

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Full Governing Body

DATE

22 July 2024

GOVERNOR ATTENDANCE										
	Type	End of Term	09/10/23	11/12/3	05/02/24	18/03/24	29/04/24	20/05/24	22/07/24	Date Resigned
SALLY HERBERT	Headteacher	Ex-officio	P	P	P	P	P	P	P	
PAUL EVMY	LA	09/10/2026	P	P	P	P	P	P	P	
SIMON BARNES	Co-opted	09/10/2026	P	P	P	P	P	P	P	
BEN TWITTEY	Co-opted	06/02/2027	P	P	P	P	P	P	P	
SANDRA CARTWRIGHT	Co-opted	10/10/2025	P	P	P	P	P	P	P	
SCOTT PARNELL	Staff	09/10/2026	P	P	P	P	P	P	P	
GILL QUANTRELL	Co-opted	04/02/2028	P		P	S	P	P	S	
VACANT	Co-opted									
KATE EAMES	Co-opted	04/10/2024	P	P	P	S	P	P	S	
ALEXA GAINSBURY	Co-opted	30/01/2026	P	P	S	P	P	P	S	
ANDREW MCKENZIE	Parent	23/09/2025	S	P	P	P	P	S	S	
NIKI WARNER	Parent	22/05/2026	P	S	P	S	P	P	P	
HELEN MURDOCH	Parent	22/05/2026	P	P	P	P	P	P	P	
JAMES OSBEN	Parent	09/10/2027	P	P	P	P	P	P	S	
KATE OCHILTREE	Parent	09/10/2027	P	S	P	S	S	S	S	
RUTH SHOARE	Parent	06/12/2024								15/09/2023

GILL QUANTRELL	Co-opted	08/12/2023	P							08/12/2023
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P – Present **S** – Sanctioned
Z – Zoom attendance **A** – Absent **L** – Late arrival

Chaired by	Ben Twitney	Clerked by	Pete Osborne
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Agenda:

- FGB 86/2324 To record those who are present, accept any apologies and welcome any visitors
- FGB 87/2324 Declaration of interests
- FGB 88/2324 Division of Agenda
- FGB 89/2324 To agree the Minutes of the last meetings and to discuss any matters arising from the minutes and not on this agenda
- FGB 90/2324 Urgent business brought forward at the discretion of the Chair
- FGB 91/2324 Headteacher’s Report
- FGB 92/2324 Finance
- FGB 93/2324 Personnel
- FGB 94/2324 Primary Partnership
- FGB 95/2324 Governance
- FGB 96/2324 Committees
- FGB 97/2324 Policies
- FGB 98/2324 Information provided by the Clerk
- FGB 99/2324 Matters for the next agenda
- FGB 100/2324 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
89/2324	Minutes to website	Clerk	asap

91b/2324	It was suggested that Online safeguarding training be made available to Governors on an annual basis. Training to be resourced by Hayley Back..	Hayley Back	01/09/2024
91b/2324	Training is being arranged for Tuesday 4 September 2024 in the school which governors can attend. Programme to be circulated by HT/DSL	HT/DSL/All	asap
90/2324	Local Authority Review Day taking place on Thursday 19 September 2024 and Governors are invited to the debrief.	All	asap
92b/2324	Budget Recovery Plan to be added to the Autumn agendas for the BM Committee and FGB	HT/Clerk	01/09/2024
94/2324	Partnership MOU to be on the agendas for the BM Committee and FGB in the Autumn Term	HT/Clerk	01/09/2024

FGB 86/2223	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1831</p> <p>In attendance: None</p> <p>Apologies: Andrew McKenzie, James Osben, Kate Eames, Gill Quantrell, Lex Gainsbury and Kate Ochiltree and sanctioned.</p> <p>The quorum for this meeting is 7 governors.</p>	
FGB 87/2324	Declaration of interests. Governors were invited to declare any personal or prejudicial interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting		None
FGB 88/2324	Division of Agenda		None

FGB 89/2324	To agree the Minutes of the last meetings and to discuss any matters arising from the minutes and not on this agenda	The minutes of the meeting held on 20 May 2024 were agreed and signed. Copy to Headteacher and to be placed on website.	
FGB 90/2324	Urgent business brought forward at the discretion of the Chair	Local Authority Review Day. This it to take place on Thursday 19 September 2024 and Governors are invited to the debrief.	All
FGB 91/2324	Headteacher's Report	<p>a. The Headteacher's Report had been distributed prior to the meeting. There were no questions raised by Governors but a governor said that the school is low on combined Reading, Writing and Maths and expressed concern over the reduction in hours for the English Lead. Sally explained the staffing structure for the Autumn Term for this subject.</p> <p>1. Demographics</p> <p>Number on roll – 443 Pupils</p> <ul style="list-style-type: none"> • 2 over PAN in Y3. • 60 children starting in Reception in September. • 4 other children joining in September (Joining current YR, Y1 (x2), Y4). 2 children are moving from local schools (not from within our partnership) and 2 are moving to the area. • We are not expecting any children to leave. 	

- In September we will be over PAN in Y1 as we are admitting twins and this counts as an exception to the maximum 30 children per KS1 class.

Starters and Leavers

	01.09.22 – 28.11.23		29.11.23 - 26.1.24		27.01.24 - 12.03.24		13.03.24 – 07.05.24		08.05.24 – 16.07.24	
	Star ters	Lea vers	Star ters	Lea vers	Star ters	Lea vers	Star ters	Lea vers	Star ters	Lea vers
To tal sin ce Se p 23	63	1	66	3	66	3	67	5	70	6

Reasons for leaving: 1 Y2 x change of family circumstances required move to closer school, 1 Y6 x relocation (out of area), 1 Y6 x other, 1 x Y2 returned to previous school, 1 x Y2 relocation (Torbay), 1 x Y5 relocation

Changes over the academic year (including nursery):

	Oct 23	Dec 23	Feb 24	Apr 24	May 24	Jul 24	Jul 23 (Direct Comparison)
No. of pupils	408	416	427	430	440	443	
% SEN	21.1	21.2	20.8	21.2	20.9	22.3	24.5
No. of EHCPs	8	9	10	10	11	11	6
% FSM	17.6	17.9	18.8	19	20.1	21.1	15.9

SEND and EHCPs

There are 11 pupils with EHCPs currently in the school (10 from September with one pupil leaving Y6 to go to secondary school). In addition to these we have:

- 5 x EHCPs currently in draft form
- 4 x EHCPs accepted and awaiting Ed.Psych visits
- 3 x EHCP requests for assessment submitted
- 2 x EHCP requests for assessment expected to be submitted before the end of July 2024
- 3 x EHCP requests for assessment planned for Autumn Term 2024

Sally expanded on these cases during the meeting with explanations on funding and pupil needs

2. Attendance (School data includes Year 1 – Year 6 from September 2023). Changes over the academic year (Y1-Y6):

	School	National
Overall absence rate	5.6%	5.9%
Authorised absence rate	4.9%	4.2%
Unauthorised absence rate	0.9%	1.6%

	2022-23 (comparison)	Oct 23	Dec 23	Jan 24	Apr 24	May 24	July 24
Overall Absence %	5.5	5.7	5.3	5.3	5.6	5.6	5.8

Authorised %	4.5	4.8	4.3	4.7	4.9	4.9	4.9
Unauthorised %	1.0	0.9	1	0.7	0.6	0.7	0.9
Persistent %	16	18.8	13.8	14.2	15.7	14.5	15.4

Percentage of pupils below 95%, 90% and 85% attendance (Y1-Y6)

	01.09.23 – 28.11.23		01.09.23 – 26.01.24		01.09.23 – 12.03.24		01.09.23 – 07.05.24	
	No. of pupils	% of school	No. of pupils	% of school	No. of pupils	% of school	No. of pupils	% of school
Below 95% (incl. 90/85%)	127	38	113	34	124	37	138	41
Below 90% (incl. 85%)	45	13.5	47	14	51	15.4	48	14.5
Below 85%	18	5.4	21	6.3	21	6.3	16	4.8
	1 day = 2%		1 day = 1.2%		1 day = 0.8%		1 day = 0.7	

There are currently 2 pupils on part time timetables – one for SEND/SEMH and the other for medical needs.

Support for pupils and families where attendance is below 90%:

	Child Protection or Child in Need	Early Help – Team around	School Support – School	SEND support including	Medical Support	No support

				the Family (TAF)	Around the Family (SAF)	attendance focus		
March 2024	No of pupils (out of 64)	4	8	9	14	3	13	
May 2024	No. of pupils (out of 48 pupils from 40 families)	5	7	10	10	3	13	
July 2024	No. of pupils (out of 51 pupils from 44 families)	5	8	7	11	4	15	
<p>3. Headline Data – See Statutory Assessments Report</p> <p>b. Safeguarding report</p> <p>Staff training All staff have now all completed a short safeguarding online course, which has been designed by the DCC safeguarding team, to replicate the key safeguarding messages needed for work in an educational setting. There is also a short follow up to this training so that new and returning staff have input on a 'Decoy School specific' safeguarding approach: school systems, reporting, recoding, DSL info etc.</p>								

		<p>Scott Parnell is due to complete his Mental Health Awareness training by the end of this academic year and will then formulate a strategic implementation plan for the new school year.</p> <p>Standing items</p> <ul style="list-style-type: none"> • General safeguarding reminders and information sharing continues to happen on a drip feed basis throughout the school year. • Changing signage around school, and updated our safeguarding team and recreated signage to reflect this, • Over the year, we have included information around regularly used acronyms in safeguarding, INCEL, the difference between Safeguarding and Child Protection etc. • We have provided reminders as appropriate about aspects of safeguarding as a direct result of Governor feedback on their visits to school from speaking with staff (allocated questions). <p>We have 4 members of staff in the Safeguarding Team, who have all received level 3 training: Dave Lee (DSL). Recently added one more member of staff to this team, who is level 5 trained.</p> <p>We have a further 3 members of staff, who have also received level 3 training as a result of their roles in</p> <p>VCMs (Vulnerable Children Meeting) continuing Held on a weekly basis with a regular focus as appropriate/necessary on families that the Parent Support Worker is supporting. We also have an initial focus, at the start of meetings, on children in EYFS as Cassie Smith joins the meeting for the first part of it.</p>	
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		<p>Standing item - On-going informal meetings and professional dialogue at SLT level also continues to happen as well as discussion and information sharing with class teachers throughout each week. Liaison through CPOMs enables us to monitor concerns, which is another key layer of our safeguarding approach; new members of staff are being added to this system and provided with support for using the system effectively and within our expectations.</p> <p>Current priorities On-going E-safety awareness continues across school and at home. Parents/Carers continue to receive E-safety information and guidance as appropriate during the year.</p> <p>'What Parents Need to Know Guides' act as a way of helping parents/carers, as well as staff members, deal with issues as they arise.</p> <p>With regard to online monitoring and filtering, we have ensured that we are accessing the best level of monitoring through the Safety Net Go extension. This has been added to all our Chromebooks etc. and is a real step forward in ensuring that monitoring is robust which allows us to see who is accessing which sites, when they have been accessed and sites that someone has attempted to access but have been blocked. This is kept as a log for each child.</p> <p>Our filtering software remains the same; there are no issues with this but again, we are always looking at ways to further improve our current setup such as a filtering screen for example.</p> <p>Continuing to have weekly checks on the SCR to ensure all staff files as up to date with relevant documentation.</p>	
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		<p>Engagement with MASH and other agencies continues.</p> <p>Safeguarding Meetings and Vulnerable Children TAF (Team Around the Family) meetings, CIN (Child in Need) meetings, Core Group meetings and CP (Child Protection) Review Conferences have all been held since the previous Governor’s report. We hold regular meetings for CFC (Cared for Child/ren) – currently, this involves 1 child. We are monitoring approximately 36 families/children – this Summer Term. These children all form part of our weekly VCM meeting discussions.</p> <p>All children at these levels also receive support through school as necessary which is provided by all staff, but specific targeted support is provided by a small group of trained TAs during the school day.</p> <p>Strategy Meetings. Two since the previous report.</p> <p>Visitors to school. We continue to monitor adults visiting school and use the correct lanyards as appropriate as a way of identifying people who have had DBS checks and those who have not. Governors’ lanyards are being used. However, the new lanyards that have been ordered (red, amber/orange and green) have not all arrived at school. We are optimistic that these will be in school for September with the plan being to give these out to all staff over the two non-pupil days.</p> <p>Office staff continue to verify the identity of professionals calling into school before they are connected to the member of staff that they are requesting to speak to.</p> <p>Other info</p>	
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		<p>Dave met with Sandra and Paul as part of governor visits to school. This focused on a range of questions in relation to safeguarding.</p> <p>The school website has been updated with additional non-statutory information for the school community around 'What Parents Need to Know Guides'. We will also be adding the SMART rules poster to the website – E-safety rules that the children are taught in school.</p> <p>The MASH information will shortly be changing as they are now known as 'Devon Front Door'.</p> <p>It was suggested that Online safeguarding training be made available to Governors on an annual basis. Training to be resourced by Hayley Back. Training is being arranged for Tuesday 4 September 2024 in the school which governors can attend.</p>	
FGB 92/2324	Finance	<p>a. Budget Update. The monitor had been placed on Drive prior to the meeting. The Projected balance carry forward to 2025/26 is £58,900.</p> <p>b. Budget Recovery Plan. Sally said that initially a recovery plan was not needed but this was reversed hence the need to move this meeting from early July. The Recovery Plan is now to be delayed until September and depending on the EHCP applications. To be deferred to the Autumn Term. A governor asked in the event that all the ECHPs are approved do we have the staff to cover the needs? Sally explained that there needs to be some flexibility and conversations are being held with appropriate staff to ensure that necessary cover is in place.</p> <p>c. Pupil numbers and implications. This is included in the HT report above. There are still a number of parents visiting the school as prospective joiners.</p>	HT/Clerk
FGB 93/2324	Personnel	<p>a. Staff attendance showing percentages and other numerical data. Not currently available.</p>	

		b. Other personnel matters. Currently the school is without a caretaker and Sally outlined the arrangements that are in place to partially cover this particularly for building security and unlocking and locking.	
FGB 94/2324	Primary Partnership	Ben advised that there is a governance subgroup which meets every half term. This is designed to work on accountability. Questions were raised over whether there are any formal arrangements for cross funding when schools loan/share staff. There is a draft MoU to be brought to the FGB in the Autumn Term.	HT/Clerk
FGB 95/2324	Governance	<p>The following matters were discussed:</p> <p>a. The school vision statement. The last meeting had agreed that this meeting would look at the Vision Statement. The current statement is on the website and .Niki, Helen, Ben and Sally will form a group to consider the questions that need to be asked to formulate the School Vision. The feedback is to be provided at the Inset day on Tuesday 3 September to receive feedback from the staff before talking to the children. The current vision is: Decoy is a positive and creative place to thrive and grow. We ensure that all children are valued; their individual talents recognised and celebrated within a rich and varied curriculum. Our school vision is underpinned by our four values which are: ‘Try your Best’ ‘Think of Others’ ‘Make the Right Choices’ ‘Have a Go’ ‘Have a Go’</p> <p>b. The staffing structure for the next academic year was discussed at the last FGB and there have been no changes.</p> <p>c. The impact of governor/clerk training activities on governing board effectiveness. The clerk explained that governors had attended a range of activities during the year and this had had a positive impact on both the Governing Body and the school.</p>	

		<p>d. The progress school has made, recognise and celebrate. The progress in the school had been recognised today and it has been a difficult year with both budget and staffing and governors wished their thanks to be passed on to the staff for their hard work and persistence.</p> <p>e. The election procedure & term of office for the chair & vice-chair.. Two year tenure for both roles. The Protocol was Agreed</p> <p>f. Chairs, membership, terms of reference & levels of delegation for committees/lead roles. Chairs for the committees were agreed as:</p> <ul style="list-style-type: none"> • BM Committee - Andrew McKenzie; • LW Committee - Paul Evely. <p>g. The meeting dates for 2024/2025. Agreed as:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>LW Committee</p> <p>Monday 11 November 2024</p> <p>Monday 3 March 2025</p> <p>Monday 16 June 2025</p> <p>FGB</p> <p>Monday 7 October 2024</p> <p>Monday 2 December 2024</p> <p>Monday 3 February 2025</p> <p>Monday 17 March 2025</p> <p>Monday 19 May 2025</p> <p>Monday 30 June 2025</p> </td> <td style="width: 50%; vertical-align: top;"> <p>BM Committee</p> <p>Monday 23 September 2024</p> <p>Monday 20 January 2025</p> <p>Monday 28 April 2025</p> </td> </tr> </table> <p>h. The draft Audit Report. Governors accepted the draft report.</p>	<p>LW Committee</p> <p>Monday 11 November 2024</p> <p>Monday 3 March 2025</p> <p>Monday 16 June 2025</p> <p>FGB</p> <p>Monday 7 October 2024</p> <p>Monday 2 December 2024</p> <p>Monday 3 February 2025</p> <p>Monday 17 March 2025</p> <p>Monday 19 May 2025</p> <p>Monday 30 June 2025</p>	<p>BM Committee</p> <p>Monday 23 September 2024</p> <p>Monday 20 January 2025</p> <p>Monday 28 April 2025</p>	
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FGB 96/2324	Committees	<p>The minutes of the following committee and the Governor Reports listed:</p> <p>a. Learning and Wellbeing Committee (17 June 2024). A governor asked if a Year 6 exit poll is to be carried out and Scott will provide the results of this at the next meeting.</p> <p>b. Governor Visit Reports:</p>			

		<p>1) Library Conclusion</p> <ul style="list-style-type: none"> • Many thanks to Emma Lidbury her time helping me with this report and for all the work she does to maintain the library. • It would be helpful if there was anything we could do as governors to encourage more volunteers to assist with reading. • Our Y6 children deserve a special thanks for the work they do in the library. <p>2) Pupil Premium Recommendations</p> <ul style="list-style-type: none"> • The Pupil Premium Strategy on the website needs to be brought up to date as soon as possible • On my next visit I would hope to see evidence of the numbers of pupil premium children who are attending our after-school clubs. These clubs are now in a much healthier state and offer quite a variety of activities for children. All credit to the teachers who give their time to these. It would be good to know whether our pupil premium children are taking full advantage of them. • We should again remind parents/carers of the criteria for, and the benefits of, qualifying for pupil premium and to encourage those who are entitled to apply. <p>3) EYFS - Recommendations from Visit - To visit in the Autumn term to see the provision in practice and have an update on key areas of focus.</p> <p>4) Phonics - Recommendations from Visit - To see phonics in action during the next visit.</p> <p>5) SEND Recommendations from Visit:</p> <ul style="list-style-type: none"> • Continue to monitor the workload and wellbeing of our SENDCo. • Meet with our FSA to discuss her role and its impact. • Has the SIBs training/support been implemented? 	
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		<ul style="list-style-type: none"> • Discuss any budgetary impact on SEND provision. • Continue to discuss EP provision. • Meet with parents at a coffee morning. • Discuss how attainment gaps are being addressed and narrowed. <p>6) Literacy</p> <p>Recommendations from Visit:</p> <ul style="list-style-type: none"> • Review data regarding children’s progress in Reading and Writing, both SATs and in house for 2023-24, and any other data available for Autumn 24. Are we on track to see improved outcomes as hoped from RWI, ‘Read in to Writing’ and if not, what else needs to be done to support those children not making the expected progress or staff in delivering the programme? • Has LSG received training/support on AR to help her support KS2 staff in using resources effectively to challenge and motivate readers? • Review the teaching of spelling and handwriting across the year groups? What is working well? What needs developing? Is the Handwriting Policy written and on the website? • How well is HT able to manage Phonics, KS1 Literacy delivery and oversight of Literacy in general on reduced management hours? 	
FGB 97/2324	Policies	The following policy/documents was approved/ratified/Adopted: a. Finance policy Agreed b. Lettings Policy Agreed c. Maternity Policy Agreed	
FGB 98/2324	Information provided by the Clerk	The training programme for the Autumn Term is to be distributed this week with annotations for suggestions that specific governors should/could attend.	Clerk
FGB 99/2324	Matters for the next agenda	The following matters were agreed for the next agenda. HT Report	

		<ul style="list-style-type: none"> • Receive headteacher’s report and consider implications, actions raised and decisions required • Safeguarding update <p>Finance</p> <ul style="list-style-type: none"> • Update on the budget monitor • Budget Recovery Plan <p>Learning:</p> <ul style="list-style-type: none"> • Consider data & exam results with evidence from L&W Committee • Review curriculum development with input from L&W committee • Discuss and agree response to School on a Page (SOAP) school and governance evaluation • To receive feedback from the Year 6 Exit Poll <p>Personnel:</p> <ul style="list-style-type: none"> • Confirm arrangements for the HT performance management process, appointment of outside adviser and appraisal governors. Ensure at least one member of the appraisal panel has (will undertake) relevant training <p>Governance:</p> <ul style="list-style-type: none"> • Elect Chair and Vice-Chair • Update & agree Code of Conduct • Ensure all board members have read KCSiE & signed to confirm • Discuss any Governor vacancies • Update & sign Register of Business Interests • Confirm delegation of Lead Governor roles to committees • Agree the work cycle for 2024/2025 • Agree policy review schedule • Agree SIP priorities • Timetable series of governor monitoring visits for the year, linked to the SIP priorities • Set board objectives for the year • Consider and agree the Partnership MOU 	
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		<ul style="list-style-type: none"> • Feedback from DAG Committees <ul style="list-style-type: none"> • BM Committee report Policies	
FGB 100/2324	Date of next meeting	Monday 7 October 2024 at 1830	

The meeting closed at **2023**

Signed as a true record

Signed B Twitney	Date: 7 October 2024
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Primary Partnership Project

The primary schools involved are:

1. Abbotskerswell Primary School
2. The Grove School (Totnes)
3. Kingskerswell C of E Primary School
4. Denbury Primary School*
5. Bishopsteignton Primary School
6. Bradley Barton Primary School
7. Decoy Community Primary School*
8. Canada Hill Primary School*
9. Chudleigh C of E Primary School*
10. Highweek Primary School
11. Haytor View School.