

2NEWTON POPPLEFORD PRIMARY SCHOOL GOVERNING BODY

FULL GOVERNING BODY MEETING

held at Newton Popleford Primary School

23<sup>RD</sup> MAY 2019 AT 5.30PM

**Present:**

Stuart Vaughan, Julia Bramble (Chair) Ben McGowan, Stuart Ireland, Chris Hewitt, Maria Pinney, John Slade, Nicola Spencer Godfrey, John Ridgley, James Morison, Jo Cox (Temporary Clerk)

MEETING 1

Ref	Agenda item	Action to be taken
1	<b>Election of Chair for Meeting 1</b> – JB to chair meeting.	
2	<b>Election of Board Members</b> - Term of Office for co-opted Governors JS, JR, CH and MP have ended. BT nominated each of these Governors for appointment for a further Term of Office. The nomination was seconded by SI. JS, JR, CH and MP all left the room at this point and the remaining Governors all voted in favour of the reappointments. Governors rejoined the meeting.	
3	<b>Election of Vice Chair of Governors</b> - BM nominated JS for a further term as Vice Chair, this was seconded by MP. All Governors present voted in favour.  JB advised at this point that she would like to step down as Chair of Governors with effect from September. All Governors to consider future nominations for Chair of Governors.	

MEETING 2

Ref	Agenda item	Action to be taken
1	<b>Notice</b> – received	
2	<b>Agreement between Part I and Part II</b> – no items on agenda to be considered as Part II	
3	<b>Apologies for Absence</b> – SF has sent apologies as running late but hopes to join meeting as soon as possible.	
4	<b>Quorum</b> - confirmed	
5	<b>Declaration of Business Interests relating to the Agenda</b> - None	
5a	<b>Guest visitor</b> - James Morison present in order to discuss the impact SLT are having on teaching and learning in the school and as part of this gave a detailed overview of his responsibilities in school which included: - Year 6 teacher - Maths Lead (joining Jurassic Maths Hub in September)	

	<ul style="list-style-type: none"> <li>- Behaviour Lead so will speak to all children given a Red Card. This is a good opportunity to discuss behaviour with the children and assist them with any difficulties they may be having.</li> <li>- Organising Y6 residential to Skern Lodge in September.</li> <li>- taking lead on this years Y5/6 summer production</li> <li>- line manager for Mark Long (PE HTLA) and Dawn Gordon (HLTA)</li> <li>- Organising 3 theme weeks for 2019/20 which will be 1. Sports/PSHE, 2. Arts and 3. Music/languages.</li> <li>- Deputy DSL</li> <li>- work scrutiny: will look at Maths &amp; Literacy books with HC (Literacy Lead). Will then give individual feedback to the teacher and relay general trends to all staff.</li> </ul> <p>CH enquired if there is anything Governors can do to assist with JM workload. Workload to be discussed under Agenda Item 12.</p> <p>JB commented that previously JM had felt there was so much paperwork that he had to do that it was getting in the way of him doing what he needed to do to have a proper impact and enquired if this is still the case? JM confirmed that Mark Long now does all for PE so it's better now for him in that way.</p> <p>The Governors thanked JM for his time and JM left the meeting at this point.</p>	
6	<p><b>Minutes of the last meeting on 21<sup>st</sup> March 2019</b> – The Part I and Part II minutes were agreed to be a true and accurate record of the previous meeting and were signed by the Chair.</p>	
7	<p><b>Matters arising from the meeting on 21<sup>st</sup> March 2019</b> – None</p>	
8	<p><b>Questions from Resources Committee Minutes</b>  Discussion held regarding school meals and prices. Resources committee will be discussing costs in more detail at their next meeting</p> <ul style="list-style-type: none"> <li>- Resources Committee recommended adoption of new Governors Privacy Notice. JB proposed adoption, this was seconded by JS and all Governors present voted in favour.</li> <li>- Resources Committee recommended to FGB that Travel Plan document is no longer maintained and reviewed.  Discussion held regarding need for Travel Plan.  New Chair of Parish Council, Chris Burhop, is taking an interest in road safety.</li> </ul> <p><i>6.10pm SF joined the meeting.</i>  JB advised that there remains an issue with road safety in School Lane - her teenage daughter &amp; 2 friends were almost hit by a car reversing on to the pavement today when coming to collect a child from school.</p>	<p>DECISION</p>

	<p>JB asked if it is worth keeping Travel Plan to use as evidence of why changes are needed? SV advised he feels minutes of these discussions in meetings should be sufficient.</p> <p>SV advised that after half term he intends to occasionally put notes written by children on car windscreens of cars parked on double yellow lines asking them not to do so again.</p> <p>JB suggested a log of incidents is recorded. BT suggested parents be asked to email details of any incidents to the school to build a body of evidence. ACTION: SV to include in School Matters.</p> <p>Agreement reached to no longer keep Travel Plan document in its current form but to continue to have Road Safety Group meetings.</p>	<p>SV</p> <p>DECISION</p>
<p>9</p>	<p><b>New Governance Handbook</b></p> <p>JB advised there is a new version of Governance Handbook which includes changes regarding Parental Engagement and Safeguarding. ACTION: CLERK to email link to new Handbook to all Governors.</p>	<p>CLERK</p>
<p>10</p>	<p><b>New Ofsted Framework 2019</b></p> <p>SV advised there is to be a new Ofsted framework wef September 2019. This will include a new judgement category on quality of education. Short inspections for Good schools will now be over 2 days rather than 1. There will be a 90 minute phonecall between the Inspector and Headteacher the afternoon before the inspection.</p> <p>No longer to look at internal performance data for non statutory assessment.</p> <p>Outstanding schools can still be inspected – 47 Outstanding schools were inspected in the Spring 2019 term.</p> <p>Inspectors will look at Intent, Implementation and Impact.</p> <p>During the 1<sup>st</sup> year of this new framework Inspectors won't expect schools to meet the criteria but will want to know how they plan to meet it.</p> <p>BT asked what the impact of this new framework will be for staff and governors? SV advised that he will focus the SIP on the new curriculum.</p> <p>BM suggested the focus for the next Governor Awareness day should be Ofsted and the Curriculum.</p> <p>JS enquired when SV expected Preschool to next be inspected? SV confirmed after July 2020 as this will be when the window closes of their last inspection period.</p>	
<p>11</p>	<p><b>Equality – is our board compliant?</b></p>	

	<p>JB advised that as a school we are required to publish information on how we meet public sector equality and Ofsted would be interested in this. JB noted that the Equality policy on the website needs updating as currently still refers to CW. SV confirmed the policy was last reviewed and updated in Jan 19 so will get the newest version uploaded. JB feels the website doesn't give the impression that NPPS is embracing Equality.</p> <p>ACTION: T&amp;L committee to review approach to Equality at their next meeting in line with the new Ofsted Framework.</p> <p>BT queried if there are any Equality issues currently with pupils? Discussion confirmed that no activities in school are currently gender driven.</p> <p>JB feels it will be an Ofsted focus that we are not promoting stereotypical attitudes.</p>	<p>T&amp;L AGENDA</p>
<p>12</p>	<p><b>Teacher Workload</b></p> <p>SV advised that the Government have produced a pack for schools to consider if there is anything they can do about managing Teacher workload. Long hours and workload has been shown to have an impact on recruitment and retention of teachers.</p> <p>The pack recommends discussions are held with staff.</p> <p>SV advised he will be discussing the consideration of removal of marking for teachers and replace with peer marking/discussions/self assessment. NPPS staff seem keen to investigate this further.</p> <p>BT commented that if this is to be trialled or implemented that parents must be informed first.</p> <p>SV advised that there are local schools who have already trialled this approach and their observations of pitfalls etc are available to share and learn from.</p>	
<p>13</p>	<p><b>Funding</b></p> <p>SV advised that the final budget monitor is now available and has a confirmed carry forward amount of £2485 and the final CFR report is now in place.</p> <p>BM proposed acceptance of these documents, JS seconded and all Governors voted in favour.</p> <p>SV advised that the funding for Teachers Pay Grants and Pensions has been confirmed for 2019/20 but no amounts have been confirmed as yet. These funding payments are not included in the budget yet but the cost of this impact is.</p> <p>National Funding Formula has now been pushed back to 2021/22.</p> <p>SV also advised of a change in procedure regarding ECHP so that now if a parent applies for a school place with an EHCP in place the school now</p>	<p>DECISION</p>

	only have 15 calendar days to respond as the word 'working' has now been removed. If no response is made by the school in that time it will be assumed that the school will accept the child. SV is challenging this approach due to the requirement for the admin email account to be continually monitored in school holidays to meet this deadline.	
14	<p><b>Governing Body Review</b></p> <p>JB advised it is recommended that a Governing Body should look at how they are functioning, what is being done well and what could improve. ACTION: JB will send out to all Governors a few questions for consideration and will add to the next FGB agenda to discuss.</p> <p>Discussion held regarding approaching other Governing Bodies to consider sharing best practice. JB asked Governors to consider if they would be prepared to attend other schools Governing Body meetings before any schools approached due to the time commitment required.</p>	JB FGB AGENDA
15	<p><b>Safeguarding</b></p> <p>SV confirmed that the process has been started to update DBS checks on the 4 year rolling program.</p>	
16	<p><b>School Build Update</b></p> <p>SV confirmed that the final handover meeting has now taken place. Final snagging checks will be made at the start of the summer holidays. SV will confirm exact dates when known as he is on holiday for the first 2 weeks so may need a Governor to be available to support Adrian. EYFS outdoor classroom is almost complete.</p> <p>BT enquired how the internal temperature has been so far during the recent sunny weather – SV confirmed it has been OK but that outdoor temperatures have not been particularly high as they were when access to the new building was gained last summer.</p> <p>Grand Opening of the new school building will take place on Tuesday 11<sup>th</sup> June at 3.30pm.</p> <p>Discussion held regarding advertisement of the event as chance for prospective parents to look round. Agreement made to advertise that places are available when giving report of opening ceremony to the Sidmouth Herald and to consider including a date for an open day in November.</p>	
17	<b>Items for agenda of next meeting:</b> Amanda Thomas to attend to give an overview of her role as part of SLT.	
18.	<b>Date of next meeting</b> – Thursday 11 <sup>th</sup> July 2019 at 5.30pm	

Meeting closed at 7.30pm