



MEETING OF THE FULL GOVERNING BOARD ON 10TH DECEMBER 2024, AT 8.30AM IN THE SCHOOL

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

Present: Hilary Priest (HP), Head, Ian Stewart (IS) Chair, Mike Waterson (MW), Richard Gibbon (RG), Jo Counter (JC), Rob Hill (RH) Co Vice-chair.

In attendance: Dawn Pettipiece (clerk)

MINUTES

1	Welcome & apologies for absence* <ul style="list-style-type: none"> Please send apologies to the clerk before the meeting <p>Apologies were received and accepted for Becky Nel. Jenny Barker did not attend the meeting.</p>
2	Attendance & declaration of Interest* <ul style="list-style-type: none"> Governors are reminded that they must declare any conflict of interest which becomes apparent during the meeting. <p>Governors signed the attendance form and there were no declarations of interest.</p>
3	Approval of minutes of last FGB meeting on 1st October 2024 <ul style="list-style-type: none"> Please read the minutes (in folder) <p>The FGB approved the minutes of the last meeting and the chair will sign them off electronically in Governorhub.</p>
3.1	Matters arising from minutes of last FGB meeting including progress made on the actions raised* <ul style="list-style-type: none"> Update on meeting about the climate change action plan, including accessing relevant funding. <p>HP: There is nothing to update as we are still doing research and seeking funding.</p> <p>ACTION: UPDATE ON CLIMATE CHANGE ACTION PLAN TO MOVE TO NEXT FGB AGENDA FOR DISCUSSION (HP).</p> <ul style="list-style-type: none"> Update about draft letter about the support from the 0-25 Team. <p>JC: Due to inclusive provision, the contract has changed and so has the national picture and the funding streams, so this makes the draft letter not worth pursuing.</p> <p>The governors agreed to not go any further with the draft letter.</p> <ul style="list-style-type: none"> Update about visit looking at continuous provision. <p>MW: I was unavailable for the proposed date for the visit.</p> <p>HP: You no longer need to do it as the INSET (In-service education and training day) day on 6th January 2025, is covering this at 9am. All governors are invited, especially to the afternoon session, which is looking at equality, diversity and inclusion.</p> <p>RG: I did a “walk around” with the school advisor which was excellent.</p> <p>HP: She did a written report. HP handed it to RG to read.</p> <p>MW: The SENDco (special educational needs and disabilities coordinators) meeting discussed continuous provision.</p> <p>HP: Behaviour and the children’s responsibility for their own behaviour and SEND (special educational needs and disabilities) and inclusivity are the focus areas and we will discuss them at the INSET day.</p> <p>ACTION: HP WILL SEND THE GOVERNORS DETAILS OF THE INSET DAY AND THE AGENDA. Done.</p> <ul style="list-style-type: none"> Feedback about wraparound care meeting with Sandie Lovell (SL) – including data and costings. <p>HP: There is a considerable amount of money available but employment costs are high. SL wrote a report.</p> <p>RH: We need to be doing it from next September.</p> <p>HP: It is unclear whether the school could cover costs with this. I have talked to other schools in the Primary Partnership (PP).</p> <p>MW: We need to find out if there is a demand for the school to open until 6pm and if there is no demand we do not have to offer it. Can a survey be done in the new year?</p> <p>HP: Yes.</p> <p>Governors discussed how to deliver the survey.</p> <p>RH: Wraparound care is compulsory from September so we need HP to put together a plan as to how we aim to meet the legal requirement.</p> <p>HP: I will do this and talk to the person delivering afterschool care.</p> <p>RG: Surely there has to be a cut-off point, so if only want child wanted it we would not need to offer it as it would not be financially viable.</p> <p>HP: Yes, I will look at that.</p>

	<p>ACTION: HP TO LOOK AT THE RULES FOR WRAPAROUND CARE AND PUT TOGETHER A SURVEY TO GO OUT TO PARENTS RECEIVING AFTERSCHOOL CARE, TO FIND OUT IF THERE IS A DEMAND FOR THE EXTRA HOURS.</p> <ul style="list-style-type: none"> Update on facilities meeting looking at repairs etc., <p>IS: I put the report in the meeting folder in the hub. There are some water leaks and egress. We have received a donation from Riverford, of approximately 50 laptops. The IT member of staff is going to look at them and at the least we can use parts for repair. The main areas that need attention are work on the astro turf and the wooden guttering on the walkway below the terrace is rotting. The school caretaker is going to repair that. The gutter needs clearing and there is an ongoing issue with the boiler.</p> <p>HP: The valve broken down yesterday, so there is no heating (apart from portable heaters). A firm are checking if they have a part available to repair the valve.</p> <p>The governors then discussed various issues with the central heating.</p> <p>HP: SL and IS are doing a walk around in January to look at finger guards as there have been issues with them with children in other schools.</p> <p>IS: The fire risk assessment standard is a new one and has not been cascaded down from Devon County Council (DCC). The issues on the report about equipment were minor. For instance, the pirate ship is old.</p> <p>HP: We are going to turn it into a sandpit.</p> <p>RH: There is £5,000 in the budget. Should we spend that on the central heating?</p> <p>HP: We do not need hot water in the classrooms and could get a water heater for the kitchen for about £100. Heating in the classrooms is the main problem.</p> <p>The governor discussed these issues further and decided that the walk arounds and facilities meetings should go to half termly.</p> <p>ACTION: IS TO SET UP HALF-TERMLY H&S WALK AROUNDS AND FACILITIES MEETINGS WITH SL AND UPDATE THE GOVERNORS AT THE NEXT FGB MEETING.</p> <ul style="list-style-type: none"> SL to put an annual cost against each line in the Contracts Register report. <p>IS: That has been done.</p> <ul style="list-style-type: none"> Did RG get dates to attend different curriculum areas? <p>HP: I sent visit dates out and will do the same in January.</p> <p>RG: I am happy to cover areas that need support or can pick some areas.</p> <p>ACTION: HP TO SEND OUT A LIST OF DATES FOR GOVERNORS TO VISIT VARIOUS CURRICULUM AREAS.</p> <ul style="list-style-type: none"> Has RG attended his first classroom visit with IS? <p>IS: I was unable to attend, but RG attended the walk around with the school advisor.</p> <p>MW: Can we talk about that?</p> <p>HP: We talked about our new areas of development and the school advisor helped us so we can see how it will work. The INSET day is based on the feedback given for continuous provision and why we do it in key stage (KS)1 and if we have the basics we can transfer this to other years.</p> <p>RG: The meeting then looked at what would happen when children move to senior schools.</p> <p>HP: Continuous provision develops independence and resilience in children and they definitely need those skills for secondary school. Even year 6 are still very young and purposeful play is important. The major area to work on is how year 3 transition from KS1 to 2, which is a difficult transition for some children.</p> <ul style="list-style-type: none"> Have all governors read KCSiE (keep children safe in education) in Governorhub and signed the declarations tab and updated their profile? <p>The clerk will send an email out to governors who need to this with instructions.</p> <p>ACTION: CLERK SENT AN EMAIL OUT TO THE TWO GOVERNORS WHO NEEDED TO DO THIS ON 11.12.24. Done. UPDATE: ALL GOVERNORS HAVE COMPLETED THIS.</p>
4	<p>Head Teacher's report</p> <p>HP: Our numbers are increasing, but they have been post census, so we will not get funding until the next one. The show a rounds to prospective parents have been very successful.</p> <p>MW: How many more children since October?</p> <p>HP: We have 8 new starters, 4 leavers and 3 more starting after Christmas. Year 1 has a few spaces, years 4, 5 and 6 are full, year 2 is almost full and reception has 2 spaces.</p> <p>RH: There has been 2 exclusions (suspensions, which are short-term exclusions). Is that normal?</p> <p>HP: The number of exclusions in Devon and countryside has increased dramatically. I have spoken to colleagues in the Primary Partnership (PP) and they have all had problems in this area. The government says we need to reduce exclusions but they have not given any money to support this.</p> <p>RH: Do the exclusions have a good effect?</p> <p>HP: Sometimes and it allows all the other children some respite to regroup.</p> <p>MW: It used to be very rare but in Devon they have increased by approximately 30% this year. This is for suspensions.</p> <p>MW: We have not had the termly safeguarding report?</p> <p>HP: I will send it out to the governors.</p> <p>MW: At the meeting we went through the self-audit.</p> <p>RH: There are some long-term absences of staff.</p>

	<p>HP: These are both teaching assistants, one was due to pregnancy and she is on maternity leave. The other one is ongoing and the member of staff has been off over six months she is no longer getting paid by the school and is on statutory sick pay. When staff leave we are not replacing them due to budget constraints.</p> <p>ACTION: HP TO EMAIL THE TERMLY SAFEGUARDING REPORT TO THE FGB.</p>
5	<p>School improvement plan (SIP) and governors strategic plan</p> <ul style="list-style-type: none"> Progress for this term. Autumn SIP & strategic plan in folder. <p>HP: This includes the spring term, which is the last part of this plan.</p> <p>RH: When we discussed the SIP previously I appreciated the information referring to the previous year's as they are quite different.</p> <p>HP: Previous ones will be in Governorhub.</p> <p>RH: The previous one focussed on OFSTED (Office for Standards in Education, Children's Services and Skills) and SEND inclusion.</p> <p>HP: We haven't stopped doing those things, but it is about target areas to focus on.</p> <p>MW: My main concern is the cost for things like earthcare and food, which are different areas than we have covered in the past and have costs and staffing implications.</p> <p>HP: We are fundraising for the cooking and parents are contributing £5 towards the cost, so costs are not coming out of the budget.</p> <p>MW: It is not sustainable to fund-raise in the long-term, so we may have to prioritise.</p> <p>HP: The heads in the PP shared fundraising ideas. One school has a community quiz monthly.</p> <p>RH: We need to be cautious as we may not be able to get the funding to pay for the earthcare teacher time and we don't want to raise any staff member's hopes about this role.</p> <p>HP: All the teachers are forest school trained and activities such as family walks are free. We had £15,000 in funding for the playground from the PTA (Parent Teacher Association) and £5,000 from a grant I applied for. I am continually applying for grants.</p> <p>RG: There is lots of good fund raising by the PTA.</p> <p>RH: It would be good to have more parents involved as a lot of the fund raising is done by staff.</p> <p>HP: Yes, but due to their job roles they are very good organisers and did one event as part of an INSET day.</p> <p>IS: It really works so well that they have set up a regular programme of events.</p> <p>MW: Are there any other ways that we can link together in the PP?</p> <p>HP: We have set up our peer reviews, linking to 2 or 3 other schools. We are looking at behaviour and therapeutic play in the playground and learning attitudes in maths.</p> <p>RG: Did we choose maths?</p> <p>HP: Yes, as I wanted to do the behaviour part and maths was included in that. It is an area where the school is very strong. I have written up on the peer reviews to show how the meetings/visits will happen, e.g. a learning walk. The review will go to the PP and governors.</p> <p>MW: Has there been any recent meetings for the chairs of governors?</p> <p>IS: There was one last Wednesday in Abbotskerswell, which was not well attended. We talked about key priorities coming up for heads in the PP. Governor meetings are aligned with targets and the meetings can check on the progress of key areas. We will have six meetings a year, with three linked to milestone targets.</p> <p>HP: In the other three meetings it would be good to feedback about the peer reviews.</p> <p>IS: What is the best way to do that?</p> <p>HP: There will be a report from the school head. The subgroups in areas such as business managers, maths, writing etc. seem to be working well. The other schools are having problems attracting parent governors and we discussed that and how we communicate with parents.</p> <p>ACTION: IS TO SHARE MINUTES OF CHAIR OF GOVERNORS PP MEETING ON 4th DECEMBER 2024.</p>
6	<p>Committee Reports</p> <ul style="list-style-type: none"> Resources meeting 19.11.24 <p>RH: The main challenge is the budget. Staff pay was higher than expected due to the pay rise and we are forecasting a deficit. Ideally things may improve as Sandie Lovell (SL) the business manager, budgeted for a worst case scenario.</p> <ul style="list-style-type: none"> Teaching and Learning meeting 26.11.24 <p>MW: We discussed sex education and the suspensions.</p> <p>HP: The deputy head is coming to a meeting next year. I have already asked her.</p> <p>MW: Did you send the data about how the children were performing?</p> <p>HP: I sent it to your committee only.</p> <p>MW: The targets look quite low?</p> <p>HP: It always does at this time of year. The borderlines give a more realistic idea.</p> <p>MW: Years 1 and 2 look the most concerning.</p> <p>HP: showed the governors an example of how each child is tracked on a class review.</p> <p>MW: If there was an issue with a whole year group how would that be managed?</p>

	<p>HP: We would do it via performance management, so if it was a specific class we would talk about how we are going to work with the class. If you compare it to the one from last spring, you can see how well the cohorts are doing.</p> <ul style="list-style-type: none"> Staff Pay meeting 22.10.24 <p>RH: This meeting is about approving people to move up a pay grade and based on their length of service. The FBG discussed various pay matters.</p> <p>IS: You now have a new framework for your reviews with staff?</p> <p>HP: It is an appraisal rather than a development plan.</p> <p>RH: A lot of the staff are on the upper pay scales so our salaries are high compared to other similar schools. For HP's appraisal we had the head from Abbotskerswell School as well as the Pay Committee, looking at this year's objectives and making new ones for next year.</p> <ul style="list-style-type: none"> Head's pay meeting after this meeting following the head's appraisal on 11.11.24 <p>IS: Do we need to do the meeting?</p> <p>HP: Yes, you need to formally approve the pay.</p> <ul style="list-style-type: none"> Any other committee reports? <p>No.</p>
7	<p>Budget</p> <ul style="list-style-type: none"> Monitor budget <p>HP: We aim to meet the budget this but next year's will be difficult.</p> <p>RH: Hopefully the present government will come forward with some changes.</p> <p>HP: I am trying to get pupil numbers up and when staff leave will not be replacing them. The school has to fund redundancies and we cannot afford that.</p> <p>MW: Have you heard anything about the funding?</p> <p>HP: We are waiting for the new government's funding formulae. One proposal was to take 5% out of the budget for SEND and proposing to fine schools £21,000 for excluding a child. Once we have the outcome of the funding consultation we will know what the budget looks like from January 2025.</p> <ul style="list-style-type: none"> Approve FRS. <p>The governors approved the FRS.</p>
8	<p>LA Admissions</p> <ul style="list-style-type: none"> Information about future admissions <p>This was discussed earlier in the meeting.</p>
9	<p>SFVS</p> <ul style="list-style-type: none"> Identify tasks in readiness for approval at March 25th FGB meeting. Benchmarking <p>RH: I am going to do the Benchmarking with Sandie Lovell (SL), the Business Manager and she will prepare the SFVS and I will sign that.</p> <p>ACTION: RH TO ARRANGE MEETING WITH SL TO DO THE BENCHMARKING IN FEBRUARY 2025.</p>
10	<p>Policies*</p> <ul style="list-style-type: none"> Finance Policy and Gifts and Hospitality Policy – hard copy to be signed by IS. <p>RH: Most of it is pre-set by DCC.</p> <p>MW: There have been no changes since the last one.</p> <ul style="list-style-type: none"> The Finance Policy and Gifts and Hospitality Policies were approved by the board. <p>ACTION: CLERK TO EMAIL SL ASKING HER TO PRINT OFF A HARD COPY OF THE FINANCE COPY AND ARRANGE FOR IS TO SIGN IT. Done.</p> <ul style="list-style-type: none"> SEND Policy <p>MW: I made a couple of comments.</p> <p>JC: I will respond to those by the end of the day and then it will be ready.</p> <ul style="list-style-type: none"> The governors approved the policy providing the amendments have been completed. <p>ACTION: JC TO AMEND THE SEND POLICY. Done. AND THEN THE SCHOOL NEED TO PUT THE UPDATED POLICY ON THE SCHOOL WEBSITE. Done.</p> <ul style="list-style-type: none"> Teachers Pay Policy <p>MW: It is fine.</p> <ul style="list-style-type: none"> The board approved the policy. <p>FOR FGB ADOPTION:</p> <ul style="list-style-type: none"> Complaints Procedure <p>MW: I have not looked at this as there was not a copy in the folder.</p> <p>ACTION: CLERK TO PUT THE COMPLAINTS PROCEDURE ON THE NEXT FBG AGENDA. Done.</p> <p>Data Protection Policy, Employee Behaviour Policy (Staff Code of Conduct), Outdoor Education, Visits and Off-site Activities Policy, PHSE and Relationships Education at the Grove Policy, Safeguarding and Child Protection Policy, Teachers Appraisal Policy</p> <p>MR: All these policies are fine,</p> <p>The board adopted all of the above policies.</p>

	<ul style="list-style-type: none"> Health and Safety Policy <p>Clerk: There is some confusion about this as on paper the review date is every 4 years but on the policy it is yearly. I have had advice from Fiona Collier and SL and their emails are in the meeting folder.</p> <p>The board read the emails and had a discussion.</p> <ul style="list-style-type: none"> The board decided that the policy should be reviewed every 4 years, but that the Chair would do half termly Health and Safety walk arounds and facility meetings with SL. <p>ACTION: CLERK TO SEND EMAIL TO SL RE THE FACILITIES MEETINGS. Done.</p> <p>ACTION: CLERK TO UPDATE BUSINESS CYCLE FOR EVERY AGENDA SO THAT CHAIR CAN REPORT TO THE BOARD ABOUT THE FACILITIES MEETING. Done.</p>
11	<p>Curriculum Leads</p> <ul style="list-style-type: none"> Governors to identify which FGB meeting curriculum lead to attend and choose the curriculum lead <p>The governors discussed which of them would cover the different curriculum areas in the school</p> <p>ACTION: HP TO EMAIL THE LIST OF CURRICULUM LEADS TO THE CLERK WHO WILL UPDATE THE RELEVANT PAPERWORK. Done.</p> <p>HP: Staff are doing videos showcasing their work and at the next FGB meeting the board should decide which curriculum lead they want to attend at the following FGB meeting.</p> <p>MW: The T&L committee are having the deputy head attend the meeting as the first curriculum lead and then there will be a rota.</p> <p>ACTION: CLERK TO PUT ON THE YEARLY PLANNER A NOTE SO THAT THE FGB MEETING AFTER EASTER HAS AN ITEM ON IT TO DECIDE WHICH CURRICULUM LEAD TO INVITE TO THE NEXT MEETING. Done.</p>
12	<p>Governor visits</p> <ul style="list-style-type: none"> Plan for the term – linking to any priorities. <p>IS: What is going in the videos the curriculum leads are doing?</p> <p>HP: The teams are putting together powerpoint presentations, videos etc., about the different subject areas and governors can work out some questions to ask.</p> <p>MW: Walk a rounds are good.</p> <p>HP: I will send some dates for those.</p> <p>IS: I will try and do a literacy one in January.</p> <p>MW: We talked about interviewing a pupil and asking them how safe they feel in the school, but not sure how do that.</p> <p>HP: We can randomly pick some children and then a governor can have an informal chat with them.</p> <p>ACTION: HP TO SEND DATES OUT TO GOVERNORS FOR WALK AROUND.</p> <p>ACTION: IS TO DO A LITERACY WALK AROUND IN JANUARY.</p> <p>ACTION: HP TO IDENTIFY CHILDREN FOR THE GOVERNORS TO TALK TO ABOUT HOW SAFE THEY FEEL IN SCHOOL.</p>
13	<p>Governor training</p> <ul style="list-style-type: none"> To identify any training needs. <p>RH will arrange Finance training.</p> <p>MW will aim to attend a generalised governor update training session.</p> <p>RG: I attended training about the primary school curriculum recently.</p> <p>ACTION: RH TO ARRANGE FINANCE TRAINING.</p> <p>MW: WILL TRY AND ATTEND A GENERALISED GOVERNOR UPDATE TRAINING SESSION.</p>
14	<p>Clerk's report</p> <ul style="list-style-type: none"> Reminders for those who haven't completed the following: Please complete Safeguarding training and send confirmation to clerk that you have completed the training. Please sign business interests declaration in GovernorHub. <p>ACTION: CLERK TO EMAIL GOVERNORS AGAIN REGARDING SAFEGUARDING TRAINING AND EMAIL GOVERNORS WHO HAVE NOT SIGNED THEIR BUSINESS DECLARATION IN GOVERNORHUB. Done.</p>
15	<p>Correspondence</p> <ul style="list-style-type: none"> Please forward any relevant correspondence to the Clerk or bring to the meeting. <p>None was sent.</p>
16	<p>Items brought forward by the Chair</p> <ul style="list-style-type: none"> Facilities Meeting Report update <p>This subject was covered earlier in the meeting.</p>
17	<p>Date & time of next meeting</p> <ul style="list-style-type: none"> FGB meeting Tuesday 25th March 2025 at 8.30am in the school.

The meeting ended at 10am.

- * = standing items

	Action	By whom	By when
3.1	Update on climate change to move to next FGB agenda for discussion. DONE.	HP	By next meeting

3.1	Governors to be emailed details of the January INSET meeting and the agenda. DONE.	HP	Within one week
3.1	Look at the rules for wraparound care and put together a survey to go out to parents receiving afterschool care to find out if there is a demand for the extra hours.	HP	By next meeting
3.1	Set up a half termly H&S walk around with SL and follow this with a facilities meeting with SL. Report the findings of each walk around and meeting to the next FGB meeting.	IS	By next meeting
3.1	List of dates to go out to governors to plan visits to various curriculum areas.	HP	By end of term
3.1	Email to go out to the two governors who need to update their declarations in Governorhub. DONE. All Governors have done this.	Clerk	Within two weeks
4	Termly safeguarding report to be emailed to board.	HP	By end of term
9	Meeting with SL to do Benchmarking in February 2025 to be arranged.	RH	By end of term
10	Email to go to SL asking her to print off a hard copy of the Finance Policy and arrange for IS to sign it. DONE.	Clerk	By end of term
10	SEND Policy to be amended then the school need to put the updated policy on the school website. Update: policy was amended on 10.12.24	JC	Within one week
10	Complaints Procedure to go on the next FGB agenda. DONE.	Clerk	By next meeting
10	Clerk to send email to SL regarding the facilities meetings. DONE.	Clerk	Within two weeks
10	Clerk to update business cycle so that the H&S walk around and facilities meeting is on each FGB agenda. DONE.	Clerk	Within two weeks
11	List of curriculum leads to be emailed to clerk to update the paperwork. DONE.	HP/Clerk	Within two weeks
11	Clerk to put on the yearly planner a note so that the FGB meeting after Easter has an item on it to decide which curriculum lead to invite to the next meeting. DONE.	Clerk	Within two weeks
12	Dates to go to governors regarding walk arounds.	HP	Within two weeks
12	Literacy walk around in January to be arranged.	IS	By end of term
12	Identify children to be interviewed by governors to talk about if they feel safe in school.	HP	By next meeting
13	Book finance training.	RH	By next meeting
13	Attend a generalised governor update training session.	MW	By next meeting
14	Email to go to governors who have not done safeguarding training or have not notified the clerk that they have completed it. DONE and all FGB have completed the training.	clerk	By end of term
14	Email to go out to governors who have not signed their business declaration in GovernorHub. DONE.	clerk	By end of term