



## MEETING OF THE FULL GOVERNING BOARD ON JULY 8TH 2025 AT 4PM THE SCHOOL

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

**Present:** Hilary Priest (HP), Head, Ian Stewart (IS) Chair, Mike Waterson (MW), Jo Counter (JC), Becky Nel (BN), Richard Gibbon (RG).

**In attendance:** Dawn Pettipiece (clerk)

### Minutes

<b>1</b>	<p><b>Welcome &amp; apologies for absence*</b></p> <ul style="list-style-type: none"> <li>Agree if apologies are to be sanctioned.</li> </ul> <p><b>Apologies were received from Jenny Barker (JB) Co Vice-chair and and Rob Hill (RH) Co Vice-chair.</b></p>
<b>2</b>	<p><b>Attendance &amp; declaration of Interest*</b></p> <ul style="list-style-type: none"> <li>Governors are reminded that they must declare any conflict of interest which becomes apparent during the meeting.</li> </ul> <p><b>The governors signed the attendance form and there were no declarations of interest.</b></p>
<b>3</b>	<p><b>Approval of minutes FGB of meeting on 20.05.25</b></p> <ul style="list-style-type: none"> <li>Please read minutes (in folder)</li> </ul> <p>The minutes were approved and signed by the Chair.</p>
<b>3.1</b>	<p><b>Approval of FGB pre-school meeting on 10.6.25</b></p> <ul style="list-style-type: none"> <li>Please read minutes (in folder)</li> </ul> <p>The minutes were approved and signed by the chair.</p>
<b>3.2</b>	<p><b>Matters arising from minutes of last FGB meeting including progress made on the actions raised*</b></p> <ul style="list-style-type: none"> <li>Update on meeting with pupils, including School Council to identify children who feel unsafe in school and why?</li> </ul> <p>JC: I will arrange the meeting for a Friday in September as BN and I are both available on that day.</p> <ul style="list-style-type: none"> <li>Update on parents' questionnaire about Wraparound Care</li> </ul> <p>IS: I sent this out and only got a few responses from parents. There does not appear to be a demand to extend the opening hours of the afterschool and breakfast club or for one on a Friday.</p> <p><b>RG: Are any of the parents of the incoming pre-school children wanting this facility?</b></p> <p><b>HP: It is in the questionnaire and one prospective parent did ask about this.</b></p> <ul style="list-style-type: none"> <li>Draft Climate Change Action Plan</li> </ul> <p>HP: I have done a draft, but the Primary Partnership are going to work on one together.</p> <p><b>Update from clerk: Here is the link to information about the plan which needs to be in place by the end of 2025.</b></p> <p><a href="https://www.devon.gov.uk/schcomms/sc/052025-8664/">https://www.devon.gov.uk/schcomms/sc/052025-8664/</a></p> <ul style="list-style-type: none"> <li>Update on questionnaires that are due this year (parent, child, staff)</li> </ul> <p>IS: A parent questionnaire is sent out biannually. The usual school questionnaire will be sent out in September, as parents had a questionnaire about communication recently.</p> <p><b>MW: What about the children questionnaires? One for the staff was completed last year. The school could do a child questionnaire later in the next school year.</b></p> <p><b>IS: I will arrange that.</b></p> <ul style="list-style-type: none"> <li>How to measure and evaluate policies/projects/approaches</li> </ul> <p>The governors asked for this item to be carried forward to the next agenda as JB is not at this meeting.</p> <ul style="list-style-type: none"> <li>Update on conversation with previous governor about whether he would be interested in re-joining the board – special interest SEND.</li> </ul> <p>BN: I spoke to him and have not been given a definite answer yet.</p> <ul style="list-style-type: none"> <li>Governors to decide which FGB to invite a curriculum lead to and which lead.</li> </ul> <p>HP: This can be discussed in the next T&amp;L meeting.</p> <p><b>Action:</b> JC to arrange meeting with BN and pupils to identify if any children feel unsafe in school.</p> <p><b>Action:</b> IS to complete report about parents' responses to the wraparound care questionnaire and email it to FGB.</p> <p><b>Action:</b> Clerk to find out date climate change action plan has to be done by and email to the Head. <b>Done.</b></p> <p><b>Action:</b> Head to update FGB at next meeting regarding the PP's climate change action plan.</p> <p><b>Action:</b> IS to send parent questionnaire out.</p> <p><b>Action:</b> Yearly planner to be updated by clerk so item can go on agenda next year to send out children's questionnaire. <b>Done.</b></p> <p><b>Action:</b> JB's how to evaluate policies/projects/procedures to go on next agenda. <b>Done.</b></p>

	<p><b>Action:</b> Clerk to put on T&amp;L agenda that governors need to decide which curriculum lead to invite to a meeting and which one. <b>Done.</b></p>
4	<p><b>Committee reports</b></p> <ul style="list-style-type: none"> <li>Resources June 17<sup>th</sup> 2025.</li> </ul> <p>HP: The Resources Chair is not at this meeting but it is early days for the school budget. School meals are going up to £2.75 in September.</p> <ul style="list-style-type: none"> <li>Teaching and Learning June 24<sup>th</sup> 2025</li> </ul> <p>JC reported that KEVICC (King Edward VI Community College, PHSE (personal, health, social and economic education) co-ordinator informed her that the children are taught about human reproduction and contraception in year 9.</p> <p>The governors discussed the subject and decided it should be further looked at in the next T&amp;L Meeting.</p> <ul style="list-style-type: none"> <li>Any other reports?</li> </ul> <p>There were none.</p> <p><b>Action:</b> Clerk to put on T&amp;L agenda, item about the age children at KEVICC (year 9) learn about human reproduction and contraception. <b>Done.</b></p>
5	<p><b>Governor business</b></p> <ul style="list-style-type: none"> <li>Update</li> </ul>
5.1	<ul style="list-style-type: none"> <li>Update on Health &amp; Safety walk around and Facilities meeting</li> </ul> <p>IS: There are no major repairs required according to the audit report. One issue is that some drains back up in a heavy downpour and the caretaker is dealing with that in the summer break.</p>
6	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>To approve FRS (document in folder)</li> </ul> <p><b>The FGB agreed to approve the FRS in the present format, formulated by the business manager, due to the transfer to BROMCOM.</b></p>
7	<p><b>Head's report</b></p> <ul style="list-style-type: none"> <li>Any questions</li> </ul> <p>HP. The school's recent SATS (standard assessment tests) were excellent. The FGB discussed the SATS results.</p> <p><b>BN: What was the impact of having new children transferring to this school? Did it affect the data?</b> <b>HP: We are getting more SEND (special educational needs and disabilities) children. Generally, new pupils need extra support to be brought up to the level of the children already at The Grove.</b></p> <p>MWV: The writing test results have improved and that is good as it was a concern. <b>RG: Do parents choose this school because of the good SATS results?</b> <b>HP: They mainly choose it due to the nurturing environment and our excellent reputation.</b> <b>BN: What about reading in key stage (KS)1?</b> <b>HP: The children find "phonics" difficult, but as they move up the school it improves and the results for reading for year 6 children were excellent.</b></p>
8	<p><b>School Improvement Plan (SIP)</b></p> <ul style="list-style-type: none"> <li>Progress for this term.</li> </ul> <p>HP: I forgot to use the traffic light colours. We would be orange for enhanced provision in KS2 and earth care. KS1 are working on a project with Ken Munro in September, covering earth care. The children have been taught to be careful with the playground equipment and they really enjoy working there. Writing has considerably improved so that would be green. The pre-school starts in September, so another green and there will be eight children.</p> <p>Regarding SEND – there is going to be a CPD (continual professional development) plan for that and we will use ordinarily available inclusive provision(OAIP). The team have done lots of research in those areas and the information will be delivered at the next INSET (in-service education and training) day in September. IS went to the PP meeting.</p> <p>IS: There were some head teachers there and when I get the minutes I will send them out to the governors. I am not quite sure what role the governors have in the PP.</p> <p>HP: The plan for next year has a big task for governors. We want them to be really aware of the support other schools can offer regarding short and long-term emergency plans if the head teacher was not in school due to ill health or resignation. There are four objectives for the governors next year.</p> <p><b>Action:</b> Chair to send out minutes of last PP meeting when they become available.</p>
9	<p><b>Governors strategic plan</b></p> <ul style="list-style-type: none"> <li>What has been successful?</li> </ul> <p>IS: One of our aims is making sure the school is financially viable and we discuss that in meetings. The school business manager is very good at managing the finances. The governors also supported the new pre-school and the head and deputy doing show a rounds for prospective parents. That has worked really well and in September we will have the highest number of children on roll.</p>

	<ul style="list-style-type: none"> <li>• Next year's aims?</li> </ul> <p>IS: What do governors think we should focus on next year?  MW: We need to recruit more governors.  HP: IS works really hard and most of what he does is not seen and he needs support from the governors.  IS: Next year will be my sixth year as chair, so we need to look at succession planning for the chair, as that is probably long enough.  HP: The PP has ten very experienced leaders with lots of ideas.</p>
10	<p><b>SharePoint</b></p> <ul style="list-style-type: none"> <li>• Update on SharePoint</li> </ul> <p>IS: Governorhub will be replaced with a folder for the governors on the school's SharePoint site, which governors can access for minutes etc. As some governors use non-school addresses we need to check with the IT technician if they can use those email addresses or need school ones.  HP: I have a separate drive from the school one and I am not sure if that will cause a problem accessing the governor drive.  <b>Action:</b> Clerk to email IT technician about whether the governors need school email address for SharePoint and to set them up if required: <b>Done.</b>  <b>Action:</b> Head to contact IT technician about her separate drive to find out if there will be any issues for her to access the governors new drive.</p>
11 11.1	<p><b>Primary Partnership</b></p> <ul style="list-style-type: none"> <li>• Primary Partnership (PP) Heads' meeting update – minutes</li> <li>• Final report about PP objectives/summary of academic year</li> </ul> <p>IS: As we are running out of time we will move this to the next agenda.  <b>Action:</b> Clerk to move to next agenda. <b>Done.</b></p>
12 12.1	<p><b>Meetings timetable for next academic year</b></p> <ul style="list-style-type: none"> <li>• Update on whether T&amp;L and Resources Committee are to be combined</li> </ul> <p>IS: There is an option to combine both committees and have less meetings as there is a risk that we will not have enough governors attending some meetings to be quorate.  HP: It is quite complex and by recruiting two more governors that will not be needed.</p> <p><b>Governors calendar</b></p> <ul style="list-style-type: none"> <li>• Governors to approve calendar for next years' meetings.</li> </ul> <p>The governors discussed meeting days and times to ensure as many governors could attend as possible.  RG: As I cannot attend the Resources meetings on the suggested days and times I can transfer to the T&amp;L Committee instead. <b>THE GOVERNORS APPROVED THIS DECISION.</b>  <b>The governors agreed that the Teaching &amp; Learning Committee meetings will be on Tuesday at 4pm. The Resources Committee meetings will be on Thursday at 8.30am. The FGB meetings will alternate between those dates and times.</b>  <b>Action:</b> Clerk to redo the meetings calendar and email out to HP to approve. <b>Done.</b></p>
13	<p><b>Audit Report</b></p> <ul style="list-style-type: none"> <li>• Approval of School Audit Report</li> </ul> <p>Governors to read page 5 (management response and approve it)  MW: The only issue was the Lettings Contract and that has been completed.  IS: So we can sign this off?  <b>THE GOVERNORS ALL APPROVED THE SIGN OFF OF THE AUDIT REPORT.</b></p>
14	<p><b>Parent/Communication Survey</b></p> <ul style="list-style-type: none"> <li>• Update on combined parent/communication survey</li> </ul> <p>This had already been discussed in matters arising.</p>
15	<p><b>School Fund Raising</b></p> <ul style="list-style-type: none"> <li>• Update from working party (JB, RG and deputy head HF) on strategic direction of PTA, how to raise school funds and how PTA funds are use</li> </ul> <p>HP: The school has done really well with fund raising.  RG: The working party is going to look at school lotteries, direct debits from parents and other fund raising activities, including the PTA and school funding routes. It is ongoing and I will update the FGB at the next meeting.  <b>Action:</b> RG to update FGB at next meeting about how the school raises funds..</p>
16	<p><b>Policies*</b></p> <p><b>PE and Sport Premium</b></p> <ul style="list-style-type: none"> <li>• Governors to review the updated version prior to being uploaded onto the school website.</li> </ul> <p>The Chair then agrees (signs off) the report on behalf of the board.</p> <p>The governors had a discussion about their involvement in this.  HP: I sent a copy to MW and there will be a link to it on the school website.  <b>BN: What is the premium spent on?</b></p>

	<p><b>HP: CPD, the sports partnership, target days and some transport. Other heads in the PP are not putting information on their websites. Our deputy head is writing an application for the “games mark” and that can go on the site, along with a link to the document and that covers what is required.</b></p> <p><b>MW: Is the funding decreasing?</b></p> <p><b>HP: No, but costs of everything, equipment etc., are getting more expensive.</b></p> <p><b>WITH BOARD APPROVAL THE CHAIR “SIGNED OFF” THE PE AND SPORT PREMIUM</b></p> <ul style="list-style-type: none"> <li>• Staff Discipline Policy</li> </ul> <p><b>THE GOVERNORS APPROVED THE POLICY.</b></p> <ul style="list-style-type: none"> <li>• Staff Grievance Policy</li> </ul> <p>MW: The paragraph about core principals and behaviour can be removed. The EAP that the school uses needs to be inserted. The paragraph about core principals and behaviours can come out. In the concerns about bullying and harassment – the head teacher can go in there and in other sections the head teacher can go in too.</p> <p><b>ONCE THE STAFF GRIEVANCE POLICY (NOW CALLED RESOLUTION POLICY) HAS BEEN UPDATED WITH THE APPROVED CHANGES THE BOARD FORMALLY APPROVED AND ADOPTED IT.</b></p> <p><b>Policies to be adopted</b></p> <ul style="list-style-type: none"> <li>• Charging and Remissions Policy</li> </ul> <p>The Head was not able to complete them ready for the meeting, so going forward to the next FGB.</p> <ul style="list-style-type: none"> <li>• Governor Allowances/Expenses Policy</li> <li>• Staff Capability Policy</li> </ul> <p><b>THE GOVERNORS ALLOWANCES/EXPENSES POLICY AND STAFF CAPABILITY POLICY WERE APPROVED AND ADOPTED BY THE FGB.</b></p> <p><b>Action:</b> Clerk to update draft staff grievance policy and send to head to check. <b>Done.</b></p> <p><b>Action:</b> Clerk to put charging and remissions policy on next agenda. <b>Done.</b></p> <p><b>Action:</b> Head to email above policy to clerk. <b>Done.</b></p>
17	<p><b>Safeguarding*</b></p> <ul style="list-style-type: none"> <li>• Update</li> </ul> <p>MW: My meeting with HP was postponed but there has not been anything major to report has there?</p> <p>HP: No, just the recent parent tragedy and we are ensuring the child is well supported.</p>
18	<p><b>SEND</b></p> <ul style="list-style-type: none"> <li>• Anything new?</li> <li>• Update on recent PP SEND meeting</li> </ul> <p>MW: I met with Alison Caldwell yesterday about a survey and there is more work needed on that.</p> <p>JC: There are things that need to be addressed from the audit.</p> <p>MW: There will probably be less EHCP’s (education and health care plan).</p> <p>JC: Everything needs to be delivered at a whole class level.</p> <p><b>BN: Will the new plans affect individual children’s progress?</b></p> <p><b>MW: At the PP meeting it was identified that there was a big difference in how many EHCP’s each school was applying for. Alison was going to try out an online dyslexia screening assessment. The mental health team’s interaction has been beneficial.</b></p> <p><b>RG: Do the school get funding for dyslexia?</b></p> <p><b>HP: No, but we teach the whole class as if they all had dyslexia.</b></p> <p>JC: We are moving away from a diagnosis and towards meeting needs.</p> <p>MW: The parents still want that information. We also talked about the parent SEND group.</p> <p>HP: Tonya Stirrup is going to be the lead for SEND next year.</p>
19	<p><b>Plan if the head teacher is on an unplanned or emergency leave of absence.</b></p> <ul style="list-style-type: none"> <li>• Governors to discuss how to manage unexpected leaves of absence or emergency situations which results in the Head not being able to work.</li> </ul> <p>This was not discussed and will move to the next meeting agenda.</p> <p><b>Action:</b> Clerk to move this to the next meeting.</p>
20	<p><b>Governor visits</b></p> <ul style="list-style-type: none"> <li>• Reports from visits undertaken since last FGB meeting:</li> </ul> <p>There were none reported.</p> <ul style="list-style-type: none"> <li>• Facilities Meeting Update</li> </ul> <p>IS: That has not been done yet.</p> <p><b>Action:</b> Chair to arrange a facilities meeting and update the next meeting with the outcome.</p>
21	<p><b>Governor training</b></p> <ul style="list-style-type: none"> <li>• Reports back from training.</li> <li>• Review impact of training on board</li> <li>• Future governor training plans</li> </ul>

	<b>This was discussed briefly and there were no actions.</b>
22	<p><b>Clerk's report</b></p> <ul style="list-style-type: none"> <li>Review of Governance and Policy areas of school website to ensure compliance.</li> </ul> <p>The clerk reported she had sent an email to the head about website compliance and all areas will be completed by the end of term.</p> <ul style="list-style-type: none"> <li>Skills audits – I have received some but not all, so I will presume the ones not updated are the same and will update the date etc.</li> <li>Business Interest Register forms to be signed.</li> </ul> <p><b>Action:</b> Clerk and Head to ensure school website is complaint. <b>Done.</b></p> <p><b>Action:</b> Clerk to move skills audit and business interest register forms to next agenda. <b>Done.</b></p>
23	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>Please forward any relevant correspondence to the Clerk or bring to the meeting.</li> </ul> <p>There was none.</p>
24	<p><b>Items brought forward by the Chair</b></p> <ul style="list-style-type: none"> <li>Governor recruitment.</li> </ul> <p><b>The governors approved the plan to advertise for two governors positions in September.</b></p> <ul style="list-style-type: none"> <li>MW's last meeting.</li> </ul> <p>The governors all gave a massive thank you to MW for all the help and support he had provided to the governors and the school and wished him well in his retirement.</p> <p><b>ACTION: CLERK TO START THE RECRUITMENT PROCESS.</b></p>
25	<p><b>Date &amp; time of next meeting</b></p> <ul style="list-style-type: none"> <li>FGB meeting 25<sup>th</sup> September 2025</li> </ul>

- \* = standing items

Meeting ended at 5.54 pm.

#### Summary of Actions

	Action	By whom	By when
3.2	Arrange meeting with BN and pupils, to identify if any children feel unsafe in school.	JC	End of September
3.2	Report on wraparound care questionnaire to parents to be completed and sent to FBG.	IS	End of term
3.2	Information about date school needs Climate Change Action Plan to be sent to Head. <b>DONE.</b>	Clerk	End of week
3.2	Report to go to FGB about recent parent communication questionnaire	IS	End of term
3.2	Climate Action Plan to go on next agenda. <b>DONE.</b>	Clerk	Next meeting
3.2	Parent questionnaire to be sent out to parents	IS	End of September
3.2	Update yearly planner so an item can go on agenda to plan and send out a child questionnaire in early 2026. <b>DONE.</b>	Clerk	End of week
3.2	JB's item about how to evaluation of policies/projects/procedures to go on next agenda. <b>DONE.</b>	Clerk	Next meeting
3.2	Governors to decide which curriculum lead to invite to a meeting to go on next T&L agenda. <b>DONE.</b>	Clerk	Next T&L meeting
4	Item about the age children at KEVICC learn about human reproduction and contraception (year 9) to go on next T&L meeting's agenda, <b>DONE.</b>	Clerk	Next T&L meeting
8	Minutes of last PP meeting to be sent to governors	Chair	Next meeting
10	IT technician to be contacted to find out whether governors need school emails to access SharePoint. <b>DONE.</b>	Clerk	End of week
10	Head to contact IT technician to find out how she can access SharePoint.	Head	End of term
11	Primary Partnership item to be moved to next agenda. <b>DONE.</b>	Clerk	Next meeting
12.1	New times and days for the governors' calendar to be updated and sent out to head and chair for approval. <b>DONE.</b>	Clerk	End of term
15	The governors to be updated about how the school raises funds	RG	Next meeting
16	Draft Grievance Policy to be updated and emailed to head to check. <b>DONE.</b>	Clerk	End of term
16	The Charging and Remissions Policy to go on the next agenda. <b>DONE.</b>	Clerk	Next meeting
16	The above policy to be emailed to the clerk <b>DONE.</b>	Head	Next meeting

<b>19</b>	Managing an unplanned or emergency leave of absence to be moved to the next agenda. <b>DONE.</b>	Clerk	Next meeting
<b>20</b>	Facilities meeting to be arranged and then update the next meeting.	IS	Next meeting
<b>22</b>	Move skills audit and Business Interest Register forms to next agenda. <b>DONE.</b>	Clerk	Next meeting
<b>24</b>	Recruitment process to elect new governors to commence.	Clerk/ FGB	Next meeting