

## Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	Thursday 13 <sup>th</sup> September 2018 5:30pm		Location		Newton Poppleford Primary School		
<b>Governors Present</b>	<b>Initials</b>			<b>Governors Present</b>	<b>Initials</b>		
Mr S Vaughan	SV	Headteacher		Mr C Hewitt	CH	Co-opted Governor	
Mrs J Bramble	JB	LA Governor		Mr J Ridgley	JR	Co-opted Governor	
Mr R Tubbs	RT	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mr S Finch	SF	Parent Governor		Mrs M Pinney	MP	Co-opted Governor	
				Mr S Ireland	SI	Co-opted Governor	

Apologies	Initials	Reason for Absence (Category of Governor)
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	<b>Election of Chair of Governing Body –</b> No nominations received prior to meeting, nomination from JS during meeting for JB to remain as chair for the following school year, BT seconded this nomination. JB agreed to remain as chair for a further academic year.	
2	<b>Election of Vice Chair of Governing Body –</b> JB nominated JS for vice chair, CH seconded nomination and JS agreed to be vice chair for a further academic school year.	
3	<b>Apologies for Absence –</b> Governors sanctioned apologies from Ben McGowan.	
4	<b>Quorum -</b> quorate	
5	<b>Declaration of Business interests –</b> governors checked through business interest declaration, made amendments where necessary and signed.	
6	<b>Agree Committee Members and Terms of Reference -</b> All terms of reference and committee members list circulated prior to meeting. Terms of reference for all committees agreed and committee members to remain the same, including chairs of committees.	
7	<b>Agree governors code of conduct for 2018-19 –</b> Circulated to governors prior to meeting, governors agreed code of conduct and signed.	
8	<b>Discuss governor vacancies –</b> currently 2 staff, 1 parent and 1 co-opted governor vacancies. SV advised one member of staff is currently enquiring and SV will follow up. SF suggested considering an incentive that could support staff to become governors. Parent governor election to take place this term. NM to send paperwork to SV for circulation to parents tomorrow. Suggestion made to consider changing the times of some meetings to enable staff governor to attend, however this could lead to governors having difficulties attending. CH suggested one meeting a year open to staff	NM

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Signed .....

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	to attend to ensure staff and governors' link is the committee chairs and SLT meetings that already take place. JB asked governors to consider anyone they may know that may be suitable for the role as governor and approach them to help fill the vacancies currently on the board. Jr suggested contacting the University of the Third Age in Sidmouth to see if there is any interest. JR will ask family member to make contact.	
9	<b>Agree Lead Governors roles and responsibilities</b> – current lead vacancies filled as follows: Health and safety - Stuart Ireland EYFS - Bob and John R, BT advised that his has little experience but is happy to take on the role alongside JR.	
10	<b>Assign Governors to new teams</b> – the new team will meet half termly and the suggestion is for governor to attend one meeting per term. These meetings are likely to be scheduled for Tuesdays at 330pm. Future possibility for governors to attend through skype if they are unable to attend meetings at this time. Student and Family Support – JB and BM Pedagogy and Curriculum - JR Learning Environments – SI Assessment for Learning – MP and BT (meetings to be scheduled for Thursdays from spring term. SV to circulate dates for meetings once agreed.	SV
11	<b>Review and agree minutes from previous meeting on 12<sup>th</sup> July 2018</b> – the minutes were agreed to be a true and accurate record of the previous meeting and signed by JB.	
12	<b>Matters arising from minutes on 12<sup>th</sup> July 2018</b> – none	
13	<b>Safeguarding Update</b> – safeguarding final report has not been received and Devon safeguarding team has no records from the visit. They have confirmation a visit has taken place but due to the individual leaving have no report, SV confirmed he has retained his notes from this visit. MP and SV were unable to meet in the summer break due to the demands of the school build, a meeting will be arranged for this term. 3 new members of staff have DBS clearance and are now on the single central record. Currently safeguarding issues are around the access to the new school building, access restrictions have been tightened due to access to the being limited. Access control is in place and members of the admin team will be monitoring the access to the school via the bridge once this open. Keeping Children Safe in Education updated guidance has been circulated with all staff members and requested they sign to confirm this has been read. SV will circulate to governors and request they confirm by email they have read the updated guidance.	
14	<b>School Build Update</b> – School is open and pupils have been onsite since Monday. SV advised the following issues are outstanding: Some of the fixed furniture in the school has yet to be installed Quote for access control has been received for the gate on the other side of the library, SV is currently querying the costs for this. Washing machine has been plumbed in to kitchen and is not in the agreed location, SV will query the costs and location. Broadband has now gone live yesterday and phone system will be transferred on Monday, this will be communicated with parents. Demolition has started in the previous kitchen building within their frame work set for asbestos removal. Once demolished this will then be tarmac in this area and finalized as a car parking compound. Elliot's will be managing their vehicle access during the day. Delay in the retained building use (new library) due to the path not being finalized and further confirmation this will take longer than the previous estimate of October half term. Request was	

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	<p>made for school to not have access to this building during this half term, SV has negotiated 3 weeks before the school takes over the access to this building.</p> <p>Elliots plan to take down the temporary buildings, followed by the main school building. This area will then be paved and new school signage will be installed. The main school sign will be located outside the school's secure line and will therefore be visible.</p> <p>CH asked when will the school have full access to the field and grounds around the new building? Due to the field recently being seeded with grass seeds access is restricted till beginning of October. SV will follow up with Elliots how they plan to discourage children from going on the grass once the fences are down.</p>	
15	<p><b>GDPR update training and documents review</b></p> <p>SV completed the training presentation to governors covering all areas of GDPR relevant to school governance.</p> <p>Currently the responsibility lies with SLT while we do not have a data protection officer in place and we are awaiting further correspondence from DCC with regards to DPO.</p> <p>With regards to letting the building, the school has been designed so that doors can be locked and this would restrict access to certain areas which contain personal data.</p> <p>Governors have received all bespoke policies and documentation prior to meeting to review, this have been recommended by the Resources committee for ratification in the summer term.</p> <p>AGREED: JB proposed the approval of:</p> <ul style="list-style-type: none"> <li>Breach and escalation procedure</li> <li>IT policy</li> <li>Pupils privacy notice</li> <li>Workforce privacy notice</li> <li>Privacy policy</li> <li>Retention policy</li> <li>Social Media Policy</li> </ul> <p>BT and MP seconded, all governors agreed to ratify listed policies.</p>	
16	<p><b>Governor training required for 2018-19</b></p> <p>BT requested attend understanding primary assessment and performance, once dates have been confirmed NM to book BT on course.</p> <p>SI will clarify dates for health and safety training, NM will book place once confirmed.</p> <p>SV is communicating with potential clerk to minute the meetings during NM maternity leave. SV will follow up.</p>	NM
17	<p><b>Items for agenda of next meeting</b></p> <p>none identified.</p>	
	<p><b>PART II</b></p>	
18	<p><b>Review and agree Part II minutes from previous meeting on 12<sup>th</sup> July 2018</b> – the PART II minutes were agreed to be an accurate record of the previous meeting and signed by JS.</p>	
19	<p><b>Matters arising from Part II minutes on 12<sup>th</sup> July 2018</b> - None</p>	

The meeting closed at 7:27pm