

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	Thursday 20 th October 2022 5:30pm	Location	Newton Poppleford Primary School				
Governors Present	Initials			Governors Present	Initials		
Mr A Pope	AP	Headteacher		Mrs M Raffell	MR	Staff Governor	
Mrs T Murphy	TM	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mr C Trengove	CT	Parent Governor		Miss R Layman	RL	Co-opted Governor	
Mr G Oldroyd	GO	Parent Governor		Mrs C Odbert	CO	Co-opted Governor	
Mrs L Wright	LW	Co-opted Governor		Mr T Warren	TW	Co-opted Governor	
Mrs N Dowsing	ND	Parent Governor	Teams	Mr S Ireland	SI	Co-opted Governor	Teams

Apologies	Initials	Reason for Absence (Category of Governor)
Mr N Macleod	NM	Illness

Absent without Apology	Initials	Category of Governor
None		

In Attendance	Initials	Capacity
Mrs N Mann	NLM	Clerk
Mr J Morrison	JM	Maths subject lead
Mrs M Gaston	MG	Music Subject lead

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
	CT welcomes LW and TW as visitors to the meeting and introductions took place.	
1.	<p>Questions on Subject Feedback SWOTs</p> <p>a) <u>Maths</u></p> <p>The Maths subject SWOT was noted.</p> <p>Question: RL asked what behaviour issues are being seen in Maths. JM said there are low level behaviour issues around concentration and transition in lessons, and holding children to account in these moments. Signal, pause and insist has been introduced and CPD has been delivered to staff across the school for this.</p> <p>Question: CT asked how do parents receive communication about the mathematical methods used in school to support their children at home. JM said we need to be more proactive in communicating with our parents so they feel confident when supporting their child at home with Maths.</p> <p>Question: RL asked if all cohorts need to be more proactive with communication. JM said yes, historically there were guides on the websites for parents to access however there are weak links with communication to parents and a more proactive approach is needed to engage parents and invite them into school. This is an area that requires exploring.</p> <p>Question: GO asked since introducing journaling, are you satisfied this has been embedded, updated training has taken place and it has been successful. JM said journaling is different for each cohort and it has been embedded across the school, however there are some cohorts where it has been embedded better than others. We are completing professional development every two weeks and the SLT are carrying out regular walkthroughs. JM said children are still getting used to the new approach and lessons are following the same structure so children can follow their maths journey.</p>	

Full Governing Body Minutes dated 20.10.22

Signed

Ref	Action or Decision	Action Owner & Deadline
	<p>JM left the meeting at 5.43pm</p> <p>b) <u>Music</u></p> <p>The Music subject SWOT was noted.</p> <p>RL said she attended a music lesson with MG and was very impressed with the enthusiasm from the children.</p> <p>Question: RL asked do you have a wish list of what music you would like to bring into the school. MG said only minimal sessions could be delivered in music due to the restrictions that were in place during Covid. It will be good to arrange aspirational visitors balanced with TYCO drumming and hands-on workshop experiences provided by external organisations.</p> <p>Question: RL asked do school performances take place. MG said yes this year they have been planning to go ahead with an Y5/6 production, nativity play and formalised carol singing. Whole school singing has been reintroduced following Covid.</p> <p>LW offered support from her daughter at the Devon Youth Orchestra.</p> <p>Question: MR asked are you collaborating with other local schools. MG said communication has restarted and is hopeful this will begin again.</p> <p>Question: TM asked what you mean by the term Vacuum in your report. MG said she and MR are the only individuals teaching music within the school and there are less curriculum links than with other subjects and it exists as a standalone subject.</p> <p>MG left the meeting at 5.50pm</p>	
2.	Agreement between Part I and Part II – Item 9 and 22 will fall under part II.	
3.	<p>Apologies for Absence – apologies received from NM were sanctioned by governors.</p> <p>CT to contact NM by email about his role as governor for the governing board.</p>	CT action
4.	Notice – Received	
5.	Quorum – Quorate	
6.	Declaration of Business Interests relating to the agenda – None	
7.	<p>Minutes</p> <p>(a) To confirm Part I Minutes of Meeting 14.07.22 and 15.09.22 The minutes were agreed as a true and accurate record of the previous meetings and signed by CT.</p> <p>(b) To consider matters arising from the minutes <u>Item 13/13</u> – AP confirmed he will add the preschool into the late collection policy and return to FGB.</p>	AP action
8.	<p>Business brought forward by the Chair</p> <p>(a) CT read out a thank you letter from Sue Dance (Teaching Assistant)</p> <p>(b) <u>Expression of interest forms</u> CT has received 2 expressions of interest from Linda Wright and Tom Warren. LW and TW introduced themselves to the governing board and then left the room for the next agenda item.</p> <p>(c) <u>Election of new governors</u> AGREED: CT proposed the appointment for LW and TW as co-opted governors, GO seconded and all governors were in agreement. Mentors will be appointed after the meeting.</p>	

Full Governing Body Minutes dated 20.10.22

Signed

Ref	Action or Decision	Action Owner & Deadline
	<p>(d) <u>Governor references</u> Governors agreed to request one reference for any future governors joining the governing board. NLM to amend expression of interest form.</p>	NLM action
9.	<p>Safeguarding</p> <p>(a) <u>Safeguarding Update</u> Safeguarding audit has been completed and will be circulated at the next FGB on 01.12.22. All staff have completed their safeguarding training. Governors to complete their safeguarding training on the Key before the next FGB meeting. CPoms training has been shared with all staff and NLM confirmed she has read KCSIE.</p> <p>(b) <u>Lead Governor report</u> TM completed a safeguarding visit on Tuesday 18th October and reported back to the committee verbally. TM will upload the written report to Google drive following today's meeting. TM reported she had asked safeguarding questions of the staff and pupils and had a positive visit. Staff were initially nervous when they were aware this monitoring visit had been arranged however they have a clearer understanding of the reasons for the governor monitoring visits. AP said staff will take time to adjust to the change in format of the governing board and it is important staff understand these are monitoring visits are not about catching anyone out.</p>	<p>TM action FGB action</p> <p>TM action</p>
10.	<p>SEND</p> <p>(a) <u>Lead Governor report</u></p> <p>RL was unable to report on SEND data as there is no system for data reporting and analysis.</p> <p>Question: RL will complete a report on SEND data in the spring term, and asked will systems be implemented before the spring term. AP said yes, we are introducing a new system for data analysis and reviewing the issues with My Plan data. SMART targets are being implemented for progression and attainment.</p> <p>Question: RL asked if there is evidence of the SENco's communication with parents. AP said there are regular parents evenings, 'my plan' meetings with the SENco and every child on a 'my plan' has these meetings a minimum of 3 times in an academic year and the SENco has designated times during the parents meeting weeks as an opportunity for parents to meet her.</p> <p>Question: RL asked what the SEND fund evaluation tool is. AP explained its purpose, AP and Debbie Tollierfield (SENco) will complete the SEND evaluation tool and report back to FGB.</p> <p>Question: CT asked what the timescale for provision mapping is. AP said the deadline is for Autumn term, however this is likely to be pushed back.</p> <p>Question: CT asked is the provision mapping required to complete the SEND funding evaluation. AP said the SEND fund evaluation identifies what SEND provision is in place, the provision mapping needs to be accurate against the in-school provision and the long term development of SEND. The provision mapping is important to reduce and remove any inconsistencies over time.</p> <p>(b) <u>Agree SEND report for website</u> RL reported the SEND report on the website is compliant.</p> <p>Question: RL asked who updates the SEND report and when. AP said this is the responsibility of the SENco and the deadline is set for after half term. AP reported NP is meeting its statutory obligations for the SEND report. The send report on the website is compliant.</p> <p>Question: CT asked is the SENco aware the report must be ratified by the governing board. AP said yes the SENco is aware of the compliance procedures and timescales.</p>	AP/DT action

Ref	Action or Decision	Action Owner & Deadline
11.	<p>Review</p> <p>(a) <u>Development Vision and Values</u> The vision and values shared by AP were noted.</p> <p>TM said the vision is written well however the word 'achieve' has not been included. AP to complete a final draft to share with the vision working party.</p> <p>Question: MR asked will the vision be communicated with parents. AP said yes once it had been agreed.</p> <p>Question: CT asked where the vision will be published. AP suggested the vision will be incorporated in the school logo and governors agreed.</p> <p>LW suggested including curiosity for the world as many children have lost this following the pandemic.</p> <p>AGREED: RL proposed the acceptance of the school vision, TM seconded and all governors were in agreement.</p> <p>The mission statement will be reviewed by the working party.</p> <p>(b) <u>Development of the strategic plan</u> ND and AP are meeting to discuss the strategic plan following the work completed on the vision and values to ensure it is all completely concurrent.</p>	AP action
12.	<p>Update on pre-school</p> <p>Preschool advisors have attended the school and they have offered advice on creating a foundation unit or lowering the age range of the school. To lower the age range of the school would require structural changes to the staffing team, and requirement to recruit a nursery teacher, this would have a cost impact to the school. AP said as the school's finances have existing pressures, lowering the age range and the added increase in costs associated with this would not be a suitable choice to make.</p> <p>Question: RL asked would there be any funding available for this. AP said he is not aware there would be.</p> <p>Question: RL asked would there be an increase in income as there is a market for a nursery for under 3s in the area. AP said we have reviewed what local nurseries charge and there is a considerable difference to what the school charge. Lowering the age range of the school would not include under 3's.</p> <p>AP reported the preschool staff at present are only employed to work in the preschool, if a foundation unit was introduced this would give flexibility to where the staff can work within the school.</p> <p>AP said converting to a foundation unit does not have any impact on current staffing level or a need to recruit.</p> <p>Question: RL asked do you like the idea of introducing a foundation unit. AP said the deployment of staff could be beneficial for the school.</p> <p>Question: CT asked would a foundation unit benefit for curriculum links. AP said there would be options to create links.</p> <p>Question: TM asked are there any complications with introducing a foundation unit. AP said there would be complications with staff contracts and would have to review and manage staff expectations.</p> <p>Question: TM asked would there be training requirements for staff. AP said yes there would be.</p> <p>Question: TW asked if there would be an impact on the whole school. AP said a change like this needs to be managed carefully and there are other things the school can do which will impact the preschool budget. The current provision is good and the school must be mindful any changes may change the quality of the provision that is offered at present. AP said it is important to maximise the hours and ensure parents are taking the hours they are entitled to.</p>	

Ref	Action or Decision	Action Owner & Deadline
	<p>Question: GO asked what you would consider to be the next steps. AP said advertisement is important, a Facebook page has been discussed but this must be managed correctly.</p> <p>Question: CO asked could preschool opening times be increased. AP said this could be considered but staff will need to be reviewed.</p> <p>Preschool working party will arrange to meet to look at options for advertising and to explore the impact of changing the opening hours. A survey will be considered to identify the demand for longer hours.</p> <p>AP said there is likely to be a further loss initially.</p> <p>AP said breakfast and twilight numbers have begun to reduce and this could be due to the economy, AP will analyse the numbers and will report back at the next FGB.</p>	<p>Preschool Working Party action</p> <p>AP action</p>
13.	<p>Headteachers Report</p> <p>The headteachers report was noted.</p> <p>The SDP is still in its development stage, however this will continue to be a working document. The SEF has not been completed and is being worked on. The SEF, implementation, SEND, outdoor and health & wellbeing plans will all feed into the SDP.</p> <p>Question: CT asked if the SDP can be fed back to governors with an overview. AP said there are 5 priorities that will feed into a one page document for Governors.</p> <p>Question: RL asked are school dinners included in the SDP. AP said yes under the health and wellbeing plan.</p> <p>Question: TM asked if the staff members involved in the incidents of violence against staff are ok. AP said physically they are ok however this does have an impact on them, the wider team are supporting the staff alongside AP.</p> <p>AP has appointed a member of staff to oversee the Facebook page and is looking at the role of managing the page as it is likely to be a large role.</p> <p>Question: TM asked when children leave are exit interviews completed. AP said this is not something that has been in place in the past and agreed SLT should discuss if an exit survey is achievable to allow the opportunity to identify any concerns. TM said the governors can then review and monitor any data trends from children leaving the school.</p> <p>Governors thanked AP for a detailed report.</p>	
14.	<p>Review and approve School Development Plan for current academic year</p> <p>The SDP development is in progress and will be reported back at the next meeting 01.12.22.</p>	
15.	<p>Update from HT appraisal committee</p> <p>CO confirmed the appraisal has taken place and objectives have been set for 2022/23. CO reported as a board, we are responsible for AP's Headteacher induction and must appoint a governor to lead this. CT agreed to be lead governor for AP induction.</p>	
16.	<p>Review draft admission policies for 2024-2025 before consultation</p> <p>(a) <u>Primary Admissions policy</u> Policy still contains Stuart Vaughan's name, NLM to advise the Andrew Brent (LA Admissions) to update the policy before consultation</p> <p>Question: CT asked is there a flexi schooling policy in place. AP said no as pupils fall under admissions and this is part of the admission process. Devon only recognise a pupil for flexi schooling when they are returning to education. NLM to identify if there is a flexi schooling policy and report back at next FGB.</p>	<p>NLM action</p> <p>NLM action</p>

Ref	Action or Decision	Action Owner & Deadline
	<p>(b) <u>Nursery Admissions policy</u> Policy contains dead links to the Babcock website, NLM to advise Fran Butler (LA Admissions). Governors discussed what would happen if there was a joint application, AP to seek clarification on what allocation criteria would be.</p>	NLM action
17.	<p>Update on school dinner review</p> <p>The school are aware a school dinner review is required and at present have not arranged for a nutritionist to visit. This action has been written in to the wellbeing plan. AP has reviewed dinners against the DfE food standards and the school is compliant. AP said the review journey has started.</p> <p>Question: RL asked is the school being inclusive with the menu that is offered. AP said the menu is acceptable, however the review of school dinners will identify any areas of improvement.</p> <p>AP and Angela Nash (School Finance) are analysing the cost of school meals against the income as it is currently making a loss.</p> <p>Question: CO asked if the kitchen continues to cater for other schools. AP said yes East Budleigh and Otterton.</p> <p>ND joined the meeting on teams at 7.30pm</p>	
18.	<p>Questions on reports from Lead Governors</p> <p>(a) <u>Communication and Well-being lead</u></p> <p>The reports from MR was noted</p> <p>Question: RL asked if the school has a standardised approach from teachers when communicating to parents. AP said there is no protocol for teachers to follow.</p> <p>Question: RL asked if there is any information on the website parents can access in relation to the curriculum. ND said there is a curriculum section on the website however it has been in place for a long time and needs reviewing as some areas are incomplete.</p> <p>Question: TM asked if teachers received guidance about how to use Marvellous Me. AP said there is no guidance in place for how and how often teachers should use Marvellous Me. Communication issues have been raised by parents and the school must ensure there is access for parents to communicate with teachers appropriately. Guidance should be developed along with raising the ethos of communication.</p> <p>AP said communication in KS2 and the transition from Tapestry to year 1 is raising issues. AP is identifying where the issues are and looking at solutions such as transition meetings, open days, more access to parents' evenings, using marvellous me as a tool, and teachers at the door to move forward.</p> <p>AP said many governors are being approached, please can governors remind parents to contact the school with any issues as this follows the correct protocol if a complaint was to arise.</p> <p>AP said it is important to note, parents are being invited into forums and very few are attending.</p> <p>ND said the communication through tapestry in Reception has reduced as staff are spending more time with pupils as it had been recognised recording observations through tapestry was taking considerable time away from the children.</p> <p>AP said communication about the curriculum is poor and SLT will be looking at ideas to improve this.</p> <p>Question: CT asked are the transitions from preschool into reception being reviewed. AP said parents' have feedback in the recent parent survey and discussions have begun about staggered starts in 2023/24.</p>	

Ref	Action or Decision	Action Owner & Deadline
	<p>(b) <u>Finance lead</u></p> <p>The report from GO was noted.</p> <p>GO reported schools finances are uncertain at present, the increase to staff pay and fuel costs are unpredictable and uncertain, making the budget very difficult to manage. Half termly monitoring is taking place and the in-year deficit is as a result of the staff pay increases, increase in food costs and energy bills.</p> <p>As the year continues this will be monitored closely, the current school reserves will offset the deficit.</p> <p>Operational changes may need to be considered in the future if there is no additional funding awarded from the government. At present funding for 2023/2024 has not been confirmed.</p> <p>Question: CO asked why solar panels were not installed as part of the new school build. JS reported it was a DfE decision and the roof could not support the panels due to its structure.</p> <p>Question: CT asked if IT equipment automatically turns off to conserve energy. AP said not at present but will put this idea forward to the ECO council.</p> <p>Budget pupil numbers were projected at 179 and the school census was 184, this will increase the funding income from when the budget was set.</p> <p>AP thanked the PTFA for funding the remaining raffle prizes from the staff raffle that took place in Covid.</p> <p>i) <u>Receive budget monitor report</u></p> <p>The budget monitor report was noted and no further questions were asked.</p> <p>(c) <u>Learning Standards lead</u></p> <p>The report from CT was noted and no questions were asked.</p> <p>(d) <u>Personnel lead</u></p> <p>The report from SI was noted.</p> <p>Question: TM asked AP for an update on teaching staff appraisals. AP said staff appraisals have taken place this week. New documents have been created and no staff presented existing appraisal documents at their meetings.</p> <p>Question: RL asked AP are you managing the workload for implementing new systems. AP said yes.</p> <p>Question: CT asked will an appraisal process be applied to support staff. AP said a system needs to be developed and put in place for line managers to successfully complete support staff appraisals. SI and AP will report back in the spring term. AP has arranged informal meetings with support staff which will be fed back to line managers before their appraisals take place.</p> <p>(e) <u>Premise, Safety and Security</u></p> <p>JS, SI and SV had previously reviewed the GDPR policies and were agreed under a chair's action. JS will look for personalised policies that were agreed and return to NLM, AP will check Stuart Vaughan's drive. .</p> <p>Question: SI asked has a resolution been agreed for the fence issues on the shared property line. AP said we are approaching the neighbour to identify a positive way forward, if a solution is not agreed, the school will consider erecting a fence on the schools side of the shared property line.</p>	<p>AP action</p> <p>AP/SI action For spring term</p>

Ref	Action or Decision	Action Owner & Deadline
	<p>Question: SI asked has a resolution for the security issues with the internal gate been considered. AP said suggestions have been made and consideration to what is a safeguarding concern for the school must be taken into account as a child has walked off site. AP is reviewing the access of the main gate and internal gate.</p>	
19.	<p>Reports on Training undertaken by Governing Board to include 3 key points</p> <ul style="list-style-type: none"> ● <u>Introduction for new governor</u> - CO attended the course and reported it was good to meet other new governors. School tour to be organised for CO, LW and TW as part of their induction. CT to arrange initial chairs meeting. CO asked if she could shadow another governor when they visit the school to complete a monitoring visit. ● <u>HT Appraisal</u> – CO completed HT appraisal training and reported it was a useful course. ● <u>NGA Webinar</u> – TM attended NGA recent webinar and reported all webinars are recorded and uploaded to the website and TM directed governors to take a look as some courses would be useful refresher training. <p>ND has been booked on 'visiting your school' and MR is attending 'supporting school leaders health and wellbeing'.</p>	
20.	<p>Policies for ratification by the full Governing Board</p> <p><u>Safeguarding Policy</u> – TM has reviewed the new 2022 policy and recommended for approval.</p> <p><u>Charging and Remissions Policy</u> – GO has reviewed this policy and recommended for approval.</p> <p><u>Relationships and Sex Education</u> Question: ND asked if RSE is being taught by class teachers. AP said class teachers are teaching RSE, however this has not been the case in the past. AP said staff are positive about the new programme that has been introduced.</p> <p><u>Pay Policy</u> – SI has reviewed the new 2022 policy and recommended for approval.</p> <p><u>Teacher Appraisal</u> – SI has reviewed this policy and recommended for approval.</p> <p><u>Staff Grievance</u> - SI has reviewed this policy and recommended for approval.</p> <p><u>Medical Policy</u> – CO has reviewed this policy and recommended for approval based on subheadings being added to the policy.</p> <p><u>Online Safety Policy</u> Question: CO asked if the education act detailed in the policy was up to date. AP will check with the school's DPO. CO recommended this policy based on the check above being completed.</p> <p><u>Mobile Phone Policy</u> – CO has reviewed this policy and recommended for approval.</p> <p><u>Behaviour Policy and Principals</u> Question: RL asked who the policy was written by. AP reported the school went through a process to develop the policy.</p> <p>Question: RL asked are you happy with the policy. AP said yes, there are some areas of the policy where the language could be updated however the core principles of the policy are good. It is important staff are confident to deliver the policy and how they approach behaviour is consistent. RL and JM will meet on the next monitoring visit to review policy.</p> <p>ND reported the behaviour policy has been consulted on with staff and based on a book by Paul Dixon. The policy has been written from a relational approach with sanctions. NLM to replace Stuart Vaughan with Anthony Pope.</p> <p>AGREED: GO proposed the above policies for approval subject to a check on the online safety and subheadings to be added to medical policy, CO seconded and all governors were in agreement.</p>	<p>CO action</p> <p>AP action</p>

Ref	Action or Decision	Action Owner & Deadline
21.	<p>Review of Meeting</p> <p>Governors agreed the format of the meeting has gone well.</p> <p>CT will write to staff and thank them for their continued support and update them on the new structure of the Governing Board.</p> <p>NLM to complete a website audit.</p>	<p>CT action</p> <p>NLM action</p>
ND and MR left the meeting		
Meeting went into Part II		

The meeting closed at 9:05pm