



MEETING OF THE FULL GOVERNING BOARD ON 7TH DECEMBER 2021 AT 8.30AM IN THE SCHOOL

“We are a community with a lifelong passion for learning.”

Present: Hilary Priest (HP), Head, Mike Waterson (MW), Ian Stewart (IS), Chair, Sam Gothard (SG), Rob Hill (RH), Sam Wilkinson (SW), Joel Mcilven (JM).

In attendance: Debbie Horton (Clerk)

Minutes

1	Welcome & apologies for absence* There were no apologies. CG was not present. His absence was sanctioned. SG arrived at 8.50am.
2	Attendance & declaration of Interest* The governors signed the attendance form. There was no declaration of interest.
3	Governing Board Composition Consideration of candidates for 2 co-opted positions One member of staff who had been interested in a governor position has now resigned from the school. Further contact with the other person will now take place next term. The meeting moved to Part Two confidential minutes at 8.40am. The meeting moved back to Part 1 minutes at 8.45am
4	Approval of minutes of last FGB meeting on 16th November 2021 They were approved as a correct record.
4.1	Matters arising from minutes of last meetings including progress made on the actions raised* <ul style="list-style-type: none"> • To gather information about 2 prospective governors and share with FGB - move forward to January 2022. • HP to let all staff know that there are vacancies on the governing board – not done - move forward to next term. • To organise a small working party to discuss impact of restricted access to the school and other continuing Covid measures, on the school community - meeting tomorrow 8.12.21 • RH/Sandie Lovell to go through CFR for the December FGB meeting - done • Visit plan to be drafted – done, but visits will start next term. • To set up an informal governors’ meeting to discuss Ofsted – meeting tomorrow 8.12.21 • To forward SWIFT training to FGB. HP to forward to IS. • Completion of governor safeguarding training. All, except MW Clerk to re-send information. • To complete skills audit – not done. Clerk to re-send link. • Please provide a short bio for the website and send to clerk – not done • Please sign the business register and KCSIE on GovernorHub – still a few to go <p>ACTION: RE-Send Safeguarding training link ACTION: SWIFT training – forward link (HP) ACTION: Skills audit completion – Clerk to send link ACTION: Bio for website (all) ACTION: KCSIE signing on GovernorHub (all)</p>
5	Head’s Report (new format) For information and for monitoring <ul style="list-style-type: none"> • HP invited questions.

	<ul style="list-style-type: none"> • SG arrived at 8.50am. <p>Q: MW asked about alternative provision. A: One child is still on roll but being educated elsewhere on a temporary basis. The school is still responsible for their education and routinely checks in with the alternative provider and the parents.</p> <p>Q: JM asked who covered the cost of that education. A: Devon County.</p> <p>Q: MW asked when the transition process to secondary school starts for SEND children in Year 6. A: That is a two-year process, with the SENDco working with parents, and a structured 6 day transition. Most children go to KEVICCSs.</p> <ul style="list-style-type: none"> • MW noted that attendance has been good, and that reading scores were very good. SW said that about £15,000 had been spent on books, to good effect, and the Accelerated reader scheme was working well. • <p>Q: RH asked if there would be any performances this Christmas. A: No live performances as so many children and staff have been absent. There will be Christmas songs on Seesaw and a recorded Nativity performance for the Reception class. Hopefully there will be a live performance at Easter. Year 5/6 did do a performance last July.</p> <ul style="list-style-type: none"> • MW noted that CPD is now much broader and that behaviour appears to be excellent. <p>Q: IS asked about the impact of the SEND and Early Help TA's resignation. A: HP has decided to hold fire on finding a replacement because the school needs to think about that role, and what exactly is needed. The TA vacancies do need to be filled quickly however.</p>
6	<p>School Improvement Plan (SIP)</p> <p>To monitor</p> <ul style="list-style-type: none"> • The SIP for next term is under review. • The headlines are that curriculum development is going well; each subject has been RAG rated, and those ratings will be used to work out objectives for next term. • Music is complicated so it needs to be manageable. • DT is written up so now needs to be in place. • Spanish needs to be monitored to ensure it is happening in the way that is required. • A new format for SEND is being created. It is to be woven through every subject. • PHSE is going well. • Pupil premium audit to do • CPD is up and running well • New structure for middle leaders is running smoothly • The Babcock adviser is supportive and useful. <p>Q: MW asked if team teach is needed at the moment. A: No.</p> <p>Q: RH asked if the middle leaders had terms of reference. A: Yes, but they are not formal.</p> <p>Q: Is asked if middle leader roles go into job descriptions A: No, they are UPS expectations.</p> <p>Q: SG asked how SEND teaching weaves through the curriculum A: Class teachers will report this to the SLT.</p> <p>Impact for next term will lead from the curriculum and from a school review which SW has held. The governors' part has not been completed.</p>

7	<p>Budget</p> <p>To monitor/approval needed</p> <ul style="list-style-type: none"> • There was no updated monitor since the last FGB meeting as the budget remains the same. • RH reported that it is running smoothly, but there is space for more ideas. He said that grounds maintenance and repairs now needs to be a higher priority, as the school building is now 5 years old. • The CFR was approved and RH signed it. He had previously gone through it with Sandie Lovell. • Pupil numbers and implications - in Head's report • Benchmarking report – RH to do. <p>RH noted that historically the school spends a lot more on staffing that other schools, especially on TAs. There are a lot of teachers on the UPS, which is great from a teaching point of view, but it does create budget pressures. The school spends a lot less on repairs and maintenance than other schools.</p> <p>ACTION: Benchmarking exercise - RH</p>
8	<p>Policies*</p> <p>To agree (links below for policies)</p> <p>MW had gone through the policies and recommended them as follows:</p> <ul style="list-style-type: none"> • Safeguarding – new one, with October amendment - recommended • Acceptable Behaviour - recommended • Teachers' Appraisal - recommended • Support Staff Appraisal Scheme - recommended • Social media participation - recommended • SEND - recommended • Finance and Gifts and Hospitality - recommended • Governors' Induction policy - recommended • Data protection/GDPR – this version is quite different from the previous one. This is the DFE recommended policy and is clearer than the Babcock one. However, this one doesn't have any named roles, for example, Sophie Headley-Clark as the DPO. • Complaints policy. This is a new version, based on one from a primary partnership school. MW recommended that the reference to vexatious complaints should come at the end and that the flow chart in Appendix I is looked at further. SG thought it was a bit repetitive. IS and MW agreed to review this policy, and for the moment, the governors decided to stay with the old one. • SG thought it was important that governors had a sense of what themes emerged from both informal and formal complaints. The governors discussed how this might be done, as it could be quite complicated. Teachers often received mild complaints which might not be communicated to the Head. All complaints, however, were recorded on CPOMS, and governors would always know about formal complaints of which there was usually only about one a year. The governors agreed that this was a conversation to be continued, but in the meantime, the Chair and the Head would discuss any ongoing complaints in their fortnightly meetings, and the Chair would report back to the FGB. • Managing unreasonable behaviour - recommended <p>All policies except the complaints policy were reviewed and agreed.</p> <p>ACTION: To amend complaints policy – IS and MW</p>
9	<p>Safeguarding</p> <p>To monitor</p> <ul style="list-style-type: none"> • Safeguarding audit report <p>Q: MW asked why there were more MASH referrals than usual.</p> <p>A: HP said that there had been a lot of problems and trauma after the lockdowns and some families were struggling. This was happening nationwide. HP said that she had put more detail into her report about those MASH referrals. The school chases social services or the police up regularly to follow- up on those cases.</p>

	<p>Q: MW asked if the school was happy with the support in place for the two children in care in school. A: Only with one. The school continues to challenge the support given to the other one.</p> <p>SG wondered if the school needed to build in capacity around family support, through the SEND roles, to alleviate pressures on HP. HP said that the SEND and Early Help TA role did need to be made clearer, that the school shouldn't take on roles more appropriate to the social services, and reflection on the SEND roles were taking place.</p> <p>Q: SG asked if HP received safeguarding supervision. A: No. The school did buy into the Educational Support Service but it didn't offer safeguarding supervision.</p> <ul style="list-style-type: none"> • JM noted that the staff discipline case was not reflected in this report. • MW to sign report, both hardcopy and digitally on GovernorHub. <p>ACTION: SG to raise the question of safeguarding supervision with Devon County Council and in the Primary Partnership.</p>
10	<p>Governor visits</p> <ul style="list-style-type: none"> • Plan for the term - names have been assigned to specific areas, but the visits won't take place now until next term.
11	<p>Governor training* Information and action</p> <ul style="list-style-type: none"> • To identify needs • MW recommended that everyone do an Ofsted and curriculum training, as he had found them to be very useful. • Safer recruitment training - MW did one 3 years ago, which might need an update. IS was also happy to do one, and will look into it. <p>ACTION: Book safer recruitment training IS, MW and Clerk.</p>
12	<p>Clerk's report A reminder to do the skills audit and bio for the website – see above 4.1</p>
13	<p>Correspondence None</p>
14	<p>Items brought forward by the Chair</p> <p>Q: IS asked if it was worthwhile buying into the full HR package rather than just the helpline. A: HP was happy with the helpline service only.</p> <p>The parent survey results need to be reported to the parents. This will be discussed in the informal meeting tomorrow, 8.12.21. It will appear on the March FGB agenda.</p> <p>IS reported that the Head's Appraisal had been done on November 25th 2021.</p> <p>It was agreed that in-person committee meetings should resume, next term.</p> <p>ACTION: Parent survey results - IS</p>
15	<p>Date & time of next meeting FGB meeting March 22nd 2022 at 8.30am in the school.</p>

The meeting ended at 10.10am

Summary of Actions

	To do	By whom	By when
4.1	RE-send Safeguarding training link to all	HP	By end of term

4.1	SWIFT training – forward link	HP	By end of term
4.1	Skills audit completion – Clerk to send link	all	By end of term
4.1	Bio for website	all	By end of term
4.1	KCSIE signing on GovernorHub	RH, CG and IS	By end of term
7	Benchmarking exercise	RH	By next Resources meeting
8	Complaints policy - amend	MW and IS	By next T&L meeting
9	Safeguarding supervision with Devon County Council and in the Primary Partnership.	SG	By next T&L meeting
11	Safer recruitment training	IS, MW and Clerk.	Before December FGB
14	Parent Survey results	IS	Beginning of next term

	Policy links	
	Safeguarding	https://app.governorhub.com/document/61af7d8d0cfd532514e84051/view
	Acceptable Behaviour	https://app.governorhub.com/document/61a4be53147e42b007fadfe1/view
	Teacher's Appraisal	https://app.governorhub.com/document/61a4be880d3d47e30e060ea6/view
	Support Staff Appraisal Scheme	https://app.governorhub.com/document/61a4befde181cfcf2ab66a0a/view
	Social Media Participation	https://app.governorhub.com/document/61a4bf34624dc8edf270f054/view
	SEND	https://app.governorhub.com/document/61a4bf83785d37246e0bb991/view
	Finance	https://app.governorhub.com/document/61a4bfbc6924b6bc47b6f3d1/view
	Gifts and Hospitality	https://app.governorhub.com/document/61a4c0106b7bc6baeac648d6/view
	Governors' induction	https://app.governorhub.com/document/61a7e4c5554fac28dff07f66/view
	Data Protection/GDPR	https://app.governorhub.com/document/61a6518928d7acdd28cf7f71/view
	Complaints	https://app.governorhub.com/document/61a7c8ed81370109e54c55d3/view
	Managing Unreasonable Behaviour	https://app.governorhub.com/document/61a7c8f7fa63102c6e605e05/view