

# Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	1 <sup>st</sup> February 2018 4pm		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 Ridgley	JR	Co-opted Governor	
Mr B McGowan	BM	Parent Governor		Mrs M Pinney	MP	Co-opted Governor	
Mr R Tubbs	RT	Parent Governor		Mr S Ireland	SI	Co-opted Governor	
Mr M Barratt	MB	Parent Governor					
Mr S Finch	SF	Parent Governor					

Apologies	Initials	Reason for Absence (Category of Governor)
Mr Matthew Barratt	MB	Work Commitments
Mr Chris Hewitt	CH	Work Commitments
Mr John Slade	JS	Family Commitments

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
1	Notice – Received	
2	Agreement between Part I and Part II – Governors agreed no agenda items should fall into part II	
3	Apologies for Absence – Governors sanctioned apologies from Matthew Barratt, Chris Hewitt and John Slade	
4	Quorum – Quorate	
5	Declaration of Business Interests relating to the agenda – None	
6	<p><b>Feedback from Governor Awareness Day –</b>            Staff were invited to FGB to feedback but unable to attend due to other commitments. BM reported to FGB on his observations from today's awareness day. BT felt the children were engaged in their learning and saw positive behaviour throughout the classes he visited. SF reported he felt the Childrens comments to which way they like to learn and carry out tasks were interesting. Children talked about how they enjoy monitoring their own work and identifying where they can make improvements. Children are accessing resources at home to help support their homework. JB reported each class were engaged and enthusiastic about what they were doing and all children were attempting to complete the tasks set.            BT reported he was impressed by all the abilities of the children within the school and felt there was no evidence of children not understanding the tasks they had been set.            At previous governors awareness days it had been reported there was not enough additional adult support within the classrooms and how this had an impact on some of the children's learning. Governors reported that this year it was clear there was enough support within the classrooms and how this is having a positive impact on the</p>	

Full Governing Body Minutes dated 01.02.18

Signed .....

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	<p>Childrens intervention time and learning.</p> <p>Governor discussed the strategies teachers are using to maintain the engagement of all the children. Governors have observed many lessons taking place and reported today shows an improvement on resources, teaching strategies and behaviour in comparison to other years.</p> <p>SV explained to governors the current SKITT programme for student teacher currently placed at the school. Along with teaching a class on her own for 60% of the timetable to help support her assessments and training, she also supports the teacher within that class. So far the feedback from staff has been positive and the student teacher has settled in. This does come at a cost to the school but is beneficial for staff training, along with other added benefits. Governors acknowledged the student teacher was confident and had good engagement from the class.</p> <p>Governors reported they were pleased to see the parental engagement of the parents in Year 1 and that the session they had observed seemed to be successful. SV highlighted these sessions are helping to capture some of the harder to reach parents. <i>JB asked can we offer this in other year groups?</i> SV will discuss at a staff meeting.</p> <p>BM observed how the links between the learning topic and all the other areas of the curriculum is supporting the children to be more enthusiastic and relate back to the topic throughout their other learning.</p> <p>Children have clear interests in the learning topic and were proud to show the work they are completing in their books. Children explained how they can use there topic work in a positive way to support their learning through debates.</p> <p>Children reported they enjoy literacy, guided reading and would like to do more creative writing, Children also reported that they weren't keen on doing the blue task but could see how this supports there learning, along with peer assessment.</p> <p>MP reported that a child had acknowledged that he has seen an improvement in his work since moving schools.</p> <p>BT reported there were a few mixed comments on the chrome books and most children enjoy using these, however a few children reported they felt it takes longer to type than writing. Purple mash has been reported as having a positive influence on the children, and offers opportunities to communicate outside of school and support each other with project work.</p> <p>Governors reported there is a clear improvement in SPAG from previous years.</p> <p>Governors reported there was a mixed response from children in regards to PE and Health, however it was clear that the children were enjoying their PE lesson today. Governors reported some of the children struggled with the cold and did not necessarily have the appropriate clothing on and to consider more physical activities in PE through the winter, along with reminding parents to supply warm clothing for winter PE sessions.</p> <p>BM visited the preschool, who reported they are desperate for outside space in the new build and additional resource to support their paperwork, they would like to begin using software to capture the learning journey of the children. <i>BT asked how are the preschool planning to move from 2 rooms to one room in the new build?</i> BM reported that the preschool have reported that they do not have any concerns as long as the outside space is available. SV is currently in communication with ESFA about increasing the outside space in the new build plans. Governors requested minutes from the ESFA planning meetings that took place through the design stage to identify what was originally discussed.</p> <p>KS1 children asked if there is a possibility for KS1 to join in with the may pole and choir? SV advised currently the logistics are difficult due to not having an area that can hold this capacity of children, it is difficult for the staff to find additional time to run another group but something to keep in mind when taking on future staff or if parent help to offer to run such a club.</p> <p>The themed days have been a success and year 5 reported they enjoyed having one day learning about a particular theme.</p> <p>MP reported the staff in the kitchen had concerns about the reduced number of children taking up school dinners in year 3. SV advised this has been discussed, and the SLT are discussing strategies for the future.</p> <p>SV and JB thanked governors for attending the Governors awareness day.</p> <p><i>SV asked were governors happy with the structure of the day?</i> Governors would like to continue with this new structure. Governors thanked the staff and children for welcoming them to the governors' awareness day.</p>	SV
7	<b>Agree Minutes of last meeting on 7<sup>th</sup> December 2017</b> – The Minutes were agreed to be a true and accurate	

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	record of the previous meeting and signed by JB.	
8	<p><b>Matters arising from the meeting on 7<sup>th</sup> December 2017 –</b>  <i>SF reported the SPAG information is on the website to help support parents, and asked is maths information likely to be uploaded soon?</i> SV advised this will be uploaded as soon as possible  <i>SF asked is there update on national funding formula?</i> SV reported there has been no information released on the budgets for schools and this was expected in January 2018 however has not yet been received.            SF clarified with SV what transition Kings offer for the children moving up from Year 6. SV advised all the schools operate differently in terms of transition.  <i>SF asked for more clarity around the KS1 data?</i> SV advised this can be clarified following Brad Murrays visit later this term.</p> <p>MP to attend curriculum team meeting for PE/Health following resignation of Joseph Durning.</p> <p>BM will be contacting James Morrison to organise a meeting date.            JB asked governors to be mindful there is a vacancy for a co-opted governor at present. SV will contact the parish magazine in connection with advertising this vacancy.  <i>BT asked are all staff aware that we would appreciate any member of staff being a representative on the board?</i> SV said yes they are and this has been posted to all staff.</p> <p>SV and SLT are discussing the options for SPAG events for parents to support parental engagement and will gather ideas from other schools.</p> <p>SF reported he is continuing to follow up with the collating information around academies.</p>	<p>SV</p> <p>SV</p> <p>MP</p> <p>BM SV</p> <p>SF</p>
9	<p><b>Review School Development Plan –</b>            SDP circulated to governors prior to meeting.  <i>SF felt that there are a lot of funding requests throughout the SDP and asked is this more cost heavy to previous years?</i> SV reported they are in line with most years however this year's SDP does incorporate the school build which has additional costs associated with it.  <i>JB asked what parameters do you use to determine what is a good resource for supporting the curriculum?</i> Staff have discussions with other local schools, and ask for their recommendations, these resources are then investigated in full by staff to check they fit in with the clear objectives our school wants to achieve, come companies offer us free trials to allow us to trail the resources before committing. BM reported on QR software he had gathered information on at recent BETT conference. This software can help support schools to reduce the log in times to enable the children more time to use the resources.            Governors reported from today's awareness day there is clear evidence spellings are taking place daily.            Governors have discussed prior to meeting information relating to GDPR. Governors suggested that where possible to consult other schools that may have begun GDPR processes. SV will be contacting Dawn Stabb.            BT highlighted current playground discussion around member of the Elliots team in connection with the school build. SV clarified that the individual team member had decided to leave following an onset of events with the site manager; this has had no direct impact on the school community.</p>	<p>SV</p>
10	<p><b>Update on HT performance review –</b>            This has not taken place due to external advisor being unwell prior to Christmas holiday and has been rearranged for 23<sup>rd</sup> February 2018.</p>	
11	<p><b>Arrange Chair and SLT meeting –</b>            SV will circulate proposed dates to chair and chairs of committees.</p>	<p>SV</p>

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12	<p><b>Agree SFVS and Skills Matrix –</b> SFVS document circulated to governors prior to meeting and has been reviewed at the resources committee meeting on 18<sup>th</sup> January, and recommended to FGB for approval. SF reported the skills matrix was balance and SFVS was questioned in detail at this meeting.</p> <p><b>AGREED:</b> JB proposed, BT seconded and all governors agreed Schools Financial Value Statement for 2018-19. SV will return to DCC once signed by JB as chair of FGB.</p>	SV
13	<p><b>Questions from Teaching and Learning Committee Minutes –</b> None BT left meeting at 5:28pm</p>	
14	<p><b>Questions from Resources Committee Minutes –</b> JB felt it was nice there was clear challenge and discussion around various agenda items.</p>	
15	<p><b>Questions from Curriculum Team Meetings –</b> No questions asked from governors on the PE/Health curriculum meeting. Further Curriculum meetings are taking place after February half term.</p>	
16	<p><b>Safeguarding –</b> SV reported a complaint to OFSTED had been made in regards to team member working for Elliots as part of the new school build. OFSTED have chosen not taken this further, and requested a visit from Devon Safeguarding Board. Jane Lake, safeguarding lead for Devon, has visited and looked at Single Central Record, the school, and checked through safeguarding procedures and protocols. JL has reported she is satisfied with all processes and procedures we have in place and made a recommendation that we remind parents of our complaints procedure regularly through newsletter. SV will be adding to the newsletter this week and will share final report with Governors once it has been received.</p> <p>Safeguarding audit has been completed and actions were sent out in the minutes of the Teaching and Learning committee prior to this meeting.</p>	SV
17	<p><b>Health and Safety Update –</b> There was an issue with the access to Year 5 classroom, where the steps were thick with mud and slippery, this has now been resolved and Elliots have cleared the access to ensure it is safe to use. Elliots will continue to monitor.</p> <p>SV reported following a visit with the site manager, concerns have been raised about the temporary barrier that has been agreed at the side of the road by the school gate. Site manager has asked: who is liable for the cost of the barrier? Who is responsible should there be an accident? ESFA representative will be discussing further and reporting back once these questions have been clarified. SV will contact Claire Wright with an update.</p>	SV
18	<p><b>School Build Update –</b> SV reported on various issues that have been highlighted as the school build progresses, to include the outside space for Year 1 / 2 and preschool, access control points and the equipment in the kitchen not being satisfactory. Governors agreed that minutes need to be seen to identify what has been agreed previously with ESFA and move forward with a collective response to have these issues resolved. SV has requested that kitchen staff meet with Bartletts to discuss the kitchen equipment and their requirements.</p> <p>Progress meeting took place last week, and the build is currently still on track, phase one to be completed on 16<sup>th</sup> August 2018, this will be when the school take ownership of the building. There will be a crane will be onsite over half term, hopefully Monday and Tuesday weather depending, to load in further structural parts of the building.</p>	

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	SV has clarified dates with Elliots around when Staff will be packing up and unpacking.	
19	<b>Agree policies previously reviewed at committee meetings</b> Staff Disciplinary – Policy circulated to governors prior to meeting and reviewed at Resources committee on 18 <sup>th</sup> January 2018. <b>AGREED:</b> JB proposed, BM seconded and all governors in agreement to ratify Staff Disciplinary policy.	
20	<b>Items for agenda of next meeting</b> SEND – FGB and Teaching & Learning Committee Data	BM

The meeting closed at 5:45pm