



MEETING OF THE FULL GOVERNING BOARD ON 19TH MAY 2026, AT 4PM IN THE SCHOOL

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

Present: Ian Stewart, Chair of the Governors (IS), Hilary Priest, Head (HP), Rich Gibbons (RG).

Jenny Barker (JB) and Jo Counter (JC) attended the meeting via TEAMS

In attendance: Dawn Pettipiece (Clerk).

MINUTES

1	Welcome & apologies for absence* Please inform the clerk of any apologies before the meeting Apologies were received from Becky Nel (BN).
2	Attendance & declaration of Interest* Governors are reminded that they must declare any conflict of interest which becomes apparent during the meeting There were no declarations of conflict of interest made at the meeting.
3	Approval of minutes of FGB meeting on 26th March 2026. Please read the minutes in folder. The governors approved the minutes of the meeting which were signed by the Chair.
3.1	Matters arising from minutes of last FGB meeting including progress made on the actions raised* - Update on outcome of governor recruitment emailed out to parents IS: We have had three applications from parents and one from a non-parent. Jenny Barker has agreed to continue another term of office as a co-opted governor. Her new term of office commences today, with FGB approval of this. There is a LA vacancy, which Governors for Schools have found a suitable candidate for. If RH is not reappointed as a co-opted governor, then his position becomes vacant and there is a vacancy for a co-opted governor. There are three prospective governors who have applied. ACTION: IS will look at the vacancies and the skills mix for the present board skills mix required for the board and report his findings to the next FGB. ACTION: If there are more new governor applicants than parent governor places, then IS will put an item in a newsletter about a forthcoming governor election. - Update on governor recruitment being sent to the forum that meets at St Mary's Church IS: That is no longer required as we will not have any vacancies. - Update on governors google drive (to replace the hub). IS: The new area will be a google workspace. Anyone who has a school email address (IS, HP, JC and DP) can use their school email. The other governors will have to set up a google account for their school emails, with an email address. ACTION: IS will send a link via email to the board members (JB, BN, RG) who will need to set up a google account to access the governors google workspace. - Which governor offered to send list of local contractors to head? JB: I emailed the deputy head asking her to send a questionnaire that could be sent out to prospective contractors etc. It looked very complicated. Are we looking for volunteers or people who have links to the school and are able to offer reduced rates due to that? HP: Both. RG: It could go in the school newsletter. JC: I can be the link for co-ordinating the list. ACTION: JC will put an item in the next newsletter, requesting anyone who is interested in supporting the school with their skills, either as a volunteer, or a contractor, to contact her via email. - Update on proposed timetable for parent volunteers to support with SEND children. HP: This will be covered in the item above. - Update on email discussion between the members of the Head's Pay Committee as the meeting did not go ahead due to not being quorate. The board discussed this matter (two members of the Pay Committee were in attendance). There had been various emails sent out and the outcome was that the Pay Committee approved the Head's pay. ACTION: The Clerk to update the Head Teacher's Pay Committee minutes (adding in discussion and decision via email) and send updated draft to the Pay Committee members. DONE.

	- Update on how the Governor's strategic plan works with the SIP. IS: Has anyone got any priorities for this year? One of our aims was to recruit more governors and that has been done. The governors should try and visit the school more often, such as walkabouts and spending time in class with subject leads. JC: Is this for the long term? HP: For the next year. JB: We need to consider how we can continue delivering the school objectives, within the school budget cuts, whilst maximising efficiency. IS: We have had "school meals and food" and the "nursery". "Alternative provision" is the obvious one as it is a major area in school at the moment. HP: The role of governors is to be supportive or a critical friend. Tonya Stirrup (TS), who works with SEN (special educational needs children) is working on that and we have team meetings. Some of the children can be difficult to manage and there are times in every day when a child could be suspended. The Oak Room will try and solve that issue. It would be really helpful if the governors supported us with "inclusion". The school team will bring some ideas to the next FGB meeting, but there will be teething problems. IS: Are any other schools in the Primary Partnership (PP) doing this? HP: Yes. One school in the PP has over 30 EHCPs (education, health and care plan). RG: How many EHCPs does our school have? HP: Not many, as they are being turned down. The government has given us what they called "inclusion main-stream" funding and our school received £13,100. That was included in the budget under income. IS: What support do you need from September? HP: We could have a working party who report their findings back to the FGB. JB: I Have spoken to Tonya about this as the governors SEND lead, to see what support I could offer. It is a "systems change", which is my area of expertise, and it will be incremental and will have difficulties along the way which I can help with. Perhaps Jo could be involved in that in her governor SEND role? HP: No, as she is a SEND teacher. HP: If it worked it would be amazing and transformational for the school. - Information from clerk: Following the last review of the governors' committee memberships and leads, Jo moved from SEND to be joint lead for Safeguarding and Looked after children. ACTION: HP will bring ideas to the next FGB meeting about how the governors can support the school with "inclusion". ACTION: HP and JB to form a working party looking at "inclusion" and will report back to the next FGB their findings. - Update on discussion with SEND team about their concerns with how the Positive Behaviour and Respectful Relationships Policy works now the children are out of school so much. HP: Next half term the SLT (Senior Leadership Team) are reviewing this with the staff. There are just some minor changes needed. JC: Are the two policies going to be amalgamated or being separate? HP: There should only be one policy. JC: Will "trauma informed" be in it? HP: Yes. IS: Does "attendance" come into that or is it separate? HP: I will put something about attendance in the policy. JC: Attendance is often linked to the challenges and needs for SEN children and families really need support from social care. The need is reflected in how often the children attend school. HP: When a child does not attend it goes on our percentage, even if the child has been in hospital or cannot attend for a valid reason – that is the majority of reasons children are non-attending. We have always had high attendance levels, but there are a few parents who struggle to get their children into school. ACTION: HP will bring the updated policy to the next meeting.
4	Budget To approve 2026-27 budget - Documents in folder. IS: The budget was discussed in the last Resources Committee meeting and Sandie Lovell (SL) the school business manager explained it to us. Spending has been appropriate and the school are ending this year with a £57,000 surplus. HP: This year it will be approximately a £7,000 to £8,000 surplus. The key factor is that we would not have been able to afford the "inclusion" staff if we did not have the income from the nursery. We anticipate the income from the "afterschool club" to support the budget too. There are applications for eleven places in the nursery in September and a lot of them are booked in for full-time places. The teacher in charge of the nursery says that children who come very part-time struggle to integrate. IS: Are most of the children booked in for the majority of the week? HP: 50% are, but more are going full-time from September.

Commented [C1]:

	JC: The ones who only attend for one day have really struggled as they have not found it easy to make relationships. We could mention that to prospective parents when they are shown around the school. HP: We may need to alter the policy in the future, but that will not happen for the January intake. IS: Is the capacity of 13, based on staff numbers? JC: Yes. HP: If we go over that we would have to employ more staff. - The governors would like to thank the staff who have worked so hard setting up the nursery and to take over the running of the “afterschool” club. JC: Do you see any challenges with the budget? HP: I am very happy with it. We can afford to run the Oak Room. There are challenges when someone is off sick. In the Resources meeting we looked at how we could pay staff, instead of offering them over-time as time off in lieu and that is in progress. School meals are always a challenge, due to the costs of the food and staff etc., but we have only about a £7,000 shortfall. We are working with “Chefs in Schools”. The school only gets a fraction of the salary increases for support staff. It helps that we have a full school, with only a couple of spaces in year two. RG: How full were we in September? HP: We were full and since I started doing the show arounds, we have increased the numbers. ACTION: IS will put a summary of what has happened in the school year in a newsletter towards the end of the summer term. The Chair asked if the FGB approved the budget. The board approved the budget. - Approve budget monitor (was FRS) Following discussion, the board approved the budget monitor. - How staff costs are managed in the budget. HP: The budget does not increase with inflation. IS: Yes, and the teachers’ pay is increasing. HP: The school has to fund the first 2.5% of any pay increase that has been approved by the government. Some schools have had to make all their teaching assistants redundant and just have teachers. IS: The spend on staff will be over 100% if the funding the school gets continues going forward and it is a concern about how the income is generated. HP: That depends whether the government starts to realise how important it is to properly fund education. - Governors to discuss whether to put £10,000 in the budget to cover staff costs as the school are no longer using the Mutual Fund – the Resources group discussed and approved this. IS: We have not used the “Mutual Fund” for a few years to cover staff absences. HP: The fund is provided via Devon County Council. IS: At the last Resources meeting we discussed using £10,000 of the budget surplus and to ring-fence it to fund any supply teaching staff we may need. HP: SL has already put that amount in the budget. The governors approved the £10,000 that has been put in the budget to cover staff absences.
5	Head’s report Moved forward from previous meeting HP: I have not been able to do this due to time constraints since returning from work due to illness. I will put together a full one for the next meeting. ACTION: This item to move forward to the next agenda. DONE.
6	School Improvement Plan (SIP) Progress for this term. HP: Due to this half term being very short, the bank holidays and my sickness this is just at the planning stage. ACTION: This item to move forward to the next agenda. DONE.
6.1	Governors strategic plan Governors’ Strategic plan in folder & latest SIP. These items were moved forward from the last meeting HP: These items were discussed in item 3.1
7	Policies* For review - Positive Behaviour and Respectful Relationships Policy (trauma informed was being added and the updated version to be brought to the meeting) This item was discussed and actioned in item 3.1 SEND Information report and SEND Policy (moved to this meeting as head wanted to review them before approval by the FGB). HP: I will bring them to the next meeting. ACTION: This item to move forward to the next agenda. DONE. - Whistleblowing Policy (all governors are reminded that they need to read this policy every year).

	JC: I need to discuss this with the clerk. ACTION: JC to ring the clerk about this policy and the Governors Induction Policy – which was approved in the recent T&L meeting. DP sent an email on 6.6.26 to arrange the phone call. ACTION: Move Whistleblowing policy to next FGB to approve.
8	Safeguarding* Update (moved from last meeting) HP: I have to do the form for this. There are peaks and troughs in this area. IS: Does that have an impact on the staff and children? HP: Yes, for instance if there are difficulties at home they are seen in school. It is very difficult to get children onto the children protection register as the threshold has been raised. RG: Is this throughout the school or just the younger ones? HP: Yes, throughout the school. IS: There are a lot of children coming into the provision and inclusion space and that can be difficult to manage. HP: Yes. I am quite clear what I want to achieve but it quite difficult to plan for in reality. We need to sort out the timetabling etc., and that will make it easier. Safeguarding does come into exclusive provision, but we try and keep those separate. We have quite a big team of safe guarders. JC: We have children who are hurting emotionally and stabilising that is difficult. IS: Is the safeguarding team still energised or do they find it draining? HP: The team support each other and at times staff can become emotional and need to talk. JB: I am the safeguarding governor, jointly with Jo, but we have not done anything. JC: We did an audit that needs to be shared and now HP is back we will contact JB when she needs to be involved. ACTION: JC/HP to contact JB regarding safeguarding to look at the audit they are doing, to discuss and then share at the next FGB meeting.
9	Curriculum Leads To decided which curriculum leads to invite to next FGB meeting. IS: Is the next meeting the right one as I am going to invite the new governors, but the one in September is very business based. HP: We have just had the curriculum meetings so I presume the governors are writing their reports for that? It makes sense to bring a curriculum lead to the late Autumn meeting. ACTION: Chair to invite prospective new governors to next FGB to attend first part of meeting. NB: At recent T&L meeting it was decided that the Chair and Head would arrange to meet the new governors. ACTION: Governors to write their reports for the curriculum meetings and email them to HP. ACTION: Governors to decide which curriculum lead to bring to the late autumn meeting at the first meeting in the new school year. Clerk to put on year planner so it goes on second agenda of the new school year in September. DONE.
10	Parent questionnaire - FGB to look at questionnaire drafted by Chair: which includes a question on wraparound care. IS: It tends to be the same. Is there anything specific anyone wants to go on there? HP: SL has some questions for parents about the Afterschool Club (whether the hours need extending and if it should open on Friday's too and there needs to be a question about school dinners. JB: We were going to have a working group looking at school dinners and so we could put something in the questionnaire about that. ACTION: IS will draft the questionnaire, using the information above and from SL. The questionnaire will have areas for parents of children in school and for ones with parents in the nursery and the parents can fill in the appropriate parts. IS will then send the questionnaire out to parents. - FGB to discuss whether there should be any questions in the questionnaire for parents of children in the nursery. Already discussed.
11	Committee reports - T&L 21st April IS: Sex education at KEVICC (King Edward VI community college) was discussed, Little Wondle, timetables and school visits. Resources 19th March and 7th May HP: We have already discussed Resources in item 4. - Reports from visits undertaken since last FGB meeting (SEND, Safeguarding and Safeguarding Audit Visits). HP: We just need governors to complete any reports of visits completed and send them to me. ACTION: Governors to send reports of school visits to HP. - Curriculum area visits – to plan Discussed in item 9.
12	Staff Governors to look at various scenarios of how to utilise staff to cover for absent colleague.

	IS: There is a HILTA (higher level teaching assistant) who can cover for short term teachers' absences for teachers and assistants. HP: The Oak Room will bring staffing levels to capacity and what is in place should work. Governors to ratify proposed staffing structure for next year. HP: I sent the staffing plan out to the Resources Committee as a confidential copy. IS: Will you bring it to the next FGB? HP: It does not need ratifying. The governors can look at it. ACTION: HP to email out to FGB a confidential copy of the staffing structure for next year for then to review. ACTION: The clerk to update the annual planner. The proposed teaching structure does not need to be ratified but can be discussed briefly in the FGB. DONE.
13	Childrens' views on how safe they feel in school - Update on meeting with school council to find out whether they feel unsafe in school JC: I have started "conferencing" and will email the views on a conferencing form. HP: It does not have to be the school council as that is year six children only. It may be worth going around the playground. JC: I am doing that. IS: What sort of questions are you asking them? JC: General ones. - JC read the questions to the FGB meeting and they approved them. JC: I am choosing boys and girls from each year group. The school council are the most eloquent group of speakers and I was going to look at other groups to cross reference. JB: The ones who do not engage in school are the ones that need to be talked to, to get a true picture. - The FGB discussed various ways of getting evidence of this item with the children, so the results are not skewed. HP: We can randomly choose children from the register. For instance, choose pupil 1, 5, 10 and so one from the registers. JB: Yes, that is a good idea as otherwise we will only get information from children who are happy to speak up and so we would not have a true representation of how the children feel about being safe in school. HP: I agree. ACTION: JC to update next FGB with outcome of "how safe children feel in school". Clerk to put item on agenda. DONE.
14	Governor Business - Vacancy for a governor link for maths/science/EDI IS: This needs to go on the agenda when the new governors are in place. NB: from Clerk – it is already in the planner to look at which roles governors will take on in the Autumn term. - Governors to approve JB as a co-opted governor now her term of office as parent governor has ended. IS: Your term has run out Jenny. Do you want to continue as a governor? JB: Yes. IS: I have talked to RH. He apologies for not attending meetings and is really struggling with his time and said he will be led by my decision. The governors approved the reappointment of Jenny Barker as a co-opted governor and for the resignation as a co-opted governor of Rob Hill. NB: Fiona Collier advised that the new term of office for JB as a co-opted governor starts from today once she has been approved by FGB. ACTION: JB will need to complete a new Declaration of Eligibility for the new term of office and update their Register of Business Interests. The Clerk will put those on the next agenda for signing. DONE. ACTION: IS will put an item in the school newsletter to update parents about who is in the board of governors.
15	Governor sub-group - Governors to volunteer for a sub-group looking at how the school can raise funds for the food budget. ACTION: Move to next meeting. DONE. - RG left the meeting at 17.10pm.
16	Governor visits Reports from visits undertaken since last FGB meeting. ACTION: Move to next meeting. DONE.
17	Governor training - Reports back from training. - Future training: ACTION: Move to next meeting. DONE.
18	Clerk's report Please can all members sign their register of business interests form (in folder)

	- KCSIE paperwork to be signed by governors – all need to complete this training every year. Clerk: all the governors have signed this now. - Annual Skills Audit needs to be done ACTION: IS and the clerk to arrange a meeting to do the skills audit after her appraisal. Register of Business Interests to be signed by governors. There were handed out to relevant governors and signed. - New DES Governor Induction and Recruitment Toolkit (see folder) IS: We have cut down what we need to do in previous meetings.
19	Correspondence Please forward any relevant correspondence to the Clerk or bring to the meeting There was none.
20	Items brought forward by the Chair There was none.
21	Date & time of next meeting FGB meeting Tuesday 9th July 2026 at 8.30am in the school.

The Meeting ended at 5.15pm.

- * = standing items

	Action	By whom	By when
3.I	Vacancies and skills mix of board of governors to be reviewed and findings reported to next FGB.	Chair	Next meeting
3.I	If there are more new governor applicants than parent governor places, then an item will go into the school newsletter about a forthcoming governor election.	Chair	Next meeting
3.I	Link to be sent via email to the board members (JB, BN, RG) who will need to set up a google account to access the governors google workspace.	Chair	Next meeting
3.I	An item to go in the next relevant newsletter, requesting anyone who is interested in supporting the school with their skills, either as a volunteer, or a contractor, to contact her via email.	JC	Next meeting
3.I	The Clerk to update the Head Teacher's Pay Committee minutes (adding in discussion and decision via email) and send updated draft to the Pay Committee members. DONE.	Clerk	Half term
3.I	Ideas to be brought to the next FGB meeting about how the governors can support the school with "inclusion".	Head	Next meeting
3.I	Updated Positive Behaviour and Respectful Relationships Policy to be brought to next meeting.	Head	Next meeting
4	A summary of what has happened in the school year one to go in a newsletter towards the end of the summer term.	Chair	Next meeting
5	Head's report to move to next agenda. DONE.	Clerk	Next meeting
6	School Improvement Plan to move to next agenda. DONE.	Clerk	Next meeting
7	SEND information report and policy to move to next agenda as Head needs to review them before board approval. DONE.	Clerk	Next meeting
7	Whistleblowing policy and Governors Induction Policy – JC will ring the clerk to discuss these policies. DP sent email to JC about this.	JC/Clerk	Next meeting
7	Put Whistleblowing policy on next agenda.	Clerk	Next meeting
8	JC/HP to contact JB regarding safeguarding to look at the audit they are doing, to discuss and then share at the next FGB meeting.	JC/Head	Next meeting
9	Chair to invite new prospective governors to the first part of the next FGB meeting.	Chair	Next meeting
9	Governors to decide which curriculum lead to bring to the late autumn meeting at the first meeting in the new school year. Clerk to put on year planner. DONE.	Clerk	Half term
10	Questionnaire to be drafted (See item 10) and then sent out to parents.	Chair	Next meeting
11	Governors to send reports of school visits to HP.	Relevant governors	Next meeting
12	A confidential copy of the staffing structure for next year to be emailed to governors.	Head	Next meeting
12	The clerk to update the annual planner. The proposed teaching structure does not need to be ratified but can be discussed briefly in the FGB. DONE.	Clerk	Half term
13	JC to update next FGB with outcome of "how safe children feel in school". Put on next agenda as an item. DONE.	Clerk	Next meeting

14	JB will need to complete a new Declaration of Eligibility for the new term of office and update their Register of Business Interests. The Clerk will put these actions in the next agenda as a reminder. DONE.	Clerk	Next meeting
14	IS will put an item in the school newsletter to update parents about who is in the board of governors.	Chair	Next meeting
15	Governors to volunteer for a sub-group to look at how the school can raise funds for the school budget to be moved to next meeting. DONE.	Clerk	Next meeting
16	Reports from visits undertaken since last FGB meeting to be moved to next agenda. DONE.	Clerk	Next agenda
17	Governor training to move to next agenda. DONE.	Clerk	Next agenda
18	IS and the clerk to arrange a meeting to do the skills audit after her appraisal and to book appraisal.	Chair/clerk	Next agenda