

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time		Thursday 12 th July 2018 5:30pm <i>Meeting commenced at 5:40pm</i>		Location		Newton Poppleford Primary School	
Governors Present		Initials		Governors Present		Initials	
Mr J Slade		JS		Mr C Hewitt		CH	
Mr S Vaughan		SV		Mr J Ridgley		JR	
Mrs M Pinney		MP		Mr S Ireland		SI	
Mr R Tubbs		RT					

Apologies	Initials	Reason for Absence (Category of Governor)
Mrs J Bramble	JB	Childcare Commitments
Mr S Finch	SF	Work Commitments
Mr B McGowan	BM	Work 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 – Item 19 / 20 to be considered as PART II, additional agenda item to be added in Part II	
3	Apologies for Absence – Governors sanctioned apologies from Julia Bramble, Ben McGowan and Simon Finch. John Slade to chair this meeting in JB’s absence.	
4	Quorum – Quorate	
5	Declaration of Business Interests relating to the agenda – None	
6	Agree Minutes of last meeting on 17th May 2018 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by JS (Vice Chair).	
7	Matters arising from the meeting on 17th May 2018 – SV has sent on GDPR action plan to Simon Finch, Resources committee have reviewed GDPR documents and policies, and these are to be ratified at FGB in September. Previous gate worker has returned and has a current DBS in place. Safeguarding audit completed in December 2017 also covers the pre-school; SV will be chasing safeguarding audit final report at level 3 safeguarding training next week. Parent build communication meetings have taken place, 11 parents attended.	FGB Sept 18 SV

Full Governing Body Minutes dated 12.07.18

Signed

Ref	Action or Decision	Action Owner & Deadline
8	GDPR Training – Policies and documents to be reviewed in September 2018.	FGB
9	<p>Monitor School Development Plan – This year’s assessment data reflects the impact of the actions met under the SPAG section of the SDP. School build continues and is reviewed against targets in SDP regularly. SEN Co-ordinators have complete their assignments within their course, and have passed the first part of the qualification. Target to help support parents with Literacy and numeracy homework is working progress. All processes are now in place for GDPR and SV has contacted Scomis with regards to data held on SIMS for pupils that have now left the school, can this data be archived or deleted, SV is waiting for clarification from Scomis with how they intend to meet GDPR requirements. JM and SV are completing level 3 safeguarding on Monday.</p>	
10	<p>Headteacher’s report – SV circulated HT report and assessment data to governors prior meeting. SV advised if our pupil numbers continue to rise as predicted, we should be entitled to additional funding for 8 pupils. <i>BT asked is there actions taking place for the child who currently holds 4 fixed term exclusions? SV advised yes there have been various meetings and strategies are being identified.</i> Referrals to MASH and from Operation Encompass are for different families. <i>CH asked has there been enough support in place for when incidents of assault to staff have taken place? SV advised yes and training has been completed by staff. CH asked is there any areas the governors should be focusing on or concerned about in this report? SV reported no.</i> SV talked governors through recently received assessment data which was circulated prior to meeting. Figures are above national average in phonics and the same percentage was achieved by both boys and girls. KS1 assessment data is above national standard. KS2 data is positive and shows that the actions taken within SPAG have has a positive impact on the children’s learning. Scaled scores this year are above the national average. <i>BT asked is there any concerns about next year’s cohort? SV advised he anticipates that year 6 cohort next year will achieve national standards. SV reported disadvantage children’s data is difficult to assess progress due to the limited time they have been with the school and that we have limited previous data available to us.</i> Governors acknowledge the data is stronger than last years. Governors thanked all the staff for their hard work over the previous year with the Childrens progress in learning and achievements.</p>	
11	<p>Safeguarding – SV reported the KCSIE document will be finalised in September 2018 – SV highlighted main changes to this document to governors. There is now an expectation of the safeguarding lead to know what safeguarding concerns are within the community for children attending their school. <i>BT asked does include social interaction between families in the community and allow the opportunity for school to advise if there are risks associated with individual families? SV advised this is not the schools responsibility and GDPR protects this information from being shared. Social Services would make a decision for information to be shared where necessary.</i> KCSIE has updated requirement for early help training and awareness, and added more information about sharing information when pupils are moving schools, added new section on SEN children and peer isolation, new part 5 focuses of sexual harassment. Minster has announced that the guilt by the disassociation no longer applies to schools and a decision will need to be considered in the September meeting with regards to the DBS updates and if disqualification disclosure is necessary. MP and SV to meet in summer break.</p>	FGB Sept 18

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12	<p>School Build –</p> <p>SV reported to governors the issues that have risen over the past 2 months. PE store storage has been discussed further and drawings do not reflect what was initially requested. Queries have been raised over items that could not be fixed into classrooms / office / staffroom. SV has allocated locations where these items could be installed. Elliots are going to move the current sheds; if we wish to have a base for them they expect us to fund this.</p> <p>Kitchen has been agreed and there are ongoing questions over who is now funding this. SV asked governors for support with this matter moving forward. Rumbler will be bigger and they will fund this, Elliots have quoted a large sum for these changes to be made and this is been questioned by Susan House.</p> <p>Boxes for move have been received and are starting to be filled by staff.</p> <p>Issues with access control still continue, including the current access gate. SV still has not received confirmation on what will be on site in terms of access from September and who will fund the access arrangements. School sign has been sent to SV, however the image received was for our notice board and SV is following this up.</p> <p>Windows have been amended and still waiting for glazing to be put in.</p> <p><i>BT asked what support can governors offer? Mainly support around funding for the changes agreed in the kitchen. BT asked is there anything we can do to minimise the impact on children during the packing phase? Currently SV feels this is being managed at present, and the areas of the curriculum have been met prior to this phase beginning. SV feels reassured children will have met the curriculum before the end of term. JS asked is there anything that governors can do to help at the beginning of the September term? Additional support may help to navigate children and parents to new locations within the build. There will continue to be a split structure to the beginning of the day.</i></p> <p><i>BT asked will the kitchen be supplying the other schools during that first week when our pupils are not in? Yes the kitchen will have 3 days to cook for the other schools. Extra support would be useful for the support to help pack the kitchen on the last day of term.</i></p> <p>SV has received plans for access to the external classroom, SV queried the access on this plan and this has been changed and they will begin work next week on this area. <i>MP asked when will the bat house be built? SV has not received a date at present.</i></p> <p>SI reported there have been some parents commenting on the playground and access arrangements from September, and concerns are also being raised about the new reception children only having a week to settle in. SV advised initially it will all be a trial and error situation, plans can be adjusted if the current plan is not working, also with safeguarding as our main priority, it is important we are aware that all parents have left the site after their children have been dropped off. SV hoped that parents with concerns would have been able to raise these at recent parents meeting offered earlier this term or contact SV directly for clarification on their concerns.</p> <p>A parent has offered a trailer to transport items up to the auction house for resale. SV has continued to monitor the auction site for furniture items we require, but has not yet purchased any items.</p>	
13	<p>Update from Committee meetings –</p> <p>Since Teaching and Learning committee have met, SV has circulated a new model for curriculum teams within the school, proposed from September. This has been developed following research with other schools curriculum models. The new teams will be:</p> <ul style="list-style-type: none"> Student family support, Pedagogy and Curriculum Learning environments 	

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	<p>Assessment for learning. In Septembers FGB meeting it will be discussed how governors can be linked into these teams. School fund and budget monitor were reviewed at Resources Committee.</p>	
14	<p>Review progress the school has made during the year - SPAG has made huge progress along with the development of the new school build has been a major part of this past year. Governors wish to celebrate and thank all staff for the hard work that they have contributed to achieving positive results in this year's internal and external assessments. Governors thanked SV for his persistence and hard work that has been fed into the new build, resolving issues that have arisen and keeping staff moral high, and governors thanked SV's family for their support during this time, knowing it will have had an undoubted effect on SV family life and time commitments.</p> <p>Thank you to all the staff for a fantastic year and under such difficult circumstances (changes to the school day, lessons and changes to the school environment) and the staff representation in a voluntary capacity with the ongoing fund raising. Governors want to thank all the PTFA members, parents and the school community that have raised a huge amount on behalf of the school to help purchase wish list items for the new build. The successes of the school fete this year and the effort which all members of the community put in to support this event.</p>	
15	<p>Reflect on the impact the Governing Body has had on the outcomes for pupils over the academic year. Governors acknowledged that governing board has fewer governors follow recent resignation of Matthew Barratt, there are now 4 vacancies on the board; 2 staff governors, co-opted and parent. During the Autumn term governors identified the need to focus on having staff representation on the Governing Board, SV to consult with new staff members in September if they would like to contribute. Parent Governor election to be completed in September 2018.</p>	SV NM
16	<p>Propose dates for committee meetings 2018-2019 – Proposed dates circulated to governors prior to meeting. Governor awareness day will follow with FGB meeting at 4pm. Governors agreed meeting dates for next year. SV reminded governors there will be a period from October to May during clerks' maternity leave where meetings will need to be clerked.</p>	
17	<p>Items for agenda of next meeting GDPR – to include policies and documents New Curriculum Teams Safeguarding Pay Policy</p>	
18	<p>Date of next meeting: 13th September 2018</p>	
	<p>Meeting went into PART II</p>	

The meeting closed at 7:10pm