

## Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	13 <sup>th</sup> July 2017 5:30pm		Location	Newton Poppleford Primary School			
<b>Governors Present</b>	<b>Initials</b>			<b>Governors Present</b>	<b>Initials</b>		
Mrs J Bramble	JB	LA Governor		Mr S Ireland	SI	Co-opted Governor	
Mr S Vaughan	SV	Headteacher		Mr J Slade	JS	Co-opted Governor	
Mr B McGowan	BM	Parent Governor		Mrs M Pinney	MP	Co-opted Governor	
Mr M Barrett	MB	Parent Governor		Mr S Finch	SF	Parent Governor	
Mr J Durning	JD	Co-opted Governor					

Apologies	Initials	Reason for Absence (Category of Governor)
Mr R Tubbs	RT	Childcare commitments
Mr C Hewitt	CH	Work commitments
Mr J Rigley	JR	Family 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>Notice</b> – Received	
2	<b>Agreement between Part I and Part II</b> – No part II agenda items identified	
3	<b>Apologies for Absence</b> – Apologises sanctioned by governors for John Ridgley, Chris Hewitt and Bob Tubbs	
4	<b>Quorum</b> - Quorate	
5	<b>Declaration of Business Interests relating to the agenda</b> - None	
6	<b>Agree Minutes of last meeting on 18<sup>th</sup> May 2017</b> – The minutes were agreed and signed by the chair to be an accurate record of the previous meeting.	
7	<b>Matters arising from the meeting on 18<sup>th</sup> May 2017</b> – Following the last meeting Amanda Thomas has handing in her resignation as staff governor with immediate effect. SV will be looking to elect new staff governors during the autumn term. SV will check with AT if the gate checks have been completed with preschool. SF suggested having a number pin lock on the gate so the gate is always locked when it shuts. SV to follow up and action if required. SV discussed with Councillor Wright asked if she could chase further information regarding the owner of the nearby piece of land and footpath in connection with the travel plan for the school, Councillor Wright will be following this up.	SV SV
8	<b>Monitor School Development Plan</b> – SV updated governors on the schools SDP through his HT report. Information regarding school assessment data will be focused on in agenda item 9. No Nonsense Spelling has now been purchased. <i>BM asked how will this be monitored if this is an effective resource?</i> Tests for the children are being purchased to run alongside this programme, these test will be termly, and the children / teacher will be able to review and monitor their progress through the results of these	

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	<p>tests.</p> <p>Members of staff have now completed Literacy training. The reading buddy programme is taking place every half term and we have more reading volunteers within the school consisting of parents and members of the local community. Babcock have complete training with staff, in house, on elicitation and hope to see the impact of this training in the autumn term.</p> <p><i>JB asked is there any follow up within school once a member of staff has completed any training? Once training has been completed, trained members of staff cascade information and learning to all staff through the school and resources to support any training are also purchased, if required.</i></p> <p>SEF for preschool has been completed and appraisals for pre-school staff are now in place, further actions to be evaluated in the autumn term. SENCO will be a job share between Mrs Coogan and Mrs Tollerfield, both staff members will be completing the qualification required. SV visited recent BETT conference and the school will be purchasing some valuable equipment from this. SV has received a list of wished for resources from teachers and will be putting this forward to PTFA to help fund raise towards purchasing in the autumn term. SCITT programme will be going ahead in the spring term 2018, training for staff will be commencing in the autumn term.</p>	
9	<p><b>Headteacher's report and assessment data results</b> – Information circulated to governors prior to meeting. <i>BM asked what actions are taken when we don't meet our attendance target? Officially we do not have to set a target, Devon set a target of 96% and Ofsted like to see a target being set. The Local Learning Community (LLC) partnership continues within a small group of schools which we still remain part of. As part of this we employ a Parent Support Advisor, they help to support parents where attendance is an issue. From September the LLC focus will be transition between primary and secondary schools. JB requested that the HT report reflects safeguarding data back to previous reports to see how this is trending. SF asked have we practised any emergency procedures other than fire drills within school? SV advised we have completed an emergency procedure previously. SV will assess if this needs to be completed again during the next academic year.</i></p> <p>Assessment data results were circulated to governors prior to meeting. This year our EYFS children have made good progress although they are not a strong cohort. EYFS and KS2 have both been moderated this year, this has confirmed the data results are accurate. National figures reflected in the reports are last year's figures as this year's statistics have not been released yet. KS1 figures are not strong, SV will be looking at children's individual progress from Year 1. KS2 data reflects that Grammar and Punctuation is strong, however spelling results are not strong. Following the purchase of No Nonsense Spelling, we hope to see assessment data improve for the next academic year. SLT have drawn up an action plan for moving forward with improving spelling. <i>BM asked has there been an impact on the results for KS2 due to the change in teaching staff? The childrens' results are impacted by their years of learning throughout their school life and not just their Y6 learning.</i></p>	SV
10	<p><b>Safeguarding</b> – Nothing to report further than information reported back to governors through HT report.</p>	
11	<p><b>School Build</b> – SV communicated to governors that he met with project manager, and their site manager, from Elliots. They have stated they are hopeful that the necessary papers would be signed by the end of this week. They are currently planning to start on either 24<sup>th</sup> July or more likely 31<sup>st</sup> July, there are various things that they will also try to do. They would like if possible to do a meeting for local residents (those close enough to the school that are likely to be affected by the build - particularly those on School Lane) although this of course could be tricky. SV will need to have meetings with Elliots in the week of 24<sup>th</sup> July, as well as several others during the holiday if the build does commence. There is still no definite confirmation that the build will be going ahead at this time. SV has completed a letter to go out to parents, would like to distribute this week to parents on the premise that it seems likely the build will commence. Governors agreed this should happen. SV showed to governors diagrams of how the schedule of works are likely to progress. <i>SF asked SV how much management will be required by the school on this build project? SV explained will need to have initial meetings over the school holidays to ensure that the day to day logistics are covered and Elliots are keen to</i></p>	

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	meet every Monday during the build. SV will continue to communicate to parents through eSchools, emails, and text message during the summer holidays. Governors offered to help out throughout the summer to ensure SV does have a break during the summer holidays.	
12	<b>Questions from draft Teaching and Learning Minutes</b> – Minutes circulated to governors as part of documents for this meeting, no comments or questions raised. SLT met this week and discussed reducing the curriculum teams to 3 termly and suggested a governor and a deputy governor lead for each curriculum area so at least one governor can attend these meetings. Governors agreed to allocate governor/ deputy leads at AGM meeting in September.	
13	<b>Questions from draft Resources Minutes</b> – <i>JD asked has it been agreed who will be overseeing the governors induction?</i> Agreed for JB to oversee this and delegate to governor within the board when new a governor is appointed. NM to send JB new governor induction policy. SV advised governors of recent email in relation to the neighbourhood plan. SV will forward email to JS. JS advised that resources committee have reviewed a revised budget, and have agreed this budget which sets a deficit of around £4000 in the first year. <i>JB asked when do we need to consider taking next steps?</i> Within the next year we need to monitor the budget closely. We hope the new school may support a reduce in expenditure, however if the build does not commence this year we need to be mindful there will be expenditure to the existing school to ensure health and safety is kept a priority. <i>SI asked is there any further information on the national funding formula?</i> At present there is no reliable news about the national funding formula.	NM SV
14	<b>Review progress the school has made during the year</b> – We have had a challenging year and have been able to keep our standards and the ethos of the school positive. Y6 have set an example through the school for the younger children. Staff are upbeat with the challenges they have faced over the course of this year. Sports day was great and the school play has had fantastic feedback. Visitors to the school have reflected on the positive aspects of the school and how they enjoy visiting the children and the school. The Year 6 children reflected on how they enjoyed their Escot residential trip.	
15	<b>Reflect on the impact the Governing Body has had on the outcomes for pupils over the academic year</b> – To appoint new staff governors for the board, being mindful this is an additional commitment to ask for staff. We have new members of staff joining the school that may be interested in this additional role. SV will be asking staff in September. Governors suggested if we are unable to appointed a permanent member of staff as a governors, staff members could rotate between meetings to help governing board continue to have contact directly with staff at meetings and from staff to help report back on the impact the governing board are having within the school. The reading champion has been a success and is having a positive impact with the childrens' learning. JD suggested having an impact agenda item at each FGB meeting to help reflect progress throughout the year. Governors agreed for additional FGB agenda item to start from the autumn term meetings.	NM
16	<b>Review of Skills Audit</b> – Document collating the responses following governors completing their own individual skills audits was circulated prior to meeting. Governors discussed the results and reflected that on completion this has reassured the governing board that there is a variety of skills contributed by each governor and no gaps have been highlighted. JR to complete his skill audit and review again at next FGB.	JR
17	<b>Keeping Safe in the Sun</b> – SV advised we put a reminder out to parents every April about keeping safe in the sun and what parents need to provide to the school to keep their child/ren safe. At break and lunch times during hot weather, we have reduced the exposure children have to the sun. Ensuring there is enough shade and shelter in the playground during these times. JB has researched guidelines and policies that are currently available. Cancer research has some information that can be circulated to parents, and information to support schools developing a policy. JB is still concerned that as a school we are not giving it enough visibility. We	

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	<p>have a mix of children and parents that cooperate with these guidelines. SV advised the PE sessions are reduced and shaded areas are used during these sessions. Previously when governing board reviewed this, it was decided not to have a policy within school. Spare caps are provided to children that do not have access to a cap, and children without water bottles have a break built in to their lessons to get water, and parents are reminded about sun cream. Agreed to send this message out more regularly during times when the weather is more extreme. Cancer research also offer education to parents and children which we could use if required. Actions are already being taken in school when the weather is extreme.</p>	
18	<p><b>Agree meeting dates for 2017/18</b> – Meeting dates were agreed by all governors. Governor awareness day has been changed to 1<sup>st</sup> February due to children being out on a school trip on the 15<sup>th</sup> March. Governors gave apologies in advance for meetings they are unable to attend. NM will circulate amended dates to governors.</p>	NM
19	<p><b>Items for agenda of next meeting</b> – Impact agenda item to be included in each FGB meeting.</p>	
	<p>Date of next meeting: Thursday 21<sup>st</sup> September 2017  Staff and Governors meeting: Tuesday 21<sup>st</sup> November 2017  Governors Awareness Day: Thursday 1<sup>st</sup> February 2017</p>	

The meeting closed at 7.24pm