

# Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	Thursday 13 <sup>th</sup> February 2020 530pm		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 J Slade	JS	Co-opted Governor	
Mr S Vaughan	SV	Headteacher		Mrs M Pinney	MP	Co-opted Governor	
Mr B McGowan	BM	Parent Governor		Mr S Ireland	SI	Co-opted Governor	
Mr S Finch	SF	Parent Governor					
<b>VISITORS</b>							
Marianne	M	Visitor	Left 5:45pm				

Apologies	Initials	Reason for Absence (Category of Governor)
Mr C Hewitt	CH	Work Commitments
Mr R Tubbs	BT	Work Commitments
Mrs B Bradley	BB	Illness
Mr J Ridgley	JR	Visiting Family

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	Notice - Received	
2	Agreement between Part I and Part II – No part II agenda items	
3	Apologies for Absence – JR, BB, CH, and BT apologies were sanctioned by governors	
4	Quorum – Quorate	
5	Declaration of Business Interests relating to the agenda – None	
6	Feedback from SLT Member – SLT member sent their apologies for this meeting and agenda item to be postponed to March meeting.	
7	Agree Minutes of last meeting on 5 <sup>th</sup> December 2019 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by the chair.	
8	<p><b>Matters arising from the meeting on 5<sup>th</sup> December 2019 –</b>            JB waiting for further responses from governors with regards to the social media governor's recruitment advert. Preschool recruitment advert went to preschool parents, no responses have been received. JB to work on a recruitment advert for the whole parent body to go out immediately after half term. BM can also send governors recruitment advert to local herald when it is ready.</p> <p>A further digital session has taken place this Saturday and had 15 people attend, BM has requested for more volunteers in the local community. These sessions have been successful so far and SV has received positive feedback from a member of the community that attended. Dates have been confirmed up to the end of the summer term, NM will circulate to governors. BM has sent an article to be published in the herald.</p>	JB/BM  NM

Full Governing Body Minutes dated 13.02.2020

Signed .....

Ref	Action or Decision	Action Owner & Deadline
9	<b>Update on HT performance review –</b> Confirmation the review has been taken place and reported back to pay committee.	
10	<b>Questions from Teaching and Learning Committee Minutes - None</b>	
11	<b>Questions from Resources Committee Minutes –</b> SV updated both positions available have been successfully filled; there will be a cross over period for the office role to help support new member of staff with training. Phone in the lift has been connected successfully and will be tested every 6 months when the lift service takes place. SV will now be following up with regards to compensation.	
12	<b>Questions from Curriculum Team Meetings –</b> <i>BT arrived 6:05pm</i> A few meetings have taken place, no governors have been able to attend. Reading feedback was positive, children fed back that a small percentage of them read to people at home and reported they like to be read to and we are working with ideas to help improve this, such as family reading event, and bedtime story events. <i>BT asked is there any support for parents that struggle with reading?</i> SV advised this is offered, along with free apps available for parents to help support their children. This information is circulated to parents regularly through the year. Accelerated reader in school is working really well for the vast majority of children. SF added that a previously the school encouraged children through a point competitive system, with prize incentives. SV will discuss with staff.  Maths deep dive identified new structures for scheme of work that we plan to follow, these will be agreed at the end of this term and we are looking into teaching approach called journaling.	
13	<b>Safeguarding –</b> The school have been focussing on online safety during this term. A recent incident that has taken place with regards to WhatsApp and has been dealt with accordingly. JB reported that feedback from parents in the messenger group was very supportive with the way in which the school dealt with this incident. BM suggested that James Morrison considers writing down the steps he took to deal with this incident for future responses if an incident should reoccur. <i>JB asked how far down the school are we passing the message on about what is acceptable?</i> SV advised we are passing messages through to all years in an appropriate way. The NSPCC also support with online safety, bullying and keeping yourself safe when they attend school. SV has talked with children about digital footprints and how this can impact their futures in a positive or negative way. <i>JS asked are the staff DBS rolling programme started?</i> Yes, this is now active, governors will be checked when their terms of office are renewed.	
14	<b>Health and Safety Update –</b> Phone line in the lift connected as reported in agenda item 12 above. BT reported he had noticed a toddler had been through the gap between the fence and the bridge, SV reported this area has been assessed and deemed as safe. <i>MP asked have any issues with the building been reported following the bad weather we have received?</i> SV advised there are some locations where water is coming through vents when the weather is particularly bad and the wind is driving rain in a certain direction.	
15	<b>Discuss Governors Strategic Role –</b> <i>JB asked is the development of the SDP progressing?</i> SV advised it is continuing to be the main focus of the staff meetings and will be shared with all staff after half term at meeting which governors are welcome to attend. <b>Meeting is taking place on 10<sup>th</sup> March at 330pm.</b> <i>JB asked when will the new SDP start from?</i> It will be in line with the budget year April-March. <i>SF asked, has this been delayed in developing the SDP been due the new OFSTED framework?</i> SV advised yes, and staff are	

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	<p>feeling more confident with this new framework as the SDP has been developed.</p> <p><b>SV will circulate meeting dates to governors, dates available to hand are as follows:</b></p> <p><b>3<sup>rd</sup> March - Science Deep Dive 3:30pm</b></p> <p><b>10<sup>th</sup> March - share the SDP with staff 3:30pm</b></p> <p><b>24<sup>th</sup> March - SEN 3:30pm</b></p> <p>Team meeting with regards to development of the SDP to be standing agenda items and agreed by governors.</p> <p><b>AGREED:</b> JB proposed BT to remain as associate governor until Easter if he chooses to and has the availability to do so. SI seconded and all governors in agreement.</p>	
16	<p><b>Items for agenda of next meeting –</b></p> <ul style="list-style-type: none"> <li>FGB chair allocation</li> <li>SLT Feedback</li> <li>Budget</li> <li>SFVS</li> <li>Recruiting governors</li> <li>Team meetings</li> </ul>	
	<p><b>Date of next meeting: Thursday 19<sup>th</sup> March – JS to chair in JB absence</b></p>	

The meeting closed at 6:48pm