

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Full Governing Body

DATE

11 October 2021

GOVERNOR ATTENDANCE									
	Type	End of Term	11/10/2021	06/12/2021	31/01/2022	28/03/2022	16/05/2022	11/07/2022	Date Resigned
HEATHER POUSTIE	Headteacher	Ex-officio	P						
PAUL EVMY	LA	14/10/2022	P						
SIMON BARNES	Co-opted	14/10/2022	P						
OLIVER LAITY	Co-opted	22/03/2024	P						
SANDRA CARTWRIGHT	Co-opted	10/10/2025	P						
CRAIG VEAL	Staff	08/12/2023	S						
GILL QUANTRELL	Co-opted	08/12/2023	P						
RUTH DENNIS	Co-opted	04/10/2024	P						
KATE EAMES	Co-opted	04/10/2024	P						
VACANT	Co-opted								
RUTH SHOARE	Parent	06/12/2024	P						
ANDREW MCKENZIE	Parent	23/09/2025	P						
VACANT	Parent								
VACANT	Parent								
VACANT	Parent								

KEITH MOORE	Parent	13/10/2023							31/08/2021
PAUL REYNOLDS	Co-opted	10/12/2021							08/09/2021
CHRIS WINFIELD	Parent	05/10/2024							31/07/2021

P – Present

S – Sanctioned

A – Absent

L – Late arrival

In Attendance: None

Chaired by	Simon Barnes	Clerked by	Pete Osborne
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Agenda:

FGB 01/2122	Attendance and associated matters
FGB 02/2122	Declaration of interests
FGB 03/2122	Division of Agenda
FGB 04/2122	Election of Chair and Vice Chair
FGB 05/2122	To agree the Minutes of the last meeting
FGB 06/2122	To discuss any matters arising from the minutes and not on this agenda
FGB 07/2122	Urgent business brought forward at the discretion of the Chair
FGB 08/2122	Headteacher's Report
FGB 09/2122	Finance
FGB 10/2122	Personnel
FGB 11/2122	Data Protection
FGB 12/2122	Collaboration
FGB 13/2122	Safeguarding
FGB 14/2122	Governance
FGB 15/2122	Committees
FGB 16/2122	Policies

FGB 11 October 2021

FGB 17/2122 Information provided by the Clerk
 FGB 18/2122 Matters for the next agenda
 FGB 19/2122 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
01/2122	Notify Babcock and amend GIAS in respect of Andrew McKenzie as a Parent Governor	Clerk	asap
04/2122	Notify Babcock and amend GIAS in respect of the Chair and Vice Chairs	Clerk	asap
05/212221	Minutes to website	Clerk	asap
07/2122	Amend the Finance Policy to show the increase on the purchase card to £2000 and Petty Cash holding to £3000.	Kay Dicken/Heather Poustie	asap
10c/2122	Pay Committee members to agree a date for the meeting	Oliver Laity/Clerk	asap
13a/2122	<ul style="list-style-type: none"> • Add Safeguarding presentation to the FGB Agenda for 6 December 2021 • Add Safeguarding update to the L&W Agenda for 145 November with Dave Lee attending. 	Clerk	asap
14b/2122	Place Google sign up form on Drive to enable Governors to sign to confirm that they have read KCSiE	Clerk	asap
14c/2122	Circulate the revised dates for the BM Committee and FGB in the second half of the Spring Term	Clerk	asap
14f/2122	Notify Babcock and amend GIAS in respect of the re-appointment of Sandra Cartwright.	Clerk	asap
14g/2122	Circulate OFSTED comments paper to all governors	Clerk	asap
14l/2122	Approach suitable H&S professionals in an attempt to recruit a co-opted governor and provide feedback to the Chair.	Clerk	asap

FGB 01/2122	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1836</p> <p>Visitors:</p> <p>Apologies: Craig Veal and sanctioned.</p> <p>The quorum for this meeting is 6 governors.</p> <p>This was a virtual meeting using Zoom.</p> <p>The chair introduced Andrew McKenzie as the new Parent Governor and Governors introduced themselves – Clerk to notify Babcock and amend GIAS. Andrew will attend both Committee meetings and be appointed to one committee at the FGB on 6 December 2021.</p>	Clerk
FGB 02/2122	Declaration of interests. Governors were 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
FGB 03/2122	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 04/2122	Election of Chair and Vice Chair	<p>The following were elected:</p> <p>Chair – Simon Barnes Co Vice Chairs – Paul Evely and Sandra Cartwright</p> <p>Clerk to notify Babcock and amend GIAS</p>	Clerk

FGB 05/2122	Minutes of the last meeting held 12 July 2021	Agreed and signed. Copy to Headteacher and to be placed on website	Clerk to place on website
FGB 06/2122	To discuss any matters arising from the minutes and not on this agenda	None	
FGB 07/2122	Urgent business brought forward at the discretion of the Chair	<p>Amendment to the Finance Policy. Oliver Laity advised that the current limits on the purchase card and the petty cash holding are creating problems and Kay Dicken has requested that the limits be increased to:</p> <ul style="list-style-type: none"> ● Purchase card from £1000 to £2000 ● Petty Cash from £2000 to £3000 <p>Heather Poustie explained the reasons behind the request and governors approved the increases and the necessary amendments to the Finance Policy</p>	Heather Poustie/Kay Dicken
FGB 08/2122	Headteacher's Update	<p>Item removed with the exception of:</p> <p>Set board objectives for the year. The Chair suggested that the following 8 would be appropriate objectives for the Board for this academic year, Oliver Laity suggested that objective 8 should be included:</p> <p>Board objectives</p> <ol style="list-style-type: none"> 1. Appoint and induct new governors 2. Make sure we all visit the school 	

		<ol style="list-style-type: none"> 3. Understand the quality of teaching 4. Satisfy the members of the Board that the website is up to date, legal and accessible 5. Listen to the teachers, parents and children 6. Ensure DCC recommendations are implemented 7. Appoint governor leads 8. The three core functions of the governing board are being met: <p>It was agreed that these would be suitable objectives for the Board however a governor asked how item 3. above could be measured. Simon Barnes said that this could include governor visits, looking at children's books and external agency assessments.</p>	
FGB 09/2122	Finance	Oliver Laity advised that he meets with Kay Dicken 3 times a year to discuss the Budget. The budget looks healthy at present.	
FGB 10/2122	Personnel	<ol style="list-style-type: none"> a. Arrangements for the HT performance management process, appointment of the external adviser and appraisal governors. The appraisal panel will consist of Simon Barnes, Paul Every and Ruth Dennis. The external adviser will be Helen Eversett. The Panel will sit on 17 November 2021. b. Clerks' appraisal. Simon Barnes and Heather Poustie will carry out the appraisal and a date will be agreed with the Clerk c. Membership of and date of the Pay Committee. to be on the agenda for the FGB. The Committee will consist of Oliver Laity, Kate Eames and Andrew McKenzie. The date 	Committee members to agree date

		<p>will be agreed outside the meeting.</p> <p>d. Other personnel matters. An advertisement has been placed for a new TA and interviews are taking place for a play worker and a mealtime assistant. Additionally, work is taking place to identify the role of a Family Support Adviser</p>	
FGB 11/2122	Data Protection	There were no DP matters to report. A date is being arranged with the DPO for an audit of Data Protection.	
FGB 12/2122	Collaboration	The Early Years team is meeting across the Group. The SENDCos are also liaising with each other. Work is also taking place on timetabling and the phonic programme.	
FGB 13/2122	Safeguarding	<p>a. Presentation on safeguarding work and workload. To be deferred to 6 December 2021 where it will be the first item. Dave Lee will also attend the beginning of the L&W Meeting on 15 November 2021 to present his safeguarding report and talk about the associated workload.</p> <p>b. Update on Safeguarding matters. This was provided to the BM and L&W Committees and is reflected in their minutes.</p>	Clerk
FGB 14/2122	Governance	<p>The following were considered:</p> <p>a. Code of Conduct. Adopted.</p> <p>b. KCSiE. Governors confirmed that they have read the appropriate part of KCSiE and the Clerk will arrange for governors to sign to acknowledge this on a google form.</p> <p>c. Dates of the BM and FGB in the second half of the Spring Term to be on the FGB and suggested that the BM is moved from 14 March 2022 to 28 March 2022 and the FGB moved from 28 March to 4 April 2022 to enable the Budget for FY 2022/2023 to be approved.</p> <p>d. Future arrangements for the FGB and Committee meetings. Meetings have been held virtually since the beginning of the lock down in 2020 and there was discussion on what the</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

		<p>arrangements for meeting should be in the future bearing in mind the on-going pandemic. There was a wide ranging discussion on the subject and the benefits from face to face meetings and the issue of virtual meetings. It was agreed that individual governors could visit the school when appropriate but the FGB and Committees would continue to meet virtually and this would be reviewed at each FGB meeting.</p> <p>e. Work plan for this academic year. Agreed</p> <p>f. Governor reappointments, consider governor vacancies and agree the arrangements for recruitment. There are currently 3 Parent and 1 Co-opted Governor vacancy. Advertisements are in Inspiring Governance and Governors for Schools. Sandra Cartwright's term of office ends 15 October 2021 and she was confirmed as being renewed from 4 October 2021. Clerk to notify Babcock and amend GIAS.</p> <p>g. Feedback from Governors Training. Paul Evemy and Simon Barnes had attended the OFSTED training and had found it particularly useful. The following were points from the training:</p> <ul style="list-style-type: none"> ● Make sure the website is up to date and accessible. Can parents navigate it, understand it and use it if they wish to make a compliant. ● Go into the school. Talk to children and staff. Triangulate what you are told. ● The importance of the curriculum. Get a subject lead to come to a meeting and explain how the curriculum is sequenced. ● Look at recommendations from the last Ofsted report- 	<p>Clerk/All</p> <p>All/Clerk</p> <p>Clerk</p>
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		<p>have they been implemented.</p> <ul style="list-style-type: none"> ● Do we know the strengths and weaknesses of the school and what we are doing to address those weaknesses? ● What impact has the pupil premium grant and sports premium grant made? ● How do we know that staff are not bullied and that pregnant teachers are not discriminated against? ● How are we communicating with parents? ● Are we using Q cards when we carry out visits? ● To achieve GOOD, we need to be doing everything correctly, to achieve outstanding we need to be doing something innovative. <p>This led to a discussion on the need for continuing monitoring of progress towards readiness for OFSTED. The Clerk has produced a sheet showing the items that the school needs to improve on from the last OFSTED inspection and the comments from the OFSTED visit in 2020 which will be circulated to Governors.</p> <p>h. Information on the new website. Heather Poustie provided Governors with information on the new website which will go live before the half term break and the website will be compliant when it goes live.</p> <p>i. Update & sign Register of Business Interests. Governors were reminded to view their Business Interest Form, correct the information if necessary and add the date and signature or initials.</p> <p>j. Delegation of Lead Governor roles to committees – See 14l. below</p> <p>k. Policy review schedule - Agreed</p>	<p>Clerk</p> <p>Clerk/All</p>
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		<p>l. Subject staff and Governor Leads and considering appointing a Wellbeing Lead Governor. The list was updated and is attached to these minutes. Paul Every was appointed as Wellbeing Lead Governor. The Clerk will approach suitable professionals in an attempt to recruit a Co-opted Governor with Health & Safety qualifications.</p> <p>m. ToRs for the FGB and the Committees - Agreed</p>	Clerk
FGB 15/2122	Committees	<p>Governors were invited to ask questions on the minutes of the following committees:</p> <p>a. Learning & Wellbeing Committee (4 October 2021). No questions were raised but if Governors have questions to raise them direct to Paul Every</p> <p>b. Business Management Committee (27 September 2021). No questions were raised.</p>	
FGB 16/2122	Policies	<p>The following policies/document were agreed/ratified as shown:</p> <p>a. Child Protection and Safeguarding Policy - agreed</p> <p>b. Mental Health and Wellbeing Policy for Decoy Staff - Agreed.</p>	
FGB 17/2122	Information provided by the Clerk	<p>The next issue of Governance Today will be available shortly after the half term holiday and will be distributed by the Clerk. This will also include the training programme for the spring Term.</p>	Clerk
FGB 18/2122	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <p>Teaching and Learning</p> <p>Headteacher's Report to include SIP and Learning and the use of supply staff</p> <ul style="list-style-type: none"> • Discuss how statistical pupil performance data received from L&W committee will inform actions relating to the SIP priorities, staff development, school self-evaluation, additional support and provision for pupils 	

		<ul style="list-style-type: none"> ● Review and comment upon draft SIP ensuring that governor monitoring points and success criteria are clearly established ● Approve SIP <p>OFSTED Preparation Finance</p> <ul style="list-style-type: none"> ● Budget Update <p>Data Protection Personnel</p> <ul style="list-style-type: none"> ● Ratify Pay and Performance Panel Recommendations ● Ratify HT Panel recommendations <p>Collaboration Working Group Safeguarding. Governance</p> <ul style="list-style-type: none"> ● To consider and receive feedback on the Board objectives ● Consider the Governors' skills audit analysis and agree any needs for training or recruitment of new Governors ● Discuss any Governor vacancies ● Update & sign Register of Business Interests ● Governors Training <p>Committee Reports</p> <ul style="list-style-type: none"> ● Learning & Wellbeing Committee ● Business Management Committee <p>Policies and other documents:</p>	
FGB 19/2122	Date of next meeting	Monday 6 December 2021 at 1830 online	

The meeting closed at **2043**

Signed as a true record

FGB 11 October 2021

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 11 October 2021)

Subject	Staff Member	Governor (lead/deputy)
Assessment	Heather Poustie	Kate Eames
Community, Staff and Parental Links	Heather Poustie	Simon Barnes
Climate Change	James Kilkelly/Cassie Smith	Paul Every
Computing/SCITT	Stephen Ball	Oliver Laity
Curriculum	Dave Lee	Sandra Cartwright
Design Technology/Display and Environment	Emma Pryde	
Early Years Foundation Stage	Cassie Smith	Gill Quantrell/Ruth Dennis
Key Stage 1	Helena Thomsett	Gill Quantrell/Ruth Dennis
Educational Visits Co-ordinator (EVC)	John Smith	See H&S
Extended School (BASC)	Tanya Bull	Paul Every/Ruth Shoare/Ruth Dennis (to be confirmed)
Finance	Kay Dicken	Oliver Laity
Geography	Rachel Lawton	Loosely covered under Curriculum
GDPR	Kay Dicken	Oliver Laity
Health & Safety	Kay Dicken	
History	Sarah Fraser	Loosely covered under Curriculum
KS2	Stephen Ball	
Library	Emma Lidbury	Simon Barnes
Literacy	Becky Hughes	Paul Every
Maths	Yvonne Morrell	Kate Eames
Modern Foreign Languages (MFL)	Toby Strick	Loosely covered under Curriculum
Music	John Smith	Loosely covered under Curriculum
PE	Toby Strick	Oliver Laity
Performance Arts (Art/Dance/Drama)	Emily Simpson	Loosely covered under Curriculum
Performance data	Heather Poustie	Kate Eames
Phonics	Cassie Smith	Gill Quantrell

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 Evely
Science	Charlotte Hodgson/Amanda Donnai	Loosely covered under Curriculum
SENDCo	Vicky Stables	Paul Evely/Sandra Cartwright
Volunteers and work experience	Helen Cammack	Ruth Dennis
Website		