

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	21 st September 2017 5:30pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mr S Vaughan	SV	Headteacher		Mr C Hewitt	CH	Co-opted Governor	
Mr R Tubbs	BT	Parent Governor		Mr S Ireland	SI	Co-opted Governor	
Mr M Barrett	MB	Parent Governor		Mr J Ridgley	JR	Co-opted Governor	
Mrs M Pinney	MP	Co-opted Governor		Mr J Slade	JS	Co-opted Governor	
Mr J Durning	JD	Co-opted Governors					

Apologies	Initials	Reason for Absence (Category of Governor)
Mr S Finch	SF	Training
Mrs J Bramble	JB	Family Commitments
Mr B McGowan	BM	Conference

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	Election of Chair of Governing Body – Nominations received for JB prior to meeting, No further nominations taken during the meeting. JS has confirmed with JB she is happy to take on the role as chair for this academic year. BT proposed, SI seconded and all governors agreed to elect JB as chair to the full governing board.	
2	Election of Vice Chair of Governing Body – Nomination received for JS prior to meeting, no further nominations during the meeting. MB proposed, BT seconded and all governors agreed to elect JS as vice chair to the full governing board. JS will chair this meeting in JB's absence.	
3	Apologies for Absence – Governors sanctioned apologies from Julia Bramble and Simon Finch. No apologies received from Ben McGowan.	
4	Quorum - Quorate	
5	Declaration of Business Interests – Governors reviewed and signed their current declarations of business interest.	
6	Agree Committee Members and Terms of Reference – Governors confirmed and agreed committee members and terms of reference were signed by JS in JB's absence.	
7	Agree governors code of conduct for 2017-18 – All governors present have read the code of conduct and signed in agreement to commit to adhering to the code of conduct for 2017/18	
8	Staff governor vacancy – SV has invited members of staff to contact SV or Amanda Thomas if they have any interest in the staff governor vacancy and would like more information. Governors made a suggestion to ask a group of staff members to attend different meetings to represent staff and their views. BT asked is it the time commitment that is discouraging staff to take up this role? SV said yes	

Full Governing Body Minutes dated 21.09.17

Signed

Dated.....

Ref	Action or Decision	Action Owner & Deadline
	it potentially is. Discussion with staff to take place at the next staff and governors meeting on Tuesday 21 st November.	Staff / Govs meeting
9	Agree Lead Governors roles and responsibilities - to include appointment of Lead and Deputy Governors – Governors confirmed their current lead roles within the governing board and agreed they wish to continue with these.	
10	<p>Assign Governors to Curriculum Teams – Allocation of governors to the lead and deputy leads within the curriculum teams. BT lead governor for Maths, Science and ICT. Deputy lead governor JS. JB lead governors for Literacy, Language and Arts. Deputy lead governor JD. JD lead governor for PE/Health, Geography, History and RE. Deputy lead governor MP.</p> <p>Maths, Science and ICT meeting to be held on Thursday 16th November. Literacy, Language and Arts to be held on Wednesday 15th November. PE/Health, Geography, History and RE to also be held on Wednesday 15th November.</p> <p>NM to circulate confirmation of the curriculum teams and meeting dates to relevant governors following this meeting.</p>	NM
11	Review and agree minutes from previous meeting on 13th July 2017 - JD added to the attendees for previous meeting. The minutes were agreed as a true and accurate account of the previous meeting and signed by JS.	
12	<p>Matters arising from minutes on 13th July 2017 –</p> <p>SV has been in contact with Emma Finch in regards to the schools wish list.</p> <p>SV has checked the pre-school gates at different times since the beginning of the Autumn Term and the gate has been locked.</p> <p>JR will complete skills audit and return to NM.</p> <p>Previous minutes - Item 9 - We are making changes to fire drills and emergency procedures due to the school build. The church is now our assembly point, emergency exits to the schools have been revised, SV is currently updating the policies. Fire drill has taken place and was successful. SV reported the fire drill took place in 2 ½ minutes. CH asked is there a heightened risk of fire while the building work is going on? At present there is not due to location of the building work, in the future the risk may increase, this risk will be assessed as the build progresses.</p> <p>Previous minutes - Item 13 – National Funding Formula has been announced and Devon is running some information meetings in October and SV plans to attend one of these meetings. JS hopes to attend. Full details of the National Funding Formula will be available in February 2018.</p>	JR
	<p>Additional Item – Pay Policy</p> <p>The proposal from government is that teachers on main scale will get 2% increase to their pay and teachers not on the main scale will receive 1%. SV shared letter from government reflecting the changes to the pay policy. CH raised his concerns about what information that has been received to governors from the government. JS explained circumstances around the changes to the pay policy, pay scales have now been moved to appendix, further review of the policy will take place during next Resources Committee and reported back at FGB in December. Governors expressed how governors</p>	

Ref	Action or Decision	Action Owner & Deadline
	have zero influence in the pay rates and amounts. JS proposed, JR seconded and all governors agreement with the increase to pay for teachers.	
13	<p>Safeguarding Update – DBS checks have been completed for all new staff. The new entrance gate to the school has raised concerns, SV is in contact with Elliots to resolve the security issues, a quote has been completed and SV is expecting the work to be completed this week. SV will follow up. Staff are aware of the safeguarding concerns and are monitoring the gate during break and lunch times. SI asked will the cost of altering the gate be recouped in the school build? SV will be having a conversation with Elliots in regards to payment. CH asked is there any road traffic issue as a result of the construction work? SV has spoken with Devon highways, they do not want to put a barrier up at the entrance of the school gate, SV has approached accident prevention team, who are having discussions with ESFA about a temporary barrier being put in place. BT and CH asked are the contractors DBS checked? SV advised that contractors are not onsite, and building site is currently under Elliots ownership while the new build takes place. If the contractors require access to the school site, it is with agreement from SV and a member of staff will accompany them while they are onsite.</p> <p>MP has tried on two occasions to access the Single Central Record and has been unable to. Maria intends to view SCR before next FGB meeting.</p>	
14	<p>School Build Update – Information is limited between the contractors and school. Next Thursday there will be a meeting in the school hall, Elliots will be speaking to the local community and parents if they wish to attend about the school build. The structures for the new building are expected to be delivered in October. SV wishes to plan a meeting this term with parents to keep them informed and up to date with the new school build.</p> <p>SV advised that the building is likely to be complete towards the end of April 2018, Elliots would be unable progress with demolishing the existing school and landscaping until we move into the new building. Governors and the school may need to consider a 2 week break for the summer half term to allow the contractors to move us in to the new build. SV asked governors to consider this over the next half term and revisit at the next FGB in December to make a final decision. SV explained the variations between different circumstances. Governors highlighted concerns parents may raise in regards to childcare during the additional week that the school is closed. BT asked is there legal reasons parents can force the school to remain open? SV advised that the policy advises you may close the school in exceptional circumstances but these circumstances are not made clear. SI do we have access to legal advice regarding this? SV advised we have access to Devon’s support and that he will make contact to clarify further. SV will need to have more conversations with Elliots to ensure the build schedule is meeting targets before a final decision is made.</p>	<p>FGB</p> <p>SV</p>
15	Governor training required for 2017-18 – BT would like to attend governors update course when one becomes available. SEN training for BM.	
16	Reflect on the impact of this meeting – Governors reflected that this meeting has been beneficial and supported governors to set the procedure for the forthcoming year including being able to finalise dates, confirm committees and allocate new curriculum leads for this next year. A very useful discussion about the safety of children following the start of the new school build, and developed strategies to encourage staff to attend governors meetings to support the governors making strategic decisions.	
17	Items for agenda of next meeting: New information regarding Exclusions and Parent Governors	

The meeting closed at 7:03pm

Full Governing Body Minutes dated 21.09.17

Signed

Dated.....