



## Newton Poppleford Primary School Full Governing Body Meeting Tuesday 31st March 2026 5:30pm

Meeting : Part I Minutes						
Date & Time	PART I Tuesday 31st March 2026 5:30pm	Location	Newton Poppleford Primary School			
Governors Present	Initials		Governors Present	Initials		
Chris Trengove (Chair)	CT	Co-opted Governor	Paul Steer	PS	Parent Governor	
Guy Frankland (Vice-Chair)	GF	Co-opted Governor	Nick Rudling	NR	Parent Governor	
Ant Pope	AP	Headteacher	Tom Cardy	TC	Parent Governor	
Caroline Odbert	CO	Co-opted Governor	Nicola Perry	NP	Co-opted Governor	

Apologies	Initials	Reason for Absence (Category of Governor)
Hannah Jones	HJ	LA Governor
Linda Wright	LW	Co-opted Governor
Rebecca Burdus	RB	Parent Governor

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Samantha Venables	SV	Clerk
Nick Churchill	NC	Deputy Headteacher

Minutes to
All Governors
School website

The meeting opened at 5.30pm

Ref	Action or Decision	Action Owner & Deadline
	<b>SWOT presentation.</b> Deputy Headteacher, Nick Churchill, presented a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis of writing standards followed by a brief Q&A. CT thanked him for his report and invited him to attend future meetings.	
1.	<b>Agreement between Part I and Part II</b> – CT confirmed there will be a part II for this meeting.	<b>Agreed</b>
2.	<b>Apologies for Absence</b> It was noted that Apologies had been received from HJ, LW and RB.	<b>Agreed</b>
3.	<b>Notice</b> – Received.	
4.	<b>Quorum</b> – The meeting was quorate.	<b>Agreed</b>
5.	<b>Declaration of Business Interests relating to the agenda</b> - CT declared that his wife was now an employee of the school & that he would change his paperwork to reflect this.	

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6.	<p><b>Minutes</b></p> <p>(a) <u>To confirm Part I Minutes of Meeting 3rd February 2026</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 part I 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>• Staff Governor –AP reported no response as yet. Will communicate the role out to staff again.</li> <li>• CT stated that training updates are now recorded on Governor Hub.</li> <li>• Records and management policy- AP will check if this is already covered in GDPR</li> </ul> <p>(b) <u>To confirm Part II minutes of Meeting 2<sup>nd</sup> December 2025 (passworded)</u> The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.</p> <p>c) <u>To confirm matters arising from the minutes</u></p>	<p><b>Agreed</b></p> <p><b>AP</b></p> <p><b>AP</b></p> <p><b>CT</b></p>												
7.	<p><b>Business brought forward by the Chair</b> None</p>													
8.	<p><b>Governors Key Priorities</b></p> <p>GF: Looking at our main priorities this year, like continuing improvement, curriculum and wellbeing work, what do you feel has gone particularly well so far? Where are we still in need of developing? CT: With regards to curriculum, I think the work that Nick pointed out earlier about the development of writing is really important &amp; the strengthening of reading and the work around that.</p> <p>GF: How confident are we with things like wellbeing support and provision being delivered consistently? CT: RB still needs to develop this and meet with EIs to look at SEND provision. We've been told about adaptive planning and that it isn't necessarily always there according to the need of the class, but the school recognises that.</p> <p>GF: Following our last discussion about workload and roles, how do you feel governors are working at the moment in supporting those priorities and are there any areas that are still in need? CT: From the reports that we've seen, I think that people are reporting and challenging and supporting the school. And just sorting out things like the policy is really important for us as Governors to be able to work out the way forwards.</p>	<p><b>CT/GF</b></p>												
9.	<p><b>Policies</b> <b>The following policy reviews and updates were approved by Governors:</b> <b>Proposed CO</b> <b>Seconded NR</b> <b>All agreed</b></p> <table border="1" data-bbox="161 1812 932 2031"> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td>DBS Disclosure and Barring Service Policy</td> <td>No Change</td> </tr> <tr> <td>Finance</td> <td>No change</td> </tr> <tr> <td>Intimate Care</td> <td>GF to check</td> </tr> <tr> <td>New Governor Induction</td> <td>No change</td> </tr> <tr> <td>No Smoking</td> <td>TC to check, amend wording to smoking/vaping</td> </tr> </tbody> </table>			DBS Disclosure and Barring Service Policy	No Change	Finance	No change	Intimate Care	GF to check	New Governor Induction	No change	No Smoking	TC to check, amend wording to smoking/vaping	<p><b>GF</b> <b>TC</b></p>
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	RSE Sex & Relationships Education Policy	No change	AP/CT/GF
SFVS	New policies announced on 27/3/26. AP, CT, TC to meet to discuss		
Staff Acceptable Behaviour Policy	New policies announced on 27/3/26. AP, CT, TC to meet to discuss		
Staff Grievance Policy	New policies announced on 27/3/26. AP, CT, TC to meet to discuss		
Staff Teachers Appraisal Policy	New policies announced on 27/3/26. AP, CT, TC to meet to discuss		
<p><b>The Following Policies were carried forward to the next Meeting</b></p>			AP
EYFS Teaching and Learning	AP		
School Emergency Plan (Business Continuity and Emergency Management Plan)	AP		
CCTV	AP		
Nursery Admissions Policy	AP		
Complaints Policy	AP		
Outdoor Education and Visits	AP		
Assessment Policy	AP		
10.	<p><b>Focus Areas for Governance and questions:</b></p> <p><b>Safeguarding NR</b> Safeguarding report available following meeting between NR &amp; AP on 16/3. Data forms part of headteacher report &amp; crosses over with behaviour and attendance report. Main issue: increase in bullying and associated suspensions. Two pupils still on Annexe R. Prevent training is in place and self-assessment has not identified any particular areas of concern.</p> <p><b>SEND RB</b> No report this meeting due to RB absence.</p> <p><b>Communication and Well-being GF</b> Report due by next meeting.</p> <p><b>Finance with Budget Update CO</b> CO asked AP to explain preschool costs. Preschool funds held in carry over can be charged back to the school. Fixed price energy contracts: this is set by DCC. Explored the possibility of solar panels but would need a roofing frame. CT questioned if there is a school sustainability plan. AP replied no statutory sustainability template available but this can be investigated for climate, music &amp; IT. Current spend per pupil on ICT is 11 pounds - less than 90% of similar schools, (average 56 pounds). AP advised this would need to be looked at further as the figure is unusual. Costs of catering is high compared to similar schools. AP responded that the school cooks food on site and there is the cost of the kitchen staff; if food was cooked offsite there would still be the cost of serving staff. Catering staff costs are high but need to be looked at under the above lens.</p> <p>Budget to be set at next meeting for approval by June.</p> <p>CT thanked CO for her report.</p>		<p>GF</p> <p>AP/SV</p>

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	<p><b>Learning Standards LW</b> No report due to LW absence.</p> <p><b>Personnel TC</b> No report. TC has recently undertaken training in staff wellbeing and mental health. Proposal to develop an active &amp; robust staff wellbeing policy with assistance from SLT before the end of the school year. Policy template from '22/23 never progressed. GF offered to help with communications to staff. AP highlighted that teachers and teaching assistants may need a separate wellbeing policy due to different types of work stresses. AP to help facilitate.</p> <p><b>Premises, Safety and Security (no current Lead)</b></p> <p><b>Behaviour and Attendance. CT</b> Overall attendance good at 97% in the preceding 5 days &amp; in the top 40% of schools overall. TC queried the spike in bullying &amp; how it is being managed. AP explained that there are less than 5 children currently displaying bullying behaviour - action taken has also included suspension. AP outlined the targeted pastoral support for suspended pupils &amp; their families. Resource allocation is currently stretched, not helped by understaffing. CT pointed out that he would need to challenge the head over any possible exclusion of a pupil if suspensions reached a certain level. AP verified that DFE advice is 45 suspensions in a year/15 days in a term, after which the governing body has to meet to determine next step or to challenge. AP highlighted attendance of FSM pupils currently at 88.6% with 17-19 pupils (mostly SEND or Pupil Premium) persistently absent. Multiple fines for holidays. Individualised action plans drawn up to help children feel safe and positive in school. Some parents are hard to reach and actively avoid challenge. Threshold for level of children's illness also varies. PS to monitor statistics and challenge if required.</p> <p><b>Equality and Inclusion PS</b> No report.</p>	<p>TC/GF/AP</p> <p>AP/PS</p>
11.	<p><b>Headteacher Report AP</b> AP emphasised that the appointment of Nick Churchill is already having a positive impact. Aspects of the writing curriculum have been effective identified improvement needed in early reading and phonics consistency. Schemas is helping pupils retain information. Staffing pressure has been a challenge this term. Job ad for a new TA has been upgraded to a permanent post. School roof continues to leak. It was noted that the Schools and Wellbeing Bill &amp; its implications would need further scrutiny. Potential Reception intake for next year is 19 which is comparable to other local schools; predicted numbers across the locality are lower than last year.  Two staff recently went above and beyond. Suggest this is acknowledged in newsletter or in a note from governors.  DCC website has out-of-date school details, needs amending. Also need to check current advertised PAN number.  CT thanked AP for his report.</p>	AP
12.	<p><b>Monitor School Development Plan</b> AP said most points had already been covered tonight. Some disruption in Early Years, mitigated by supply staff. Preschool is strong. Teaching Assistants have been adapting well to new pressures. Discussion on appraisals and pupil progress meetings - AP said he is open to change, but important to focus on pupil outcome. AP recognises dual role to support staff and maintain pupil outcomes – they are not mutually at odds but high standards must be maintained. GF&amp;CT to discuss recruiting more governors.</p>	AP/CT/GF
13.	<p><b>Reports on Training Undertaken</b> TC earlier report. Other training available on The Key: suspensions &amp; exclusions training.</p>	

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The meeting closed at 7.45pm