

PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Board of Governors

DATE;

09/12/2019

GOVERNOR ATTENDANCE									
	Type	End of Term	14/10/2019	09/12/2019	03/02/2019	23/03/2019	18/05/2019	13/07/2019	Date Resigned
HEATHER POUSTIE	Headteacher	Ex-officio	P	P					
PAUL EVMY	LA	10/2022	P	P					
SIMON BARNES	Co-opted	10/2021	P	P					
KEITH MOORE	Parent	10/2019	P	S					
OLIVER LAITY	Parent	3/2020	P	S					
SANDRA CARTWRIGHT	Co-opted	10/2021	P	P					
PAUL REYNOLDS	Co-opted	12/2021	P	P					
CHRIS WINFIELD	Co-opted	7/2022	P	P					
VACANT	Staff								
GILL QUANTRELL	Co-opted	12/23		P					
VACANT	Co-opted								
VACANT	Parent								
VACANT	Parent								
COLIN BROWN	Co-opted								02/10/19
SIAN CARNELL	Parent								23/07/19

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

Prior to the start of the meeting Heather Poustie delivered Safeguarding for staff and volunteers - governors (1).training.

Chaired by	Simon Barnes	Clerked by	Pete Osborne
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Agenda:

- FGB20/1920 Attendance and associated matters
- FGB21/1920 To agree the Minutes of the last meeting
- FGB22/1920 To discuss any matters arising from the minutes and not on this agenda
- FGB23/1920 Urgent business brought forward at the discretion of the Chair
- FGB24/1920 Division of Agenda
- FGB25/1920 Declaration of interests
- FGB26/1920 Headteacher’s Report
- FGB27/1920 SIP and Learning
- FGB28/1920 Personnel
- FGB29/1920 Data Protection
- FGB30/1920 Collaboration
- FGB31/1920 Safeguarding
- FGB32/1920 Governors
- FGB33/1920 Committees
- FGB34/1920 Policies
- FGB35/1920 Information provided by the Clerk
- FGB36/1920 Matters for the next agenda

FGB 191209

FGB37/1920 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
20/1920	Notify Babcock of the appointment of a co-opted governor	Clerk	asap
21/1920	Minutes to website	Clerk	asap
22/1920	Notify the chair that Chris Winfield will be joining the Communications Strategy meeting	Clerk	asap
26/1920	Provide feedback to the BM Committee on his discussion with Churchills over the caretaker's induction	Paul Reynolds	11/01/2020
27b/19209	Add Methods of monitoring the SIP to the next LW Committee Agenda	Clerk	11/01/2020
27b/1920	Add the subject of the additional questions on well-being included in the Visit Template in the agenda for the next LW Meeting	Clerk	11/01/2020
28a/1920	Notify Kay Dicken that the Board agreed the HT progression	Clerk	asap
29a/1920	Add the DP Audit action plan to the next BM Committee agenda	Clerk/Kay Dicken	11/01/2020
30/1920	Paul Reynolds is to forward some suggested amendments to the Collaboration MOU to Heather Poustie prior to it being circulated to the other members of the Group.	Paul Reynolds/Heather Poustie	asap
32b/1920	The Clerk is to forward the ToRs to the Safeguarding Governors and book Sandra Cartwright on the course on 27 February 2020.		
32c/1920	Resource suitable training on GDPR for the lead governor.	Clerk	11/01/2020
32d/1920	Feedback from Governors on the draft Strategy is to be added to the agenda for the next FGB	Clerk	11/01/2020
32e/1920	Board Objectives and the consideration of a full description of each objective and the standards needed to provide evidence of completion to be on the agenda for the next FGB meeting	Keith Moore/Clerk	11/01/2020
32h/1920	Notify Babcock of the appointment of a staff Governor	Clerk	asap

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	Item	Notes	Action
20/1920	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1830</p> <p>Visitors: None</p> <p>Apologies: Oliver Laity and Keith Moore and sanctioned</p> <p>Appointment of a new Governor. Gill Quantrell was appointed as a Co-opted Governor. Clerk to notify Babcock of the appointment.</p> <p>The quorum for this meeting is 6 governors.</p>	Clerk
21/1920	To agree the Minutes of the last meeting held 14 October 2019	Agreed and signed. Copy to Headteacher and to be placed on website	Clerk to place on website
22/1920	To discuss any matters arising from the minutes and not on this agenda	<p>The following were outstanding actions from the minutes:</p> <p>a. Communications Strategy. The Clerk advised that Keith Moore has not yet completed his actions on this and intends to hold a meeting in January 2020 to produce a draft document. He is seeking a governor to join the meeting which will include Heather Poustie and Natasha Laws. Chris Winfield volunteered to join the meeting. Clerk to Notify the chair.</p>	Clerk
23/1920	Urgent business brought forward at	None	

	the discretion of the Chair		
24/1920	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)	None
25/1920	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	None
26/1920	Headteacher's Report	<p>The Headteacher's Report had been circulated prior to the meeting. Governors signified that they had read the report. Paul Reynolds asked about the percentage for persistent absence and commented that the school are well the national average.</p> <p>The meeting with Simon Barnes scheduled for 5 December 2019 to consider the Pupil Premium Strategy is now being re-dated to later in December due to other commitments in the school. Paul Every asked about comments made following the school improvement visit and Heather Poustie clarified them. Chris Winfield asked for clarification on the Governor's Strategy and whether this was strategy for the school. The Governor's document sets the overall strategy and the SIP should flow from this.</p> <p>There were no further questions.</p> <p>There was a brief discussion on the work of the new caretaker and Governors agreed that the he is very proactive and he is a welcome addition to the school. The caretaker is a direct employee of Churchills and Paul Reynolds has concerns over the level of H&S training provided for him by Churchills and is taking up his concerns with Churchills.</p>	Paul Reynolds
27/1920	SIP and Learning	a. Discuss how statistical pupil performance data received from L&W committee will inform actions relating to the SIP priorities, staff	

		<p>development, school self-evaluation, additional support and provision for pupils</p> <p>b. Review and comment upon draft SIP. The SIP has been reviewed and amended following various comments that had been made previously. Governor monitoring points and success criteria have not been included but this is a living document and will be amended as the year progresses to take account of any emerging matters. There was a brief discussion on the methods of monitoring that could be utilised and this will be reported to the LW Committee. Climate Change and the environment will be picked up by Keith Moore. Priority 7 covers well-being and it was agreed that further questions be added to the Visit Template. The questions will be agreed at the LW Committee meeting.</p> <p>c. Approval of the SIP. The SIP was agreed</p>	<p>Clerk</p> <p>Clerk</p>
28/1920	Personnel	<p>a. Feedback from the Pay Committee. The Pay Committee had met on 13 November 2019 and had received a sample of recommendations from Heather Poustie and these had all been agreed. Teacher progressions agreed are effective from 1 September 2019.</p> <p>b. HT appraisal panel recommendations. Simon Barnes reported that the Panel were happy with the completion of objectives and further objectives were set for this academic year. A progression was agreed which is to be notified to Kay Dicken for action.</p>	Kay Dicken
29/1920	Data Protection	<p>a. Audit of Data Protection. Heather Poustie reported that Kay Dicken had carried out a DP audit and produced an action plan which will be presented to the next BM Committee meeting. The DP Audit action plan is to be added to the agenda for the next BM Committee</p> <p>b. To receive information on any other Data Protection matters. None</p>	Clerk/Kay Dicken
30/1920	Collaboration	Heather Poustie advised that the Group had drawn up a Memorandum of Understanding (MOU) between the 10 schools involved. There was	

		some discussion on aspects of the document and Paul Reynolds will forward some suggested amendments and subject to those amendments the MOU was agreed.	Heather Poustie/Paul Reynolds
31/1920	Safeguarding	<p>John Galling visited the school 22 November 2019 to conduct a full safeguarding review.</p> <p>The Statutory Safeguarding Audit was completed and returned by the 30 November deadline and the following safeguarding action plan has been drawn up.</p> <ul style="list-style-type: none"> • Induction for staff to include Children Missing in Education • Revisit Whistleblowing with whole staff to ensure clarity of procedure • Introduce scenario boards and thought prompts to staffroom about safeguarding issues • DSL and Deputy DSLs to access Suicide Prevention • Devon Basic SEND Module 1 to be completed by staff as appropriate • Complete GDPR Audit and identify and address actions • Plan to introduce comprehensive emergency procedures including “lockdown” • Check references by phone • Discussed and agreed a timeline for risk assessments to be completed in areas such as missing references • To agree a lanyard colour coding system for visitors who are DBS checked, employed or otherwise <p>Paul Evely asked about the arrangements for Lone Working and Paul Reynolds explained that concerns expressed at the BM Committee meeting and the actions taken to mitigate the risks so far.</p>	
32/1920	Governors	To consider the following:	

		<ul style="list-style-type: none"> a. Chair of BM Committee. Oliver Laity was ratified as the Chair of the Committee b. Safeguarding Lead Governor – following discussion Sandra Cartwright was appointed as the Safeguarding Lead Governor and Paul Every as Deputy Safeguarding Lead. The Clerk is to forward the ToRs to the Governors and book Sandra Cartwright on the course on 27 February 2020. c. GDPR Lead Governor – Paul Reynolds was appointed GDPR Lead Governor. The Clerk is to resource suitable training on GDPR. d. Draft Strategy – to consider feedback from Governors – deferred to the next meeting e. Board Objectives – To consider a full description of each objective and the standards needed to provide evidence of completion – deferred to the next meeting f. Update and sign Register of Business Interests - completed g. Update governor and clerk training record and receive feedback from training undertaken. Sandra Cartwright provided brief outline of the training that she had attended h. Governor Vacancies. There was no feedback from the Governors on potential candidates, however Craig Veal had volunteered as the Staff Governor and he was appointed. Clerk to notify Babcock of the appointment. The Clerk will continue to advertise vacancies on Inspiring Governance and SGOSS. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
33/1920	Committees	<p>Governors were invited to ask questions on the minutes of the following committees:</p> <ul style="list-style-type: none"> a. Learning & Wellbeing Committee (11 November 2019) – No questions b. Business Management Committee (25 November 2019) – No questions 	
34/1920	Policies	The following policies/document were agreed/ratified as shown:	

		<p>a. To Consider LA Admissions Arrangements for 2 years hence – deferred to the next FGB</p> <p>b. SEND information Report and SEND Policy - ratified</p> <p>c. Teacher Appraisal - ratified</p> <p>d. Teachers Pay policy - Ratified</p> <p>e. Accessibility Plan - Ratified</p>	
35/1920	Information provided by the Clerk	<p>The Clerk reported that he had his appraisal on Friday 6 December And further objectives had been set for the next year.</p> <p>He also asked Governors to advise him of any training requirements that they may have.</p>	
36/1920	Matters for the next agenda	<p>Prevent Training.</p> <p>The following matters were agreed for the next agenda:</p> <ul style="list-style-type: none"> ● Finance ● SIP and Learning <ul style="list-style-type: none"> a. Monitor progress against the governance section of the SIP (self-evaluation and impact on school improvement) ● Data Protection ● Personnel ● Collaboration Working Group ● Safeguarding. ● Governors <ul style="list-style-type: none"> a. Governors' skills audit b. Review current partnership working and strategic plan for the school. (Federation, academisation, management partnership, co-operative trust, formal collaboration, school sustainability, HT succession planning etc) c. Draft Strategy – to consider feedback from Governors d. Board Objectives – To consider a full description of each objective and the standards needed to provide evidence of completion e. Training 	

		<ul style="list-style-type: none"> ● Committee Reports <ul style="list-style-type: none"> a. Learning & Wellbeing Committee (20 January 2020) b. Business Management Committee (27 January 2020) ● Policies and other documents: <ul style="list-style-type: none"> a. Pupil Premium Information b. E-safety strategies c. Emergency Management Plan & Business Continuity Plan d. Finance Policy e. To Consider LA Admissions Arrangements for 2 years hence 	
37/1920	Date of next meeting	Monday 3 February 2020 at 1830	

The meeting closed at **2004**

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 Governors

Subject	Staff Member	Governor (lead/deputy)
Assessment/Educational Visits Co-ordinator (EVC)	Heather Poustie	
Community, Staff and Parental Links	Heather Poustie	Keith Moore
Computing/SCITT	Stephen Ball	Oliver Laity
Curriculum		
Design Technology/Display and Environment	Emma Pryde	
Early Years Foundation Stage/Key Stage 1		
Educational Visits Co-ordinator (EVC)	Toby Strick	
Extended School	Tanya Bull	
Finance	Kay Dicken	Oliver Laity/Keith Moore
Geography	Sarah Fraser	
Health & Safety	Kay Dicken	Paul Reynolds
History	Helen Cammack	
KS2	Craig Veal	
Library	Emma Lidbury	Simon Barnes
Literacy	Becky Hughes	Paul Evely
Maths	Yvonne Morrell	Chris Winfield
MFL	Lee Cheeseworth	
Music	Not yet appointed	

Nursery	Cassie Smith	
PE	Toby Strick/Craig Veal	Oliver Laity
Performance Arts (Art/Dance/Drama)	Emily Simpson	
Performance data	Heather Poustie/David Lee	Chris Winfield
Phonics	Amanda Donnai	
PSHE	Maggie Stevens	
RE/Children's University	Helena Thomsett	
Pupil Premium Grant	Helena Thomsett	
Safeguarding Lead	Dave Lee	Sandra Cartwright/Paul Evey
Science	Charlotte Hodgson	Chris Winfield
SENDCo	Vicky Stables	Paul Evey/Sandra Cartwright