



Full Governing Body Meeting – MINUTES

Date/Time	24/05/2023 15:45		Location:		Face to face		Prepared:	27/05/2023	
Governor		Initials	Type of Governor	Time	Governor		Initials	Type of Governor	Time
Mrs L Bennett		LB	Co-Opted	15:45	Mr J Hobbs		JH	Parent	ap
Mrs C Boundy		CB	Parent	Ap	Mrs L Paiano (V-C)		LP	LA	ap
Mrs J Clarke		JC	Co-Opted	15:45	Mrs K Reeves		KR	Head	15:45
Rev. M Cockfield		MC	Co-Opted	15:45	Mrs K Slocombe		KS	Staff	15:45
Mr A Donnellan (Chair)		AD	Co-Opted	15:45	VACANCY			Co-Opted	
Mr J Gifford		JG	Parent	15:45	VACANCY			Co-Opted	

In attendance	Initials	Role
Mrs D Beer	LDB	Clerk
Apologies	Initials	Reason
C Boundy	CB	Birthday
J Hobbs	JH	Work commitment
L Paiano	LP	Work commitment

	Agenda Item		Agenda Item		Agenda Item
1	Welcome/apologies	7	PE/Catch-up funding	15	GDPR
1a	Meeting Documents	8	Lead / Link Visits	16	Policies & statutory returns
2	Business interests	9	Finance	17	Training
3	Chair update	10	Staff support	18	Impact
4	Clerk's update	11	Ofsted	19	Next meeting
5a	Approval of minutes	12	Safeguarding		
5b	Update on actions	13	Attendance/Behaviour		
6	Headteacher update	14	Health & Safety		

Question / Challenge

Decision

Action

Item	Details of Discussion	Decision / Action	Timescale
	Subject Briefing - Mrs Hobbs - Forest School		
	All Governors present visited the Forest School area where Mrs Hobbs gave an overview of the subject - very positive response from Governors. Governors wished to thank LH for the hard work put in – a real asset to the school! Future lessons in certain subjects will link in to the Forest School subject		
	The FGB meeting commenced at 16:05		
1	Welcome + apologies - Agree if apologies are to be sanctioned		
	AD welcomed all to the meeting Apologies received in advance from <ul style="list-style-type: none"> CB (birthday) – not sanctioned JH (work commitment) - sanctioned LP (work commitment) – sanctioned 		

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- D. Ensuring clarity of vision, ethos and strategic direction;
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1a	Meeting Documents		
	Confirmed as having been accessed in advance of meeting		
2	Business interests		
	None declared – Governors reminded to declare interest if any becomes apparent.		
3	Chair update		
	AD informed FGB of the following: a) Diversity data for Governors can be collected in GovernorHub – the process is very straightforward & the information can only be seen by the account holder. Govs to update their GovernorHub account with diversity details b) An anonymous report must be published on school website (or a statement to say that Governors do not wish to share this information) in due course – awaiting further guidance from DfE	All	June '23
4	Clerk's update		
	Further to recent Clerk Briefing: a) Governors asked to access Governor Knowledge (The Key) via GovernorHub b) Governors asked to request training courses (included in annual SLA) a. MC has carried out Safer Recruitment (via The Key – not DES) c) Complaints – DfE website will point any complainants to the school as first point of contact – Governing bodies should consider having a Terms of Reference for an Investigating Officer – to add to ToFRs at annual business meeting in Sept	All All Clerk	Ongoing Ongoing Sept '23
5a	Approval of minutes		
	Minutes of meeting held on 26 April 2023 were approved and signed as a true record		
5b	Update on actions		
	a) SATs admin training – confirmed completed b) Link Gov visits – in progress – being booked: a. LB Forest School towards end of term; b. JC – Literacy arranged; c. JG awaiting response from Mr Sussex; d. AD to arrange his visits c) Menu update – ongoing (KR/DB - Sept) d) Covenant (CB has passed responsibility to AD – along with details of proposed Running Track) – AD now has all of the information – AD to liaise with KR in second half of summer term e) IT filtering report – Mr Sussex has emailed it to LP (absent) – LP to send it to clerk to share with govs f) GDPR training package – confirmed booked and accessible to all via Devon Education Services accounts – All Governors to complete and upload certificate to their GovernorHub training record	LB JC JG AD KR/Admin AD/KR LP All	Sept '23 July '23 Jun '23 ASAP
6	Headteacher update		
	a) HT report (written – shared with agenda) – any questions? How are staff feeling about the challenges with potential SATs results this year? Children did the best they could. Reading test had been very difficult		

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	<p>(as shown on National news). KR anticipates that the pass mark may go down nationally due to the difficulty of the test. No parents have commented on the tests. Hoping to get floor standards in both years 6 & 2. Children were resilient and stoic (& were treated to hot chocolate and treats at the end!)</p> <p>b) Staffing</p> <p>KR advised of 3 resignations since last meeting – all for different reasons.</p> <p>a) 1:1 TA – pursuing new career.</p> <ul style="list-style-type: none"> Current MTA successfully recruited – no plan to replace MTA <p>b) Teacher – moving to a new area</p> <ul style="list-style-type: none"> New Class teacher successfully recruited. Additional mentoring will be required as he is an ECT. Governors approved that he be paid on a casual basis over the final half term of this academic year, before the resigning teacher leaves. Existing part time teaching staff will cover 1 day a week supply for the mentoring (funding available) <p>c) Kitchen Manager – family</p> <ul style="list-style-type: none"> Interviewing Friday. <p>c) Compost toilet</p> <p>Govs approved that a compost toilet be purchased using Capital funding.</p> <p>d) Other</p> <p>KR advised that the shelter on the playground is in poor state of repair – cannot be a capital spend as existing project. Caretaker seeking quote for a replacement - to be funded from donations (possibly FOMS) or PE</p>		
7	PE/Catch-up funding		
	<p>KR informed FGB that the PE fund spend report is on the website & is an active form which is being regularly updated.</p> <ul style="list-style-type: none"> Impact of the funding is very positive. Some PE funding will be used for catch-up swimming lessons. 		
8	Lead / Link Visits		
	<p>a) MC – Has carried out Link Gov visit for Music</p> <ul style="list-style-type: none"> Good visit Pupil voice carried out – very good, lots to work with. Pupils want visitors to show different instruments etc. Lucky to have KS as the music lead. Difficult to have sustained process. An assessment tool is part of Charanga programme. There is evidence of what we are doing. MC has submitted a draft report. Been granted a Silver Award. Expectation to deliver 2 hours music each week – there are not enough hours to be able to do this. <p>b) MC – Has carried out R.E. visit</p> <ul style="list-style-type: none"> A paper review was carried out Teaching of R.E is going in right direction. Great improvement. 		

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9	Finance		
	<p>FRS reports for last financial year and current financial year, along with Consistent Financial Reporting report had been shared in advance of the meeting. JG summarised the reports, explaining that much can (& will) change as the year progresses.</p> <ul style="list-style-type: none"> a. FRS (final 22-23) <ul style="list-style-type: none"> a. G120 - £89,194.68 – carry forward (TBC) b. G121 - £13,261.28 – carry forward (TBC) c. CAPSCH - £27, 429.84 – carry forward (TBC) b. CFR report (22-23 – funds G120 & CAPSCH) <ul style="list-style-type: none"> a. Report shared in advance of meeting – agrees with TBC carry forwards in item a c. FRS (23-24) – very difficult to report at this stage of financial year <ul style="list-style-type: none"> a. G120 - £93,766.19 – carry forward (predicted EOY position) b. G121 - £11,302.98 – carry forward (predicted EOY position) c. CAPSCH - £18,329.84 – carry forward (predicted EOY position) d. Catering / B&T (23-24) <ul style="list-style-type: none"> a. Report shared in advance of meeting – replacement kitchen manager being recruited following resignation. KR reports that other schools using Devon Norse are running at huge deficits for school dinners. b. B&T showing a predicted in year loss – at what point should Governors be concerned? DB explained that a redundancy contingency has been built into the budget for a future year, however the aim will be to assess attendance and pricing structure regularly to ensure the provision is viable e. Covenant update (CB) <ul style="list-style-type: none"> a. CB has handed all documents pertaining to this to AD. AD to now take the lead and feed back to FGB 	AD	June '23
10	Staff support		
	<p>KR reported:</p> <ul style="list-style-type: none"> a) Sad to be losing Mr Sussex – Governors to thank Mr Sussex officially b) Everyone very upbeat about the new teacher starting – all staff had been involved with decisions. It is felt that he will be a good team player. c) Staff morale is good in general. d) Will staff be having a break during half term? There may be some report writing carried out, but staff have been instructed to have a break. 		
11	Ofsted		
	<ul style="list-style-type: none"> a) Ofsted still hanging over everyone's heads – some schools have had bad experiences with inspections recently. b) Clerk informed FGB that the Chair of Gobs will be contacted by Gov support and offered a 1:1 consultation when school notified of an inspection c) Recommendation that the Clerk should be present during the Ofsted meeting with Governors to note discussion d) Discussion held regarding requesting an inspection - to discuss at next meeting 		

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12	Safeguarding		
	Nothing to report		
13	Attendance/Behaviour		
	<ul style="list-style-type: none"> a) Gobs discussed the reports – there has been sickness, and some families have been taking holidays (unauthorised). b) Year 3 was highlighted as having higher level of persistent absenteeism. c) KR informed the FGB that there have recently been large amounts of sickness / absences in pupils and staff d) Gobs were informed that some families are encouraging children to lie about absences. 		
14	Health & Safety		
	<p>KR reported:</p> <ul style="list-style-type: none"> a) Field security gate installation has been completed <ul style="list-style-type: none"> a. Year 3/4 were taken for a health walk & talk. Children commented that they liked the gate as it makes them feel safe. b. H&S audit has been updated. b) Awaiting playground equipment inspection report (being carried out in half term) c) Road safety – cars driving wrong way – road rage etc. Very unpleasant for parents. Can something be done? <ul style="list-style-type: none"> a. Appears not – currently being run as an unofficial one way, at the good will of parents etc. b. Letter to be sent from the Governors to Local Authority (Linda Hellyer) c. Can an information sign, forewarning of school traffic, be put at bottom of hill? Currently unofficial, good will arrangement. Would need to be done officially via the correct procedure. d. School doing everything possible to alleviate the problem. e. Could a letter to Highways be year 6 writing project? Something to consider in future 	AD	
15	GDPR		
	<p>DB reported that, in her admin role, she carried out a recent minor breach whilst requesting references.</p> <p>Correct procedure followed, and recorded – DPO informed.</p>		
16	Policies & statutory returns		
	<ul style="list-style-type: none"> a. PSHE/RSE policy HH & KR - reviewed b. Nursery Admissions Policy Updated – approved and in place c. Charging & Remissions Policy Not checked - carry fwd to next FGB d. Equality Info/Policy <ul style="list-style-type: none"> a. Equality policy – MC/KS confirmed reviewed, subject to agreed amendments. <i>(see also item 18-g)</i> b. Equality Objectives – to be updated with agreed updates (MC/KS 	JG	June '23

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	<p>c. Equality Questionnaires have been created for Staff, Pupils, Parents & Governors – to go out first week back after half term</p> <p>KR reported that a Parent questionnaire is to go out via Google forms after half term</p>	<p>MC/KS</p> <p>KR</p>	<p>09/06/23</p> <p>June '23</p>
17	Training		
	<p>The following training has been carried out recently</p> <ul style="list-style-type: none"> MC – Safer recruitment JC – Safer recruitment <p>No requests for training to book</p>		
18	Impact of meeting		
	<p>a) Forest School – amazing!</p> <p>b) Some parents regularly giving time to help in the Forest School Area</p> <p>c) Bronze to Silver (Music award)</p> <p>d) Positive recruitment</p> <p>e) Approval of compost toilet – has been checked that no regulations to meet (School to check with TDC environmental health)</p> <p>f) Decision to contact Ofsted regarding inspection if no call received in near future.</p> <p>g) Conversation went back to Equality - policy refers to Impact Assessments:</p> <ul style="list-style-type: none"> a. Where are the assessments? b. What does this mean? c. Is it compulsory have? d. To investigate at next meeting. 	<p>KR/Admin</p> <p>MC/KS</p>	<p>ASAP</p> <p>June '23</p>
19	Next meeting		
	Wed 28 th June 2023		

There being no further business the meeting closed at 17:24

Actions:

No	ACTION POINTS	Who?	Deadline	Status
3	Update GovernorHub accounts (Diversity details)	All	Jun '23	
4c	Terms of Reference for Investigating Officer	Clerk	Sept '23	
5b	Update FGB on menu	KR/Admin	Sept '23	
5e	Share IT filtering report	LP	Jun '23	
5f	Complete GDPR training / upload certificate	All	ASAP	
9e	Covenant – to investigate and inform FGB	AD	Jun '23	
14c	Contact local councillor regarding road safety	AD	ASAP	
16c	Review Charging & remissions policy	JG	Jun '23	
18e	Check compost toilet with environmental health	KR/Admin	Jun '23	
18g	Equality Impact Assessments	MC/KS	Jun '23	
	Ongoing Action Points			
	Access / make use of "Governor Knowledge" within GovernorHub	All	Ongoing	
	Governor Training – to request DB to book	All	Ongoing	
	Arrange / Carry out / Report on – Link/Lead Governor visits	All	Ongoing	

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