

# Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	16 <sup>th</sup> March 2017 3:45pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mrs J Bramble	JB	LA Governor		Mrs A Thomas	AT	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 S Ireland	SI	Co-opted Governor		Mr S Finch	SF	Parent Governor	
Mr J Durning	JD	Visitor					

Sanctioned Apologies	Initials	Category of Governor
Mr C Hewitt	CH	Co-opted Governor
Mr M Barrett	MB	Parent Governor

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	<b>Notice</b> - Received		
2	<b>Agreement between Part I and Part II</b> – Additional agenda item added by SV and JB which will be address within part II		
3	<b>Apologies for Absence</b> – Apologies were sanctioned for Matthew Barratt and Chris Hewitt		
4	<b>Quorum</b> - Quorate		
5	<b>Declaration of Business Interests relating to the agenda</b> - None		
6	<p><b>SLT Feedback</b> – Members of the Senior Leadership Team, James Morrison, Harriet Coogan and Amanda Thomas, introduced themselves to the governors and detailed their current roles and responsibilities as part of the SLT. These areas consisted of:</p> <ul style="list-style-type: none"> <li>• Welcome duty at the beginning of the day on the playground</li> <li>• Monitoring behaviour during drop off, break and lunchtimes and pick up</li> <li>• Shared duty after school hours to support any issues that arise in twilight after school club</li> <li>• Book scrutiny and child interviews to monitor attainment and progress and teaching standards, using this to cross reference with School Pupil Tracker</li> <li>• Regular SLT meetings</li> </ul>		

Full Governing Body Minutes dated

Signed .....

Dated.....

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	<ul style="list-style-type: none"> <li>• Act as leadership team when SV is offsite and unavailable to support</li> <li>• Help to develop ideas, and an involvement in future decision making</li> <li>• Support with recruitment within the school</li> <li>• JM is the Maths lead for the school</li> <li>• JM has the role of deputy safeguarding lead working alongside SV</li> <li>• JM is mentor for current NQT, and monitors through the reports and observations</li> <li>• HC monitors the literacy curriculum within the school, ensuring targets are being achieved by children, which includes monitoring the library, reading champion, and organising events linked to literacy</li> <li>• HC is contributing to developing the SCITT training programme within the school, and to mentor this once the programme is in place</li> <li>• AT is focusing on the development of the pre-school and integration into the school as a foundation unit, building on the working relationships between the school and pre-school, and policies that support the Early Years Foundation Stage</li> <li>• AT supports the PSCH development in the school.</li> </ul> <p>BT asked HC do you have enough time to commit to the mentoring role for the SCITT programme? Yes mentoring will be 1.5 hours a week on possibly Thursday afternoons, and cover will be organised once we have confirmed we are part of the programme. JB asked JM can we measure your impact as the Maths lead for the school? Maths throughout the school can be monitored through book scrutiny and reviewing results and attainment. BT asked SLT are other children aware of the members of the SLT? Not all children would be aware, this could be communicated at assembly. Governors asked AT if there is any additional support governors can focus on for the development of the foundation unit? Considering an EYFS governor who could support AT and the school in moving forward with the integration as the school build progresses. SF asked SLT is there as any external support that can help towards reducing the admin sector of the teaching role? Admin related tasks are related to the children's progress and would be difficult for external support to come in and do. BM asked SLT are there difficulties in time management across all schools? Yes all schools are struggling with the expectations, time restraints, behaviour difficulties, increase in workload. BM asked SLT are you getting enough support from external agencies? Resources are available and support as best as they can, as these services are being cut, they are currently under pressure with their workload. BM asked SLT is there anything as a governing body we can do to support? To source a link with local Education Psychologist, as we currently buy in to support hours. SLT and governors to look in to this.</p> <p>JM, HC left the meeting.</p>	SLT/FGB	
7	<p><b>Governor Awareness Day Feedback</b> – Governors have met prior to FGB meeting and discussed their observations and findings from today. Governors will write short reports following today visit.</p> <p>JS feedback to governors that the kitchen staff are concerned about the lack</p>	FGB	

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	<p>of cover arrangement if they are sick and asked about their entitlement to long service days? JR has spoken with kitchen about the opportunity of swapping roles within the kitchen a couple days a week in preparation for when cover may be required in the kitchen. Recent inspection from EDDC in the kitchen for food hygiene have noted the current condition of the kitchen building and the maintenance required, and this could cause issues if the maintenance is not addressed before the next inspection takes place. SV advised these will be addressed if the new build has not go ahead before the next inspection. Kitchen have expressed they would like to be involved with the design of the kitchen when the new build gets to this stage.</p> <p>MP reported back that the current office long term sickness is impacting on the work load for the remaining staff, is there anything we can do to help this? SF suggested a volunteer that can support for a couple hours to help reduce the work load. Currently online payments systems are being looked at to help reduce workload further.</p> <p>MP asked if visitors were made aware of the mobile phone policy when visiting the school. SV advised there is an information sheet all visitors should be directed to when they sign in on site, SV will ensure this is been shown and read by visitors.</p> <p>JB reported back that when visiting the pre-school today, the public access gate was not locked? AT will check and monitor this as it should be locked at all times.</p> <p>Volunteers are required to support the den to be rebuilt so this area can be used again. BT to mention to the PTFA members.</p> <p>Governors would like to thank staff for inviting the governors into school for the day and JB thanked all the governors attending.</p>	<p>SV</p> <p>AT</p> <p>BT</p>	
8	<p><b>Agree Minutes of last meeting on 2<sup>nd</sup> February 2017</b> – Minutes were agreed to be a true and accurate record of the previous meeting and signed by JB.</p>		
9	<p><b>Matters arising from the meeting on 2<sup>nd</sup> February 2017</b> –</p> <p>BT has sent minutes from PTFA to NM, NM to circulate to governors</p> <p>Classroom protocol to be reviewed by AT</p> <p>JB, SV and NM to meet to discuss the governors skills audit</p> <p>NM to send confirmation to BM regarding training</p> <p>SV to circulate travel plan questionnaire at next parents meeting</p> <p>JB will compile SDP governors area</p> <p>SLT and Chair of Governors to arrange a meeting date</p> <p>Conversations are still taking place around the film production and still waiting for a date for Health and Safety Audit</p> <p>Staff and governors meeting will be held on Tuesday 21<sup>st</sup> November 2017 at 330pm</p>	<p>NM</p> <p>AT</p> <p>JB,SV,NM</p> <p>NM</p> <p>SV</p> <p>JB</p> <p>SV/JB</p>	
10	<p><b>Review and Monitor SDP progress</b> – SV has highlighted to governors the addressed actions in the SDP within the HT report. BM asked how the SDP will be tracked and monitored by governors? It will continue to be a standing</p>		

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	<p>agenda item on the committee meeting agendas.</p> <p>AT suggested considering an EYFS governor as mentioned in the SLT feedback. This role would involve making familiar links with the SDP and the EYFS, along with the practical side of the new build and bring new ideas. Governors who have prior knowledge of the preschool could be useful, but not essential. Governors to consider a lead governor for this role before next FGB meeting.</p>	FGB	
11	<p><b>Headteachers Report</b> – Governors received HT report prior to this meeting. BM and SV have met to discuss the reasons around why SEN pupil numbers has increased. Interviews have taken place yesterday for the advertised TA post and a plan is place for the future sickness absence. JB asked who is now covering the music while the music teacher is on maternity? Mary Raffell and this is working well. Governors acknowledged that the school is continuing to take part in the local learning community. Sidmouth College are going to use their own resources in terms of transition for pupils from primary to secondary. BT asked is there any other areas learning community money should be spent on? Currently the Parent Support Advisor is invaluable and is reducing time for staff within the school and this takes up a large segment of the money we pay into the learning community.</p> <p>SV shared with governors a new format for assessment results, SV talked governors through the format. JB suggested to include our in school targets and governors agreed to move forward with the new format.</p> <p>BT asked are the exclusions links to a minority of children? Yes 3 children.</p>		
12	<p><b>Benchmarking / SFVS</b> – SVFS has been circulated to governors prior to meeting, governors have reviewed and BT proposed, JB seconded and all governors voted in agreement.</p>		
13	<p><b>Review and approve budget 2017-2018</b> – SV and JS have met and discussed the budget in detail. SV talked governors through 3 year budget plan. Finance for the future will need to be considered due to future funding formula. BT asked do we need to consider marketing for the new reception in take? Yes we do, suggestions have been made for open days, visits to local preschools, promoting through the website, and photograph particular events for the website. BT suggested photographs of childrens’ work to go on the website and BM suggested creating a piece of work for the children in Y6 to help market the work that is achieved in school, and a video tour of the school to include the displays.</p> <p>There will be less growth over the next 3 years in pupil numbers as there will be classes that have no spaces for new admissions going forward, this will have an effect on the future budgets.</p> <p>JS proposed, BT seconded and all governors approved 3 year budget plan based on the predicted carry forward.</p>		
14	<p><b>Safeguarding</b> – MP has completed her level 3 Safeguarding training course and will be meeting with SV to talk through actions following this training. MP reported that new governors need to be added to the SCR, NM informed SV that VS has received the information in regards to the most recent recruitment of governors. VS to add to the SCR and NM to inform VS of any future recruitment and DBS confirmations.</p>	NM	
15	<p><b>Health and Safety</b> – Nothing to report back to governors</p>		

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Signed .....

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Dated.....

Ref	Action or Decision	Action Owner & Deadline	Decision
16	<b>Questions from Draft Teaching and Learning Committee Minutes</b> – Minutes circulated prior to meeting, no questions raised		
17	<b>Questions from Draft Resources Committee Minutes</b> – Minutes were circulated prior to meeting, no questions raised		
18	<b>Questions from Curriculum Team Meetings</b> – Minutes from Curriculum Team Meetings were circulated prior to meeting, no questions raised		
19	<b>School Build update</b> – New School Build Planning Proposal was not actioned at the EDDC March planning meeting, SV is waiting for a date when the new build proposal will be on EDDC planning agenda. New build is anticipated to take 10 months and demolition of the existing school between 6-8months due to the asbestos in the existing building.		
20	<b>Governor training and visit reports and identify governor training needs</b> - SF is booked new governor training and BM is attending parental engagement training.		
21	<b>Policies due for to be ratified:</b> Redundancy – Model <b>AGREED:</b> JB proposed, SF seconded and all governors in agreement. Policy ratified.		
22	Items for agenda of next meeting to be sent to JB, SV or NM		
	<b>Meeting went into PART II</b>		
	<b>Date of next meeting:</b> Thursday 18 <sup>th</sup> May		

The meeting closed at 6.23pm