

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	19 th March 2020 5:30pm		Location		Newton Poppleford Primary School		
Governors Present	Initials			Governors Present	Initials		
Mrs J Bramble	JB	LA Governor		Mr C Hewitt	CH	Co-opted Governor	
Mr S Vaughan	SV	Headteacher		Mr J Slade	JS	Co-opted Governor	
Mr B McGowan	BM	Parent Governor	Via Zoom	Mrs M Pinney	MP	Co-opted Governor	
Mr S Ireland	SI	Co-opted Governor		Mr S Finch	SF	Parent Governor	Via Zoom
Mrs M Gadian	MG	Co-opted Governor	Via Zoom				

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

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	<p>SLT Feedback – Due to current circumstances around Covid 19, SLT could not join the meeting, if Harriet Coogan had prepared any information prior, this is to be circulated with governors.</p> <p>Marian Gadian has expressed her wish to become a member of the governing board as a co-opted governor, a unanimous vote took place and the following was AGREED: JB proposed, BM seconded, and all governors voted Marian Gadian to become a co-opted governor as part of the Newton Poppleford Primary School Governing Board. Governors welcomed MG to the governing team</p>	SV
2	<p>Discuss FGB Chair allocation moving forward –</p> <p>JS suggested asking for a chair to come forward at the September AGM, SF added if there is not a direct volunteer at this point, governors may wish to consider a plan to move forward. Maybe a rota for the governors we have remaining. JB added that within the role of chair there are roles that fall outside the meeting that would need to be considered, such as a permanent contact for MASH, point of contact for DCC and external agencies. JB and NM to meet and begin a list of these roles to ensure they are considered if a chair is not allocated at the September AGM. <i>MG asked if there is the expectation that the chair of the PTFA is also a governor of the school?</i> Currently not, MG added that from her own personal experience at her son's school the PTFA chair had also been required to be a school governor and this worked well. SV advised this could be approached, however he is aware of how busy the current PTFA chair is.</p> <p>Meeting Enter part II at 5:42pm and returned to Part I at 6:21pm</p>	JB/NM

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3	Notice - Received	
4	Agreement between Part I and Part II – agenda items 8,25 and 26 falls into PART II	
5	Apologies for Absence – JR was unable to join through zoom, apologises sanctioned by governors	
6	Quorum - Quorate	
7	Declaration of Business Interests relating to the agenda - None	
8	OFSTED Feedback – Item covered under Part II	
9	Agree Minutes of last meeting on 13th February 2020 – the minutes of the last meeting were agreed to be a true and accurate record of the previous meeting and signed by the chair (JB)	
10	Matters arising from the meeting on 13th February 2020 – None	
11	<p>Feedback from External Adviser visit –</p> <p>MP feedback on progression and results headlines following Brad’s visit on 6th December 2019</p> <ol style="list-style-type: none"> 1. Move from old school building to new: this had been well managed, the quality of teaching and learning sustained. Health and safety were effective during all times. Pre-school leader works well with Early Years leader as part of the new school structure. 2. Year 6 data for Maths we are in the bottom 20% of schools, this increases the risk of OFSTED inspection, which has now taken place. Discussion around our middle band progress, this can be linked to there being 14 children joined and left that cohort in the 7 years. 36% started in reception. 40% started in KS2 and 18% in year 5 and 6. 3. Current year 5 writing may be an issue. <p><i>SF asked for those children who have been consistent and continuous throughout this cohort, are we able to see the result for these children only? SV advised their progress score had been above 0. SV reported although the headline doesn’t read well, this has been considered as part of the development plan and Maths is a focus throughout this. Brad Murray was delighted with the results we got.</i></p>	
12	<p>HT Report – Verbal –</p> <p>Operation Encompass calls have increased this year, Ofsted focused on safeguarding and were happy with SCR. They were happy with what we are doing as a school and as governors in this area.</p>	
13	Questions from Teaching and Learning Committee Minutes – Governors had no questions	
14	Questions from Resources Committee Minutes – Governors had no questions	
15	<p>Report from Team meetings – to include SDP share with staff –</p> <p>Agenda item postponed as awaiting OFSTED report. SV will add staff changes to SDP in line with agreed new staffing structure.</p>	SV
16	<p>Approve SFVS for submission to LA –</p> <p>SFVS has been reviewed and recommended by the Resources committee and circulated to governors prior to this meeting.</p> <p>AGREED: JB proposed, SF seconded and all in agreement for SFVS to be submitted to LA.</p>	ADMIN
17	Safeguarding – as discussed under agenda item 12	
18	<p>Health and Safety Update</p> <p>Following the announcement yesterday, school is waiting for advice from DfE on who is a key worker, we will then have more understanding as to the number of children we will have in school. School will be open next week between 8am-5pm for key workers. Sally Mortimer (Kitchen) will be in, all staff will be required to be in on Monday although we may not need full staffing capacity. Delivery of meals</p>	

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	<p>for FSM children not in school will be completed once we are confident GDPR is in place. <i>CH asked will it add issues around food hygiene?</i> SV advised currently this is viewed as a 'need must' situation, once the voucher scheme from the government is in place this service will no longer be required. As a school we do not want to see these children go without while they wait for the voucher scheme to become available. <i>SF asked about the affordability of supplying the FSM in the longer term with this?</i> The government have acknowledged that our school budgets will potential adjust due to the current circumstances. We can only wait for the government to step in and await that information. Our budget has been set on the normal school year and cannot focus on what is the unknown. Sally Mortimer is in communication with the current schools we supply meals for and we intend to supply FSM for these too.</p> <p>Following an email received from DCC, there is a phase 2 plan for next week and Easter break, followed by a further plan for when we return after Easter. Amanda Thomas has reported back to SV that some children in school will not respond well to the change. SV is still waiting for various questions to be answered by Devon. SV has asked staff to identify their availability to work during the school holidays should we remain open to key workers, SV is unsure at present how this will be paid. In terms of safeguarding, children that fall under safeguarding concerns have been reported back to SV and James Morrison, and ensured contact details are up to date.</p> <p>Booklets have gone out to children with work that they can complete at home during the school closure. Access to google classroom have been sent out to for all year groups including information on apps and software that are available to access for free from home. SV has sent out email to parents containing links to eBooks that are available to the children. Communication with parents with continue to be sent out electronically. <i>SF asked how can teachers monitor the work that is being completed?</i> It will fall down to the parents to ensure their children are completing work that has been sent out. Google classroom will be a method of contact for children and teachers. Children who will be attending the school, we will act as childcare and will not be teaching these children.</p> <p>BBC are introducing educational programmes to help children. SV will be consulting parents on if their children have access to electronic devices to complete this work and hope to be offer devices to these individual children that do not. <i>BM asked do you have an idea of which children can already work remotely?</i> Some classes have already tried working remotely and results have been successful so far, this has also identified one child that does not have WiFi access or any technology, we will be sending out paper copies of the work for this individual.</p> <p>SV reported Twitter has been useful in finding information.</p> <p>Governors discussed the safeguarding document circulated prior to meeting. SV alerted governors that currently one child is in this process for Child In Need, this child is currently self-isolating. JB reminded governors, should they have a concern they could contact SV or MASH directly. MASH details can be found on the school website.</p> <p>SV highlighted that staff do not feel appreciated by central government and includes feelings of being undervalued.</p> <p>Parents have been extremely thankful for the staff actions and support during this difficult time. Important for the governors to maintain contact with school during this period. Governors would like to thank the staff for their continued support in this difficult time. <i>CH asked if the staff that cannot come into the school, how do we maintain the well-being of the staff during this time to reduce isolation?</i> To maintain contact throughout this time is vitally important via Microsoft teams, email and phone calls.</p> <p>All exams are to be cancelled.</p> <p>School Emergency plan is already in place and communication with parents is already set up. <i>JB asked how do we monitor the expectation of staff during this time?</i> Marking and juggling childcare will be difficult for all, we have considered how this can be done effectively and tracked through educational</p>	

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	<p>software to minimise time for staff. CH said we must be mindful we are not added any additional pressure at any time. It has been proposed that staff can work across open schools locally to cover the need required.</p> <p><i>CH asked if some staff are working and some not, what happens with regards to their pay and how this is linked back to the budget that has been set?</i> SV has received information that schools continue to employ all staff and the school's budget income is guaranteed.</p> <p>JS reported a parent was really pleased and grateful to what the school has done with regards to keeping them informed with updates via communication.</p> <p>SV intends to keep governors updated on a weekly basis throughout this difficult period.</p> <p>SV has no concerns to raise at present with regards to staff.</p> <p>BM suggested maybe setting a plan for communications if there is an ongoing difficulty with eSchools and Microsoft teams is available for free at present if school wish to consider it for staff team collaboration.</p>	
19	Sun Safety – Postponed agenda item	
20	<p>School Build Update</p> <p>No response from the DfE as yet with regards to when the defects may be rectified, under the current Covid 19 Circumstances, SV is unsure if the meeting will go ahead as planned with the DfE and Elliots. SV has chased by email for an update.</p>	SV
21	<p>SEND –</p> <p>SEND policy circulated to governors following review by Teaching and Learning Committee.</p> <p>AGREED: SF proposed, JB seconded and all governors in agreement to ratify SEND policy.</p>	
22	<p>Policies to be ratified following committee recommendation</p> <p>Redundancy – policy reviewed by Resources committee and circulated prior to meeting</p> <p>AGREED: JS proposed, SI seconded and all governors in agreement to ratify Redundancy policy.</p>	
23	<p>Governor recruitment –</p> <p>Parent governor paperwork is ready to be circulated to the parent body, this will be sent out after the Easter break and updated at the next FGB on May 21st.</p>	SV
24	<p>Items for agenda of next meeting</p> <p>Governors to discussed how meetings will take place moving forward during this time. Virtual meetings may need to take place, at present new meeting dates may be necessary and governors agreed to continue to maintain communication about a new meeting date if required. BM suggested he can hold an audio conference for individuals that don't have access to computers. Virtual meetings may be accessible earlier in the day. Governors agreed for committee meetings to be postponed and for minutes to be included on the next FGB on 21st May and time to be changed to 330pm.</p> <p>DBS to be completed for MG once school is back to full capacity and NM to send governor information and training to MG</p>	NM
	Date of next meeting: Thursday 21st May 2020	

The meeting closed at 7:40pm

DRAFT until signed