

## DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Full Governing Body

DATE

13/07/2020

<b>GOVERNOR ATTENDANCE</b>									
	Type	End of Term	14/10/2019	09/12/2019	03/02/2020	23/03/2020	18/05/2020	13/07/2020	Date Resigned
HEATHER POUSTIE	Headteacher	Ex-officio	P	P	P	P	P	P	
PAUL EVMY	LA	10/2022	P	P	P	P	P	P	
SIMON BARNES	Co-opted	10/2021	P	P	P	P	P	P	
KEITH MOORE	Parent	10/2023	P	S	P	P	P	P	
OLIVER LAITY	Co-opted	3/2024	P	S	P	P	P	P	
SANDRA CARTWRIGHT	Co-opted	10/2021	P	P	P	P	P	P	
PAUL REYNOLDS	Co-opted	12/2021	P	P	S	P	P	P	
CHRIS WINFIELD	Co-opted	7/2022	P	P	P	P	P	P	
CRAIG VEAL	Staff	12/2023			P	P	P	S	
GILL QUANTRELL	Co-opted	12/2023		P	P	P	P	P	
VACANT	Co-opted								
VACANT	Parent								
VACANT	Parent								
VACANT	Parent								
VACANT	Parent								

COLIN BROWN	<b>Co-opted</b>								<b>02/10/19</b>
SIAN CARNELL	<b>Parent</b>								<b>23/07/19</b>
ALEX KIRKBRIDE	<b>Parent</b>	<b>10/2019</b>	<b>S</b>						<b>18/10/2019</b>
CLAIRE MOORS	<b>Co-opted</b>	<b>10/2019</b>	<b>P</b>						<b>18/10/2019</b>

**P** – Present

**S** – Sanctioned

**A** – Absent

**L** – Late arrival

**Visitors: None**

Chaired by	<b>Keith Moore</b>	Clerked by	<b>Pete Osborne</b>
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Agenda:

FGB 92/1920	Attendance and associated matters
FGB 93/1920	To agree the Minutes of the last meeting
FGB 94/1920	To discuss any matters arising from the minutes and not on this agenda
FGB 95/1920	Urgent business brought forward at the discretion of the Chair
FGB 96/1920	Division of Agenda
FGB 97/1920	Declaration of interests
FGB 98/1920	Headteacher's Report
FGB 99/1920	Finance
FGB 100/1920	SIP and Learning
FGB 101/1920	Personnel
FGB 102/1920	Data Protection
FGB 102/1920	Collaboration
FGB 104/1920	Safeguarding
FGB 105/1920	Governors

FGB 200713

FGB 106/1920 Committees  
 FGB 107/1920 Policies  
 FGB 108/1920 Information provided by the Clerk  
 FGB 109/1920 Matters for the next agenda  
 FGB 110/1920 Date of next meeting

**ACTIONS TO BE TAKEN**

ITEM		BY WHOM	BY WHEN
93/1920	Minutes to website	Clerk	asap
98/1920	Investigate the introduction of coloured wristbands for staff to indicate when they may have problems	Paul Reynolds/ Heather Poustie	asap
105b/1920	Add ToRs to the Committee agendas.	Clerk	01/09/2020
105c/1920	Amend annual work plan as agreed	Clerk	asap
105d/1920	Carry out a review of the website and provide a report for the next meeting	Oliver Laity/Clerk	20/09/2020
106a/1920	Review the Behaviour Policy to include actions for those who are being bullied	Paul Evemy/Heather Poustie	Asap
106b/1920	Forward any questions on the BM Committee minutes direct to Oliver Laity.	All	asap

	Item	Notes	Action
FGB 92/1920	To record those who were present, accept apologies and sanction absences	The meeting commenced at <b>1835</b>  Visitors: <b>None</b>	

	where appropriate and welcome any visitors	Apologies: Craig Veal and sanctioned The quorum for this meeting is <b>5</b> governors. This was a remote meeting	
FGB 93/1920	To agree the Minutes of the last meeting held 18 May 2020	Agreed and signed. Copy to Headteacher and to be placed on website	<b>Clerk to place on website</b>
FGB 94/1920	To discuss any matters arising from the minutes and not on this agenda		<b>Clerk</b>
FGB 95/1920	Urgent business brought forward at the discretion of the Chair	Covid-19 Lettings Policy. The Policy had been provided by DCC and Heather Poustie advised that there will be no lettings during the Summer Holiday due to building works. She has also declined a request from the PTFA for a Comedy Night for the same reasons. Due to these reasons the policy was not adopted.	<b>Clerk</b>
FGB 96/1920	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)		<b>None</b>
FGB 97/1920	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		<b>None</b>
FGB 98/1920	Headteachers Report	The report had been distributed prior to the meeting and the following are the headline items:  There are currently <b>393</b> children on roll. It is anticipated having <b>392</b> pupils from September 2020	

		<p>The PAN for September has been set at 30. The PAN is set, year on year at 30. The governors should look at every year, alongside the budget to agree the PAN for the following year. We had 91 applications (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice) for a place in our Reception class. Currently there are none on the waiting list. We have 54 Reception children starting in September 2020. There will be 2 children (Year 3) on our waiting list.</p> <p>This term the school has not been opened to pupils in Reception, Year 1 and Year 6, as we had met our safe capacity with our Key Workers' and vulnerable pupils.</p> <p><b>A governor asked how the school identifies a key worker. Heather Poustie explained that DfE have produced a detailed list and the parent has to provide further information including information from the employer which is compared to the DfE information.</b></p> <p>The report included information on SEND. There are a number of children on the SEN register who have Individual Education Plans (IEPs) with individual targets and action to support children to meet the targets. These are written alongside parents/carers with the child contributing in an age appropriate way.</p> <p>Mrs Vicky Stables has been contacting many of the parents with children on the SEN register on a regular basis to offer any further support or guidance needed in addition to that provided by the class teachers. She has made new referrals to</p>	
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	<p>agencies and held online meetings with families and professionals. 23 children have been receiving STAR support from Sue Stevenson via telephone calls and Zoom meetings. There is a clear and agreed protocol underpinning this process.</p> <p><b>A governor asked a further question on what is working well in the school. Staff have been really co-operative and understanding, including over the delay in producing the staff list for the next academic year. Children in school appear happy when you see them in the building and children have amazed staff with how they have adapted to the changes in working arrangements.</b></p> <p>There was some detailed discussion on staff welfare and the actions being taken to bring all staff back in September as far as possible. Paul Reynolds explained a system that had been adopted in Torbay Schools using coloured wristbands for staff to indicate when they may have problems and it was agreed that this will be investigated to be provided in the school, although some governors expressed concerns with this arrangement.</p> <p><b>A governor also asked whether there would be any survey of the children regarding their feelings and this is being considered but currently children are provided with indicators to show how they may be feeling.</b></p> <p><b>The governors asked if there is any plan for teachers to remain with their current children to help facilitate the</b></p>	<p><b>Paul Reynolds/ Heather Poustie</b></p>
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		<p><b>changeover to their new class. Heather Poustie explained that a letter is going to parents this week and at the beginning of the new term there are transition arrangements being put in place.</b></p> <p>Safeguarding and Child Protection were also included in the report.</p> <p>There was detailed information provided on premises and the works required to be completed during the summer break.</p>	
FGB 99/1920	Finance	<p>Kay Dicken had reported to the BM Committee that the school budget share is moving as predicted. The Capital budget may require some adjustment due to the need to update laptops. The cost for the laptops has not yet been included in the budget monitor but a quote is awaited. The Covid 19 cost centre and guidance has now been received but there are a number of items yet to be included and this is a work in progress. The BASC budget is still being worked on due to the costs of furloughing staff. It is hoped that the next period report will show accurate information. Currently the carry forward on BASC has been spent. Some outstanding debts were written off.</p> <p>Heather Poustie provided further information on the Covid-19 cost recovery process.</p>	
FGB 100/1920	SIP and Learning	<p>a. Feedback from staff on how they are coping with Covid19. This was covered in the Headteacher's Report.</p> <p>b. Review progress school has made and recognise and celebrate. A review is planned on the learning which has taken place this academic year including during the close down. <b>Keith Moore said that the last 6 months had been</b></p>	

		<b>difficult and the school has performed above and beyond that which could have been expected.</b>	
FGB 101/1920	Personnel	<p>a. Proposed staffing structure for the next academic year. Heather Poustie provided brief comments on the structure which had been distributed prior to the meeting. The proposed structure was adopted.</p> <p>b. To consider any other personnel matters as appropriate. There were no other matters.</p>	
FGB 102/1920	Data Protection	There are no data protection matters to report	
FGB 103/1920	Collaboration	To receive an update from the Collaboration Working Group – Group activities suspended during close down, however there are informal conversations taking place between headteachers over Covid-19 matters, particularly partnering on recovery and resilience planning.	
FGB 104/1920	Safeguarding	Safeguarding matters were included in the Headteacher's Report.	
FGB 105/1920	Governors	<p>The following matters were considered:</p> <p>a. Election procedure &amp; term of office for the chair &amp; vice-chair: The protocol was agreed with a 12 month term of office.</p> <p>b. Membership, terms of reference &amp; levels of delegation for committees: These were agreed as at present. ToRs to be added to the Committee agendas.</p> <p>c. Review and agree the annual workplan: Taking into consideration amendments from the Committees, these were agreed, subject to changing the wording of the item, "Review progress school has made and recognise and celebrate" to include "<b>reflection</b>". Paul Evey and Sandra Cartwright had attended a webinar and their feedback from</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>



		<p>this is to be considered in the Autumn term.</p> <p>d. Review of governance and policy areas of the school website to ensure compliance: Oliver Laity advised that he would review the website ready for the next meeting taking into account the revised Publication Scheme.</p> <p>e. Discuss and affirm the school vision statement and school strategy: Continuance of the existing school vision and strategy was agreed. It was suggested and agreed that these would be reviewed at the end of the next academic year</p> <p>f. Review impact of governor/clerk training activities on governing board effectiveness: Training has been curtailed since February 2020 due to Covid-19 but some Governors have attended webinars.</p>	<b>Oliver Laity</b>
FGB 106/1920	Committees	<p>Governors were invited to ask questions on the minutes of the following committees:</p> <p>a. Learning &amp; Wellbeing Committee (15 June 2020) – no questions were asked but Paul Evely said that following the meeting he had discussed the Behaviour policy with Heather Poustie, regarding provision of support for those who are being bullied. She said that it would be useful to consider this with staff and asked that he forward his ideas.</p> <p>b. Business Management Committee (29 June 2020) - no questions were asked. Governors were asked to forward any questions directly to Oliver Laity, cc Keith Moore..</p>	<p><b>Paul Evely/Heather Poustie</b></p> <p><b>All</b></p>
FGB 107/1920	Policies	<p>The following policies/document were agreed/ratified as shown:</p> <p>a. Complaints Policy. The Policy was adopted.</p> <p>b. Freedom of Information Publication Scheme.</p>	
FGB 108/1920	Information provided by the Clerk	<p>On-line training information to be provided as it is received.</p> <p>The clerk had attended the Annual Clerk's Update.</p>	<b>Clerk</b>

FGB 109/1920	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <ul style="list-style-type: none"> <li>● Election of Chair and Vice Chair</li> <li>● Finance</li> <li>● SIP and Learning</li> <li>● Data Protection</li> <li>● Personnel</li> <li>● Collaboration Working Group</li> <li>● Safeguarding.</li> <li>● Governors <ul style="list-style-type: none"> <li>a. Business Interest documents.</li> </ul> </li> <li>● Committee Reports <ul style="list-style-type: none"> <li>a. Learning &amp; Wellbeing Committee</li> <li>b. Business Management Committee</li> </ul> </li> <li>● Policies and other documents:</li> </ul>	
FGB 110/1920	Date of next meeting	<b>Monday 5 October 2020 at 1830</b>	

The meeting closed at **2021**

**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,

FGB 200713

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)

<b>Subject</b>	<b>Staff Member</b>	<b>Governor (lead/deputy)</b>
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/Keith Moore
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	Heather Poustie	Sandra Cartwright/Paul Evemy
Science	Charlotte Hodgson/Amanda Donnai	Chris Winfield
SENDCo	Vicky Stables	Paul Evemy/Sandra Cartwright
Volunteers and work experience	Helen Cammack	Paul Reynolds