

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	7 th December 2017 5:30pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mrs J Bramble	JB	LA Governor		Mr S Finch	SF	Parent Governor	
Mr S Vaughan	SV	Headteacher		Mr J Rigley	JR	Co-opted Governor	
Mr B McGowan	BM	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mr R Tubbs	RT	Parent Governor		Mrs M Pinney	MP	Co-opted Governor	

Apologies	Initials	Reason for Absence (Category of Governor)
Mr M Barrett	MB	Work Commitments
Mr C Hewitt	CH	Work Commitments
Mr S Ireland	SI	Family Commitments

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Mrs N Mann	NM	Clerk

Minutes to
All Governors

Meeting commenced at 17:45pm

Ref	Action or Decision	Action Owner & Deadline
1	Notice - Received	
2	Agreement between Part I and Part II – Agreed no items to fall into Part II	
3	Apologies for Absence – Governors sanctioned apologies from Matthew Barratt, Stuart Ireland and Chris Hewitt	
4	Quorum - Quorate	
5	Declaration of Business Interests relating to the agenda – None	
6	Review and agree minutes from previous meeting on 21st September 17 – The minutes were agreed as a true and accurate record of the previous meeting and signed by JS as chair at previous meeting.	
7	Matters arising from minutes on 21st September 17 – Curriculum team meeting dates to be circulated within a week of the meetings taking place. A safeguarding audit will be taking place before the end of term and MP will be viewing the Single Central Record during this audit. BM is booked on SEN training on 26 th February and meeting with Debbie Tollerfield before the end of term. MP, JR and JB have met with SV to review his progress on his set objectives and the same team met previously on 13 th July 2017.	NM
8	Feedback from Staff and Governors Meeting – JB thanked governors who attended the meeting. Governors reported that it was useful for governors to have direct contact with staff. This meeting has been held annual for the past 4 years. <i>BM asked did the staff find the meeting useful?</i> SV responded yes. Mainly the discussions took place around parental engagement, suggestions were made by governors and staff fed back on these suggestions. Following the meeting the Senior	

Full Governing Body Minutes dated 07.12.17

Signed

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	<p>Leadership Team have met to discuss the suggestions made and to identify what actions could be achieved. SLT will take forward:</p> <ul style="list-style-type: none"> • Discussions with other schools about social media, • SLT have discussed a closed facebook page to communicate events and in school reminders, an appropriate parent volunteer will be required to administrate this. Office staff have agreed that to support the parent volunteer with this task of ensuring members are removed when their children leave the school. • Emails will only be sent on Friday to capture all the week's information for parent. This will mean that other emails sent through the week will be of high importance. • Newsletter will be rebranded with the hope to encourage parents to read, children will have input within the newsletter, and include updates of important messages. Parents will be directed to the website for photos and class updates. • Information to parents in regards to topics and learning objectives will be sent out every half term. • Developing a page on website for Maths and Literacy to support parents when helping with homework, this will include jargon and advice. A contact email will be provided for parents to contact with any questions or queries. <p>These actions will be worked on over time and some will be actioned early spring term 2018.</p> <p>BM has offered to meet with James Morrison to identify how parents are struggling with homework and creating a forum. Teachers felt the meeting was a good use of their time. <i>BM asked should we be meeting more regularly, could this have a more impact as we do not currently have a staff representative on the governing board?</i> Governors reflected that the output of this meeting has had positive impact on the actions that have been made and new ideas that will be taken forward. BM suggested we should now consider if staff want to meet with the governors again and if they have a specific topics they wish to discuss.</p>	BM
9	<p>Governor Vacancies – SV has not progressed forward with staff representative at meetings and has suggested a rolling programme for staff, SV has had some conversations with local schools and they hadn't had any ideas to offer. <i>BM asked is there any encouragement we can offer?</i> Governors discussed further ideas to support staff to represent at the governors. JB suggested remotely asking for a video link for staff from home and asked <i>Could we have this meeting during the day via video link? BT asked is this problem at all schools and do we need support for education authority?</i> SV felt it is not common across the local schools. Minutes to be sent to staff, if this is useful, SV discuss at staff meeting.</p> <p>Co-opted governor vacancy is now available following Joseph Durning's resignation. Following the completion of the skills audit, no specific areas have been identified as requiring additional skills. Over all the skills audit has highlighted we have a broad range of skills on the governing board. Governors and SV to continue to consider local community. Information on governor vacancies to be added to the parish magazine, which will be required to be submitted by Monday 11th December.</p>	SV
10	<p>Review new information regarding exclusions – SV showed governors the recent review of the guidelines on permanent exclusions and advised governors on the DFC new requirements from the schools governing board, this is to include independent review panels, and where the wording has been changed. SV reported to governors the process for a permanent exclusion has taken place twice during the last 12 months.</p>	
11	<p>Head teacher's report – HT report circulated to governors prior to meeting. JB recognised the list of training is great, and <i>asked do we know what impact this has had?</i> Educational Visits Co-ordinator training is mandatory, SV reported there has been minimal changes from previous training, DAPH briefing was useful and has been shared with governors and staff, Operation Encompass has been shared with staff and governors. GDPR was initial information</p>	

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	<p>gathering and many questions / actions have triggered as a result of this training. GDPR information has been cascaded to staff and governors, training that Class Teachers have attended has been cascaded to other staff at our staff meetings. Teaching assistants have asked for specific training in phonics and guided reading, purple mash is a new resource and staff have been on training to use this resource across all year groups. Our local museum are supporting our object based learning to engage children where possible in history. EYFS brief is a termly requirement, SENCO qualifications are taking place which involves a high workload and is having an impact on the added pressures to complete this training. Autism course has taken place to support specific children and this has helped to identify strategies to use.</p> <p><i>JB asked as we have a number of children in Year 6 transitioning to Kings School in Ottery, do we have an outreach programme with Kings School?</i> SV reported that Kings School are not keen on working collaboratively with us and we have tried to encourage the transition work previously. Our local learning community is focussing on the children within the learning community and supporting them through the transition stages.</p> <p>SV explained the changes to teacher assessments over the last 2 years, and how the objectives have loosened a little over the past few months.</p> <p><i>SF asked is there any update on National Funding Formula?</i> SV reported that the recent briefing was limited and currently we have no clarity on NFF and will expect to have more idea in the spring term 2018.</p> <p><i>Governors asked what is happening with the reported bullying incident? Do the incidents involve several children?</i> SV reported each incident has different circumstances. <i>BT asked what level of action is being taken to reduce and monitor these incidents?</i> Due to the different circumstances, each incident reflects what actions take place, Staff are following the behaviour policy we hold. Staff are updated on the incidents that have taken place weekly and then staff can consider the correct support and observe. Staff are advised to ensure these incidents are isolated and support to reduce further incidents. <i>JB asked is the behaviour policy effective?</i> JM is reviewing this and will report back to governors once changes have been finalised.</p> <p>SV shared internal data that has been collated for current achievement levels in Year 1 writing, along with the KS1 dashboard and KS2 dashboard from Analysing School Performance webpage.</p> <p>KS1 data has been affected by children within the cohort that have joined us shortly before assessments took place and these children's results have had an impact on the final data. SV will extract data from the KS1 data to show the progress through the previous years for the children who have been in this cohort from reception through to Year 2, and SV will be reported back from Brad Murray following his visit in the spring term. BT raised his concerns relating to Maths in this data set. There is group of children that have joined this class that have an impact on the rest of the class with behaviour and education. Currently there are 4 adults in this class to help minimise the impact on the learning for this class. Governors need to be aware of the admissions and leavers within the school and how this impacts on the data results along with the lack of time staff have to impact on the assessments when children are joining our school late in KS1 and KS2. <i>BT asked do the teachers in these classes have enough support?</i> At present yes and plans have been adjusted for this year to help improve the impact. SV is offering further support where possible within the class and for the teachers.</p> <p>Spelling, Punctuation And Grammar: SV has spoken with head teacher at Sidbury and discussed strategies on how we can improve our SPAG data, these strategies will take time to embed and have a long term impact on the data and children's results. <i>BT asked is there any advice we can give parents?</i> Yes as part of the parental engagement we will build in opportunities over the next term, this will include a session for parents on ways to support their child with SPAG.</p> <p>SV to look at the trend over the last 3 years and show where the progress is made cross the year groups and report back.</p> <p>SV reported the data feels positive overall, for future data SV will separate pupil premium.</p>	<p>JM</p> <p>SV</p> <p>SV</p>
12	Questions from Teaching and Learning Committee Minutes – None	
13	Questions from Resources Committee Minutes – None	

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14	<p>Safeguarding – SV advised the school will be completing a DBS check worker from Elliots that monitors the children when crossing the site to the lunch hall, while this check is in progress this worker will not be on site or supporting the children. SV is continuing to chase the mobile phone policy that Elliots hold.</p>	
15	<p>Health and Safety – BT reported that a parent has asked about the removal of the asbestos in the existing school building and how this will take place? SV cannot confirm when this will take place however it will be completed under all the required processes and protocols for removing asbestos.</p>	
16	<p>School Build update – JS reported that at previous Parish Council meeting it has been suggested that the existing school build should be used as a museum.</p> <p>There has been 5 meetings as part of the RD&D and internal fittings and colours schemes have be decided, along with discussions around water foundations, bridges, phone system and more. One bridge will be in place for the first term. In terms of access control, currently it has been decided we will have 2 access points although we require 3. Discussions are taking place on who will fund this additional access; this access will be used by preschool and outside school clubs. The school hall will be installed with a lighting rig but no lighting will be supplied, scaffolding tower will be required for maintenance of equipment in the hall, no resolution has been met for markings on the hall floor. SV will be asking if the KS1 external tarmac area can be squared. Discussions to take place with NPS to find out whether this contract covers maintenance of the lift and pumping station. Issues in regards to the internal phone system and broadband are being discussed and resolutions are being identified. Kitchen has proposed some issues and resolutions are being looking into which will potential incur a cost for the school. An IT audit will be completed during the May half term and during the summer break there will be the expectation that SV will need to be on site, at times, to support some installation of this equipment. Governors discussed the impact on SV and suggested identifying a contingency for after the school build is complete for SV to regain some of the time spend in school over the summer break. Further discussions will need to be considered near the move about the structure of the school day and how session times will be led with the limited access arrangements.</p> <p>Term dates have now been circulated to parents and no feedback has been received.</p> <p>BM left meeting 7:14pm</p>	<p>SV</p> <p>FGB</p>
17	<p>Feedback / discussion on progress moving forward towards academies – SF reported that he has not had a response from requests that have been put out relating to information on academies. After talking to a number of schools, initial questions were around joining faith schools, there philosophy is to protect their assets and for the schools to retain their cultural views. It is more about sharing the resources to help save costs. If we were considering the view of joining an academy, the resources would need to increase to focus on what needs to be consider and work that needs to be completed. This would take a significant amount of time to gather the information and begin a decision process. There are still informal resources sharing exercises that can be done with local schools that can support the school with resources during this process. As an OFSTED outstanding school and our new school build taking priority, we would set ourselves in a net losing situation if we were to join other schools at present. Findings from conversations with other schools are that they had decided to hold back from moving into an academy status at present. It's a lot more complex than first thought and we benefit from thinking what resources we can start sharing with other local schools and where we can join in support each other with curriculum based resources to save costs. SF will continue to chase for responses. SV reported a model that could be useful to consider would be joining with other schools to share caretaking, kitchens and other related resources to then focus on using these savings to access external support, such as</p>	<p>SF</p>

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	education psychologist, CAHMS, and social workers. This could enable us to purchase the professional support within a partnership across the schools. SV suggested scoping this idea and voicing with the local like-minded schools and having the agreement on areas to focus on to make savings. Alongside this, the sharing of teaching and learning opportunities for staff. Governors reflected this is a long process and will take time to work towards. SF will continue to report back at FGB meetings on progress.	SF
18	Review Completed Skills Audit – As discussed in item 9	
19	<p>Policies reviewed by committees to be ratified: Accessibility Acceptable behaviour (staff) Charging and remissions Grievance Outdoor Education and Visits Pay</p> <p>All the above policies have been reviewed at committee meetings and recommended to the FGB. Policies circulated prior to meeting for governors to access. AGREED: JS Proposed, JB seconded and All governors in agreement for the above policies to be ratified.</p>	
20	Items for agenda of next meeting - None	

The meeting closed at 19:38 pm