Thursday 10 th February 2022	

The meeting closed at 7:15pm

DRAFT until signed