

Newton Poppleford Primary School Full Governing Body Meeting

| Meeting 1 Part I Minutes | | | | | | | |
|--------------------------|--|---|--|-----------------|--|----------------------------------|--|
| Date & Time | | 17 th September 2020 5:30pm | | Location | | Newton Poppleford Primary School | |
| Governors Present | | Initials | | | | Governors Present | |
| Mr S Vaughan | | SV | | Headteacher | | Mr J Slade | |
| Mr S Finch | | SF | | Parent Governor | | Mr B McGowan | |
| Mr G Oldroyd | | GO | | Parent Governor | | Mr S Ireland | |
| Mrs N Dowsing | | ND | | Parent Governor | | Mrs M Gadian | |
| Mr C Trengove | | CT | | Parent Governor | | | |
| | | | | | | | |

| Apologies | Initials | Reason for Absence (Category of Governor) |
|--------------|----------|--|
| Mr J Ridgley | JR | Other meeting commitments |
| Mr C Hewitt | CH | Other commitments |

| Absent without Apology | Initials | Category of Governor |
|------------------------|----------|----------------------|
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| In Attendance | Initials | Capacity |
|---------------|----------|----------|
| Mrs N Mann | NM | Clerk |

| Minutes to |
|---------------|
| All Governors |

| Ref | Action or Decision | Action Owner & Deadline |
|-----|---|-------------------------|
| 1 | <p>Election of Chair / Co Chair of Governing Body NM asked governors if they would like to put themselves forward to Join Stuart Ireland in co chair model as no proposals have been received prior to meeting. JS offered to support SI in role as co chair for a 12-month period. AGREED: BM proposed, MG seconded and all governors in favor for SI and JS to carry out roles as co chairs during 2020-21. SI and JS agreed to alternate meetings under this model. SI to chair the remainder of this meeting.</p> | |
| 2 | Apologies for Absence – Apologies received from JR and CH and were sanctioned by governors. | |
| 3 | Quorum - Quorate | |
| 4 | <p>Declaration of Business Interests – None NM informed governors that annual business interest forms would be circulated to sign at next meeting held in school. NM asked governors to identify if there have been any changes to their business interests, JS no longer has any relatives as pupils at the school.</p> | |
| 5 | <p>Terms of Office – SI and SF SF will be leaving at the end of his term of office and thanked governors for his time working on the board. SI would like to stand again for a further 4-year term as co-opted governor. AGREED: JS proposed, SF seconded and all governors voted in agreement for SI term of office to be renewed from November</p> <p>JB and MP have handed in their resignation in, collection and card have already sent to JB. NM to organise collection and card for MP.</p> | NM |

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|-----|--|-------------------------|
| 6 | <p>Agree Committee Members and Terms of Reference Committee members discussed and agreed terms of reference. NM to circulate new updated committee members' document to governors. JS to continue to chair resources, BM and CT to work alongside each other to chair Teaching and Learning during the autumn term.</p> | NM |
| 7 | <p>Agree governors code of conduct for 2020-21 Governors agreed code of conduct for 2020-21 and be will be signed at next meeting in school.</p> | FGB |
| 8 | <p>Discuss governor vacancies Current vacancies: 1 LA, 1 staff and 1 co-opted governor. Once SF leaves in November there will be a parent vacancy. Governors agreed for parent vacancy to be circulated prior to SF departure to allow time for an election to take place if required. NM to send paperwork to SV.</p> | NM |
| 9 | <p>Agree Lead Governors roles and responsibilities - to include appointment of Lead and Deputy Governors Lead governors and responsibilities agreed, NM to circulate to FGB.</p> | NM |
| 10 | <p>Assign Governors to new teams - Governors assigned to new teams: Student and family support – BM and MG Pedagogy and Curriculum – remain with JR Learning environments - SI and ND Assessment for learning - CT</p> | |
| 11 | <p>Review and agree minutes from previous meeting on 24th August 2020 – The minutes were agreed to be a true and accurate record of the previous meeting. Governors agree minutes will be signed in person once we return to meetings in school and for now SI confirms these minutes have been verified.</p> | |
| 12 | <p>Matters arising from minutes on 24th August 2020 <i>MG asked is there many children attending breakfast and twilight? SV advised the numbers for breakfast club are good; however twilight this week has been quiet. Although the bookings for next week are looking more positive. SV has received an email from a parent asking as to why twilight cannot be extended to 5pm. At present there is not the capacity to do this under the current situation.</i> <i>SF asked is attendance back to normal? Currently there is 4 children under flexi school, 2 are being home schooled, one child has unauthorised absence as their parent has concerns for her health and therefore the child is remaining at home. We are trying to work together with her to help encourage her to support her child back to school. A few children been sent home and we have received some negative tests, one parent has tested positive and the family are self isolating at present. We are following the guidance set by government to assess if children have colds or Covid symptoms and what course of action we should take. Parents and children have been struggling to get tests and this is the challenge around attendance. 10 test kits were sent to school and we are able to order some more every few weeks. BM asked are you prioritising these for staff? No we are asking everyone to book a test, if they cannot to order a home test and if that is unsuccessful we will offer one of ours. GO asked are they of any cost to the school? No. Currently as the government form is not compulsory, we are not completing this at present due to the already increased workload for all members of staff, DCC/Scomis have advised they are running reports daily on attendance.</i> <i>CT asked are you providing work for those at home? Once we have been notified teachers are setting work for the following day via google classrooms.</i> <i>MG asked if the EHCP's require the need for further support staff, is that an added burden of cost to the school? Yes, one child with EHCP has now started, Y1 child's move has fell through and another EHCP child has now been allocated a different school. An advert has gone out for 1:1 support for the child who has started. With the staggered restructure day there will be additional costs for extra teaching assistant support. SV will prepare</i></p> | |

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| | <p>costs for next resources committee.</p> <p>SV advised all schools received an update to the risk assessment and SV can confirm these has been applied to the schools risk assessment.</p> <p>ND will chat to Donna Habbishaw who runs the library to begin a review on what is available from other cultures and return to FGB. MG will forward list of websites and references to support ND.</p> | MG |
| 13 | <p>Safeguarding / Mental Health Update – 6:35pm SV left the meeting, Agenda item 13/14 to be carried forward.</p> | FGB |
| 14 | <p>Equality – CFWD</p> | FGB |
| 15 | <p>Report from DAG – MG has circulated report collated from information received. <i>SF asked where it talks about the interim visit from OFSTED, are we likely to have one of these? And should we be prepared for this?</i> OFSTED have been talking about visits to schools in special measures or expecting a visit, but there has been no further clarification on this. <i>MG asked is the financing of the additional teaching assistant hours and cleaning likely to have a large impact on the school budget?</i> There will be impact on the budget and until we get the forecast of these costs, it is unknown the effect this may have on the budget. Resources will review this during the next budget monitor.</p> | |
| 16 | <p>Governor training required for 2020-21 NM to re circulate courses to governors and governors to identify any they wish to be booked on. NM to chase the confirmation for ND new governor course.</p> | NM |
| 17 | <p>Items for agenda of next meeting Budget Equality Safeguarding / Mental Health Update</p> <p>NM Circulate meeting dates with each meeting and to add all meetings on to teams</p> | NM |
| | <p>Date of next meeting: 3rd December 2020</p> | |

The meeting closed at 6:43pm