

Newton Poppleford Primary School

Full Governing Body Meeting

Meeting 1 Part I Minutes

Date & Time	Thursday 3 rd December 2020 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	
Mrs T Murphy	TM	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mr G Oldroyd	GO	Parent Governor		Mr S Ireland	SI	Co-opted Governor	
Mrs N Dowsing	ND	Parent Governor		Mrs M Gadian	MG	Co-opted Governor	
Mr C Trengove	CT	Parent Governor		Mr B McGowan	BM	Co-opted Governor	

Apologies	Initials	Reason for Absence (Category of Governor)
Mr J Ridgley	JR	Other commitments

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Mrs N Mann	NM	Clerk
Mr J Morrison	JM	Deputy Headteacher

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
1	<p>Meeting chaired by JS. JS welcomed TM as new parent governor to the governing board.</p> <p>Feedback from Deputy Headteacher James Morrison</p> <p>JM joined the meeting to feedback on new role as deputy headteacher. SV and JM are meeting regularly and SV is beginning to delegate tasks to JM. Following recent meeting with Brad Murray, External Advisor, action plans have been developed for each subject with the subject leads. Brad Murray also delivers our training which support us to look at our impact and review within these plans. JM reflected on the importance of communication within the SLT and how the teams main focus is to offer support throughout the school. JM outlined the main actions from the subject plans that have already been developed, the remaining plans will all be completed by February half term, allowing enough time to reflect the main priorities in the school development plan. JM has also been reviewing resources throughout the school, a decision has been made to invest in new teaching plans for DT, Art, History, PE and Geography to support teaching in this subject. Outdoor environment is been developed with TM, ND, Adrian Ableson and some outside support. Loose park play on both fields has been developed with the use of many resources. This has had a creative impact on the school playground. Staff have been trained with regards to risk assessing during break times. Further plans are in place for the outside areas. Fruit trees have been obtained to begin an orchard. Sensory garden plans have been completed and funding is being sourced. Willow tepees are been installed. Playground shelter is also being considered. Wildlife garden, buddy benches, access to both areas of the site are being discussed, permanent structure in adventure island and also the purchase of our own school chickens. JM reflected it has been a huge privilege to be part of developing the outdoor environment. JM is also part of the teacher research group which has offered him the opportunity to review, observe and support with identifying the impact of planning within maths. This will help to make improvements in how we plan for maths moving forward, including moving maths learning into an interactive process. <i>GO asked are you enjoying the deputy role and able to balance this with your teaching role? the most difficult part is the balancing the two roles, sometimes there can be impact on the time in the classroom</i></p>	

Full Governing Body Minutes dated 03.12.20

Signed

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	<p>and ensuring consistency in the teaching within the year 6 is key. JM reported he is enjoying the role, supporting staff with their development, and feels there is great enthusiasm as a staff team that we work openly, consistently and inclusively as a whole. JM reflected that he is working on his organisational skills in this new role. BM thanked JM and asked SV if there are any clear benefits that you have been hopeful to see with the new deputy role? It is early days and I am becoming more confident in delegating lots more of the heads role to help with succession planning for the headteacher role in the future. SV feels the structure is going well and thanked JM for his support in his new role. CT asked JM with regards to your subject plans, how far is it moving towards the transition to secondary school? JM has regular contact with Sidmouth college and we have planned series of virtual events, which is a great start to the year 6 transition. CT asked are you planning to work with subject leads at the college to move subjects on? Yes, children will meet those subject leaders virtually at Sidmouth, however we have not had any transition details from other colleges at present. Pre COVID-19 we did want to get subject leads together to help with transition, we are keen to get this up and running virtually if possible, to allow us to feed in how our curriculum looks. GO asked could Sidmouth lend music equipment to support music at the school? JM and SV responded this would be great if we can find a safe way to do so.</p> <p>Governors thanked JM for his time at today's meeting and the quality of his presentation and report back to the board.</p>	
2	Notice – Received	
3	Agreement between Part I and Part II – No agenda items in part II	
4	Apologies for Absence – JR apologies were sanctioned by governors	
5	Quorum – Quorate	
6	Declaration of Business Interests relating to the agenda – None	
7	Review and agree minutes from previous meeting on 17th September 2020 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by Co-Chair, JS. JS will send signed minutes in to school.	
8	<p>Matters arising from minutes on 17th September 2020 – PTFA have sourced books for the library following recommendations sent by MG. MG has completed various training courses over the last few months, the courses have reflected on questions governors should be asking, MG asked when is an appropriate time to focus on the questions that have been suggested? SV reported he is happy to answer questions should they be asked at any time.</p>	
9	<p>Review and Approve Admissions Policy 2022-23 – GO asked is there a reason as to why the admissions policy does not reflect priority of children attending Little Popples feeding into the school? SV advised as we are a maintained school, Devon do not allow us to prioritise on this basis. Academies however are allowed to stipulate preferred feeder schools.</p> <p>AGREED: JS proposed, SF seconded and all governor approved Newton Popleford Admission Policy 2022-23.</p>	
10	<p>Budget Preschool Budget has been reviewed and recommended for approval by the Resources Committee. CT asked what is the impact in the reduction in staff hours? this reduction is due to member of staff no longer working on a one-to-one basis, and therefore has no negative impact.</p> <p>AGREED: JS proposed, SI seconded and all governors approved the recommended pre-school budget.</p>	

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11	<p>Head teacher's report – SV circulated prior to meeting. MG asked if the SENCOs have completed the required training that is now mandatory? Yes, both SEN leads have completed this. MG asked is funding available for the training outlined in the HT report? SV replied this has all been budgeted for in the main school budget. MG asked have all the staff had the relevant safeguarding training including safer recruitment? JM and SV have completed level 3 safeguarding, all staff have received level 2 refresher, next refresher due in September 2021. We regularly use the one-minute guides with all staff. Safer recruitment was not reflected in our OFSTED inspection, SV confirmed governors and staff have completed the relevant training for safer recruitment. MG asked does the SDP include SEN section? Yes. MG asked do we share good practice with other schools? Yes, we do when we can but at the moment it is difficult due to current restrictions.</p> <p>DFE have confirmed that primary schools EYFS and Y1 phonics will go ahead. Y2 SATS will not take place but be teacher assessment instead. Y4 tables check is non statutory. Y6 SPAG will not be required, Reading and Maths test will continue as normal under different timescale. Teacher assessment in Y6 English.</p> <p>MG asked if the staff member is ok with regards to the incident? Yes, they are. CH asked is there any further support needed as a result to the incident against staff member? Actions are being completed and this should result in a positive impact and eliminating any further risk. MG asked are the bullying incidents from the same individual? No, they are separate. MG asked if there is any additional training offered for homophobic or racial incidents that may occur? SV is unaware of any. CT asked how are we funding the extra requirements related to COVID? We have claimed in the summer term, we will not get the full money we claimed for as government have turned down the addition hours for Adrian Ableson. So, these have been an added expense to our budget. COVID will have cost us and we are looking at maintaining the carry forward although this would have been greater without the additional expenditure for COVID. CT asked are parents maintaining their social distance as they should? We are finding that during the morning drop off they are, however there are concerns once they have collected their child at the end of the day. CT asked would there be an improvement of further staggering to the year groups? It may be but staffing would be an issue, along with parents with children in different year groups. Sourcing funding for stair case up the grass bank may help allowing another route for parents to be able to exit the grounds.</p> <p>ND reported year 2 phonics results are very similar to last year, which highlights the previous input prior to lockdown and the home learning completed has had a positive impact on maintaining positive results.</p> <p>Governors would like to thank all staff for their support and input into the learning journeys throughout the period of school closure and months that have followed.</p>	
12	<p>Questions from Teaching and Learning Committee Minutes – GO asked was it viewed that the 10-telephone consultation following reports was negative or positive? Yes, we took this positive that parents were satisfied with the information they had received in the report sent out. Staff did make direct contact with the harder to reach parents to ensure they didn't require further information. TM reported that parent engagement is highlighted with importance in a recent communication from Babcock, and asked do we send an annual survey to parents? We have done in different formats throughout the years. Within the years before OFSTED, we had not received any significant responses from our surveys however the OFSTED survey received 52 responses. We will be completing an annual survey in 2021.</p>	
13	<p>Questions from Resources Committee Minutes – No questions asked.</p>	
14	<p>Safeguarding – to include ratifying Safeguarding policy – SV and MG have review and personalised the policy, this was circulated to governors prior to meeting. Following recent training MG attended, they suggested adding information relating to loan sharks to the school website, MG asked should we do this? SV advised we do regularly keep the website updated with information relating to scams, if we are to receive any suggested information relating to loan sharks, we will add this. SV felt he would</p>	

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	<p>be unsure what to add if the information was not supplied.</p> <p>AGREED: BM proposed, GO seconded and all governors ratified Safeguarding Policy.</p>	
15	<p>Equality – BM will forward the information he has collated to SV with regards to the equality objectives. GO will share the information he has received from his training with BM. Governors reflected on the schools open collection of books covering topics of different races, genders and sexualities and how this is incorporated within the children’s reading so they can identify themselves and others within their county and community.</p>	BM
16	<p>Health and Safety – Following recent communication, Elliots are no longer accepting responsibility to complete the works required for the bridges as they state they have built the bridges to requirements outlined in the specifications. SV advised he is awaiting an outcome on this as currently having to continue to use the grit due to health and safety concerns. <i>BM asked if we can get any anti slip paint?</i> SV has been advised that this would not be suitable on the material that has been laid on the bridge.</p>	
17	<p>Questions from DAG updates – We are not eligible to apply for the staff COVID expenditure refund due to us having a positive carry forward at present. MG advised DAG have updated their “Maintained School Governance how effective are you?” quiz, Governors agreed to use this as a review tool in July. <i>GO asked do the governors have their own part in the SDP?</i> SV advised previously there has been and governors agreed to consider this as part of their audit of the board in July. <i>MG asked governors for some feedback on her reports from the DAG communication.</i> Governors reported the content of these reports are useful and are saving many governors valuable time to find the relevant information they require. JS felt it is important for one governor to be able to read through the information thoroughly and report back to committee. MG agreed to continue.</p>	FGB July
18	<p>Review / Complete Skills Audit Overall, the skills audit is positive. JS suggested the board consider training for all governors who may score low in the areas where the overall score is 3 or below. BM reflected that previously we have collectively done training which has helped to support the governors with data. Governors agreed training could be completed at a FGB meeting in the new year. How we monitor against national performance measures could also be covered within this training. Governors to consider any one they may know who may be interested in joining the board and approach. 2 co-opted, 1 Staff and 1 LA governor vacancies currently on the board.</p>	
19	<p>Play Policy – Circulated to governors prior to meeting for review. <i>JS asked under developing play environment it refers to further appendixes, should these be included?</i> ND advised the appendixes are being worked on at present and will be included once fully completed. SV reported that what has already been introduced has been successful so far, and confirmed these appendixes will not affect the approval of this policy. MG commented, the policy is fantastic and a real asset to the school. <i>MG asked do we need to add risk assessment to the policy?</i> SV advised there is a risk assessment in place and reference to this can be added to the policy. Our risk assessment does support that we have identified that potential risks in this motion moving forward. CT wanted to express thanks to all the staff for the development of this play policy and the new resources that have been sourced for childrens’ enrichment during break times. TM reported back that her child is full of stories of what fun and exciting things he is doing at play time, including the imagination and team work that is happening. <i>ND asked could we add a target or goal related to play in our SDP?</i> SV will speak to JM. <i>BM asked how do we plan to measure this activity and do we need to?</i> ND feels there is deeply ingrained behaviour for adults to supervise when outside and regular conversations with staff supporting break times to offer support to help enhance play and how children can be encouraged to evaluate.</p>	

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	<p><i>ND asked with our aim to provide play opportunities on a daily basis, could we explore further the play project information we received from Greg Botwill? SV confirmed he would like to invite Greg Botwill to visit and complete further training around the play project. SV and ND confirmed the previous training from Greg Botwill was beneficial and offered fantastic support including advice for staff. CT asked are we expecting a positive impact on academic performance through this? Yes, there is far less fall out between children during break times allow teachers to begin lessons immediately after break, encouraging the children to look at ways to work together better, enhancing gross motor skills, and using their imaginations which will help academically with their writing.</i></p> <p>AGREED: GO proposed, MG seconded and all governors agreed to ratify the above play policy, to be added to a 2 yearly review cycle.</p>	
20	<p>Policies reviewed by committees / to be ratified: Grievance Medical Pay</p> <p>AGREED: JS proposed, SI Seconded and all governors agreed to ratified the above policies. SV abstained.</p>	
21	<p>Items for agenda of next meeting Benchmarking SEN update</p> <p>JS, on behalf of the board, Thanked BM for his contribution to the board and he will be greatly missed. BM reflected on his memories of the board and how he has real admiration for the school, both the staff and children are a real credit. BM has enjoyed being part of the board since 2011.</p>	
	<p>Date of next meeting: Thursday 11th February 2021</p>	

The meeting closed at 7:38pm