



MEETING OF THE FULL GOVERNING BOARD ON 5TH DECEMBER 2022 AT 8.30AM IN THE SCHOOL

“We are a community with a lifelong passion for learning.”

Present: Hilary Priest (HP), Head, Mike Waterson (MW), Ian Stewart (IS), Chair, Sam Wilkinson (SW)), Rob Hill (RH)

In attendance: Debbie Horton (Clerk)

Minutes

1	Welcome & apologies for absence* There were apologies from Jenny Barker, Joel Mcilven and Sam Gothard. They were sanctioned.
2	Attendance & declaration of Interest* There was no declaration of interest. The attendance form was signed by those present. RH arrived at 8.35am
3	Governing Board Composition MW was re-appointed LA governor for a term of 4 years. The governors noted that Sam Gothard is due to resign from her position as parent governor from the beginning of the Spring term. This will trigger a parent governor election.
4	Approval of Part 1 and Part 2 minutes of last FGB meeting on 20th September 2022 Both sets of minutes were approved as correct records.
4.1	Matters arising from minutes of last FGB meeting including progress made on the actions raised* Action: Governors to check their skills are up-to-date amend if necessary and return to clerk – no amendments received so assume all up-to-date. Action: Terms of reference for curriculum team lead governors - approved, with the proviso that Jenny Barker will be asked if she'd like to replace Joel Mcilven. Action: Potential visit dates to be sent to governors – Head to do for next term's visits. July action: Alice McShane to be invited to speak at FGB meeting. IS – done. IS hadn't heard from Alice McShane and had instead been referred to Zoe Bryant-Evans, who has agreed to come to the meeting on March 21 st 2023. The Clerk thought that one visit a year to a FGB meeting would not incur a cost, but will check. ACTION: Clerk to check whether there is a cost to inviting Zoe Bryant-Evans to speak at a FGB meeting. ACTION: IS to contact JB re: curriculum lead.
5	Head's report Appropriate sections of the Head's report had been discussed at the committee meetings. The Head invited questions. Q: How is the primary partnership progressing? A: It has become more committed and structured. There are 9 member schools, which will meet every fortnight from January 2023. There are groups for specific areas, for example, maths and literacy. There is a governance group, which IS will be chairing. Q: Is there still a pressure to become an academy? A: Not particularly, but schools do have to demonstrate that they are engaged in other collaboration. Q: Are the issues with handover of 36 children to KEVICCS been resolved? A: The documents sent through confidential email were finally opened on December 1st. There appeared to be a problem with the opening files at KEVICCS end. To ensure this

	<p>doesn't happen again, next year HP will give a verbal report and send documents in the summer term.</p>
6	<p>School Improvement Plan (SIP) and Governors strategic plan Autumn SIP & Strategic plan in folder. Verbal report of drilled down Spring SIP. Document to follow. Q: How is Early Years going? A: The Reception teacher is very experienced, and she is training a new member of staff who starts in EY in January. She is working in Reception already, in preparation.</p> <p>Q: When is the next Phonic workshop for parents? A: The beginning of the Spring term.</p> <p>Q: How is the curriculum research going? A: SW has led research into writing, and Helen Fernyhough into Maths. Findings are presented and discussed at staff meetings every 3 weeks. The primary partnership has an Early Years group, with practice based on research.</p> <p>Q: What is the focus for the Spring term? A: The Autumn term targets have been carried over into the Spring SIP. School catering is in there, as well as the continued embedding of SEND teaching, EYFS teaching, specific curriculum areas, and Primary Partnership Leadership collaboration.</p> <p>ACTION: Monitoring criteria to go into Governors' Strategic Plan, and links incorporated into the business cycle - IS</p>
7	<p>Committee reports (minutes in meeting folder)</p> <ul style="list-style-type: none"> • Resources 8.11.22 • Teaching and Learning 22.11.22 • Pay 18.10.22 – to note that decisions about teacher salaries had been completed. • To note the HTPM is on December 12th. The Pay Committee will meet on December 15th at 6pm. • School Meals working party update: <p>The meeting moved to Part 2 Confidential minutes at 9.15am The meeting moved back to Part 1 minutes at 9.25am</p>
8	<p>Budget The budget monitor hadn't been updated since the Resources meeting as figures from Devon hadn't been received before this meeting. HP reported that the carry-forward had improved since the September monitor, by about £30, 000 and with careful moving and juggling, was looking healthy in the circumstances. There had been some saving due to retirement and replacement in one teaching role. Q: Did teacher strikes look likely in the New Year? A: Yes, though that would not be confirmed until the beginning of term. Whilst teachers had received a pay rise, although not in line with inflation, another area of contention was that the pay rise had been funded from the school budget and not by the government. The governors approved the monitor.</p>
9	<p>LA Admissions Admissions opened at the end of November, and so there is insufficient data to discuss. Useful data would be available in March. A drop in admissions is a concern over the long term. At the moment there are 41/45 possible places in Reception. KSI is full. Nurseries are very full in Totnes, which is promising for local schools. DCC no longer provides information about the local birth rate.</p>
10	<p>SFVS Identify tasks in readiness for approval at March 21st FGB meeting. ACTION: RH will contact SL to do the annual benchmarking exercise.</p>
11	<p>Policies* Both the SEND and the Pay policy had been checked by MW. They were approved. The Finance Policy remains unchanged and was approved.</p>
12	<p>Safeguarding* Update The governors had received the termly data report. There was nothing extra to report, except that there were about 50 children on the school's social care register, which was a high number.</p>

	<p>Q: Were these children spread evenly throughout the school? A: There were more in the Reception class, because of the effects of Covid lockdowns.</p> <p>Q: Were there any other trends? A: There were many mental health issues, some coming through in unusual ways, and most of which can be sourced to the effects of Covid and the lockdowns.</p> <p>Q: Were there any more cases of hungry children? A: Not really, no more than the odd one.</p> <p>The Head stated that unlike some other schools, the Grove would be a warm space for children, and they would not cut back on the heating. It was important that it was a warm, safe space for everyone in the school community.</p> <p>Q: IS asked the Safeguarding lead if he ever saw anonymised CPOMs reports? A: He hadn't during the last visit, but he would in the future.</p>
13	<p>Governor visits MW had done a Maths visit. He had been able to gain a view of how things were running consistently through the school. Maths appeared to be working well, and this was confirmed by the SATs results.</p> <p>IS had done a writing and spelling visit, and had seen how they were taught across three classes. RH agreed to do a visit for his curriculum area, that evening. MW reported that a SEND meeting had been arranged for the end of term.</p> <p>ACTION: IS to complete visit note for his visit. ACTION: HP to co-ordinate curriculum area visits for next term.</p>
14	<p>Governor training Training undertaken this term: Head's Appraisal – RH Ofsted-led session for governors on inspection – IS. A link to the training presentation was sent round to governors. He reported that safeguarding, SEND and equality and diversity were foci. Clerk's briefing - Clerk</p> <p>HP suggested SEND training for governors from Devon Education Services on specific areas, such as autism. ACTION: Clerk will ask which governors are interested and HP will arrange.</p>
15	<p>Clerk's report Reminders for those who haven't completed the following: Keeping Children Safe in Education Please sign that you have read and understood it in 'declarations' tab in your GovernorHub profile. Please complete Safeguarding training and send certificate to clerk (more information in meeting folder). Please sign business interests declaration in GovernorHub. ACTION: Clerk to follow up on governor safeguarding training with governors who haven't completed it.</p>
16	<p>Correspondence There was none.</p>
17	<p>Items brought forward by the Chair There was none.</p>
18	<p>Date & time of next meeting FGB meeting 21st March 2023</p>

The meeting ended at 9.45am

- * = standing items

Summary of Actions

	To do	By whom	By when
4.1	IS to contact JB re: curriculum lead.	IS	End of term

4.1	Check whether there is a cost to inviting Zoe Bryant-Evans to speak at a FGB meeting.	Clerk	By end of term
6	Monitoring criteria to go into Governors' Strategic Plan, and links incorporated into the business cycle	IS	For next committee meeting
7	Chefs in Schools document to all governors.	Head	By end of term
10	Annual benchmarking exercise.	RH	By next Resources meeting
13	Complete visit note for visit.	IS	By end of term
13	Co-ordinate curriculum area visits for next term.	HP	Beginning of next term
14	Which governors are interested in safeguarding training and HP will arrange.	Clerk/HP	By end of term
15	Follow-up on governor safeguarding training with governors who haven't completed it.	Clerk	By end of term