



## MEETING OF THE FULL GOVERNING BOARD ON 21<sup>ST</sup> MARCH 2023 AT 8.30AM IN THE SCHOOL

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

**Present:** Mike Waterson (MW), Ian Stewart (IS), Rob Hill (RH) Chair, Jenny Barker (JB), Hilary Priest (HP), Sam Wilkinson (SW), Becky Nel (BN),

**In attendance:** Debbie Horton (Clerk),

Minutes

<b>1</b>	<b>Welcome &amp; apologies for absence*</b> Joel McIlven gave his apologies. BN was welcomed to the governing board. <ul style="list-style-type: none"> <li>It was <b>agreed</b> that BN should join the Teaching and Learning Committee, as requested.</li> </ul>
<b>2</b>	<b>Attendance &amp; declaration of Interest*</b> The governors signed the attendance form. There was no declaration of interest.
<b>3</b>	<b>Approval of minutes of part 1 &amp; 2 minutes of the FGB meeting on 5<sup>th</sup> December 2022</b> The Part 1 minutes were approved. One change was agreed in the Part 2 minutes and they were then approved.
<b>3.1</b>	<b>Matters arising from minutes of last FGB meeting including progress made on the actions raised*</b> <ul style="list-style-type: none"> <li>Contact JB re: curriculum lead – IS. For item 12, see below.</li> <li>Check whether there is a cost to inviting Zoe Bryant-Evans to speak at a FGB meeting – Clerk. One visit to the FGB is free; thereafter there will be a cost.</li> <li>Monitoring criteria to go into Governors’ Strategic Plan, and links incorporated into the business cycle –IS. See item 7 below.</li> <li>Chefs in Schools document– HP has sent this to all governors.</li> <li>Annual benchmarking exercise – RH. Completed. See item 8 for discussion.</li> <li>Visit note - IS - done</li> <li>Co-ordinate curriculum area visits for next term – HP. See item 12 below.</li> <li>Extra safeguarding training for governors. MW and IS both interested in Safer Recruitment training. Will arrange with HP.</li> <li>Follow-up on governor safeguarding training with governors who haven’t completed it – Clerk. All have undertaken training, and one final piece of evidence is required. Clerk to follow-up.</li> </ul> <b>ACTION: Safer Training for IS &amp; MW – HP to arrange</b>
<b>4</b>	<b>Committee reports (all minutes provided with the agenda)</b> <ul style="list-style-type: none"> <li>Resources 7.2.23 &amp; 7.3.23. The February meeting focussed on the Chefs in School Programme, and the March meeting focussed on the budget. See item 5 below for budget proposal.</li> <li>Teaching and Learning 31.1.23. The meeting focussed on SEND provision and safeguarding. The Head will send a copy of the safeguarding calendar to the governors, to show what the school is doing. Staff, parent and children surveys had been discussed. It was agreed that the staff survey should be done bi-annually, and is due July 2024. The parent survey is also bi-annual and is due this year. It was agreed that the same questionnaire will be sent out as before, minus the additional questions. JB and IS will create new questions about the Chefs in School programme to add to this year’s survey, which will go out in the summer term. BN suggested having a quick paper-based survey outside the dining room, to collect feedback about school dinners. A survey of the children’s views is due. This will be informal, organised by SW and HP and summaries will be fed back the FGB.</li> <li>It was agreed that governor input into the SEF will be discussed at the next Teaching and Learning Committee.</li> </ul> <b>ACTION: Parents’ survey – JB&amp;IS</b>

	<b>Children's survey – SW&amp;HP</b>
<b>5</b>	<b>Budget</b> <ul style="list-style-type: none"> <li>Governors received budget papers with the agenda.</li> <li>The Financial Adviser from DCC had met with the Business Manager since the last Resources meeting. As a result the figures have changed. More income has been found, but staffing costs have risen, in both the teaching and TA budgets. The budget will be met this year, with a carry forward of £133, 000 but will not meet from Year 2. DCC will now allow losses from Year 2. A lot of de-delegation means that there are a number of areas over which the school has no control. The Head reported that the biggest stress in the school at the moment is the school budget.</li> <li><b>The FGB approved the budget.</b></li> </ul>
<b>6</b>	<b>Head's report</b> <b>Q: Are the 4 part-time timetables in operation short-term or long-term?</b> <b>A: They are all short-term, and all have review dates.</b>  <b>Q: What is the main driver of absence amongst the children?</b> <b>A: Sickness. Our absence figures are lower than those is peer schools in the Primary Partnership. There are a few persistent absentees, but their reasons are understandable and there aren't many repeat absentees from last year to this year. It hasn't been necessary to send out any letters to parents. A few families do take holidays in term-time, but not in a way that can generate a letter.</b>  <b>Q: Does absence in the under 5s affect development?</b> <b>A: Yes, it can do. Those who do not attend full-time in Reception are all behind in phonics work. With catch-up support and a lot of work, children can regain ground. The governors noted that the Under 5s attendance figures are counted in the whole attendance school figure.</b> <b>Q: How many under 5s are on part-time timetables?</b> <b>A: This is not a figure which usually appears in the data presented to governors, but will be included in future.</b>  <b>Q: How is the job share between the two SEND teachers going?</b> <b>A: It starts after Easter and governors will have more information then.</b>  Governors noted that both teachers are in on a Friday, and so this would be the best day for the SEND leads to visit.  <b>Q: Why have free school meals and pupil premium figures risen?</b> <b>A: The cost of living crisis is pushing more families into poverty. Our figure has risen to 15%. The national average is 22%.</b>  <b>Q: Does the Grove 100 still exist?</b> <b>A: Yes, it has become embedded in the curriculum. The showcase document will be shared with governors, to give some idea of what is on the list and what is happening.</b>  <b>Q: Outcomes were due on March 18<sup>th</sup>, when will governors be able to see them?</b> <b>A: The Head is currently collating them, and they will be available for the next Teaching and Learning Committee meeting.</b>  Feedback from the face-to- face-parents' evening, via one of the governors, included concern that the bright colours of the outcome sheets are easily seen so care should be taken to maintain confidence and keep them out of sight.
<b>7</b>	<b>School Improvement Plan (SIP) and Governors' strategic plan</b> Governors received 2 Spring term SIPs, (one is rag rated) and a Summer term one. Spelling has been an area of focus in the older classes. It is now taught discreetly and phonics are still a feature. It takes a long time for the impact to be seen. The 'No Nonsense' scheme is used, and adapted to the school.  In the summer term, a vision for food, the SEND audit, equality and diversity and the primary

	<p>partnership are the foci.</p> <p><b>Q: How are we telling the parents about the good work that is being done in equality and diversity in the school?</b>  <b>A: Through the newsletter and on the website</b></p> <p>Governors made further suggestions, such as a separate letter, a video diary or a podcast?</p> <p><b>Q: How is the integration of SEND teaching going?</b>  <b>A: Very well. It is now embedded in the classrooms and the system has been turned around. IS and MW reported that the school adviser was clearly very pleased with the way the school had changed its practice and culture. Both teachers and TAs are continuing to receive SEND training.</b></p> <p><b>Q: Has the improvement in the presentation of classrooms and books been achieved?</b>  <b>A: Yes, it has. Now behaviour and respect are a focus. These are re-visited periodically, when they are needed. The school has very high standards, and will reinforce expected behaviours.</b></p> <p><b>Q: How is the primary partnership going?</b>  <b>A: It has become more structured and useful. The Heads (HP is the Chair) meet fortnightly online and once a month in person. Many opportunities have arisen and mutual support is on offer. Maths and Literacy meetings take place during the day, and other curriculum groups meet after school.</b>          IS attends a governor group. 9/10 Chairs attended the last meeting, with Ofsted, the budget, and recruitment on the agenda. IS will send around notes from the meeting.</p> <p><b>Q: Does the school meet the new expectations for wraparound care?</b>  <b>A: At the moment, the care in place is provided privately, and it does not run until 6pm in the evening. It would need to change to meet the new requirements and HP is awaiting further information before action is taken.</b></p> <p><b>ACTION: Monitoring criteria for the Strategic Plan to be created - IS &amp; RH</b></p>
8	<p><b>SFVS &amp; benchmarking</b>  <b>The SFVS was approved.</b>  <b>Benchmarking:</b>          RH reported that the income per pupil is lower than that of peer schools and likewise self-generated income per pupil. HP informed governors that the PTA raises money but has its own bank account, so this income is not included for the benchmarking exercise. Expenditure per pupil is the lowest in the peer group and staff costs the highest. We have on average one TA per 17 pupils whereas in the peer group that number is 30. Premises costs are lower, because our building is newer.</p> <p>The governors felt that the schools TAs were one of its strengths, not just in number, which makes the school different to its peers, but in their skill, through good training and experience, and the value given to them by teachers, and the school community. A governor suggested having a short TA of the month profile, to celebrate them with the parents.</p>
9	<p><b>Primary partnership</b>          See section 7 for discussion an update.</p>
10	<p><b>Policies*</b>          The Whistleblowing policy was reviewed. The 2016 version remains the latest version.</p> <p><b>Q: Is an email and contact number made available for people who have concerns and may need advice?</b>  <b>A: Yes, they are on the staff noticeboard.</b></p>
11	<p><b>Safeguarding*</b>          HP reported that there are no new issues to report at the moment, it's a quiet time. The monthly meetings with social workers continue to be very useful. MW made two visits at the end of last term, and intends to visit before the end of this term. The monthly data collection sheet needs to be completed for this term.</p>

	<b>ACTION: Monthly safeguarding data sheet - HP</b>
<b>12</b>	<b>Governor visits</b> Governors received reports from 3 visits undertaken since last the FGB meeting (SEND, Safeguarding and Safeguarding Audit.) Facilities visit - IS. The school is in fairly good repair at the moment. There are a couple of leaks, which Kier is involved with, and boiler issues. The front door quotations are very expensive and unaffordable at the moment. The creation of a holding bay, or porch, would improve safeguarding, and will still be an aim even though it is proving hard to achieve. HP has drafted a curriculum visit plan for next term. When it is ready, it will be shared with governors. The aim is for all curriculum leads to visit at least once a term. Now BN has joined the FGB, there will be another look at lead roles.
<b>13</b>	<b>Governor training</b> MW attended trainings on Ofsted preparation and SEND. He shared a list of questions commonly asked by Ofsted on GovernorHub, and will use some of those questions in his next safeguarding visit. Questions will be sent to the Head and will be brought to the next FGB as an agenda item.  IS attended the Devon Association of Governance forum, which was useful though not well attended.  BN is attending new governor training on June 7 <sup>th</sup> 2023.  On May 15 <sup>th</sup> governors are invited to meet the curriculum teams.
<b>14</b>	<b>Clerk's report</b> The clerk warned of a send-round of reminder emails to tidy up odds and ends which have been outstanding for a while, for example, evidence of safeguarding training and various GovernorHub signings and form completions. The aim is to start the summer term with all loose ends tied up.
<b>15</b>	<b>Correspondence</b> None
<b>16</b>	<b>Items brought forward by the Chair</b> None
<b>17</b>	<b>Date &amp; time of next meeting</b> FGB meeting 23 <sup>rd</sup> May 2023 at 8.30am in the school.

- \* = standing items

The meeting ended at 10.10am.

### Summary of Actions

<b>3.1</b>	Safer Training for IS & MW	HP	Next term
<b>4</b>	Parent survey – new questions Children's survey	IS & JB SW & HP	For summer term
<b>7</b>	Monitoring criteria for Governors' Strategic Plan to be created	IS & RH	For May FGB