

**DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS**

COMMITTEE Full Governing Body

DATE 07/12/2020

	<b>GOVERNOR ATTENDANCE</b>
--	----------------------------

	Type	End of Term	05/10/2020	07/12/2020	01/02/2021	29/03/2021	26/04/2021	17/05/2021	12/07/2021	Date Resigned
HEATHER POUSTIE	Headteacher	Ex-officio	P	P						
PAUL EVMY	LA	10/2022	P	P						
SIMON BARNES	Co-opted	10/2021	P	P						
OLIVER LAITY	Co-opted	3/2024	S	P						
SANDRA CARTWRIGHT	Co-opted	10/2021	P	P						
PAUL REYNOLDS	Co-opted	12/2021	P	P						
CRAIG VEAL	Staff	12/2023	P	S						
GILL QUANTRELL	Co-opted	12/2023	P	P						
RUTH DENNIS	Co-opted	10/2024	P	P						
KATE EAMES	Co-opted	10/2024	P	P						
CHRIS WINFIELD	Parent	7/2022	P	P						
KEITH MOORE	Parent	10/2023	P	S						
RUTH SHOARE	Parent	06/12/24								

VACANT	Parent								
VACANT	Parent								
ALEX KIRKBRIDE	Parent	10/2019	S						18/10/2019
CLAIRE MOORS	Co-opted	10/2019	P						18/10/2019

P – Present

S – Sanctioned

A – Absent

L – Late arrival

Visitors: None

Chaired by	<b>Simon Barnes</b>	Clerked by	<b>Pete Osborne</b>
------------	---------------------	------------	---------------------

Agenda:

- FGB 20/2021 Attendance and associated matters
- FGB 21/2021 Declaration of interests
- FGB 22/2021 To agree the Minutes of the last meeting
- FGB 23/2021 Division of Agenda
- FGB 24/2021 To discuss any matters arising from the minutes and not on this agenda
- FGB 25/2021 Urgent business brought forward at the discretion of the Chair
- FGB 26/2021 Headteacher's Report to include SIP and Teaching and Learning
- FGB 27/2021 Finance
- FGB 28/2021 Personnel
- FGB 29/2021 Data Protection
- FGB 30/2021 Collaboration
- FGB 31/2021 Safeguarding
- FGB 32/2021 Governors
- FGB 33/2021 Committees

FGB 2012107

FGB 34/2021 Policies  
 FGB 35/2021 Information provided by the Clerk  
 FGB 36/2021 Matters for the next agenda  
 FGB 37/2021 Date of next meeting

### ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
20/2021	Notify Mrs Shoare of her appointment as a Parent Governor, notify Babcock, amend GIAS and advise Kay Dicken so that DBS checks can be completed	Clerk	asap
22/2021	Minutes to website	Clerk	asap
28c/2021	Notify the Business Manager of the outcome of the HT Appraisal Panel	Clerk	asap
32b/2021	Advise Business Manager that all Declarations of Interest have been completed	Clerk	asap

FGB 20/2021	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at <b>1832</b></p> <p>Visitors: <b>None</b></p> <p>Apologies: Craig Veal and Keith Moore and sanctioned</p> <p>The quorum for this meeting is <b>5</b> governors.</p> <p>This was a remote meeting.</p> <p>Parent Governors. Mrs Ruth Shoare was the only volunteer to stand as a Parent Governor and she was appointed as a</p>	<b>Clerk</b>
-------------	---	---	--------------

		Parent Governor. She was assigned to the BM Committee. The clerk to notify Babcock and amend GIAS	
FGB 21/2021	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 22/2021	To agree the Minutes of the last meeting held 5 October 2020	Agreed and signed. Copy to Headteacher and to be placed on website	Clerk to place on website
FGB 23/2021	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 24/2021	To discuss any matters arising from the minutes and not on this agenda	The following were actions from the last meeting that are not on this agenda: a. Purchase the necessary Phonics resources as agreed and ascertain whether the costings can be spread over the duration of the contract - Heather Poustie/Kay Dicken b. Ensure that the website is updated. - Heather Poustie c. Obtain Governor bios and photographs to be added to the website and ensure that Governor information is up to date.- Clerk	
FGB 25/2021	Urgent business brought forward at the discretion of the Chair	<b>Free School Meals</b> . Heather Poustie explained that actions that had been taken during the half term holiday for meals and DCC have now provided information on the arrangements for free school meals for those who are entitled. This will provide vouchers for the parents which may be used at a number of stores. <b>A governor asked what measures are in place to ensure that no child who may be entitled slips through the system and Heather explained that ensuring that those</b>	

		<b>who are entitled do claim is an on-going problem and is being addressed continually.</b>	
FGB 26/2021	Headteacher's Report to include SIP and Teaching and Learning	<p>The report had been distributed prior to the meeting AND Heather Poustie provided a brief overview including the following:</p> <ul style="list-style-type: none"> <li>● School numbers and SEND with a comparison nationally</li> <li>● Attendance – currently 97.4%</li> <li>● Team Meetings</li> <li>● Staff Development</li> <li>● CPD</li> <li>● Curriculum and Monitoring</li> <li>● Remote Learning including the challenges associated with this</li> <li>● Assessments highlighting the use of NFER Autumn Term assessments in Yrs. 2 – 5 which give a standardised score.</li> <li>● Behaviour – still good around the school.</li> <li>● Exclusions</li> <li>● Enquiries to MASH and reports to LADO</li> <li>● Covid-19. The guidance and advice for schools is an ever-changing landscape but I am confident that we are well informed and respond quickly as necessary. As we all know from our professional and personal lives, these are challenging times and working in an intense environment amongst a large number of other people does impact on staff's levels of anxiety and well-being. I am extremely grateful and proud of our staff team who are always generous in expressing their appreciation and offering their time and practical support.</li> </ul>	

		<p><b>A governor asked how the school is managing staff who have to self isolate and it was explained that the measures for this had been discussed at the BM Committee meeting and Heather Poustie gave a further update.</b></p> <p><b>A further question was raised on the subject of staff working from home as a matter of course rather than making their own decisions.</b></p> <p><b>Paul Evemy advised that Sandra Cartwright and he are working on a report on staff wellbeing which will be provided to governors in the New Year.</b></p> <p>Heather Poustie wished to send her heartfelt thanks to the governing body for their support and understanding particularly since March, for their flexibility about the need for extended deadlines and lighter touch reports for meetings and for creating an atmosphere where she feels confident to make decisions, ask advice and keep going.</p>	
FGB 27/2021	Finance	<p>The update on the budget had been provided to the BM Committee and is in the minutes of that Committee.</p> <p>The school had just received the information on applying for Covid extra funding and the necessary action is being taken.</p>	
FGB 28/2021	Personnel	<p>a. Personnel matters – due to a member of staff not returning from sickness absence action has been taken to provide consistency of cover in that class.</p> <p>b. Pay Committee – Oliver Laity reported that the Pay Committee had met and had reviewed a random selection of staff and had accepted the recommendations of the Headteacher.</p> <p>c. Headteacher’s Appraisal Panel. Simon Barnes reported that the HT Panel had approved an increase of one spinal point</p>	

		effective from 1 September 2020.	<b>Clerk to advise the Business Manager</b>
FGB 29/2021	Data Protection	A data breach occurred recently which had been reported to the DPO and refresher training is being arranged	
FGB 30/2021	Collaboration	The group intends to meet again in the new year	
FGB 31/2021	Safeguarding	The Devon s175 annual self-audit is due for submission by December 18 <sup>th</sup> . This is a statutory requirement and is used to evidence that our practice is compliant with expectations and also an opportunity for reflection for school improvement. Sandra Cartwright, Safeguarding Governor, is meeting with Dave Lee, Designated safeguarding Lead to go through the report before submission.	
FGB 32/2021	Governors	The following matters were considered: a. Draft objective on strategic resilience and set the board objectives for the year. Simon Barnes advised that due to Keith's absence this had not been completed but considered that governors should be able to respond with the speed commensurate with the situation to any changes in policies or plans which the Headteacher needs to make to accommodate the Covid19 crisis. All governors to be kept up to date with any such changes. This was agreed. b. Registers of Business Interests. The Clerk confirmed that they had all been completed. The Clerk is to advise the Business Manager	<b>Clerk</b>
FGB 33/2021	Committees	Governors were invited to ask questions on the minutes of the following committees: a. Learning & Wellbeing Committee (16 November 2020).	

		<p>Paul Every provided a brief overview of the report and explained that visits had taken place and further visits arranged for the Spring Term. He thanked all the staff involved for their work on the visit reports.</p> <p>b. Business Management Committee (23 November 2020).No questions were asked.</p>	
FGB 34/2021	Policies	<p>The following policies/document were agreed/ratified as shown:</p> <p>a. Teacher's Pay policy- agreed</p> <p>b. Accessibility Plan – deferred to the next meeting</p> <p>c. Anti-bullying Policy - agreed</p>	
FGB 35/2021	Information provided by the Clerk	<p>On-line training is being provided in the spring Term and governors should advise the Clerk of their requirements.</p>	
FGB 36/2021	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <ul style="list-style-type: none"> <li>● Headteacher's Verbal Update</li> <li>● Finance</li> <li>● SIP and Learning</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. Monitor progress against the governance section of the SIP (self- evaluation and impact on school improvement)</li> <li>b. Organise a Governors' skills audit</li> <li>c. 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)</li> </ul> </li> <li>● Committee Reports</li> <li>● Learning &amp; Wellbeing Committee</li> </ul>	



		<ul style="list-style-type: none"> <li>● Business Management Committee</li> <li>● Policies and other documents:</li> <li>● Accessibility Plan</li> <li>● SEND Policy</li> <li>● Finance Policy</li> </ul>	
FGB 37/2021	Date of next meeting	<b>Monday 1 February 2021 at 1830</b>	

The meeting closed at **1938**

**Signed as a true record**

Signed	Date:
--------	-------

**Collaboration Project**

The primary schools involved are:

- |   |  |
|---|--|
| <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> |
|---|--|

**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 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	Heather Poustie	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

Strategy: