

**DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS**

COMMITTEE

**Full Governing Body**

DATE

**23/03/2020**

<b>GOVERNOR ATTENDANCE</b>									
	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	P	P			
PAUL EVMY	LA	10/2022	P	P	P	P			
SIMON BARNES	Co-opted	10/2021	P	P	P	P			
KEITH MOORE	Parent	10/2019	P	S	P	P			
OLIVER LAITY	Co-opted	3/2024	P	S	P	P			
SANDRA CARTWRIGHT	Co-opted	10/2021	P	P	P	P			
PAUL REYNOLDS	Co-opted	12/2021	P	P	S	P			
CHRIS WINFIELD	Co-opted	7/2022	P	P	P	P			
CRAIG VEAL	Staff	12/23			P	P			
GILL QUANTRELL	Co-opted	12/23		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**

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

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

- FGB 55/1920 Attendance and associated matters
- FGB 56/1920 To agree the Minutes of the last meeting
- FGB 57/1920 To discuss any matters arising from the minutes and not on this agenda
- FGB 58/1920 Urgent business brought forward at the discretion of the Chair
- FGB 59/1920 Division of Agenda
- FGB 60/1920 Declaration of interests
- FGB 61/1920 Headteachers Report
- FGB 62/1920 Finance
- FGB 63/1920 SIP and Learning
- FGB 64/1920 Personnel
- FGB 65/1920 Data Protection
- FGB 66/1920 Collaboration
- FGB 67/1920 Safeguarding
- FGB 68/1920 Governors

FGB 200323

FGB 69/1920 Committees  
 FGB 70/1920 Policies  
 FGB 71/1920 Information provided by the Clerk  
 FGB 72/1920 Matters for the next agenda  
 FGB 73/1920 Date of next meeting

**ACTIONS TO BE TAKEN**

ITEM		BY WHOM	BY WHEN
56/1920	Minutes to website	Clerk	asap
57/1920	Resource suitable training on GDPR for the lead governor	Clerk	01/03/2020
58a/1920	Notify Babcock of the appointment of a co-opted Governor	Clerk	ASAP
62/1920	Produce agenda for the EFGB on 20 April 2020	Clerk	01/04/2020
68c/1920	Add report on Music to the workplan in the second meeting of each Term	Clerk	asap
71/1920	Review the various online sites available and provide information to the Board to enable remote meetings to take place	Keith Moore/Clerk	asap

	Item	Notes	Action
FGB 55/1920	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at <b>1830</b></p> <p>Visitors: <b>None</b></p> <p>Apologies: None</p> <p>The quorum for this meeting is <b>5</b> governors.</p> <p>This was a remote meeting (see Item 58b)</p>	

FGB 56/1920	To agree the Minutes of the last meeting held 3 February 2020	Agreed and signed. Copy to Headteacher and to be placed on website	<b>Clerk to place on website</b>
FGB 57/1920	To discuss any matters arising from the minutes and not on this agenda	The following were outstanding actions from the minutes: a. Resource suitable training on GDPR for the lead governor – None identified at the moment.	<b>Clerk</b>
FGB 58/1920	Urgent business brought forward at the discretion of the Chair	a. Appointment of a Co-opted Governor. It was agreed to appoint Oliver Laity as a Co-opted Governor with effect from 21 March 2020. Clerk to notify Babcock b. Protocol for Remote Working (Item 70b). This was agreed. c. Covid19. Governors expressed their thanks and admiration for the way in which the Headteacher and staff had responded to the problems caused by Covid19.	<b>Clerk</b>
FGB 59/1920	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 60/1920	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 61/1920	Headteacher's Report	Heather Poustie provided a verbal update which covered external visits, budget submission, collaboration and Covid19 including the arrangements for learning and lunches. Craig Veal provided information on Google Classroom. <b>A governor asked when the recently released data would be available for governors to see and Heather Poustie advised that she is analysing it at the moment and it would be available as soon as possible. Governors asked what the business model during the Corona virus is and what will it be like in the next few months. Heather Poustie provided a detailed explanation on the methods in use</b>	

		<p><b>which have to cater for a range of children. A Pandemic Emergency Plan to address the pandemic situation had been shared with the BM Committee and this is updated as further information is received and arrangements are reviewed and modified. Governors asked whether there is any extra funding for these arrangements and Heather Poustie explained that there is no additional funding but the fact that the school is in low numbers could/should have a positive effect on the budget.</b> The school is fortunate in that it was already working with online learning systems and this has been a great benefit. <b>A governor asked if the change in schools meals contractor is causing any problems. Heather Poustie said that the new contract starts on 1 April but the contractor was not expecting to provide meals until 14 April 2020 and discussions are taking place with the contractor.</b> The issue of books and possible contamination is being considered and an online book system is being sourced. <b>A governor said that it would be useful if there is good documentation on the actions that the school is taking and Heather said that there is a log detailing all aspects of the arrangements as part of the Emergency Plan.</b> It was also suggested that after the situation returns to normal it would be useful to provide parents with information regarding what the school had done during the closure.</p>	
FGB 62/1920	Finance	<p>Kay Dicken had reported to the BM Committee that budget carry forward to FY 2020/2021 is estimated to be £55K. BASC is due to carry forward £15700. The debt recovery programme is progressing well. It was agreed to write-off a sum of £78.20 (Family H) which is outstanding dinner money and is not able to be recovered. Additionally, some of the capital budget has been spent on previously agreed works for the academic year ahead.</p>	

		<p>The budget for FY 220/2021 is required to be with DCC by 1 May 2020 and DCC have stated that there will be no extensions for submission.</p> <p>It was agreed that single item extraordinary FGB would be held on 20 May 2020 to enable timely submission. A brief document will be produced for Governors explaining the detail of the Budget to facilitate approval of the budget.</p>	<b>Clerk/Kay Dicken</b>
FGB 63/1920	SIP and Learning	<p>Progress against the governance section of the SIP (self-evaluation and impact on school improvement. This was deferred from the last meeting. Heather Poustie said that one area for action is to ensure that subject leaders are fully aware of their roles and this may have to be carried out online. Keith Moore said that he was concerned that lead governors should also be aware of their role and this is an area that will have to wait until the situation returns to normal.</p>	
FGB 64/1920	Personnel	<p>Two appointments have been made – one to cover maternity leave and another to cover a secondment. The BM Committee had agreed that a further MTA could be recruited.</p>	
FGB 65/1920	Data Protection	<p>The school has agreed to set up a contract for an external DPO.</p>	
FGB 66/1920	Collaboration	<p>The collaboration group mis working well but there is little further to report at this date.</p>	
FGB 67/1920	Safeguarding	<p>No current issues</p>	
FGB 68/1920	Governors	<p>The following were considered:</p> <ol style="list-style-type: none"> <li>a. Governors' skills audit. The Clerk reported that an analysis of the Skills Audit had revealed that there are no Red or Amber indicators in the Audit except for individual Governors. The Board has the following Yellow Indicators which indicate an overall lack of knowledge in these areas:</li> </ol>	

		<ul style="list-style-type: none"> <li>• General experience of financial planning, monitoring and decision making.</li> <li>• Experience of financial planning, monitoring, decision making and compliance in the school sector.</li> <li>• General experience of human resource (HR) policy and processes.</li> <li>• Experience of human resource (HR) policy and processes in the school sector.</li> <li>• General experience of inspection and oversight.</li> <li>• Experience of inspection and oversight in the school sector.</li> <li>• Experience of reviewing governance structures.</li> </ul> <p><b>Governors stated that they were not unduly concerned with the yellow indicators and governors who could improve their individual skills could consider training when this becomes available.</b></p> <p>b. Board Objectives – To consider a full description of each objective and the standards needed to provide evidence of completion – deferred</p> <p>c. Review Staff and Governor Subject Leads. The leads were reviewed and amended as shown at the foot of the minutes. It was suggested and agreed that John Smith (Music) produce a report to the FGB on a termly basis.</p> <p>d. Training. Gill Quantrell had attended OFSTED Early Years Training but no other training had taken place due to Covid19.</p>	<b>Heather Poustie/Clerk</b>
FGB 69/1920	Committees	<p>Governors were invited to ask questions on the minutes of the following committees:</p> <p>a. Learning &amp; Wellbeing Committee (20 January 2020) – there were no questions.</p> <p>b. Business Management Committee (16 March 2020) – there were no questions.</p>	

FGB 70/1920	Policies	<p>The following policies/document were agreed/ratified as shown:</p> <ol style="list-style-type: none"> <li>a. Emergency Management Plan &amp; Business Continuity Plan including arrangements for managing the pandemic. Agreed in its current form but the document is under constant reviews.</li> <li>b. Remote Working arrangements – agreed at Item 58.</li> <li>c. LA Admissions Arrangements for 2 years hence – deferred to the next meeting.</li> </ol>	
FGB 71/1920	Information provided by the Clerk	<p>The Spring edition of Governance Today was distributed. An ecopy together with the training programme for the Summer Term had been provided previously. Governors were asked to inform the Clerk of any training requirement from the programme. Keith Moore is to review the various online sites available and provide information to the Board.</p>	<b>Keith Moore/Clerk</b>
FGB 72/1920	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <ul style="list-style-type: none"> <li>• Finance <ol style="list-style-type: none"> <li>a. To approve the budget FY 2020/2021.</li> </ol> </li> <li>• SIP and Learning Feedback from staff on how they are coping with Covid19</li> <li>• Data Protection</li> <li>• Personnel</li> <li>• Collaboration Working Group</li> <li>• Safeguarding.</li> <li>• Governors <ol style="list-style-type: none"> <li>a. Board Objectives – To consider a full description of each objective and the standards needed to provide evidence of completion</li> <li>b. Training</li> <li>c. Review Staff and Governor Subject Leads</li> <li>d. Agree dates for FGB and committee meetings for the coming academic year</li> </ol> </li> </ul>	



		<ul style="list-style-type: none"> <li>e. Consider convening a separate meeting of Governors and others to develop strategy, vision, curriculum or other strategic elements of school improvement</li> <li>● Committee Reports <ul style="list-style-type: none"> <li>a. Learning &amp; Wellbeing Committee (27 April 2020)</li> <li>b. Business Management Committee (11 May 2020)</li> </ul> </li> <li>● Policies and other documents: <ul style="list-style-type: none"> <li>a. SEND Information Report</li> <li>b. Data Protection policy</li> <li>c. Charging &amp; Remissions Policy</li> <li>d. LA Admissions Arrangements for 2 years hence – deferred to the next meeting.</li> </ul> </li> </ul>	
FGB 73/1920	Date of next meeting	<b>Monday 20 April 2020 at 1830</b> (Single item agenda) <b>and</b> <b>Monday 18 May 2020 at 1830</b>	

The meeting closed at **2020**

**Signed as a true record**

Signed	Date:
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### **Collaboration Project**

The primary schools involved are:

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| 1. Bishopsteignton Primary School        | 4. Chudleigh CE VC Community Primary School, |
| 2. Bradley Barton Primary School         | 5. Decoy Community Primary School,           |
| 3. Canada Hill Community Primary School, | 6. Denbury Community Primary School,         |

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7. Kingkerswell 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 Evely
Maths	Yvonne Morrell	Chris Winfield
Modern Foreign Languages (MFL)	Lee Cheesworth	
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