

**DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS**

COMMITTEE

**Full Governing Body**

DATE

**29/03/2021**

<b>GOVERNOR ATTENDANCE</b>									
	<b>Type</b>	<b>End of Term</b>	<b>05/10/2020</b>	<b>07/12/2020</b>	<b>01/02/2021</b>	<b>29/03/2021</b>	<b>17/05/2021</b>	<b>12/07/2021</b>	<b>Date Resigned</b>
HEATHER POUSTIE	<b>Headteacher</b>	<b>Ex-officio</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>			
PAUL EVMY	<b>LA</b>	<b>10/2022</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>			
SIMON BARNES	<b>Co-opted</b>	<b>10/2021</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>			
OLIVER LAITY	<b>Co-opted</b>	<b>3/2024</b>	<b>S</b>	<b>P</b>	<b>P</b>	<b>S</b>			
SANDRA CARTWRIGHT	<b>Co-opted</b>	<b>10/2021</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>			
PAUL REYNOLDS	<b>Co-opted</b>	<b>12/2021</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>			
CRAIG VEAL	<b>Staff</b>	<b>12/2023</b>	<b>P</b>	<b>S</b>	<b>P</b>	<b>S</b>			
GILL QUANTRELL	<b>Co-opted</b>	<b>12/2023</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>			
RUTH DENNIS	<b>Co-opted</b>	<b>10/2024</b>	<b>P</b>	<b>P</b>	<b>S</b>	<b>P</b>			
KATE EAMES	<b>Co-opted</b>	<b>10/2024</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>S</b>			
CHRIS WINFIELD	<b>Parent</b>	<b>7/2022</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>			
KEITH MOORE	<b>Parent</b>	<b>10/2023</b>	<b>P</b>	<b>S</b>	<b>P</b>	<b>P</b>			
RUTH SHOARE	<b>Parent</b>	<b>06/12/24</b>			<b>P</b>	<b>P</b>			
VACANT	<b>Parent</b>								
VACANT	<b>Parent</b>								

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

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

- FGB 56/2021 Attendance and associated matters
- FGB 57/2021 Declaration of interests
- FGB 58/2021 To agree the Minutes of the last meeting
- FGB 59/2021 Division of Agenda
- FGB 60/2021 To discuss any matters arising from the minutes and not on this agenda
- FGB 61/2021 Urgent business brought forward at the discretion of the Chair
- FGB 62/2021 Headteacher's Report
- FGB 63/2021 Finance
- FGB 64/2021 Personnel
- FGB 65/2021 Data Protection
- FGB 66/2021 Collaboration
- FGB 67/2021 Safeguarding
- FGB 68/2021 Governors
- FGB 69/2021 Committees
- FGB 70/2021 Policies
- FGB 71/2021 Information provided by the Clerk
- FGB 72/2021 Matters for the next agenda

FGB 210329

FGB 73/2021

Date of next meeting

**ACTIONS TO BE TAKEN**

ITEM		BY WHOM	BY WHEN
58/2021	Minutes to website	Clerk	asap
63b/2021	<b>Notify the clerk of the carry forward figure once established for dissemination to the Board</b> <b>Forward the final budget to DCC</b>	Kay Dicken/Clerk	asap
		Kay Dicken	asap

FGB 56/2021	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at <b>1833</b></p> <p>Visitors: <b>None</b></p> <p>Apologies: Craig Veal, Oliver Laity and Kate Eames and sanctioned.</p> <p>The quorum for this meeting is 7 governors.</p> <p>This was a remote meeting.</p>	
FGB 57/2021	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		<b>None</b>
FGB 58/2021	Minutes of the last meeting held 1 February 2021	Agreed and signed. Copy to Headteacher and to be placed on website	<b>Clerk to place on website</b>

FGB 210329

FGB 59/2021	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)	<b>None</b>
FGB 60/2021	To discuss any matters arising from the minutes and not on this agenda	<b>None</b>
FGB 61/2021	Urgent business brought forward at the discretion of the Chair	<b>None</b>
FGB 62/2021	Headteacher's Report to include SIP and Teaching and Learning	<p>The report had been circulated prior to the meeting. It covered the following areas:</p> <ul style="list-style-type: none"> <li>• School numbers and basic characteristics - 445 on Roll including Nursery</li> <li>• Attendance (Sept 2020 to March 2021) – Overall 96.5%</li> <li>• Exclusions - None</li> <li>• Safeguarding</li> <li>• Pupil Premium</li> <li>• Staffing <ul style="list-style-type: none"> <li>○ Appraisal</li> <li>○ Teachers - Interim appraisal meetings have been held and staff have been extremely proactive in working towards meeting targets despite the limitations of the COVID restrictions in place.</li> <li>○ Support staff (teaching) appraisals have been moved from April to June/July to be able to set targets that can be met through work in the following academic year.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Staff structure</li> <li>○ Team Meetings</li> <li>○ Staff Development – Spring Term</li> <li>○ Continuous Professional Development</li> <li>● CURRICULUM - Helen Eversett, Phase Advisor, recently met with me and Mr Lee, Deputy Headteacher to discuss or curriculum development and remote learning provision. Feedback and an analysis from the recent parent survey about Learning during Lockdown was shared.</li> <li>● Phonics</li> <li>● Educational visits and Enrichment activities - Government guidance advises against all educational visits at this time. This advice will be kept under review.</li> <li>● PTA - The PTA has continued to be very involved in school life. They have raised a considerable sum of money to refurbish one of the school rooms as a library. This work should be completed over the easter holidays – we are currently awaiting the results of an asbestos survey to ensure that we can proceed safely.</li> </ul> <p><b>A Governor said that numbers on roll looked low for two years and asked whether there is any information on new pupils likely to join in those years. Heather replied that there was no indication of this at present but pupils do join within the academic years. A governor asked about the queries raised by the school to MASH and other agencies and whether these were particular agencies. They are the normal agencies associated with safeguarding It was further asked whether online staff meetings would result in additional hours for staff and Heather explained that these</b></p>	
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		<p>would be arranged for different staff groups over 2 weeks. She gave further detailed information on other arrangements for meeting with staff.</p> <p>A question was asked on the asbestos survey for the library. Heather advised that a survey had been carried out previously by the LA and a further survey has been carried out and samples collected for testing.</p> <p>A further question was raised in the effect on school for the long term absences and these have been covered initially in-house but now by appointments from outside. This moved on to a question on how the quality of teaching is being assessed and in particular on the assessment of supply teachers. Heather explained that initially there is frank and honest feedback from TAs working with the Supply Teacher and detailed requests are placed with agencies for supply teacher's skills.</p> <p>The report also comments on MFL and Heather gave further information on the arrangements for and the seeking further information on how teaching has been taking place remotely from a secondary school.</p> <p>A governor asked what the current situation is with music in the school. Following the opening of the school on 8 March 2021 music teaching is now taking place but safeguards are in place over the use of instruments to ensure no cross contamination.</p>	
FGB 63/2021	Finance	<p>a. Update on the budget. The BM Committee were advised that BASC is likely to show a slight deficit at the end of the year however this will be regulated during the next FY. Capital expenditure has been used for laptops to enable home working during the lock downs. School budget share</p>	

		<p>has realised some income for expenses totally in the region of £6600. Additionally, there will be further funds into the budget for increased school meals uptake.</p> <p>a. Budget for FY 2021/2022. It was explained to the BM Committee that the final carry forward figure was not yet available and that the budget was recommended for approval in principle and the final carry forward figure will be added when received from DCC. <b>The Budget for FY 2021-2022 was approved. Kay Dicken will advise the Clerk of the carry forward figure for dissemination to the Board</b></p>	<b>Kay Dicken.</b>
FGB 64/2021	Personnel	As BM Committee	
FGB 65/2021	Data Protection	There have been no incidents to report	
FGB 66/2021	Collaboration	The group had not met formally but members have held informal conversations and shared guidance by email	
FGB 67/2021	Safeguarding	<p>A report on safeguarding had been circulated prior to the meeting and the key points were:</p> <p>a. Staff training - Any new staff have received their level 2 safeguarding training as necessary.</p> <p>b. Vulnerable Pupil engagement, invites into school</p> <p>c. RAG rated spreadsheet - We now have an updated version of this on file and the key children list which County has been updated in relation to the current lockdown.</p> <p>d. VCM meetings continuing - Held on a weekly basis but on-going meetings and professional dialogue at SLT level as well as with class teachers. Liaison through CPOMs to monitor concerns and weekly checks of engagement spreadsheets and contact with families via telephone.</p> <p>e. Current priorities</p>	

		<ul style="list-style-type: none"> <li>• E-safety.</li> <li>• Reducing screen time for children both at home and school.</li> <li>• Safeguarding information being sent out to parents/carers as well as signposting them to key documentation on the website e.g. Snapchat and Tik Tok guidance and information.</li> </ul> <p>f. Updated policy - Child Protection and Safeguarding Policy is embedded in our practice; this includes the updated COVID appendix.</p> <p>g. Engagement with MASH and other agencies on-going</p> <p>h. TAFs (Team around the family) - Continues to be effective</p> <p><b>NGA questions previously discussed and all aspects continue to be addressed.</b></p>	
FGB 68/2021	Governors	<p>The following matter was considered:</p> <p>a. Governors' skills audit. The clerk provided an outline of the overall skills and commented that there is a need to consider succession planning by training up and utilising governors as chairs of committees. He will email individual governors with indications of possible training requirements. The knowledge of data and statistics could be the subject of a presentation at an FGB.</p>	<b>Clerk</b>
FGB 69/2021	Committees	<p>Governors were invited to ask questions on the minutes of the following committees:</p> <p>a. Learning &amp; Wellbeing Committee (8 March 2021). No questions were asked. Paul Evely explained that he is working with Heather on material and a policy on wellbeing for staff and children.</p> <p>b. Business Management Committee (15 March 2021). No</p>	

		questions were asked.	
FGB 70/2021	Policies	The following policies/document were agreed/ratified as shown: a. Accessibility Plan – to be deferred to the next meeting b. Finance Policy – recommended by the BM Committee and <b>approved</b> c. Equality Information and Objectives Policy – recommended by the LW an BM Committees and <b>approved</b> d. SRE Policy – this is an interim policy until September 2021 and was recommended by the LW Committee and <b>approved.</b>	
FGB 71/2021	Information provided by the Clerk	The Clerk confirmed that training is taking place remotely, the Summer Term programme has been circulated and Governors are asked to let the Clerk know of any training requirements.	<b>All</b>
FGB 72/2021	Matters for the next agenda	The following matters were agreed for the next agenda: <ul style="list-style-type: none"> <li>● Headteacher’s Verbal update to include SIP and Learning</li> <li>● Finance</li> <li>a. Feedback from Audit</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. Governors Training</li> </ul> </li> <li>● Committee Reports <ul style="list-style-type: none"> <li>a. Learning &amp; Wellbeing Committee (10 May 2021)</li> <li>b. Business Management Committee (26 April 2021)</li> </ul> </li> <li>● Policies and other documents: <ul style="list-style-type: none"> <li>a.</li> <li>b.</li> </ul> </li> </ul>	

FGB 55/2021	Date of next meeting	<b>Monday 17 May 2021 at 1830</b>	
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The meeting closed at **1943**

**Signed as a true record**

Signed	Date:
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**Collaboration Project**

The primary schools involved are:

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| <ol style="list-style-type: none"> <li>1. Bishopsteignton Primary School</li> <li>2. Bradley Barton Primary School</li> <li>3. Canada Hill Community Primary School,</li> <li>4. Chudleigh CE VC Community Primary School,</li> <li>5. Decoy Community Primary School,</li> </ol> | <ol style="list-style-type: none"> <li>6. Denbury Community Primary School,</li> <li>7. Kingskerswell C of E Primary School,</li> <li>8. Starcross Primary School,</li> <li>9. The Grove School</li> <li>10. Abbotskerswell Primary School.</li> </ol> |
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**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
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 Evely
Science	Charlotte Hodgson/Amanda Donnai	Chris Winfield
SENDCo	Vicky Stables	Paul Evely/Sandra Cartwright
Volunteers and work experience	Helen Cammack	Paul Reynolds