



Newton Poppleford Primary School Annual General Meeting Tuesday 9th September 2025 5:30pm

Meeting - AGM : Part I Minutes

Date & Time	Tuesday 9 th September 2025 5:30pm		Location	Newton Poppleford Primary School		
Governors Present	Initials		Governors Present	Initials		
Chris Trengove (Chair)	CT	Co-opted Governor	Tom Cardy	TC	Parent Governor	
Rebecca Layman (Vice-Chair)	RL	Co-opted Governor	Paul Steer	PS	Parent Governor	
Ant Pope	AP	Headteacher	Guy Frankland	GF	Co-opted Governor	
Linda Wright	LW	Co-opted Governor	Mary Raffell	MR	Staff Governor	
Caroline Odbert	CO	Co-opted Governor	Hannah Jones	HJ	LA Governor	
Nick Rudling	NR	Parent Governor				
Rebecca Burdus	RB	Parent Governor				

Apologies	Initials	Reason for Absence (Category of Governor)

Absent without Apology	Initials	Category of Governor
Gary Oldroyd	GO	Co-opted Governor

In Attendance	Initials	Capacity
Penelope Rossetter	PR	Clerk

Minutes to
All Governors
School website

The meeting opened at 5.40pm

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 There were no apologies recorded. However, it was noted that GO was not at the meeting and had not given his apologies. CT reported he had tried to contact GO with no response. AP reported that his children no longer attend this school. AP will try and contact him.	Agreed AP
3.	Notice – Received.	

Full Governing Body Minutes dated 9th July 2025

Signed

Ref	Action or Decision	Action Owner & Deadline
4.	Quorum – The meeting was quorate.	Agreed
5.	Declaration of Business Interests relating to the agenda – None	
6.	Minutes <u>To confirm Part I Minutes of Meeting 15th July 2025</u> The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair. <u>To consider matters arising from the minutes.</u> Actions were complete unless detailed as below, or covered elsewhere within this meeting's agenda: Shared policy file has been actioned and AP will give PR access. AP and PR will meet to discuss processes further with Angela. Other action points will all be carried forward to Autumn 1.	Agreed PR/P
7.	Business brought forward by the Chair None	
8.	Election of Chair and Vice-Chair CT reported that RL will be standing down as Governor when her term expires in November and therefore will no longer be available as Vice-Chair. PR reported there had been 3 nominations for CT for Chair and one nomination for GF for Vice-Chair. There were no additional nominations from the floor. CT and GF confirmed their agreement they wish to stand for the roles and were asked to leave the meeting so the Governors could take a vote. A vote was taken and it was agreed unanimously that CT be Chair and GF be Vice-Chair. CT and GF returned to the meeting and were informed of the decision.	
9.	Vision and Values Visions and Values - CT said the Visions and Values for the school were set in 2022. CT shared his screen with the Governors. The document outlined the Visions and Values. The screen showed the core values in the centre and the 5 areas of strategic vision for the school. He said there had been a lot of work done with a range of school stakeholders to identify and agree these in 2022. As governors we have to decide if we wish to make any changes. CT presented through the 5 current areas in detail. The governors then discussed these and made comments. It was agreed that we do not have to stick to 5 areas and there was discussion where 3 further key areas were identified. All of these priorities make NP a school of choice. CT will draft the new Visions and Values statement diagram and bring back to the next meeting for further discussion and agreement. Key Priorities – CT read out the 4 current Governors key priorities. CT asked Governors to split into small groups to discuss. After this the governors returned as a full group to discuss together. There were several areas that Governors felt needed adding and adjusting. These were around supporting SEND and under-resourced children, development of EYFS, development of Governor's skills and development, improving areas of identified development highlighted recently. It was agreed that CT will add the additional areas agreed and bring back to the next meeting.	CT CT
10.	Head Teacher Report AP presented his report and shared his screen with Governors. He also did the safeguarding update (Agenda item 14). Safeguarding has had a quiet start to the year. Pupil numbers currently 187 a positive picture. Attendance also positive start. Staffing, some staff illness and some staff changes. Fairly settled. AP presented the Teaching and learning and school priorities 2005 – 26. Writing is a focus area. This was agreed by Governors.	
11.	School Development Plan AP did not go into great detail. The 5 priorities will be presented in detail and the next meeting.	

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12.	Governor Functions 2025-26 CT pointed out that RL and MR will be retiring at the next meeting. Current Governing Board make up is: LA Representative HJ Parent Governors NR, TC, RB and PS Staff Governor MR (retiring October and needs replacing) Co-opted – RL, CO, LW, GO, CT, GF One co-opted vacancy at present with a second vacancy when RL retires in October. Lead Governor Roles <table><tr><th>Role</th><th>Lead</th><th>Deputy</th></tr><tr><td>Behaviour and Attendance</td><td>CT</td><td>GF</td></tr><tr><td>Communication and Wellbeing</td><td>GF</td><td>TC</td></tr><tr><td>Finance</td><td>GO</td><td>CO</td></tr><tr><td>Learning Standards</td><td>LW</td><td>HJ</td></tr><tr><td>Personnel</td><td>TC</td><td>PS</td></tr><tr><td>Premises and Security</td><td>CO</td><td>CT</td></tr><tr><td>Safeguarding</td><td>NR</td><td>LW</td></tr><tr><td>SEND and CiC</td><td>RB</td><td>NR</td></tr><tr><td>Equality and Inclusion</td><td>PS</td><td>RB</td></tr></table> Committees <table><tr><td>Headteacher Appraisal</td><td>GO (Chair, CT, LW, GF</td></tr><tr><td>Pay</td><td>CO (Chair) NR, RL</td></tr><tr><td>Admissions, Appeals and Hearings</td><td>ANY</td></tr></table> Agree Governor Code of Conduct, Confirm and update Annual Business interests, Confirm read KCSiE 2025 All Governors to agree on Governor Hub. PR will check on and report back to next meeting. Skills Audit and Governor Vacancies Staff Governor role advert being organised and recruitment to be done soon. PR to arrange. Co-options. The skills Audit did not identify any specific skills gaps. However, we need to balance the Governors with some non-parents. Have advertised in the parish magazine before which has had some success. We can advertise on Facebook and PR can advertise in Governors for Schools and Reach Volunteering. Training is always available for all Governors as well as new Governors. PR will put an advert together and share with CT, GF and AP. All Governors should share word of mouth too. FGB Meetings dates agreed. CT said that the Governors awareness day is set for 3rd October. More information to come. NGA Renewal A useful tool for Governors and depends on how much it is used. AP will find out the price and we can look at.	Role	Lead	Deputy	Behaviour and Attendance	CT	GF	Communication and Wellbeing	GF	TC	Finance	GO	CO	Learning Standards	LW	HJ	Personnel	TC	PS	Premises and Security	CO	CT	Safeguarding	NR	LW	SEND and CiC	RB	NR	Equality and Inclusion	PS	RB	Headteacher Appraisal	GO (Chair, CT, LW, GF	Pay	CO (Chair) NR, RL	Admissions, Appeals and Hearings	ANY	PR PR/CT PR AP
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13.	Policies and procedures Admissions policy AP said no major changes and all Agreed. All other policies are to be carried forward to Autumn 1. Reminded again that all DCC and HR1 Policies should have what Version they are agreed on the front page.																																					
14.	Safeguarding See above Head teacher report. The Safeguarding policy has been approved at the last meeting. However, an update is due for DCC.																																					

meeting closed at 7.45pm

Full Governing Body Minutes dated 9th July 2025

Signed

Dated.....