



## MEETING OF THE FULL GOVERNING BOARD ON 16<sup>TH</sup> NOVEMBER 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), Chris Grimshaw (CG).

**In attendance:** Debbie Horton (Clerk)

### Minutes

<b>1</b>	<b>Welcome &amp; apologies for absence*</b> There were no apologies.
<b>2</b>	<b>Attendance &amp; declaration of Interest*</b> The governors signed the attendance form. There was no declaration of interest.
<b>3</b>	<b>Governing Board Composition</b> <ul style="list-style-type: none"> <li>Chris Grimshaw was proposed as a co-opted governor. The FGB approved (vote by show of hands, CG left the room) and he was appointed for an office of 4 years.</li> <li>A parent and a member of staff (TA) have expressed interest in becoming governors. It was agreed that both would be considered for two out of the four co-opted vacancies. The governors discussed whether the constitution could be changed to include a support staff governor position, but decided to re-visit this question later.</li> </ul> <p><b>ACTION: HP and IS to gather information about both candidates, and share with FGB. HP to let all staff know that there are vacancies on the governing board.</b></p>
<b>4</b>	<b>Approval of minutes of last FGB meeting on 21 September 2021 and committee minutes of 29.6.21 &amp; 6.7.21</b>  They were all agreed as a correct record.
<b>4.1</b>	<b>Matters arising from minutes of last meetings including progress made on the actions raised*</b> <ol style="list-style-type: none"> <li>Make contact with Chairs of Governors in Primary Partnership (IS). To do.</li> <li>Parent survey - collation of results (IS &amp; JM) <ul style="list-style-type: none"> <li>The results were circulated to the governors. The survey took place in July 2021 and there were 97 returns, which was half the response to the previous parent survey.</li> <li>Safety at school and behaviour and bullying were a concern for a minority.</li> <li>The governors discussed the effects of ongoing Covid measures on the school community.</li> <li>HP and SW said that the boundaries restricting access to the school and playground, by parents, and any member of the public, did ensure that the school was a safer place and they felt that from a safeguarding point of view, these measures should continue.</li> <li>Other advantages were that teachers were able to start the school day much more quickly and children settled earlier.</li> <li>On the other hand, some governors felt that the consequent reduction in interaction between parents, and parents and teachers had a negative effect on a sense of community in the school.</li> <li>Parents of children in the early years did not have the same opportunity of getting to know each other and teachers as in pre-Covid times.</li> <li>HP and SW assured governors that parents could come into school and meet</li> </ul> </li> </ol>

	<p>teachers, but this now needed to be pre-arranged. It was a different relationship.</p> <ul style="list-style-type: none"> <li>• HP and SW were in the school playground themselves, twice a day, so were a presence and a point of contact.</li> <li>• The governors agreed that the improvement in safeguarding resulting from restricted access to the school should not be lost.</li> <li>• They agreed to have further discussion around how the new practices should be managed to ensure that whilst different, they still allowed interaction and a sense of community.</li> </ul> <p><b>Q: RH asked if teachers were comfortable with the new ways of interacting with parents.</b></p> <p><b>A: Yes. They could make contact via email, See Saw and phone as well as pre-arranged appointments.</b></p> <p><b>Q: JM asked if parents' evening would be an opportunity for parents to come into school and meet teachers in person.</b></p> <p><b>A: HP said that whilst it was the school's aspiration to get back to in-person meetings in a controlled way, there were also advantages to Zoom meetings. This was to be discussed further with staff.</b></p> <ol style="list-style-type: none"> <li>3. Safeguarding training link to go to governors (HP) Done.</li> <li>4. To draft a governor visits plan for the term (HP). To be done.</li> <li>5. Further discussion and monitoring of concerning developments in behaviour at the autumn term T&amp;L meeting. To be discussed under parent survey at December FGB.</li> <li>6. Governors (from across the Board) to link up with curriculum teams, ready to start visit plans for the next term. See item 9 below.</li> </ol> <p><b>ACTION: IS to organise a small working party to discuss impact of restricted access to the school and other continuing Covid measures, on the school community.</b></p>
5	<p><b>School Improvement Plan (SIP)</b></p> <p><b>To monitor</b></p> <p><b>Curriculum update</b></p> <ul style="list-style-type: none"> <li>• The new curriculum has now been taught for half a term, and foundation subjects are doing well. Subjects that are further on than others have been identified, for example, geography, history and art. DT and ICT are being developed and computing in particular needs more work.</li> <li>• A recent reading review by a Babcock adviser resulted in the decision to buy a new phonics scheme, as an improvement, to give more structure.</li> <li>• The KS2 accelerated reader scheme has resulted in approximately 5.5 months progress for each child in the last 5-6 weeks.</li> <li>• There has been lots of CPD for staff, the programme is rigorous, and includes leadership training, curriculum areas, neurodiversity and emotional health.</li> </ul> <p><b>Q: RH asked if some of the CPD was run by external trainers.</b></p> <p><b>A: Yes, It included online training, training with Babcock and SWIF, as well as internal training and training within the Primary Partnership.</b></p> <p><b>Q: MW asked about the impact of the new curriculum on SEND children.</b></p> <p><b>A: A shift in perspective has taken place, with SEND children becoming more integrated into whole class activities. The class provision map has helped with this. Paperwork has been revamped to make it less time consuming and more useful.</b></p> <p><b>Q: SG asked if the gaps analysis in SEND provision undertaken by the SENCO had been fed into the system.</b></p>

	<p><b>A: Yes, and HP is monitoring this.</b></p> <p><b>Q: JM asked about the Grove 100.</b>  <b>A: It is being written-up, but activities based on the 100, were taking place.</b></p> <p><b>Q: CG asked what the weakest curriculum area was.</b>  <b>A: Computing. Subject knowledge in staff needed to be built up and extra resources and external advice were being sought to help do this. The new phonics programme would start in January, so improvements there were expected soon.</b></p> <p><b>Q: CG asked whether the school was where the Babcock adviser expected it to be.</b>  <b>A: The school is going in the right direction, but there is always more to do. HP was happy with the guidance given by the Babcock adviser, and found it very constructive.</b></p> <p><b>Q: MW asked about Forest school.</b>  <b>A: The focus had been on the curriculum recently, and Forest school is extra-curricular. However, it will be reinstated, with changes, as it was valued by the school community.</b></p> <p><b>Equality and diversity report.</b></p> <ul style="list-style-type: none"> <li>The report outlined what the school is doing at the moment. There is more to be done and this is being addressed. MW noted that governors need to know how diversity is taught through the curriculum.</li> <li>Parents have been consulted about PHSE, via the newsletter.</li> <li>The Reception Baseline Assessment has taken place.</li> </ul>
<b>6</b>	<p><b>Budget</b>  <b>To monitor</b></p> <ul style="list-style-type: none"> <li>The budget continues to be healthy, with an increased carry-forward. There are large costs earmarked for training and books.</li> <li>The monitor was approved by the governors and the Chair signed the cover sheet.</li> </ul> <p><b>Recovery Premium and pupil premium spending</b></p> <ul style="list-style-type: none"> <li>The governors approved the pupil premium report.</li> <li>Recovery premium wasn't discussed.</li> <li>Governors noted that the CFR requires their approval. RH will meet with Sandie Lovell to discuss and bring it to the December FGB for approval.</li> <li>Pupil numbers and implications not discussed.</li> </ul> <p><b>ACTION: RH/Sandie Lovell to go through CFR for the December FGB meeting.</b></p>
<b>7</b>	<p><b>Health and Safety</b>  <b>To monitor</b></p> <ul style="list-style-type: none"> <li>IS went on a Health and Safety walk round. Neighbours are concerned about trees on their boundary with the school. This will be investigated.</li> <li>There is damage to windows in one classroom which might be paid for by the local authority. Also a crack in the wall which is getting worse. Outside, heavy rain doesn't drain away efficiently, the fence is rotting and the area is wet underfoot.</li> <li>The grounds are in need of attention. This could be done by a gardener on an ad hoc basis.</li> <li>In lieu of Asset management plan, anything to report re Conditions survey, equipment list and Asbestos register report? Not discussed.</li> </ul>
<b>8</b>	<p><b>School term dates for 2022-23</b></p> <ul style="list-style-type: none"> <li>The term dates were agreed.</li> </ul>
<b>9</b>	<p><b>Lead governor roles</b></p> <ul style="list-style-type: none"> <li><b>The following leads were agreed:</b></li> <li>Pupil Premium - Chris Grimshaw</li> <li>Equality -Joel McIlven</li> <li>Attendance - Rob Hill</li> <li>GDPR - Ian Stewart</li> <li>Deputy Safeguarding - Ian Stewart</li> </ul>

	<ul style="list-style-type: none"> <li>• Pay Committee members - Joel Mcilven and Samantha Gothard</li> <li>• Expressive Arts lead - Joel Mcilven</li> <li>• Knowledge-based lead - Rob Hill</li> <li>• Core skills leads - Mike Waterson and Ian Stewart</li> <li>• Social and Cultural lead – Chris Grimshaw</li> </ul>
10	<b>Policies* (links below)</b> <b>The following were agreed:</b> <ul style="list-style-type: none"> <li>• ICT and internet acceptable use</li> <li>• Online safety</li> <li>• Pay (with the addition to appendix 2D, that leading practitioners will be paid in the range 1-5 on the leadership scale.)</li> <li>• Maternity</li> <li>• Managing Sickness Absence - it was agreed that the First Committee will hear the Formal Absence Hearing.</li> <li>• Recruitment and Selection - it was agreed that the Head has overall responsibility for appointments, that consideration will be given to employees on the DCC redeployment register, and for qualified teachers applying for support staff posts, there should be a check to establish whether the applicant has been deregistered from the teaching profession.</li> <li>• Managing information disclosed during employment</li> <li>• Drugs and alcohol</li> <li>• Adoption</li> <li>• Flexible Working – the Head makes decisions about flexible working in the first instance.</li> </ul>
11	<b>Safeguarding</b> <b>To monitor</b> <ul style="list-style-type: none"> <li>• There will be a report for the December meeting. The annual Devon audit will be done by then.</li> <li>• The governors suggested that HP set up an auto-reply on her email account, saying that she will reply within 5 days. Governors agreed that it was important for her to protect herself in certain cases, and this method would give a clear message about time parameters and help to manage expectations.</li> </ul>
12	<b>Governor visits</b> <b>ACTION: Visit plan to be drafted - HP</b>
13	<b>Governor training*</b> <b>Information and action</b> <ul style="list-style-type: none"> <li>• IS to forward SWIFT training to governors.</li> <li>• MW had completed the safeguarding training. Others need to complete.</li> <li>• A reminder to governors to sign in GovernorHub that they had read and understood KCSIE.</li> </ul> <b>ACTION: IS to set up an informal governors' meeting to discuss Ofsted.</b> <b>ACTION: IS to forward SWIFT training to FGB</b> <b>ACTION: completion of safeguarding training.</b>
14	<b>Clerk's report</b> <b>ACTION: Skills audit to be completed</b> <b>ACTION: Please provide a short bio for the website and send to clerk.</b> <b>ACTION: Please sign the business register and KCSIE on GovernorHub.</b> <ul style="list-style-type: none"> <li>• All governors signed the business interests register at this meeting.</li> <li>• RH left at 10.15am</li> </ul>
15	<b>Correspondence</b> None
16	<b>Items brought forward by the Chair</b> None
17	<b>Date &amp; time of next meeting</b> FGB meeting December 7 <sup>th</sup> at 8.30am in the school. Not the 8 <sup>th</sup> , as on the agenda.

The meeting ended at 10.20am

- \* = standing items

	Policy links	
	Adoption Policy	<a href="https://app.governorhub.com/document/618a9badc01fe010b2f32428/view">https://app.governorhub.com/document/618a9badc01fe010b2f32428/view</a>
	ICT & Internet Acceptable use	<a href="https://app.governorhub.com/document/618a9bd79154d496ba6fd2b5/view">https://app.governorhub.com/document/618a9bd79154d496ba6fd2b5/view</a>
	Online safety	<a href="https://app.governorhub.com/document/618a9bcc9854fc597e6f52c9/view">https://app.governorhub.com/document/618a9bcc9854fc597e6f52c9/view</a>
	Pay	<a href="https://app.governorhub.com/document/6193dca70582b78cd5f4820c/view">https://app.governorhub.com/document/6193dca70582b78cd5f4820c/view</a>
	Maternity	<a href="https://app.governorhub.com/document/618a9bcd7b873ebef446cb4/view">https://app.governorhub.com/document/618a9bcd7b873ebef446cb4/view</a>
	Managing Sickness Absence	<a href="https://app.governorhub.com/document/61926bbcbe7c9a16e26709c9/view">https://app.governorhub.com/document/61926bbcbe7c9a16e26709c9/view</a>
	Recruitment and Selection	<a href="https://app.governorhub.com/document/619269e2dcd986743e3520ff/view">https://app.governorhub.com/document/619269e2dcd986743e3520ff/view</a>
	Managing Info disclosed during employment	<a href="https://app.governorhub.com/document/618a9bcc534a77c08753aaf0/view">https://app.governorhub.com/document/618a9bcc534a77c08753aaf0/view</a>
	Drugs and Alcohol	<a href="https://app.governorhub.com/document/615c2f3d3c94860023806e1c/view">https://app.governorhub.com/document/615c2f3d3c94860023806e1c/view</a>
	Flexible Working	<a href="https://app.governorhub.com/document/61926aa9b58fd3bc546a662e/view">https://app.governorhub.com/document/61926aa9b58fd3bc546a662e/view</a>

### Summary of Actions

	To do	By whom	By when
3	<b>To gather information about 2 prospective governors and share with FGB. HP to let all staff know that there are vacancies on the governing board.</b>	HP & IS	By December FGB
4	<b>To organise a small working party to discuss impact of restricted access to the school and other continuing Covid measures, on the school community</b>	IS	By December FGB
6	<b>RH/Sandie Lovell to go through CFR for the December FGB meeting.</b>	RH & SL	By December FGB
12	<b>Visit plan to be drafted</b>	HP	Before December FGB
13	<b>To set up an informal governors' meeting to discuss Ofsted.</b>	IS	Before December FGB
13	<b>To forward SWIFT training to FGB</b>	IS	Before December FGB
13	<b>Completion of governor safeguarding training.</b>	All except MW	Before December FGB
14	<b>To complete Skills audit</b>	All	Before December FGB
14	<b>Please provide a short bio for the website and send to clerk.</b>	All	Before December FGB
14	<b>Please sign the business register and KCSIE on GovernorHub.</b>	All	Before December FGB