

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time		Thursday 6th December 2018 5:30pm		Location		Newton Poppleford Primary School	
Governors Present		Initials				Governors Present	
Initials				Initials			
Mr S Vaughan		SV		Headteacher		Mr C Hewitt	
Mrs J Bramble		JB		LA Governor		Mr J Ridgley	
Mr R Tubbs		RT		Parent Governor		Mr J Slade	
Mrs N Spencer Godfrey		NSG		Parent Governor		Mrs M Pinney	
						Mr S Ireland	

Apologies	Initials	Reason for Absence (Category of Governor)
Mr J Ridgley	JR	Personal commitments
Mr S Finch	SF	Work commitments

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
1	Notice - Received	
2	Agreement between Part I and Part II – No Part II items	
3	Apologies for Absence – Governors sanctioned apologies from John Ridgley & Simon Finch. JB introduced Nicola Spencer Godfrey as the newly elected Parent Governor.	
4	Quorum - quorate	
5	Declaration of Business interests – none	
6	Agree Minutes of last meeting on 13th September 2018 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by JB as chair.	
7	Matters arising from the meeting on 13th September 2018 - None	
8	Feedback on Data meeting with Brad Murray – The meeting was attended by Brad Murray, Stuart Vaughan and Julia Bramble and looked at the data relating to Y6/Y2 Phonics and Early years. The headline attainment is strong with improvement recorded in SPAG. Early Years attainment is in line with National figures. The Inspection Data Summary Report (IDSR) (attached to these Minutes) was not available at that meeting. SV reported that KKS2 Maths High Attainers did not progress as much as expected. BT asked if the high attainers who were not doing quite as well were disadvantaged. SV replied this was not the case. SV reported that progress data was affected by a small number of children who had joined the school late in the year. Brad mentioned that Mrs A Turner is a very experienced practitioner in Early Years and was complementary about progress with SPAG. JB reported that they had analysed data across all year group, not just Y6/Y2. Overall the results were really good and Brad congratulated SV at the school achieving them, especially with the new build going on at the same time.	
9	Confirmation of HT appraisal – JB reported that this had been carried out on 22 November 2018 by Brad Murray, Maria Pinney and herself. The appropriate report had been forwarded to the Pay Committee.	

Full Governing Body Minutes dated 06.12.18

Signed

Dated.....

Ref	Action or Decision	Action Owner & Deadline
10	Head teacher's Report – A copy is attached to these Minutes. In addition SV verbally reported that a child in Y2 who is for a short time in a wheelchair following an operation is receiving 1:1 support. This help is provided by an agency and will last for a couple more weeks. A child, who has been subject to exclusions, will be returning to the school on a 2:1 basis for safeguarding reasons, until a place at a Special School is available. Both these issues have budgetary implications.	
11	Questions from Teaching and Learning Committee Minutes (meetings 18 September 2018 & 6 November 2018) MP asked for clarification regarding the question raised by JB under 14 Policies for review (18.09.18) where JB asked whether helpers from local church providing RE do so in a way that is consistent with the Sex and Relationships policy. SV advised that as the church members were only telling Bible stories this was not an issue. This policy has now been updated.	
12	Questions from Resources Committee Minutes (meetings 20 September 2018 & 8 November 2018) – a) DBS checks – there is no mandatory requirement or official guidance for update checks on DBS but the Resources Committee recommended that we should be doing so although there would be monetary implications. Discussion took place as to the frequency of these checks (3/4/5 years) and it was decided that all staff should be rechecked every 4 years, and Governors on renewal of term of office (also 4 years). Proposed by SI and Seconded by BM. Unanimously agreed. b) Keeping Children Safe in Education (KCSIE) – All Governors are now required to confirm they have read Part 2 and Annex A. ACTION All Governors to read ahead of next Committee meetings. Clerk to prepare confirmation sheet for signing. c) Pay Policy – Approval recommended by Resources. Proposed by JS and Seconded by BT. Unanimously agreed	SV All Govs/ Clerk
13	Safeguarding Update – SV & MP have met and the Audit report and resultant Action Plan are attached. Visitors are required to report to the School Office and read an explanatory information sheet when signing in. Updated PSHE & SRE policies are to be reviewed by T&L Committee ACTION – Agenda item for next T&L meeting	All Govs Clerk
14	Health & Safety – SV had attended the Health & Safety Briefing by Babcock. The regularity of tree inspections has changed from every 3 years to every 2 years. A new risk assessment is required for the school water services.	SV
15	School Build Update – The children and staff are getting used to and enjoying the new building, although there is still a long list of snagging issues. Demolition of the old building has started but scaffolding will need to be erected around the block at the road end before that can be demolished. Elliots have been given an extension to the contract until the end of February 2019. MP suggested contacting the local gardening club to see if they would like to be involved with creating the Sensory Garden etc., as this would encourage the local community which was disappointed that all contracts had been granted to external contractors. Parking at start and end times is still a problem with parents ignoring double yellow lines and even moving cones to park in the entrance to the car park. ACTION - JS to organize another meeting of the Road Safety group.	JS
16	Monitor progress of School Improvement Plan - The new teams will be reviewing the School Improvement Plan in early 2019. ACTION - SV to advise dates of team meetings.	SV
17	Local Learning Community (LLC) – SV reported that the LLC was preparing a new sports programme at Sidmouth College. Moderation work would continue. The Parent Support Adviser was leaving the LLC and the post was being re-advertised. School Councils were being asked for suggestions of activities to undertake in attempts to break/create world records. The group is a placebo group in the national study on Metacognition.	
18	Policies reviewed by committees – The following policies had been reviewed at committee as indicated and needed ratification. This was Proposed by SI & Seconded by CH Agreed Unanimously <i>Teaching & Learning 18.9.18:</i> <ul style="list-style-type: none"> • Sex & Relationships Education <i>Resources 20.9.18:</i> <ul style="list-style-type: none"> • Managing sickness absence 	

Ref	Action or Decision	Action Owner & Deadline
	<ul style="list-style-type: none"> • Procurement • Grievance <p><i>Teaching & Learning 8.11.18:</i></p> <ul style="list-style-type: none"> • Access to the Internet • Homework • Attendance <p><i>Resources 8.11.18:</i></p> <ul style="list-style-type: none"> • Maternity and Adoption Support • Safeguarding • Acceptable Behaviour (Staff) • (Pay – see 12 above) <p>–</p>	
19	<p>Items for agenda of next meeting none identified.</p>	
20	<p>Date of next meeting: Thursday 7th February 2019 – also Governor Awareness Day</p>	

The meeting closed at 7:10pm