

Newton Poppleford Primary School

Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time		5:30pm Thursday 10 th February 2022		Location		Newton Poppleford Primary School – via google meet	
Governors Present		Initials		Governors Present		Initials	
Mr S Vaughan		SV		Mr S Ireland		SI	
Mrs T Murphy		TM		Mr J Slade		JS	
Mrs N Dowsing		ND		Mrs R Layman		RL	
Mr C Trengove		CT					
Mr G Oldroyd		GO		6:10pm			

Apologies	Initials	Reason for Absence (Category of Governor)
Mr N Macleod	NM	Illness
Mrs M Raffell	MR	Other Commitments

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	Notice - Received	
2	Agreement between Part I and Part II – None	
3	Apologies for Absence – apologies received from MR and NM and sanctioned by governors.	
4	Quorum - Quorate	
5	Declaration of Business Interests relating to the agenda – None	
6	Review and agree minutes from previous meetings on 8 th December 2021 – The minutes were agreed as a true and accurate record of the previous meetings and signed by SI(Co-Chair).	
7	Matters arising from the meeting on 8 th December 2021 – <i>ND asked has James Morrison asked children what rewards they would like? SV to check as unable to confirm.</i>	SV
8	Review School Development Plan – <i>ND asked why has the development of confidence not been completed? This has been delayed due to training and staff are working on this currently.</i> Unique experiences has been completed, SV reported this has been through some educational trips and we have further trips planned. A current competition has been entered and a STEM club will be created where children can design lego structures and enter competitions. Visitors have also attended school. <i>CT asked about Early Years Foundation Stage (EYFS), what is the strategic movement forward with visits planned for the spring and summer term to other schools with foundation units? It has been agreed that SV will continue to make the visits and gather the information and research, SV will report his findings to Anthony Pope (AP), new headteacher. SV will report back to FGB. Information will be available when considering budgets moving forward.</i> <i>CT asked will this affect the structure of staff pay? It doesn't have to in the current structure we have. Staffing would be a key part of the discussion should anything move forward. SI suggested a staff meeting for discussion</i>	SV SV

Full Governing Body Minutes dated 10.02.22

Signed

Dated.....

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	<p>on research report once completed. ND suggested governors can also contact the governing boards of local schools to ask questions and gather research. <i>CT asked is there models we can look at before?</i> Yes and AP has experience of a foundation unit in his current role.</p> <p><i>ND asked are weekly challenge boards happening?</i> this did start and then dedicated member of staff was off unwell, this will be restarted now he has returned.</p> <p><i>ND asked is the planting plan in place for the allotment?</i> SV will check with Debbie Tollerfield, training that was scheduled has been postponed. SV will chase. Timetable has been developed for when classes should visit.</p> <p><i>CT asked what was college reaction for MFL?</i> Primary schools have given contact details to college head and will be in touch to set up a group.</p> <p><i>SI asked about adventure island, is there plans to do more focused activities with adventure island?</i> SV will raise at staff meeting. ND explained the format of her planning and suggested this could be incorporated into the English element of the School Development Plan. Governors discussed the possibility of further input from Greg Botall and agreed funding for this. <i>CT asked would it benefit for once staff member to take classes down to adventure island?</i> SV advised this could be an added cost to the school having an additional member of staff running adventure island. Governors agreed for SV to contact Greg Botall and discuss if he has any dates available. SV to consider a model on how adventure island could be led and reviewed.</p>	<p>SV</p> <p>SV</p>
9	<p>Staff pay and update on HT performance review – HT performance review has taken place and has been reported back to pay committee. Pay committee have had 3 meetings, they have acted on the HT recommendation on staff pay, and HT performance.</p>	
10	<p>Strategic Plan – ND shared guide with governors prior to meeting. RL has completed governor training and it was clear that this was referred to regularly. ND shared vision plan with documents. <i>CT asked do we have a curriculum intent statement?</i> Yes, we do and for each area of the curriculum. Curriculum intent should cover the whole experience for the children across the school and this is a version of a vision for the school. ND suggested a working party to develop the vision. Inspiration folder is available on the google drive for all governors to add anything they wish to contribute towards the discussion at the next FGB. Vision to be approved before new Headteacher starts and we can then move on to the planning for a strategy. Suggested the possibility of a dedicated strategic day with SLT, HT and governors. ND and RL to form working party with MR if she wishes to take part. SI will step in for MR cannot. ND to liaise with SV to arrange meeting with SLT. <i>CT asked would this be sensible to meet as part of the SDP development meetings that are currently taking place?</i> Possibly. Staff will be asked to identify their priorities and SLT discuss which priorities are achievable in the next year and which may move into the following the SDP. The SDP is a working document and the strategic plan can be fed into SDP at a later date. <i>CT asked does this mean there will continue to be a SDP for governors?</i> Yes as this is for us to evaluate the governors progress.</p>	<p>ALL</p> <p>ND/RL</p>
11	<p>Review of recruitment process – What went well:</p> <ul style="list-style-type: none"> • Produced a robust selection process and the panel had a broad range of experiences • The outcome is positive • Complimented from external advisor on the process • Support and participation from staff and their engagement was positive and valuable throughout • Notice of retirement from SV in advance was extremely helpful to reduce the pressure in appointing on the first round of interviews if no suitable candidate was available <p>What did not:</p> <ul style="list-style-type: none"> • Lack of communication at the beginning of the process which heightened panic for some • Personalities may not have helped • The high proportion of new governors 	

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	<ul style="list-style-type: none"> • Demonstration of potentially a lack of trust • Misunderstanding of roles • Discussions may have been outside of PART II appropriate settings <p>Lessons learned:</p> <ul style="list-style-type: none"> • Clearly identify roles and responsibilities, who is doing what and when • PART II discussions must always be in appropriate settings • Setting parameters for communications on governor email • To have a smaller group of people to be able to research and develop and report back to FGB • More communication throughout a process to relieve anxieties 	
12	<p>Skills audit – Governors reflected on how the recruitment process has helped to improve governor knowledge of the school and how this has been beneficial for governors who have joined during the lockdown periods. Areas of improvement will help inform the governors development plan. Governors to consider training where applicable.</p>	
13	<p>New governor induction – RL and JS have met and reviewed current induction policy, which has been deemed a inadequate. JS recently attended zoom meeting with Devon Association of Governors on recruitment and retention of governors and circulated report to committee. RL shared draft documents with committee including flow chart for recruitment process. JS reflected on the recent recruitment, and we must be selective with which FGB a new governor attends. Selection of governors should also consider their experience and knowledge. Governors discussed recruitment for the new governors and where we can advertise. ND is completing new governor recruitment training next week and will report back. Current vacancies 4 co-opted and 1 LA. Governors reviewed current expression of interest, SI will speak with the individual and report back to FGB.</p>	SI
14	<p>Governing body ideas from other boards – RL reflected on knowledge shared from governor at another school and how they have a governor who is allocated to a cohort and would remain with the cohort throughout their school life to review progress and report back. Governors discussed how this may fall into the strategic plan and will review at a later date including lead roles.</p>	
15	<p>Questions from Teaching and Learning Committee Minutes – CT has spoken with individual at college with regards to staff survey, they are happy to share but it would require analysis. SV can contact Sarah Parsons at the college to negotiate if it is something the school wishes to invest in. The data would lead to the strategic element for the governing board. Our school is now the lead for outdoor learning with South West Institute For Teachers. ND and Beverley Bradley are our leads. We will receive training in school and there is access to funding for this. Congratulations shared by the board to everyone involved in getting this set up.</p>	
16	<p>Questions from Resources Committee Minutes – SV updated governors following resources committee: Elliots invoice has been sent and is awaiting payment. Budget will not be completed ready for next committee meeting due to DCC information being released to close to meeting deadline. A draft budget will be available for next FGB meeting in March. Current information database, SIMS, is overseen by EMS and have reported they want us to negotiate a 3 year contract with them, as DCC continue to use FMS for budgeting, we have not alternative but to continue and sign up for 3 year contract. It has been agreed a break clause in September however it is unlikely that DCC will have a resolution before September for their budgeting software. This does not offer us the opportunity to seek an alternative should we wish too. The contract will also expect 2nd years payment to be in March and therefore both 1st and 2nd years of the contract will fall under one budget year.</p>	

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	Electricity box replacement - Devon has confirmed they will not fund the replacement, therefore an expense of approximately £3000-4000 from our capital budget. Devon have agreed for NPS to support Angela Nash in organising this. Electrical companies will be coming out to quote. <i>SI suggested is there a cheaper alternative by building a structure around the box?</i> SV will ask the question NPS.	SV
17	Safeguarding- include safeguarding audit - RL and SV have met with regards to safeguarding lead governor role. Safeguarding audit has been circulated along with action plan. RL and SV have discussed audit and action plan. Action plan: Debbie Tollerfield will be completed Level 3 safeguarding. We will have 3 safeguarding designated leads within in school once training is complete. SV is meeting with Anthony Pope to check safeguarding training is up to date.	DT SV
18	Health and Safety Update – H&S audit has taking place, SV will share report once received. Gas tightness test has not been completed for the oven, this has now been organised. Tree training required which has been completed by Adrian Ableson and SV will also be completing. We have had various incidents with a cat coming on to the school site and this has led to some staff and children being scratched. SV informed governors that staff will be discouraging the cat from entering the school site with a water pistol.	
19	Governor awareness day – Governors agreed an additional governor awareness day for the summer term. SV will identify dates and return to FGB in March.	SV
20	Items for agenda of next meeting – Vision brainstorm Draft budget The meeting entered Part II at 7:45pm	
	PART II	
21	Review and agree minutes from Part II meeting on 2nd December 2021 – The Part II minutes were agreed as a true and accurate record of the previous meetings and signed by SI(Co-Chair).	
22	Matters arising from the Part II meeting on 2nd December 2021 – None	
	Date of next meeting: Thursday 24th March 2022	

The meeting closed at 7:48pm