

# Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes						
Date & Time	Thursday 7 <sup>th</sup> February 2019		Location	Newton Poppleford Primary School		
Governors Present	Initials			Governors Present	Initials	
Mr S Vaughan	SV	Headteacher				
Mrs J Bramble	JB	LA Governor		Mr S Finch	SF	Work commitments
Mr R Tubbs	RT	Parent Governor		Mr J Slade	JS	Co-opted Governor
Mrs N Spencer Godfrey	NSG	Parent Governor		Mrs M Pinney	MP	Co-opted Governor

Apologies	Initials	Reason for Absence (Category of Governor)
Mr J Ridgley	JR	Personal commitments
Mr S Ireland	SI	Co-opted Governor

Absent without Apology	Initials	Category of Governor
Mr C Hewitt	CH	Co-opted 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 –. Apologies accepted.	
4	Quorum – quorate	
5	Declaration of Business interests – BM – section 11 – SDP. Otherwise none.	
6	<p><b>SLT Update</b></p> <p>Harriet Coogan (HC) covered an update on her main responsibilities: i) SENCO, ii) SCIT Training, iii) Literacy Lead &amp; iv) School based teaching.</p> <p><b>SCIT</b> (School Centre Initial Teacher) Training: student in year 4 – great opportunity to have additional resource in class. Heightens a teacher’s use of good practice and develops teachers skills from a coaching perspective. Quality of trainees is usually good and therefore beneficial to the school.</p> <p>Intention is to have two students, spread across term 1 &amp; 3 and another student in term 2.</p> <p>NSG questioned the impact on the students in class if the main teacher draws back. HC: student teachers are professional and well managed. So far positive impact from both students and teachers.</p> <p><b>Literacy:</b> <u>Accelerated Reader</u> software is proving an invaluable resource, with a positive impact on staff and more importantly the pupils. It allows the teachers to know exactly where the students are at and the pupils enjoy the quizzes at the end. The overall result is the pupils want to read more. KS2 are independently doing the quizzes, next is to train the KS1 to be able to do this independently too.</p> <p>BT: Could we train the KS2 to assist the KS1 in taking the quizzes? Will be considered as an opportunity.</p>	

Full Governing Body Minutes dated 06.12.18

Signed .....

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	<p><u>Literacy/Work Scrutiny</u>: both HC &amp; JM (James Morison) undertake work scrutiny of both English and Maths, checking areas such as: teachers marking, alliteration, 'hot' &amp; 'cold' tests at the beginning and end of term – providing a good benchmark as to how well the students are progressing.</p> <p>BT: Do the students get feedback in terms of how they are progressing? HC: once a week the students get a chance to comment on the corrections, along with peer to peer assessments. Additionally HC &amp; JM interview the students which helps provide a clear picture of performance of what's going on in each class.</p> <p>HC: Spelling continues to be promoted – 20 mins per day, fitting in well/aided by the current start times. The improvement in spelling continues to show through in terms of the results. Intention is to sign up to Spelling Shed; allowing online at home practice too.</p> <p><u>"Language Link"</u> – provides additional support for those needing extra help. At the beginning of reception a quick assessment on the students level of understanding is undertaken and each student is given a score. A bespoke plan is provided for each child including any specific resources. This allows the teachers to develop communications and language skills from reception age. The 'test is simple, 1:1, non-scary series of pictures on a screen where the student points to pictures when read a statement. Approx. 10mins per child for the assessment. It is also now used from a SEND perspective for those in KS1.</p> <p>BM – Both the above tool &amp; the closer relationship with Pre School will help identify issues earlier and ensure continuity of approach for the students as they move into school.</p> <p><b>SEND Duties:</b> this has become the biggest activity over and above the core teaching role; with lots of positive change currently underway:</p> <p>HC recently qualified in _____ - "complex and felt tougher than Head exams". In addition she has shadowed another SEND qualified teacher which has proved invaluable in terms of picking up tips and methods, i.e., sharing of best practice.</p> <p>The <u>monitoring system</u> has improved with staff awareness of SEND needs being much clearer. Three child friendly targets are set, including the students "own voice". Each teacher has a folder for monitoring each SEND student and the TAs do updates in this file too. Overall it is very a robust system and HC undertakes reviews of each folder every term. The students are on board with clear expectations for both the students and teachers.</p> <p>Develop <u>Provision Map</u> or wellbeing groups for students struggling with work/friendships. Donna has split her accelerated reading focus to also focus on mentoring. She is trained to link in with certain children struggling. Involving interaction with parents re the students needs including parent feedback where possible. Students on Wellbeing are on the kids plan and parents are made aware of this.</p> <p><u>Strategy Day</u>: to discuss the whole school plan potentially resulting in new policies &amp; bringing mental health into the system....working with other SENCOs to develop. It is likely these strategies will feed into Secondary schools going forward; providing additional continuity for each student over their schooling life.</p> <p>Currently <u>Mental Health Week</u> – where lots of activities have been undertaken: 'Normal Magic' &amp; other good simple ideas including the '10 a day' – to keep bodies and minds healthy. Details will be made available on the website. Yoga Day was also planned to promote the positive side of mental health.</p>	

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	<p>Development of the <u>Sensory Room</u> for those who need 'time out' &amp; benefits those students who have autistic tendencies too. Further work to do with the development of the sensory garden.</p> <p>Formal thanks from all of the Governors to both Harriet and Debbie in terms of all the good work and progress on SEND activity.</p>	
7	<p><b>Feedback from Governors Awareness Day</b></p> <p>Action: please all submit a summary of feedback on the Governors Awareness Day for the records.</p> <p>Early Comments:</p> <ul style="list-style-type: none"> <li>i) MP – the students displayed thoughtfulness of others</li> <li>ii) BT – the students were candid and objective about their learning.</li> <li>iii) JB: Thanks to staff and Governors for attending.</li> <li>iv) BT – attended the Sidmouth College visit which was well run and fun for the students, covering interactive science experiments.</li> <li>v) Teachers clear in terms of what the students needed to do and supportive throughout.</li> <li>vi) Purple pen system seemed to be working well. Visible evidence of feedback from students to teacher about how feeling about lessons/learnings.</li> <li>vii) Rocket day in Year 1 was well attended by parents</li> <li>viii) A calm &amp; well controlled environment was felt throughout the new school building in each classroom; potentially as a result of staff interacting more regularly.</li> <li>ix) Really positive feedback on Mrs Bradbury developing into a great teacher.</li> <li>x) Impressed with Mrs Singfield – calmly dealt with disruptive children.</li> <li>xi) Preschool well settled and positive feedback from parents during visit.</li> </ul>	All (pre next FGB meeting)
8	<p>Minutes from the meeting on the 6th December were agreed as true and fair. Two minor changes:</p> <ul style="list-style-type: none"> <li>i) Ben McGowen was present, however, this is not clearly stated.</li> <li>ii) MP – change to item 8 – switch Turner to Thomas.</li> </ul>	
9	<p>Actions arising from the meeting on 6<sup>th</sup> December 2018:</p> <ul style="list-style-type: none"> <li>• Item 12 – DBS timetable has been developed for refreshing the DBSs – complete</li> <li>• KCSIE – Governors have signed the list to evidence their having read and understood the KCSIEs policies – Part I &amp; II, and Annex A. For those outstanding the list will be made available in the school office to sign to confirm they have now read the policies.</li> <li>• It was suggested we utilise the Governors Awareness Day as a good means of attracting new Governors. The Governors induction to include the Code of Conduct as part of the process. Governor Induction Information to be circulated, to ensure still current.</li> <li>• Remind office staff to ensure all visitors read the Visitor Information Sheet on arrival.</li> </ul>	
10	<p><b>BM Update:</b></p> <p>Everything previously agreed last year is happening &amp; benefits are coming through. Harriet and Debbie doing an amazing job and very passionate about what they are doing – formal thanks.</p> <ol style="list-style-type: none"> <li>1. Action on funding to be more visible to SENCOs</li> <li>2. When School Pupil Tracker goes, ensure new tracker is SEND friendly.</li> </ol> <p>BM agreed to be the Wellbeing Governor.</p>	

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11	School Development Plan was reviewed as part of the Governors Awareness Day													
11	<p>Arrange Chair &amp; SLT Meeting – already organised. Nothing further to do, continue with SLT members attending the FGB meeting on a rotating basis.</p> <p>Meetings due to start at 3.30 and last for approximately 1 hour. Date for meetings:</p> <table border="1" data-bbox="151 521 1369 772"> <tr> <td data-bbox="151 521 399 582">26<sup>th</sup> February</td> <td data-bbox="399 521 1053 582">Pedagogy and Curriculum</td> <td data-bbox="1053 521 1369 582">JM</td> </tr> <tr> <td data-bbox="151 582 399 642">5<sup>th</sup> March</td> <td data-bbox="399 582 1053 642">Learning Environments</td> <td data-bbox="1053 582 1369 642">AT</td> </tr> <tr> <td data-bbox="151 642 399 703">12<sup>th</sup> March</td> <td data-bbox="399 642 1053 703">Assessment for Learning</td> <td data-bbox="1053 642 1369 703">SV</td> </tr> <tr> <td data-bbox="151 703 399 772">19<sup>th</sup> March</td> <td data-bbox="399 703 1053 772">Student and Family Support</td> <td data-bbox="1053 703 1369 772">HC</td> </tr> </table> <p>NSG – Agreed to sit on the Pedagogy &amp; Curriculum committee.</p> <p>Chairs of each meeting to encourage training needs where necessary. Any training needs to be booked via Vicky in the absence of a permanent Clerk.</p>	26 <sup>th</sup> February	Pedagogy and Curriculum	JM	5 <sup>th</sup> March	Learning Environments	AT	12 <sup>th</sup> March	Assessment for Learning	SV	19 <sup>th</sup> March	Student and Family Support	HC	
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12	<p><b>Agree SVFS &amp; Skills Matrix:</b></p> <p>Reviewed by the Resources Committee. Skills matrix to be circulated. SVFS proposed by BT &amp; seconded by JS. All agreed to adopt.</p>													
13	<p><b>Questions from T&amp;L Committee Minutes:</b> No questions from prior minutes.</p> <p>JB – requested that extra curriculum items like music /choir be added to the agenda on the T&amp;L committee.</p>													
14	<p><b>Questions from the Resources Committee Minutes:</b> Stuart to provide NSG with E-Schools log in details.</p>	<b>SV</b>												
15	<p><b>Questions from the Curriculum Minutes:</b> no meeting since last FGB, therefore no minutes to discuss.</p>													
16	<p><b>Safeguarding</b> – BT – when are the next safeguarding courses. SV to circulate dates.</p> <p>Auditor reviewing SCR this month, therefore agreed that there was no need for Maria to review again.</p> <p>Note: DCC has proposed a new format for SCR.</p> <p>MP: took Prevent Training.</p>													
17	<p><b>Health &amp; Safety</b></p> <p>Legionella – pending risk assessment.</p> <p>JS - a meeting happened with the Police, Highways, Parish Council &amp; another meeting is scheduled for next Friday 15<sup>th</sup> February with the County Councillor and Senior Highways Officer. Notes from the recent meeting to discuss Road Safety have been attached to the minutes.</p> <p>JB – raised a concern over the digger outside of the hall, in that the barrier looks inadequate. The developers have given reassurance that they know what they are doing and current earth works</p>													

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	<p>present no cause for concern.</p> <p>MP: raised a concern over the tall/difficult-to-move pans in the kitchen. Sally has said she is ok with them &amp; declined new alternative pans.</p> <p>SF: raised the question of maintenance of kitchen equipment. SV: MPS are the third party firm that undertakes maintenance and are review of all kitchen items will be done at half term.</p>	
18	<p><b>School build Update</b></p> <p>SV updated the Governors.</p> <ul style="list-style-type: none"> <li>• The whole playground is to be dug up, not just patching.</li> <li>• A decision is pending in terms of who pays for repainting the lines....noting a like for like agreement as part of the original build.</li> <li>• Installing the bridge canopy is likely to be quite invasive under the proposed method requiring empty both offices and therefore SV has pushed back requesting a less invasive method by fixing to the bridge instead.</li> <li>• The official opening day is 3.30 on the 30<sup>th</sup> April at the end of school day. Enquiries are being made in terms of a celebrity to officially open the school. There will be music from kids in the choir and an invitation will be put out to alumni and the village. The latter will also be used as an opportunity to collect donations towards outstanding works.</li> </ul> <p>BT: Has the situation with regards heating been addressed; i.e., windows were open in winter. SV – the breathable building system was not on as it is deemed too noisy. Equally this is not an air conditioning system and there is still a concern that the building will get too hot in the summer.</p> <p>SF: Questioned the level of planting as the developers complete the site?</p> <p>BT: When can the students use the field? SV: Easter for the bottom field and likely September for the top field.</p> <p>Question of will there be any outdoor play equipment? SV: The PTFA have a new challenge to raise further funds for play equipment, raised beds/sensory garden, a wild flower area, a walk way around the field (for the daily mile) and plaques/murals.</p> <p>Formal thanks from the Governors in terms of making the school run so well, so quickly after moving in and making it feel like a welcoming school.</p>	
19	<p>Agree policies previously reviewed at committee meetings:</p> <p>BT &amp; NGS left the meeting at 18.00. The meeting was no longer quorate at that point and therefore ratification of policies will be delayed to the next FGB meeting.</p>	
20	<p>No new agenda items for the next FGB meeting</p>	

The meeting closed at 6:10 pm