

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Full Governing Body

DATE

12/07/2021

GOVERNOR ATTENDANCE									
	Type	End of Term	05/10/2020	07/12/2020	01/02/2021	29/03/2021	17/05/2021	12/07/2021	Date Resigned
HEATHER POUSTIE	Headteacher	Ex-officio	P	P	P	P	P	P	
PAUL EVMY	LA	14/10/2022	P	P	P	P	P	P	
SIMON BARNES	Co-opted	14/10/2022	P	P	P	P	P	P	
OLIVER LAITY	Co-opted	22/03/2024	S	P	P	S	P	P	
SANDRA CARTWRIGHT	Co-opted	15/10/2021	P	P	P	P	S	P	
PAUL REYNOLDS	Co-opted	10/12/2021	P	P	P	P	P	P	
CRAIG VEAL	Staff	08/12/2023	P	S	P	S	P	P	
GILL QUANTRELL	Co-opted	08/12/2023	P	P	P	P	L	P	
RUTH DENNIS	Co-opted	04/10/2024	P	P	S	P	S	P	
KATE EAMES	Co-opted	04/10/2024	P	P	P	S	P	P	
CHRIS WINFIELD	Parent	05/10/2024	P	P	P	P	S	S	
KEITH MOORE	Parent	13/10/2023	P	S	P	P	L	P	
RUTH SHOARE	Parent	06/12/2024			P	P	P	S	
VACANT	Parent								
VACANT	Parent								

P – Present
A – Absent

S – Sanctioned
L – Late arrival

In Attendance: None

Chaired by	Keith Moore/Simon Barnes	Clerked by	Pete Osborne
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Agenda:

- FGB 92/2021 Attendance and associated matters
- FGB 93/2021 Declaration of interests
- FGB 94/2021 To agree the Minutes of the last meeting
- FGB 95/2021 Division of Agenda
- FGB 96/2021 To discuss any matters arising from the minutes and not on this agenda
- FGB 97/2021 Urgent business brought forward at the discretion of the Chair
- FGB 98/2021 Headteacher's Report
- FGB 99/2021 Finance
- FGB 100/2021 Personnel
- FGB 101/2021 Data Protection
- FGB 102/2021 Collaboration
- FGB 103/2021 Safeguarding
- FGB 104/2021 Governors
- FGB 105/2021 Committees
- FGB 106/2021 Policies
- FGB 107/2021 Information provided by the Clerk
- FGB 108/2021 Matters for the next agenda
- FGB 109/2021 Date of next meeting

ACTIONS TO BE TAKEN

FGB 210712

ITEM		BY WHOM	BY WHEN
94/2021	Minutes to website	Clerk	asap
104f/2021	Produce draft letter to parents calling for Parent Governor Nominations.	Clerk/Heather Poustie	01/09/21
104f/2021	Advertise Co-opted Governor vacancies on Inspiring Governance and Governors for School.	Clerk	asap

FGB 92/2021	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: Ruth Shoare and Chris Winfield and sanctioned.</p> <p>The quorum for this meeting is 7 governors.</p> <p>This was a remote meeting.</p> <p>The Chair extended thanks to Chris Winfield for all his work with the School and the Board and wished him well.</p> <p>Thanks were also extended to Heather and the school staff for their sterling work during the last year which has been challenging to say the least.</p>	
FGB 93/2021	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
FGB 94/2021	Minutes of the last meeting held 17 May 2021	Agreed and signed. Copy to Headteacher and to be placed on website	Clerk to place on website

FGB 95/2021	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 96/2021	To discuss any matters arising from the minutes and not on this agenda	None	
FGB 97/2021	Urgent business brought forward at the discretion of the Chair	None	
FGB 98/2021	Headteacher's Report to include SIP and Teaching and Learning	<p>Due to internet connections Simon Barnes took over as Chair of the meeting at this point.</p> <p>Heather Poustie apologised for the lack of a Formal Headteacher's Report this was due to work pressures created by the pandemic. There have been 142 children self isolating in the last 2 weeks. A further bubble was closed in the week commencing 5 July. Additionally, there have been staff absences and safe-guarding issues meetings that have had to be attended. Craig Veal was congratulated on his appointment as Literacy Lead. The new curriculum is nearing completion and staff have worked hard to achieve this. It will be shared with the LW Committee in September.</p>	
FGB 99/2021	Finance	Item removed. Discussed at BM Committee and included in their minutes	
FGB 100/2021	Personnel	a. Arrangements for the use of the "Thank You" to staff from DCC. This had been sent to staff for consultation on its use. There have been some responses and a decision is to be made in early September.	

		b. Other personnel matters. It is hoped to appoint a Family Support Advisor in the Autumn Term. Interviews are taking place on 13 July 2021 for the Year 5 teacher.	
FGB 101/2021	Data Protection	There are no DP matters to report	
FGB 102/2021	Collaboration	This was reported in the Committee meetings and there have been no further meetings	
FGB 103/2021	Safeguarding	<p>A report had been provided by Dave Lee and the following is the outline:</p> <ul style="list-style-type: none"> ● Staff training - All staff (including new appointments) have received their safeguarding refresher training and have read the KCSIE document. Kay has updated the Single Central Record with this information. ● VCM meetings continuing - Held on a weekly basis but on-going meetings and professional dialogue at SLT level as well as with class teachers. Guidance has been produced for staff and delivered at a staff meeting for the effective use of CPOMs so that we can continue to improve our systems in place. ● Current priorities - On-going E-safety awareness across school and at home. Continuing to send out weekly E-safety information to parents/carers as well as signposting them to key documentation on the website. ● Updated policy - Child Protection and Safeguarding Policy is embedded in our practice; this includes the updated COVID appendix. ● Engagement with MASH and other agencies - Contact with MASH, MARAC, SPLITZ ETC. on-going 	

		<ul style="list-style-type: none"> ● FSA - We are looking to appoint a Family Support Advisor as this is essential with regard to managing our capacity for dealing with emotional and safeguarding issues. ● TAFs (Team around the family) - Continues to be effective – we are leading many of the TAFs but are also encouraging other agencies to take the lead where this is more appropriate ● Strategy Meetings - A number of these have recently been held for a few families. These have involved some very high-level safeguarding incidents which continue to be ongoing. We have also had a large number of social worker visits to school over the past weeks as a result of safeguarding information which has come to light. ● Visitors to school - Clear systems are still being followed within school with regard to visitors to the school site. <p>Heather Poustie expanded on this and outlined the increased workload that has arisen and it was suggested that Dave Lee attend a Governors meeting to outline the work being carried out and the processes. Heather will approach Dave Lee.</p>	
FGB 104/2021	Governors	<ol style="list-style-type: none"> a. The meeting dates for the next academic year were agreed b. The protocol for the election of the Chair and Vice Chair and the term of office was agreed and the term of office will be 12 months. c. The Chairs of the LW and BM Committees were confirmed as Paul EVELY (LW Committee) Oliver Laity (BM Committee) d. The Committee members for the next academic year were confirmed as at present. This may be reviewed when new governors are recruited. 	

		<p>e. The work plan for the next academic year was agreed</p> <p>f. Governor vacancies had been notified and a letter is to be sent to parents in the second week of the Autumn Term calling for parent Governor nominations. The Clerk will advertise Co-opted Governor vacancies on Governors for School and Inspiring Governance.</p> <p>g. Feedback from Governors Training Sandra Cartwright had attended the governor Briefing and reported that there is a proposed Education Staff Well-being Charter and it had been discussed that when carrying out curriculum development SEN and Disadvantaged children should be at the heart of it. It had also been discussed as to whether Governing Bodies are considering face to face meetings. The Board discussed this latter point and it was agreed that a full risk assessment should be carried out before face to face governor meetings are re-commenced</p> <p>h. Review Governor information on the website. The governor Photos and Bios are nearing completion. There are 3 outstanding and the Clerk has asked for these. Once received the completed document will be sent to Steven Ball to be added to the new website.</p>	Clerk/Heather Poustie
FGB 105/2021	Committees	<p>Governors were invited to ask questions on the minutes of the following committees:</p> <p>a. Learning & Wellbeing Committee (6 July 2021). No questions were raised.</p> <p>b. Business Management Committee (5 July 2021). A governor said that the minutes that the budget should be linked to the SIP and it was explained that this was a comment from the Audit although the SIP does include budget lines, there is a need to provide more detail.</p>	

FGB 106/2021	Policies	<p>The following policies/document were agreed/ratified as shown:</p> <ul style="list-style-type: none"> a. Finance Policy - Agreed b. Charging and Remissions Policy -Agreed c. Data Protection policy-Agreed subject to re-input of one item d. Redundancy Policy-Agreed e. Complaints Policy-Agreed 	
FGB 107/2021	Information provided by the Clerk	<p>The Clerk advised that charges for training would increase from 1 September and asked governors to notify him of any training requirements for the Autumn Term before the increase.</p> <p>There is a new KCSIE document effective from 1 September and this will be added to Drive.</p>	
FGB 108/2021	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <ul style="list-style-type: none"> ● Teaching and Learning <ul style="list-style-type: none"> a. Headteacher’s update to include SIP and Learning and the use of supply staff b. Consider data assessment results with evidence from L&W Committee c. Review curriculum development with input from L&W committee d. Discuss and agree response to School on a Page (SOAP) school and governance evaluation e. Set board objectives for the year f. Agree SIP priorities g. Timetable series of governor monitoring visits for the year, linked to the SIP priorities ● Finance <ul style="list-style-type: none"> a. Budget Update ● Data Protection ● Personnel 	

		<ul style="list-style-type: none"> a. Confirm arrangements for the HT performance management process, appointment of outside adviser and appraisal governors. Ensure at least one member of the appraisal panel has (will undertake) relevant training ● Collaboration Working Group ● Safeguarding. ● Governors <ul style="list-style-type: none"> a. Elect Chair and Vice-Chair b. Update & agree Code of Conduct c. Ensure all board members have read KCSiE & signed to confirm d. Discuss any Governor vacancies e. Update & sign Register of Business Interests f. Confirm delegation of Lead Governor roles to committees g. Agree policy review schedule h. Governors Training i. Update the subject staff and Governor Leads ● Committee Reports <ul style="list-style-type: none"> a. Learning & Wellbeing Committee (20 September 2021) b. Business Management Committee (27 September 2021) ● Policies and other documents: 	
FGB 109/2021	Date of next meeting	Monday 4 October 2021 at 1830	

The meeting closed at **1915**

Signed as a true record

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Signed **Simon Barnes**

Date: **11 October 2021**

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