

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	17 th May 2018 5:30pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mr S Vaughan	SV	Headteacher				Co-opted Governor	
Mr B McGowan	BM	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mr M Barratt	MB	Parent Governor		Mrs M Pinney	MP	Co-opted Governor	
Mr S Finch	SF	Parent Governor		Mr S Ireland	SI	Co-opted Governor	

Apologies	Initials	Reason for Absence (Category of Governor)
Mr J Ridgley	JR	
Mrs J Bramble	JB	Business commitments
Mr R Tubbs	BT	Childcare commitments
Mr C Hewitt	CH	Work commitments

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Mrs N Mann	NM	Clerk

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
1	Notice - Received	
2	Agreement between Part I and Part II – Agreed item agenda 15 and 16 will be Part II	
3	Apologies for Absence – Governors sanctioned apologies from Chris Hewitt, John Ridgley, Julia Bramble and Bob Tubbs.	
4	Quorum - Quorate	
5	Declaration of Business Interests relating to the agenda - None	
6	Agree Minutes of last meeting on 15th March 2018 – The minutes we agreed to be a true and accurate record of the previous meeting and signed by JS.	
7	Matters arising from the meeting on 15th March 2018 – Asbestos samples have now been analysed and concluded they are not asbestos – no further action required.	
8	GDPR – SV showed governors the GDPR action plan previously set and outlined actions that have now been completed, SV to forward to SF to review. Privacy notices will be going out this week to parents and staff. Self assessment has been completed today. GDPR is now a standing agenda item for SLT meetings. Exeter Consortium (Steven Scown) service has been purchased which has supplied draft policies and privacy notices for us to personalise, personalised documents will be reviewed at next resources committee. CCTV in the new school will incur further actions under new GDPR legislation. Some actions on the plan will be addressed when we move into the new school. Documents will be added to the website this week. Training for staff is taking place on 25 th May (inset day). DPO is not required at present and a privacy team is suitable for our school. This may change if government change current bill to consider schools as a local authority. Further actions added to the plan, these are; periodic check of all data and risk assessments to be completed in some areas. Clarification has been received about what we can circulate with regards to marketing, a document will be sent to parents to offer	SV Resources

Full Governing Body Minutes dated 17.05.18

Signed

Dated.....

Ref	Action or Decision	Action Owner & Deadline
	them the opportunity to opt in or out of marketing. Governor training will take place at next FGB.	FGB
9	<p>SEND Update – BM has completed SEND training early this year. BM has met with SEN co-ordinators on 3 occasions this year. Minutes were circulated prior to meeting. BM reported back from recent meeting, minutes attached. Main points referred to; IP's are checked termly, SEN coordinators are monitoring feedback from intervention forms, next term SEN Coordinators want to review impact in classes, focusing on the outcomes. There is not enough funding was also raised, and how support in school can be reviewed with view of less funding moving forward. Training is in progress and any additional training needs are to be identified.</p> <p>BM asked would governors like to continue to receive SEN updates? Governors agreed this is useful and for BM to continue to update FGB following meetings/training.</p> <p>BM reported the training he attended was very useful.</p>	BM
10	<p>Update from Committee meetings – SV updated all governors on the SPAG data discussed at the teaching and learning committee. SV will circulate SPAG data reviewed to all governors. Data reflects the improvements following changes to teaching and learning resources.</p> <p>Resources committee update: New budget has been presented to the resources committee, HLTA roles have been considered in this following review of the staff structure. HLTA roles will be changing and this will have a positive effect on our supply costs for 2018/19. Moving forward into year 2 the carry forward increases due to the increase in pupil numbers. Resources committee are recommending the budget for ratification at this meeting.</p> <p>AGREED: JS proposed, BM seconded and all governors in agreement with the revised budget to be approved for publish to DCC.</p>	SV
11	<p>Safeguarding – Safeguarding report has not been received yet, SV will chase. SV and MP met on 23rd March. New gate worker is now in place and DBS has been received which is 12 months old, an updated DBS has been requested. MP asked has the Early Years Safeguarding audit been completed by 13th April? SV will clarify.</p>	SV SV
12	<p>Health and Safety Update – Fencing that has been up since February half term will be replaced after half term as the playground will be modified with the move of the site office block.</p>	
13	<p>School Build Update – Governors had the opportunity to look around the school prior to tonight's meeting. SV showed current plan (via smartboard) with regards to the access and playground availability from September once the school have moved into the new build. SLT are meeting next week to formally complete the start and end of day procedure and timings. SV outlined plans that have been discussed so far. This will involve more members of staff being available during drop off period in the mornings. Play and lunch times will also need to be considered with additional staffing measures put in place. A temporary staircase will be erected as a fire exit from one location in the new build. Demolition of the existing school is planned to be fully completed by January 2019. SV is unsure as to when the field will become available for use, this will depend on whether the field is seeded or turf is laid. SV raised that some of the windows are not appropriate; SV has requested for these to be changed and at present discussions are taking place. Remote access is under discussion, and costs have been received (£19,000), SV is waiting for clarification on these costs.</p> <p>Kitchen is currently not a suitable size for a functioning production kitchen, Susan House (EFA) has clarified the first documentation clearly states we are a production kitchen. MB will contact SH. Governors discussed options available to increase the space. The kitchen has half the cooking space we currently have, and there is a reduction in number of stoves and equipment. Governors and SV to look at the plans and discuss with kitchen manager. SV to discuss with EFA which internal stud walls can be moved to create more options.</p> <p>JS asked if the change of the start of day structure would mean reception parents would only be able to accompany their children for the first week during the drop off time? SV replied yes, however this will only be restructured for the autumn term.</p> <p>A school build update meeting to take place after half term for parents to attend. SV to organise a date.</p>	SLT SV SV
14	<p>Items for agenda of next meeting – GDPR training, SATs data.</p>	
	Meeting went into PART II	

The meeting closed at 6:58pm

Full Governing Body Minutes dated 17.05.18

Page 2 of 2

Signed

Dated.....