

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Learning & Wellbeing Committee

DATE

4 October 2021

04/10/2021	15/11/2021	17/01/2022	7/03/2022	9/05/2022	27/06/2022
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GOVERNOR ATTENDANCE

Paul Evely	P					
Simon Barnes	P					
Sandra Cartwright	P					
Heather Poustie	P					
Gill Quantrell	P					
Ruth Dennis	P					
Kate Eames	P					

P – Present
A – Absent

S – Sanctioned
L – Late arrival

Chaired by	Paul Evely	Clerked by	Pete Osborne
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Agenda

LW 01/2122 To record those who are present, accept apologies and welcome any visitors.

L&W 211004

- LW 02/2122 Declaration of interests
- LW 03/2122 Division of Agenda
- LW 04/2122 To agree the Minutes of the last meeting
- LW 05/2122 Matters Arising and Outstanding Actions
- LW 06/2122 Urgent business
- LW 07/2122 School Improvement Plan and School Performance Data
- LW 08/2122 Governance
- LW 09/2122 Wellbeing
- LW 10/2122 Collaboration
- LW 11/2122 Safeguarding
- LW 12/2122 Policies
- LW 13/2122 Information provided by the Clerk
- LW 14/2122 Matters for the next agenda
- LW 15/2122 Date of next meeting

ACTIONS TO BE TAKEN

ITEM	BY WHOM	BY WHEN
04/2122	Minutes to website	Heather Poustie/Clerk asap
05/2122	Arrange with Dave Lee for a presentation on the safeguarding works and workload to a meeting of the FGB. Date to be agreed.	Heather Poustie asap
07/2122	Arrange a programme of presentations to Governors by staff leads on their role.	Heather Poustie 01/10/2021
08/2122	<ul style="list-style-type: none"> a. Mental Health and Wellbeing Policy for Decoy Staff on FGB Agenda. b. Workplan and timetable for Lead Governor engagement and feedback processes on FGB Agenda. c. Policy review schedule – Clerk to review dates before submitting to FGB d. ToRs and recommend to the FGB. on FGB Agenda. e. Governor Visits – a series of generic questions has been produced which individual governors can add to during their visits. Visits are to be arranged before half term to take place during the second half 	<ul style="list-style-type: none"> a. Clerk Asap b. Clerk Asap c. Clerk Asap d. Clerk Asap e. All 22/10/2021

	of the term. Visits can take place face to face where this is possible and at the discretion of the individual governors and members of staff.		
09/2122	Recommended to the FGB that a Wellbeing Governor be appointed.	Clerk	asap

	Item	Notes	Action
LW 01/2122	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors	The meeting commenced at: 1848 Apologies: None. In attendance: None Quorum for this meeting is 3 Governors plus the Headteacher. This meeting was conducted online.	
LW 02/2122	Declaration of interests.	None	
LW 03/2122	Division of Agenda.	None	
LW 04/2122	To agree the Minutes of the last meeting held 06 July 2021	Agreed and signed	Clerk to place on website
LW 05/2122	To discuss any matters arising from the minutes and not on this agenda	Arrange with Dave Lee for a presentation on the safeguarding works and workload. Date to be agreed.	Heather Poustie
LW 06/2122	Urgent business brought forward at	Paul Reynolds. Letter of condolence to Paul Reynolds on his recent bereavement.	Heather Poustie/Simon

	the discretion of the Chair		Barnes
LW 07/2122	School Improvement Plan (SIP) and School Performance Data	<p>School Improvement Plan.</p> <p>a. Analyse performance data and results from assessments</p> <p>Heather Poustie advised that the end of year data had been received but has still not been fully analysed to be presented to the Governors. She suggested that she work with Kate to put the data into a suitable table to be provided to Governors. It was agreed that the meeting will take place shortly after the half term break to enable the information to be shared at the next LW Committee on 15 November 2021.</p> <p>b. Monitor pupil progress against School Improvement Plan (SIP) and levels of expected progress from entry and the need to revise the SIP to take account of the Covid-19 closure. A review of the SIP had been provided to the meeting. This outlined the further actions to be taken which are shown in bold in the review report.</p> <p>c. Review curriculum development and report to FGB. Governors had been provided with a link to the new website which gave detail of the Curriculum, and Heather provided a brief outline of the information displayed. It was agreed that a programme be produced for staff leads to provide a brief presentation to governors on their role. This could commence with a presentation by the Science Lead at the next meeting</p> <p>d. Review national developments in curriculum and assess impact for the school. This was effectively covered in c. above</p>	Heather Poustie
LW 08/2122	Governors	a. Mental Health and Wellbeing Policy for Decoy Staff – this was approved and recommended to the FGB for ratification.	<p>a. Clerk</p> <p>b. Clerk</p>

		<p>b. Workplan and timetable for Lead Governor engagement and feedback processes – agreed for FGB</p> <p>c. Policy review schedule – Clerk to review dates before submitting to FGB</p> <p>d. ToRs and recommend to the FGB. Agreed and recommended to the FGB.</p> <p>e. Governor Visits – a series of generic questions has been produced which individual governors can add to during their visits. Visits are to be arranged before half term to take place during the second half of the term. Visits can take place face to face where this is possible and at the discretion of the individual governors and members of staff.</p>	<p>c. Clerk</p> <p>d. Clerk</p> <p>e. All</p>
LW 09/2122	Wellbeing	<p>Staff wellbeing has been covered during the Governance item and this will be a standard item on the Committee agenda which will also include the wellbeing of pupils.</p> <p>It was recommended to the FGB that a Wellbeing Governor be appointed.</p>	Clerk
LW 10/2122	Collaboration	<p>Looking at some shared projects which Heather will provide information on at a later date.</p>	Heather Poustie
LW 11/2122	Safeguarding	<p>A report from Dave Lee had been distributed.</p> <ul style="list-style-type: none"> • Staff training. Staff are currently completing their refresher safeguarding training for the academic year and electronic signatures are being collected. We are in the process of organising wet ink signatures now that the restrictions of the pandemic are easing. All staff should have now read Part 1 of the KCSIE document and are updating a Google Form to acknowledge this. Once completed, Kay Dicken will update the Single Central Record with this information. Over the next week or two, we will be delivering refresher training to MTAs and the BASC team as well. <p>All new staff who are appointed (recent appointments have just been made), will be fully trained upon starting their contracts.</p>	

		<ul style="list-style-type: none"> ● VCM meetings continuing. Held on a fortnightly basis currently but on-going meetings and professional dialogue at SLT level as well as with class teachers. Liaison through CPOMs to monitor concerns. ● Current priorities. On-going E-safety awareness across school and at home. In the next few weeks, we will begin to send out weekly E-safety information to parents/carers as well as signposting them to key documentation on the newly launched website. ● Engagement with MASH and other agencies. Contact with MASH, MARAC, SPLITZ ETC. on-going ● Family Support Advisor (FSA). We are still looking to appoint a Family Support Advisor as this is essential with regard to managing our capacity for dealing with emotional and safeguarding ● Team around the family (TAF). Continues to be effective – we are still 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 took place recently, and whilst the number of Strategy meetings at this time may decrease, follow up meetings and support continue to take place. ● Visitors to school. As restrictions begin to ease, we are able to have more professional visits on site to help monitor and support children and staff. However, we are still minimising visits to school where necessary. <p>Governor Training to be added to the work plan and arrangements made for Governor refresher training. Clerk to notify Dave Lee of the requirement</p>	
LW 12/2122	Policies and Other Documents	<p>The following Policies/documents were approved and/or recommended to the FGB for approval:</p> <ul style="list-style-type: none"> a. PE and Sport Premium Information – there was some discussion on the use of the funds to upgrade equipment. The document was agreed. b. Child Protection and Safeguarding Policy- approved and recommended 	

		to the FGB. c. Intimate Care Policy and Protocol - agreed	
LW 13/2122	Information provided by the Clerk	Attention is drawn to the Autumn Checklist previously circulated. The next issue of Governance Today will be available after the half term break.	
LW 14/2122	Matters for the next agenda	The following matters were agreed for the next agenda: School Improvement Plan and School Performance Data SIP to include: <ul style="list-style-type: none"> ● Scrutinise Analyse School Performance (ASP) data and challenge progress made for all pupils, including Pupil Premium, SEND, Children in Care, more able and vulnerable groups ● Discuss report from Looked After Children staff member and identify actions/issues ● Presentation by a staff lead. Governance Wellbeing Collaboration Safeguarding Policies	
LW 15/2122	Date of next meeting	Monday 15 November 2021 at 1830	

The meeting closed at **2000**

Signed as a true record.

Signed	Date:
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Collaboration Project

The primary schools currently involved are:

1. Decoy
2. Denbury
3. Kingskerswell
4. Starcross
5. Canada Hill
6. Bradley Barton
7. Chudleigh
8. Stokeinteignhead
9. Abbotskerswell
10. Highweek