

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	18 th May 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		Mrs A Thomas	AT	Co-opted Governor	
Mr B McGowan	BM	Parent Governor		Mr J Rigley	JR	Co-opted Governor	
Mr R Tubbs	RT	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mr M Barrett	MB	Parent Governor		Mrs M Pinney	MP	Co-opted Governor	
Mr J Durning	JD	Visitor		Mr S Finch	SF	Parent Governor	

Apologies	Initials	Reason for Absence (Category of Governor)
Mr S Ireland	SI	On leave

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	Date Action Raised	Decision
1	Notice – Received BT proposed, SF seconded and all governors in agreement for Joseph Durning to be elected as co-opted governor, subject to DBS check and following this will become governor on the Teaching and Learning sub-committee. All governors introduced themselves to JD.			
2	Agreement between Part I and Part II – PART II meeting will refer to agenda items 15 & 16			
3	Apologies for Absence – Apologies were sanctioned by governors for Stuart Ireland			
4	Quorum - Quorate			
5	Declaration of Business Interests relating to the agenda - None			
6	Agree Minutes of last meeting on 16th March 2017 – The minutes were agreed and sign to be an accurate record of the previous meeting.			
7	Matters arising from the meeting on 16th March 2017 – AT to discuss with SLT at next meeting about looking at outside current support network for extra education psychologist support. JD elected to be EYFS governor link for governing board, BM proposed, JB seconded and all governors in agreement. SV referred to Resources minutes for future cover for the kitchen staff. Reminder for governors to forward their reports from governor awareness day to NM. JB reported that the gate to the pre-school was unlocked on a further visit. AT/SV will	FGB		

Full Governing Body Minutes dated 18.05.17

Signed

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	<p>confirm what time the gate is locked and do some random checks that the gate is being locked at appropriate times.</p> <p>BT has posted on the PTFA group to ask for volunteers for the den rebuild. AT suggested adding this to the Poppleford Post and for discussion at next SLT.</p> <p>SV, JB and NM to meet to discuss governor skills audit.</p> <p>Classroom observation protocol has been sourced and discussed by SLT and is now in place.</p> <p>SV to establish some dates at next SLT meeting for committee chairs and SLT to meet.</p> <p>JB has produced a governor area for the SDP, Governors reviewed this through smart board during meeting. JB talked governors through the actions. SF reported that it is key for governors to continue to keep communication at a maximum with parents to gain their engagement.</p>	<p>AT/SV</p> <p>SLT</p> <p>SV</p>		
8	<p>Safeguarding - SV circulated working practices agreement to governors before meeting and advised reference this document has with the school. SV requested governors to be aware of this document. <i>BM asked how does this document refer to safeguarding?</i> This is agreement for all agencies to share information relating to safeguarding issues.</p>			
9	<p>Health and Safety – Health and Safety audit has been postponed to September 2017 when the new school build begins.</p>			
10	<p>Questions from Draft Teaching and Learning Committee Minutes – BT reported to governors website updates are going ahead, and a proposed parent café date has been identified and complaints policy has been reviewed and further work is required to personalise complaints policy to refer to the school.</p>			
11	<p>Questions from Draft Resources Committee Minutes – <i>JB referred to the travel plans and asked did we hear anything back from Parish Council?</i> JS responded not yet, at the last Parish Council meeting they were waiting for the information to be collated, JS is attending Parish Council meeting on Monday and will ask for an update. <i>JB asked is this holding up the development of the travel plan?</i> No as Parish council information is from the community views. Parents responses have been received following last questionnaire that was circulated and JS has collated this information. Currently travel plan is focusing on trying to educate parents from outside the village, that have to drive to school, when and where they can drop their children off and pick up from safely. SF and JS are going to look at suggestions made by parents and SV is looking into a pupil survey within school. JB stated the aim of travel plan was to evidence the current difficulties and dangers with current methods parents are using to travel to school and how these dangers can be reduced. This can then be used to forward with police and highways. JS advised that it is still not clear who owns the parcel of land that could be transformed into a drop off area. <i>SF asked did police and highways give you a list of required evidence?</i> JB advised they did not. JS to talk with Hazel Jefferys to discuss meeting with the new Devon County Highways representative.</p>	JS		
12	<p>School Build update – SV has emailed EFS and had a response; the lead for this project is now Vernon Gibbons. He has confirmed they intend to begin building in summer holidays and they are meeting with Elliotts to agree contract in the next two week following this a date to commence will be agreed. SV is waiting for a meeting confirmation date from Vernon</p>			

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	Gibbons to discuss further. Parent café has been proposed for July, once further information has been received this can be communicated with parents. SF had suggested in the recent resources committee about a working party. A volunteer from PTFA has proposed to look for funding for an individual item, SF suggested staff and governors to identify items to be purchased for the new school build and prioritise these in preparation for raising funds. SV will bring to next staff meeting for staff to begin identify items required. JB suggested this to be raised at parent café, asking the parent community for resources they can offer and suggestions for fund raising.	SV		
13	Governor training and visit reports and identify governor training needs – SF would like training on safeguarding and will look at what courses are available JD to look at training opportunities he would like to complete and NM will book. BT reported there is also a governors update available BM attended parent engagement course and will report back to Teaching and Learning Committee The skills audit is hoped to strategically look at any gaps within the governing body.			
14	Policies due for to be ratified: Child Protection and Safeguarding Policy – reviewed by Resources committee and circulated to governors prior to meeting. AGREED: JB proposed, MP seconded and all governors in agreement.			
	JS, JR, CH, MB and JD left the meeting			
	PART II			
15	Agree Part II Minutes of last meeting on 16th March 2017 – The minutes were agreed and signed to be a true and accurate record of the previous meeting.			
16	Matters arising from Part II meeting on 16th March 2017 - None			

The meeting closed at 6:37pm