

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Full Governing Body

DATE

01/02/2021

	GOVERNOR ATTENDANCE
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	Type	End of Term	05/10/2020	07/12/2020	01/02/2021	29/03/2021	26/04/2021	17/05/2021	12/07/2021	Date Resigned
HEATHER POUSTIE	Headteacher	Ex-officio	P	P	P					
PAUL EVMY	LA	10/2022	P	P	P					
SIMON BARNES	Co-opted	10/2021	P	P	P					
OLIVER LAITY	Co-opted	3/2024	S	P	P					
SANDRA CARTWRIGHT	Co-opted	10/2021	P	P	P					
PAUL REYNOLDS	Co-opted	12/2021	P	P	P					
CRAIG VEAL	Staff	12/2023	P	S	P					
GILL QUANTRELL	Co-opted	12/2023	P	P	P					
RUTH DENNIS	Co-opted	10/2024	P	P	S					
KATE EAMES	Co-opted	10/2024	P	P	P					
CHRIS WINFIELD	Parent	7/2022	P	P	P					
KEITH MOORE	Parent	10/2023	P	S	P					
RUTH SHOARE	Parent	06/12/24			P					

VACANT	Parent								
VACANT	Parent								
ALEX KIRKBRIDE	Parent	10/2019	S						18/10/2019
CLAIRE MOORS	Co-opted	10/2019	P						18/10/2019

P – Present
A – Absent

S – Sanctioned
L – Late arrival

Visitors: None

Chaired by	Keith Moore	Clerked by	Pete Osborne
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Agenda:

- FGB 38/2021 Attendance and associated matters
- FGB 39/2021 Declaration of interests
- FGB 40/2021 To agree the Minutes of the last meeting
- FGB 41/2021 Division of Agenda
- FGB 42/2021 To discuss any matters arising from the minutes and not on this agenda
- FGB 43/2021 Urgent business brought forward at the discretion of the Chair
- FGB 44/2021 Headteacher's Verbal Update
- FGB 45/2021 Finance
- FGB 46/2021 Personnel
- FGB 47/2021 Data Protection
- FGB 48/2021 Collaboration
- FGB 49/2021 Safeguarding
- FGB 50/2021 Governors
- FGB 51/2021 Committees

FGB 210201

FGB 52/2021 Policies
 FGB 53/2021 Information provided by the Clerk
 FGB 54/2021 Matters for the next agenda
 FGB 55/2021 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
40/2021	Minutes to website	Clerk	asap
50b/2021	Circulate the Governors Skills Audit and produce a report for the next FGB	Clerk	asap
51b/2021	Ensure that all governors have access to the proposed plans for the Library	Clerk	asap

FGB 38/2021	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1840</p> <p>Visitors: None</p> <p>Apologies: Ruth Dennis and sanctioned</p> <p>The quorum for this meeting is 7 governors.</p> <p>This was a remote meeting.</p>	
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FGB 39/2021	Declaration of interests. Governors are invited to declare any personal or prejudicial interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting	None
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FGB 40/2021	To agree the Minutes of the last meeting held 7 December 2020	Agreed and signed. Copy to Headteacher and to be placed on website	Clerk to place on website
FGB 41/2021	Division of Agenda. Consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information (Part 2 Matters)		None
FGB 42/2021	To discuss any matters arising from the minutes and not on this agenda	None	
FGB 43/2021	Urgent business brought forward at the discretion of the Chair	None	
FGB 44/2021	Headteacher's Verbal Update to include SIP and Teaching and Learning	Heather Poustie provided a verbal update and explained that the committee meetings had received reports based on the NGA monitoring document. A survey form on remote learning is being produced for children and parents and feedback is to be provided to the next committee meetings. Paul Reynolds asked for some guidance on the arrangements for lateral flow testing and Heather provided this. Keith Moore asked whether the NGA template document is suitable for providing feedback and Heather Poustie replied that at first glance it seemed to be a large task but proved to be an easier way of reporting. An updated report using that format will be provided to the next committee meetings. A governor noted that families who are not engaging in home learning are being approached and asked how many of those are giving cause for concern. There are two and the next stage in the process will be to involve the EWO.	

		<p>25 devices have been provided to children and learning packs have also been sent home. There was a discussion on the number of children in school as compared with other schools in the Collaboration Group and the school appears to have the same levels as others. A governor also asked if there was any way that action could be considered to see if teachers could receive the Coronavirus vaccine earlier than currently planned and there followed a brief discussion on the current arrangements and why this could not happen without the Government changing the current plans for vaccination.</p> <p>Craig Veal provided feedback on the arrangements being provided by external agencies for PE and related activities. He also spoke about other activities that are taking place within his year group.</p>	
FGB 45/2021	Finance	The update on the budget had been provided to the BM Committee and is in the minutes of that Committee.	
FGB 46/2021	Personnel	There were no matters to discuss.	
FGB 47/2021	Data Protection	As reported in the BM Committee minutes of 25 January 2021	
FGB 48/2021	Collaboration	The group had not met formally but members have held informal conversations and shared guidance by email	
FGB 49/2021	Safeguarding	<ul style="list-style-type: none"> • Staff training 2 new members of staff trained, and documents read – including use of CPOMs, safeguarding and KCSIE. • Acceptable User Agreement Consent forms sent out to KS2 families with regard to the use of Google Meet to provide class assemblies. Consent at KS1 and Reception is given through attendance in the Zoom meets as parents/carers need to be present for these meetings. 	

		<ul style="list-style-type: none"> • Vulnerable Pupil engagement invites into school sent out and children attending. • RAG rated spreadsheet Using DCC's template and flowchart to ensure we have identified vulnerable children and have a communication plan in place. One family has escalated to red and the children are now in school. • Vulnerable Children Meetings are continuing and held on a weekly basis but there are on-going meetings and professional dialogue at SLT level as well as with class teachers. • Current priorities Engagement in remote learning. E-safety. New families where we are gathering information. Getting children into school who are not engaging with remote learning as a direct result of their home circumstances (very small numbers – teachers are being extremely proactive). • Updated policy Policy (including Appendix) has been sent to the Clerk and will be on the agenda for the FGB on 1 February 2021. Staff have also been sent a copy and a form link was attached for staff to fill in when they have read it. • Engagement with MASH and other agencies Contact with MASH, MARAC, SPLITZ, etc. is on-going • TAFs are on-going 	
FGB 50/2021	Governors	<p>The following matters were considered:</p> <p>a. Progress against the governance section of the SIP (self-evaluation and impact on school improvement) This had been included in the SIP at the beginning of the Autumn Term and will now need to be reviewed to take account of</p>	

		<p>the lockdowns that have taken place.</p> <p>b. Governors' skills audit. It was agreed that a skills audit should take place and the Clerk will manage this and report back to the next meeting.</p> <p>c. Review current partnership working and strategic plan for the school. Governors agreed that they are happy with the current arrangements as a maintained school and this should continue. The Collaboration working group is a useful part of the school networking arrangement. It was agreed that there should be a review of the school's strengths and weaknesses and this could take place in the next 12 to 18 months.</p> <p>d. Term dates for 2021/2022 as recommended by the BM Committee and following select consultation. This was ratified and is to be placed on the website.</p> <p>a. Terms of Reference for the BM Committee - agreed.</p>	Clerk
FGB 51/2021	Committees	<p>Governors were invited to ask questions on the minutes of the following committees:</p> <p>a. Learning & Wellbeing Committee (18 January 2021). No questions were asked.</p> <p>b. Business Management Committee (25 January 2021). No questions were asked but Oliver Laity expanded on the project for the library. The BM Committee had agreed arrangements for the School to hold the contract for the works and be reimbursed by the PTA on the proviso that the PTA had the necessary funds and that the selected proposal has the approval of the relevant lead staff. Mrs Poustie confirmed that both conditions have been met and the project is sanctioned. Clerk to ensure that all governors have access to the plans.</p>	Clerk

FGB 52/2021	Policies	The following policies/document were agreed/ratified as shown: a. Child Protection and Safeguarding Policy. Covid-19 Annex – agreed. b. SEND Policy - agreed c. Finance Policy - deferred to the next meeting after approval by the BM Committee d. Designated teacher for Looked-after and Previously Looked-after Children Policy - agreed	Clerk
FGB 53/2021	Information provided by the Clerk	The Clerk confirmed that remote training is still available and Governors are asked to let the Clerk know of any training requirements.	
FGB 54/2021	Matters for the next agenda	The following matters were agreed for the next agenda: <ul style="list-style-type: none"> ● Headteacher’s Report to include SIP and Learning ● Finance ● Data Protection ● Personnel ● Collaboration Working Group ● Safeguarding. ● Governors <ul style="list-style-type: none"> a. Governors’ skills audit ● Committee Reports <ul style="list-style-type: none"> a. Learning & Wellbeing Committee b. Business Management Committee ● Policies and other documents: <ul style="list-style-type: none"> a. Accessibility Plan b. Finance Policy 	
FGB 55/2021	Date of next meeting	Monday 29 March 2021 at 1830	

The meeting closed at **1945**

Signed as a true record

Signed	Date:
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Collaboration Project

The primary schools involved are:

1. Bishopsteignton Primary School
2. Bradley Barton Primary School
3. Canada Hill Community Primary School,
4. Chudleigh CE VC Community Primary School,
5. Decoy Community Primary School,
6. Denbury Community Primary School,
7. Kingskerswell C of E Primary School,
8. Starcross Primary School,
9. The Grove School
10. Abbotskerswell Primary School.

Subject Staff and Governor Leads (as at 23 March 2020)

Subject	Staff Member	Governor (lead/deputy)
Assessment	Heather Poustie	
Community, Staff and Parental Links	Heather Poustie	Keith Moore
Computing/SCITT	Stephen Ball	Oliver Laity
Curriculum	Dave Lee	Sandra Cartwright
Design Technology/Display and Environment	Emma Pryde	
Early Years Foundation Stage	Cassie Smith (Temp)	Gill Quantrell
Key Stage 1	Helena Thomsett (Temp)	Gill Quantrell
Educational Visits Co-ordinator (EVC)	Toby Strick	
Extended School	Tanya Bull	
Finance	Kay Dicken	Oliver Laity
Geography	Rachel Lawton	
GDPR	Kay Dicken	Paul Reynolds
Health & Safety	Kay Dicken	Paul Reynolds
History	Sarah Fraser	
KS2 (Lower)	Yvonne Morrell	
KS2 (Upper)	Becky Hughes	
Library	Emma Lidbury	Simon Barnes
Literacy	Becky Hughes	Paul Every
Maths	Yvonne Morrell	Chris Winfield
Modern Foreign Languages (MFL)	Lee Cheeseworth	
Music	John Smith	
PE	Craig Veal	Oliver Laity
Performance Arts (Art/Dance/Drama)	Emily Simpson	

Performance data	Heather Poustie	Chris Winfield
PSHE (SRE)	Cassie Sinclair	Sandra Cartwright
RE	Helena Thomsett	Sandra Cartwright
Pupil Premium Grant	Heather Poustie/Vicky Stables	Simon Barnes
Safeguarding Lead	Dave Lee	Sandra Cartwright/Paul Every
Science	Charlotte Hodgson/Amanda Donnai	Chris Winfield
SENDCo	Vicky Stables	Paul Every/Sandra Cartwright
Volunteers and work experience	Helen Cammack	Paul Reynolds