

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	2 nd February 2017 5:30pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mrs J Bramble	JB	LA Governor		Mr C Hewitt	CH	Co-opted 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	
Mr M Barrett	MB	Parent Governor		Mr S Finch	SF	Parent Governor	

Apologies	Initials	Reason for Absence (Category of Governor)
Mr S Ireland	SI	In Northern Ireland
Mrs A Thomas	AT	Illness

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	Decision
1	Notice - Received		
2	Agreement between Part I and Part II – Governors agreed no items on the agenda for Part II		
3	Apologies for Absence – AT absences were sanctioned by governors		
4	Quorum - Quorate		
5	Declaration of Business Interests relating to the agenda - None		
6	Agree Minutes of last meeting on 8 th December 2016 – The minutes were agreed and signed by the chair, JB.		
7	<p>Matters arising from the meeting on 8th December 2016 – SEN funding for the school budget in 2017-2018 is to reduce per pupil and 0.5% of the budget will be lost in 2018-2019 if the National Funding Formula is introduced. SF asked if SV had followed through his contact with local MP? SV advised yes and there is a meeting planned for headteachers' to attend on Tuesday 7th February for further discussions to take place.</p> <p>BM joined meeting at 5.41pm</p> <p>BT to email PTFA minutes to NM to circulate to governors</p> <p>AT to report back at the next meeting about the classroom protocol.</p>	BT/NM AT	
8	<p>Governor training and visit reports and identify governor training needs Governor awareness day will be taking place on 16th March 2017. JB asked that as many governors as possible attend this day. Governors are asked to report back on visits made to school during term time by using the template form.</p>	ALL ALL	

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	<p>Free competency framework webinar on Monday 6th February. JB reminded Chairs of Committees that they have responsibility for making sure govs in their committees have the training required to carry out their role. Governors to make themselves aware of the training opportunities on the Babcock CDP website. Admin currently in the process of booking SF on new governor training and MP is on the waiting list for Level 3 safeguarding training.</p> <p>A governor skills audit to be completed, JB, SV and NM to meet to discuss.</p>	JB/SV/NM	
9	<p>Questions from Teaching and Learning Committee Minutes – Governors discussed community and parent links, suggestions from JB to review previous successful communication and events then reflect on improving these to support future parent engagement. Subject themed sessions, for example the internet safety session taking place in the summer term and build on the success of this for future sessions. SV has discussed with Becky Turner about how we can improve on existing communication and engagement systems we have in place. T and L committee to continue to discuss ideas and options. Ideas and suggestions to be made to BT who can collate information for the committee to review.</p>	T&L BT	
10	<p>Questions from Resources Committee Minutes – BT asked in the policy references made in the maternity policy have been done? SV agreed they are in place. JB asked is there a planned date for the travel plan to be completed by? JS is currently reviewing and will be reporting back at the next resources committee. JB asked if Parish Council had reported back on their findings? JS reported that the survey completion dates had been amended to late December and he has not met with the Parish Council since to gather feedback. JS will contact Hazel Jefferys in regards to this. JS updated governors on the developments around the park and stride from The Cannon. The walking bus has been discussed by the Parish Council and Andrew Priest at DCC Highways and concluded that the route is unsafe, potentially this could be used as evidence in relation to acquiring a piece of local land for use as a drop off and pick up location. Some parents have begun using The Cannon as a park and stride at drop off and pick up.</p>	JS JS	
11	<p>Questions from Curriculum Team Meetings – Maths, Science and English Curriculum Team Meetings have taken place. Science minutes have been circulated and governors raised no questions in relation to these. Minutes from Maths and English are to be circulated.</p>		
12	<p>Safeguarding – Safeguarding Audit has been completed and sent on to DCC. SV and MP gave governors some background to the role of safeguarding within the governing body. Nominations for Deputy Safeguarding Governor were asked for, SF put himself forward for this role. JB proposed, BT seconded, and all governors voted in agreement. SV updated governors on a safeguarding issue that is currently being managed in school through risk assessments and SV has been obtaining and following advice from various sources. This safeguarding issue may be brought to governors in the future. Governors who are approached by parents to direct them to SV with any concerns.</p>		
13	<p>Review of the SDP - A draft SDP has been circulated to governors prior to meeting. SV advised governors this has been developed from actions and outcomes of the curriculum meetings which link governors attended. The SDP is currently in draft format and requires further work at present. Once the final is complete, SV will circulate to governors. Governors will be expected to monitor the progress of these targets set in SDP through FGB meetings, visits to the school and at curriculum meetings. SV talked governors through draft SDP, JB asked what proposed plans are in place for the role</p>		

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	<p>of SENCO? SV is currently SENCO, between now and September this role will take over by Debbie Tollerfield and she will begin the SEN related course and training. This will be costed against the budget and succession planning in the future will need to be considered.</p> <p>Discussions with local learning community has formalised some of the processes to follow with transfers of SEN children between schools.</p> <p>JB asked can we still facilitate children to borrow chrome books under the ICT element of the SDP if they do not have the resources available at home? Currently the chrome books are not loaned out however there are other options available.</p> <p>JB asked are we confident that the actions for attainment and progress are sufficient? SV explained there is more to capture in the attainment and progress element of the SDP moving forward. SF asked how does the school check actions are being met? SLT doing different forms of monitoring and scrutiny over the academic year and discussions have taken place about how this is best structured. BT asked does this involve reviewing homework? Yes and there is additional support at school or twilight with children that aren't supported at home.</p> <p>School library is managed in house at present, BM asked could the children be involved in choosing new books to be purchased? This is something Donna Habbishaw will be able to involve the children in.</p> <p>Governors discussed their role within the SDP and suggested the following actions to be considered as part of this.</p> <ul style="list-style-type: none"> • Skills audit • Recruiting suitable governors to fill the current vacancies on the FGB • Raising the governor profile within the school and will the parents with the view of increase parental engagement. <p>JB will formulate the Governors area of the SDP and all governors to contribute to developing these actions further.</p> <p>SLT, Chair of FGB and Chairs of committees to meet termly, NM and SV to organise some potential dates.</p>	<p>JB ALL</p> <p>NM /SV</p>	
14	<p>Health and Safety – NPS have visited today to review the asbestos on site and view the asbestos register. Health and Safety Audit due within the next 3 months, SV and MB to meet and discuss once a date has been received.</p>	SV/MB	
15	<p>School Build Update – Plans for the school build have been amended by the Parish Council following objections from EDDC, these have now been uploaded to the East Devon Planning Portal and will be going forward to EDDC planning meeting in March. Plans have slightly changed, the appearance of the first floor exterior has been altered. SV showed governors plans through the smart board. SV continues to ask on being informed with any updates in relation to planning permission but reports he is not always updated.</p> <p>JB thanked governors for their support and input in relation to the potential Channel 4 programme. JB is currently waiting to hear if they will be reporting on the school.</p> <p>SV advised governors communication from a selection of ex-pupils wishing to hold a school reunion at the school. SV asked for governors' approval for this to go ahead. All governors agreed, discussion to take place with the teachers in regard to their classrooms and suggestion for the reunion to held in the school hall only. Ex-pupils have proposed they will sell tickets for the event and any profit made will be donated to the school.</p>	<p>JB</p> <p>SV</p>	
16	<p>Staff Survey Update – Staff survey has taken place and positive responses have been received. No major actions have been identified.</p> <p>JB asked do governors wish for the meeting with staff following the survey to be reinstated?</p>		

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	Governors agreed and suggested this may be an opportunity to discuss the SDP and what staff may want the governors to contribute towards. SV suggested meeting to be scheduled for autumn term, Governors propose for SV to plan forward now and make a provisional date for autumn to ensure maximum attendance from the governors. BM asked is there a section in the staff survey relating to support required from governors? This year Ofsted questions were used, but for future staff surveys this question can be considered.	SV	
17	Policies to be ratified: Governor Allowances and Expenses Managing Sickness and Absence Maternity Disciplinary Staff Consultation AGREED: JB proposed the above policies to be ratified, JS seconded and all governors voted in agreement		
18	Items for agenda of next meeting – SLT feedback, SV to check if SLT are to attend next Full Governors Meeting in March Governor awareness day feedback Governors to send any further agenda items to JB for approval.		
	Date of next meeting: Thursday 16th March 2017 at 3:45pm		

The meeting closed at 6.54pm