

NEWTON POPPLEFORD PRIMARY SCHOOL

Governing Body

Draft Minutes until signed

Meeting of the Full Governing Body – Part 1 Minutes					
Date: 26.05.16		Time: 5:30pm		Location: School	
Attendees	Initials		Attendees	Initials	
Matthew Barrett	MB	Parent	Amanda Thomas	AT	Co opted
Julia Bramble	JB	LA	Bob Tubbs	BT	Parent
Ben McGowan	BM	Parent	Stuart Vaughan	SV	Head
John Ridgley	JR	Co opted	Carmen Winterburn	CW	Staff
John Slade	JS	Co opted			
Apologies	Initials				
Chris Hewitt	CH	Co opted	Maria Pinney	MP	Co opted
Jane Fletcher	JF	Co opted			
In Attendance	Initials		In Attendance	Initials	
Amanda Murrell	AM	Clerk			

Ref	Actions from the meeting on 26 th May 2016	Owner
5.3	Staff Governor: SV will ask staff for a volunteer.	SV
5.3	BM agreed to approach someone who may be interested in becoming a co-opted governor.	BM
5.10	SV will investigate the facility for leaving feedback on E Schools.	SV

Ref	Agenda item	Owner
5.1	Apologies for absence: These were received from CH, JF and MP and were sanctioned by governors	JB
5.2	Declaration of business interests relating to the agenda: None	JB
5.3	<p>Update on governor body resignations and recruitment (including skills the governing body is looking for in new governors):</p> <p>AM reported that SGOSS were still looking for a governor on the school's behalf.</p> <p>AC had resigned with immediate effect. JF would be resigning from the end of term.</p> <p>There would be a staff governor vacancy from the end of term when CW retires. The next staff governor should be a non-teaching member of staff. SV will ask staff for a volunteer.</p> <p>There was a vacancy for a co-opted governor in addition to the above. SV suggested Stuart Ireland be asked to be a co-opted governor, to replace JF. Governors felt that his skills would be an asset to the school. AM agreed to send JB the contact details for Stuart Ireland.</p> <p>Governors wished the other co-opted governor be a non-parent. <i>BM arrived.</i> BM agreed to approach someone who may be interested.</p>	JB

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5.4	<p>Agree minutes from them the meeting on 17th March 2016: The minutes were agreed to be a true record and signed by the Chair.</p>	JB
5.5	<p>Matters arising from the meeting on 17th March 2016: Governors decided that the Babcock governor review should be revisited in 2017, after the new governors and Clerk have settled in.</p> <p>CSE awareness is to be carried forward.</p> <p>The Academisation Working Party is to meet on 8th July with JR's colleague who has been a Head for 23 years and whose school is undergoing the academisation process at present.</p> <p>There were no training impact forms to put on E Schools at present.</p>	JB
5.6	<p>Receive reports from committees and consider implications / actions/decisions Ratify policies recommended by committees, as necessary: The Resources committee recommended the budget for approval. Governors agreed the budget for 2016-17.</p> <p>The Teaching and Learning committee reported that a new SEND governor was needed. Governors agreed that this would be decided at the September meeting.</p> <p>MB kindly agreed to become the Health and Safety governor.</p>	JF/JS
5.7	<p>Pay committee membership: Since CP has resigned and JF will be resigning, only CH and JS remain on the committee. Governors decided to review this in September. BM kindly offered to join the committee if required.</p>	JB
5.8	<p>Staffing structure: SV will be looking at the staffing structure and the Senior Leadership Team for September.</p> <p>The teacher vacancies have been filled. One post is a job share and one a full time post. Both teachers recruited as a job share are currently working in school, one as a supply teacher and one as a TA. JS asked if this would mean that more staff needed to be recruited. SV said that a new TA would need to be recruited.</p> <p>A new SENCo will be required and other work may need to be covered.</p> <p>The budget implications are still being assessed and SV will bring proposals to the next Resources committee.</p>	SV
5.9	<p>Feedback from Senior Leadership Team: Lesson observations have been undertaken. An E safety work shop with Gary Gates had been held with children and also with parents. CW had been talking to children about their learning. CW had also been working with the Reading Champion.</p> <p>Observations are being undertaken in the pre-school. A teaching assistant had finally been recruited. Mel and AT had attended a course about moving towards joining the pre-school and Reception classes.</p> <p>After half term, the SLT will look at which teachers and teaching assistants will work</p>	SV

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	<p>in each class. A book scrutiny will also take place in writing, maths and non-core subjects.</p> <p>JB asked about the quality of teaching observed. SV said that judgements such as good/outstanding were no longer made. Observations had however been positive.</p> <p>New staff will require mentoring and support. CW will carry out some of this work on a consultancy basis in September.</p>	
5.10	<p>Parental involvement / communication:</p> <p>JB had heard that there were Facebook groups associated with the school, but on which the school had no representation. BT said that he had set up a group <i>Newton Poppleford School Parents</i> with the permission of SV. It had a tight remit – to give details of diary dates. People cannot post without the permission of the administrators, who were from the PTA committee. It delivers reminders about events. There were about 70 parents involved.</p> <p>Governors knew of other groups in existence. MB asked about the groups. JB said they were closed groups. Governors agreed that class groups were not always positive. It is not possible to prevent groups being set up, but by encouraging parents to join the PTA group or another official group it may make other groups less popular. BT asked if his group should be advertised to new parents. Governors agreed.</p> <p>JB suggested that the school could use Facebook to communicate with parents. MB said that if governors joined these groups they could become involved in discussion. SV said that Ian Grafton’s advice would be not to respond to comments in this situation. However, governors recognised that if they were not part of these groups they would not know what is being posted. BT suggested that by encouraging engagement, group members were less likely to become negative.</p> <p>JB said there was a need for the governing body to be more proactive with parental engagement. BT thought electronic communication was more convenient for people.</p> <p>The PTA administrators of the <i>Newton Poppleford School Parents</i> group will change each year. SV felt that a member of staff keeping an overview of it would enable the school to prevent inappropriate content.</p> <p>MB asked if feedback could be left on the school web site. BM said that some people may want to leave feedback anonymously. SV will investigate the facility on E Schools.</p> <p>Links between the governing body and the PTA: BT said that the minutes from PTA meetings were on the school web site. These could also be sent to the Clerk to circulate to the governing body.</p>	JB
5.11	<p>Update on new building:</p> <p>SV said there was no change from previous reports at committee meetings. It had been suggested that the building be constructed on a different part of the site. SV felt that this would make the period of time when construction was taking place</p>	SV

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	<p>more difficult. It would also mean the Year 5 classroom would be isolated. MB said that if the finance was not available, this might be non-negotiable.</p> <p>AT asked if the contractor would still be the same as previously. SV said it would. Governors were surprised that the plans had been so far advanced before it was decided that the money was not available.</p> <p>BM asked if the Education Funding Authority were responsible for assessing the disruption to the school.</p> <p>MB said that temporary classrooms were expensive and would need proper foundations.</p> <p>SV will update governors in due course.</p>	
5.12	Academisation working party: See above.	JB
5.13	<p>Feedback on governor training: BT had attended the parent CSE awareness training.</p> <p>Governor Awareness day will take place on 22nd June. SV will check which governors are able to attend.</p>	JB
5.14	<p>Safeguarding: E safety training has been delivered by Gary Gates, as already mentioned. There were two sessions for parents – about 25 to 30 people attended.</p> <p>SV reported that there was one Child in Need, two children with Child Protection plans and one child subject to a specific guardian order.</p> <p>MP had checked the Single Central Record. New staff have been added.</p> <p>JB asked when staff Safeguarding training takes place. SV said that new staff will receive training from Danielle Howlett. Some existing staff are due to receive refresher training. SV is due to receive refresher training.</p> <p>SV said that a member of staff will be appointed as deputy safeguarding officer in September.</p>	SV
5.15	Chair's business: None	JB
5.16	<p>Items for agenda of next meeting:</p> <p>September: SEND governor Pay committee membership</p>	JB
5.17	<p>Date of next meeting: This was re-arranged and will be on Tuesday 12th July at 5.30pm.</p> <p>AT said that a tea party for Carmen and Angela will be held on Friday 15th July, from 4.45-6pm. Governors are invited.</p>	JB