

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	8 th December 2016 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 S Ireland	SI	Co-opted Governor		Mr S Finch	SF	Parent Governor	

Apologies	Initials	Reason for Absence (Category of 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	Date Action Raised	Decision
1	Apologies for absence – none			
2	Notice – received			
3	Chair’s welcome New Governors – JB welcomed new governors to the FGB and existing governors introduced themselves to SI and SF.			
4	Declaration of business interests relating to the agenda - none			
5	Terms of Reference for Committees – agreed and JB signed. SF agreed to join Resources committee.			
6	Code of Conduct – All Governors signed in agreement with the code of conduct.			
7	Minutes of last meeting on 22 nd September 2016 – Governors agreed that the minutes were a true and accurate record of previous meeting and were signed by the chair JB			
8	Matters arising from the meeting on 22 nd September 2016 – None			
9	HT appraisal report – JB advised governors this meeting had taken place on Wednesday 23 rd November			
10	Head teacher’s report – Governors received HT report with supporting documents for this meeting. <i>BT asked if the Pupil Premium(PP) percentage may rise?</i> SV said this possibly could increase as KS1 children have not all applied for their entitlement as they are receiving the Universal Free School Meals currently and tend to apply for PP at KS2. <i>CH asked if there is any idea of the growth rate for current reception cohort?</i> SV advised this is cohort is			

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	<p>unlikely to reach pan by the end of this school year. <i>CH asked is this a worry for the school?</i> SV said currently this is not a high priority for the school. JR identified that there is currently a high level of mobility between year groups. Governors discussed factors contributing to this mobility and the effect on the results and stats that are gathered. <i>BM asked do we have support staff to children ratios right with the increase of pupil numbers?</i> SV advised more TAs have been recruited and staff numbers have grown to accommodate this. <i>CH asked why have we more staff?</i> More staff have been recruited due to the needs of the current children and increase in pupil numbers. <i>CH asked how does funding work for 1:1 support?</i> SV advised school funds 1:1 support for long periods of time before other funding may be sourced.</p> <p>SV explained to all governors the assessment results that have been collated from the inspection dashboard. SV talked governors through KS2 and EYFS data and changes to system for data collection. Targets will be set against this data for the School Development Plan. <i>SF asked how does this link in with the SDP?</i> SV will use this information to develop SDP with teachers and curriculum teams. <i>BT asked about the high number of exclusions?</i> SV confirmed this relates to a small number of children and they are fixed terms exclusion. <i>BT asked if the children concerned are receiving the help they require?</i> SV advised they are. <i>CH asked are these exclusions reviewed over a period of time with the view to these reducing?</i> SV advised at this point governors should be aware of the current report and governors will be made aware if trigger points are met and when further steps will need to be taken.</p> <p>Governors discussed practise for promoting and marketing the school, and governors to be aware this needs to continue to increase pupil numbers. SV talked governors through funding changes for school, SEN funding will be reduced, and Education Service Grant to county council has been cut. Some services that are currently managed by DCC may be reduced and we may have to fund these services. The school budget will also be reduced due to introduction of the apprenticeship levy. SEN funding will now have a limit of £2000 per pupil and SEN funding will be reduced year on year by 20%. SV will be sending a letter forward to local MP. <i>CH asked will these figures be updated by next resources meeting?</i> SV said he hopes to have this information before then. SV advised the national funding formula has been delayed.</p>	<p>SV</p> <p>SV</p>		
11	<p>Governor training and visit reports – JB has visited for an assembly, new governors advised of dates for new governor training, new governors to contact NM with available dates for NM to book governors on training. RAISEonline webinar on Tuesday 13th December for NM to circulate to all governors.</p>	<p>SI / SF</p> <p>NM</p>		
12	<p>Questions from Teaching and Learning Committee Minutes – JS queried his link for the humanity teams. NM to update.</p>	<p>NM</p>		
13	<p>Questions from Resources Committee Minutes – <i>SF asked about different areas of funding?</i> Governors felt that this is something for committee meeting discussion. JB advised previously some grants can be sourced externally. Discussions around the PFTA raising money and where this is being spent took place. Communication with the parents about how the PFTA are utilising the money they raise and what the targets for raising money are. Minutes from</p>			

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	the PTFA meetings to be circulated to governors and parents to be kept up to date. NM to receive minutes and circulate. NM to forward minutes from committees and FGB to Allan to add to the website	NM		
14	Questions from Curriculum Team Meetings – Science curriculum team meetings have not taken place; <i>BT asked if the order has been raised for the free science resources?</i> SV to chase this. JB reported back to governors' on the positivity from the literacy meetings. <i>BT asked are the links with Sidmouth library still going well?</i> JB said yes and the reading champion is using all resources available to her.	SV		
15	Safeguarding – MP and SV met recently and are completing the safeguarding audit before the end of year. SV advised the governing body is now required to have a deputy safeguarding governor. SV asked if governors could consider if they wish to take this role on before next meeting and appoint deputy.	Govs		
16	Communication with parents – MB reported back on parent mail and felt that the use of urgent parent mails needed to be considered when it is necessary to be deemed as urgent. <i>JB asked do we have a policy for admin staff for parent mail?</i> SV advised currently there is not one, and <i>asked if governors feel there is a requirement for one to be produced?</i> MB <i>asked are we losing the effectiveness of this service?</i> Teaching and Learning committee to review this and other communication avenues for parents. Simon Finch left the meeting at 7.02pm.	T&L		
17	School Build Update – Planning permission application has been submitted with EDDC. Parish council have discussed and chosen to object on the grounds of the building design. SV has attending meeting for what will be included in the build and what will be required for the school to purchase. Meeting with Elliotts construction team today, they would like to propose to commence building works in Easter holidays subject to planning permission. Elliotts have requested 3 weeks for set up which would possibly result in a school closure for 4 days after the Easter break. DFE guidance states these days should be made up at another time during the school year if possible. Year 6 require revision due to SAT tests that will be held shortly after the Easter break. <i>MB asked can Elliotts work weekends and alternative days to avoid the closure of the school?</i> Governors discussed options available to avoid school closure. SV to go back to the Elliotts and establish alternative options.	SV		
18	Agree Policies AGREED: Teacher Appraisal – <i>MP asked is the school classroom observation protocol is required?</i> AT will look at the protocol, feels that it is not relevant at present but will report back to governors at next: JB proposed to ratify policy and BT seconded and all governors in agreement AGREED: Safeguarding Policy: BM proposed to ratify policy and JB seconded and all governors in agreement AGREED: Procurement Policy: MB proposed to ratify policy and BT seconded and all governors in agreement			
19	Items for agenda of next meeting – governors asked to send items to JB for future meetings			
20	Date of next meeting: Thursday 2 nd February 2016			

The meeting closed at 8:28pm

Full Governing Body Minutes dated 08.12.16

Signed

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Dated.....