

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Full Governing Body

DATE

11 December 2023

GOVERNOR ATTENDANCE									
	Type	End of Term	09/10/23	11/12/23	05/02/24	18/03/24	20/05/24	01/07/24	Date Resigned
SALLY HERBERT	Headteacher	Ex-officio	P	P					
PAUL EVMY	LA	09/10/2026	P	P					
SIMON BARNES	Co-opted	09/10/2026	P	P					
BEN TWITTEY	Co-opted	06/02/2027	P	P					
SANDRA CARTWRIGHT	Co-opted	10/10/2025	P	P					
SCOTT PARNELL	Staff	09/10/2026	P	P					
GILL QUANTRELL	Co-opted		P						
VACANT	Co-opted								
KATE EAMES	Co-opted	04/10/2024	P	P					
ALEXA GAINSBURY	Co-opted	30/01/2026	P	P					
ANDREW MCKENZIE	Parent	23/09/2025	S	P					
NIKI WARNER	Parent	22/05/2026	SP	S					
HELEN MURDOCH	Parent	22/05/2026	P	P					
JAMES OSBEN	Parent	09/10/2027	P	P					
KATE OCHILTREE	Parent	09/10/2027	P	S					
RUTH DENNIS	Co-opted	04/10/2024							31/07/2022

RUTH SHOARE	Parent	06/12/2024							15/09/2023
CRAIG VEAL	Staff	08/12/2023							13/09/2022
GILL QUANTRELL	Co-opted	08/12/2023	P						08/12/2023

P – Present **S** – Sanctioned
Z – Zoom attendance **A** – Absent **L** – Late arrival

Chaired by	Simon Barnes	Clerked by	Pete Osborne
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Agenda:

- FGB 16/2324 To record those who are present, accept any apologies and welcome any visitors
- FGB 17/2324 Declaration of interests
- FGB 18/2324 Division of Agenda
- FGB 19/2324 To agree the Minutes of the last meetings and to discuss any matters arising from the minutes and not on this agenda
- FGB 20/2324 Urgent business brought forward at the discretion of the Chair
- FGB 21/2324 Staff Presentation
- FGB 22/2324 Headteacher’s Report
- FGB 23/2324 Finance
- FGB 24/2324 Personnel
- FGB 25/2324 Primary Partnership
- FGB 26/2324 Governance
- FGB 27/2324 Committees
- FGB 28/2324 Policies
- FGB 29/2324 Information provided by the Clerk
- FGB 30/2324 Matters for the next agenda
- FGB 31/2324 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
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19/2324	Minutes to website	Clerk	asap
20b/2324	Add Hayley Back to the list of Governors	Clerk	asap
26c/2324	Register of Business Interests. The clerk will circulate the RBIs that he is aware of for updating.	Clerk	asap
26d/2324	Update Policy review schedule.	Clerk	asap
26e/2324	Board objectives evidencing for the year to be on the next meeting.	Clerk	asap
26f/2324	Governor recognition for pupils it is to be followed up at the next meeting.	Clerk	asap
26g/2324	Staff/governor leads. To be reviewed again at the next meeting.	Sally Herbert/Clerk	22 January 2024
26g/2324	Advertise for a Governor with EYFS experience/Schools Finance	Clerk	asap

FGB 16/2223	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1835</p> <p>In attendance: Charlotte Hodgson (Item 21)</p> <p>Apologies: Niki Warner and Kate Ochiltrie and sanctioned.</p> <p>The quorum for this meeting is 7 governors.</p>	
FGB 17/2324	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 18/2324	Division of Agenda	Consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information (Part 2 Matters)	None

FGB 19/2324	Minutes of the last meeting and to discuss any matters arising from the minutes and not on this agenda	The minutes of the meeting held on 9 October 2023 were agreed and signed. Copy to Headteacher and to be placed on website.	Clerk to place on website
FGB 20/2324	Urgent business brought forward at the discretion of the Chair	<p>a. Term Dates. The dates for 2024-2025 and 2025-2026 had been provided and these were agreed for publication. To be placed on the website</p> <p>b. Associate Members. Hayley Back the Business manager had agreed to become an Associate Member on the BM Committee and this was agreed. Clerk to complete necessary documentation</p>	Sally Herbert Clerk
FGB 21/2324	Staff Presentation	Charlotte Hodgson (Science Lead) provided a presentation. She outlined the aspects of the curriculum. She explained that pupils are encouraged to work scientifically by asking relevant questions and use different types of enquiries to answer them. Staff governors said that the various aspects of learning are being extended across all subject areas. Charlotte had provided some of the learning aids which are used in the class and she explained how they were developed and work with the children. Governors were also provided with examples of children's workbooks and their contents briefly described. Governors asked about the frequency of science lessons and it was explained that every teacher covers it once a week but Charlotte believes that this is insufficient. Extra funding for a teaching trial had been procured with an additional amount to come later. A learning link had been set up with Torquay Boys Grammar School which had been successful, and a Science fair had also taken place which again was very successful and a further event is planned for 2024 hopefully with assistance from parents with a science background.	
FGB 22/2324	Headteacher's Report	School on a Page (SOAP) had not produced any surprises for the school.	

		<p>Safeguarding Dave Lee (DSL) had produced a report which is in the papers and outlined below:</p> <ul style="list-style-type: none"> • Staff training - The majority of staff have received their annual safeguarding refresher training at the start of this academic year on the non-pupil days. Additionally, the vast majority of staff have read the relevant parts of the latest KCSiE document; this year. A further safeguarding training session will take place in the Spring Term – this will include members of staff who were unable to attend the training in September this year. <p>General safeguarding reminders and information continues to happen on a drip feed basis throughout the school year. We have changed signage around school, have recently updated our safeguarding team and recreated signage to reflect this, a ‘question of the week’ which continues to be updated, governor questions to ask staff, information in staff bulletins etc. and an allocated slot in staff meetings to raise safeguarding queries and/or share information if required. Staff also have access to the safeguarding glossary and crib sheet to help to continue to promote a culture of ongoing vigilance; this is updated at various stages during the year.</p> <p>In relation to one of the points above (and as mentioned in previous reports), Governors are supporting our safeguarding approach by asking specific questions to staff members on their visits to school with the intention of feeding back their findings to the DSL via their report. This will also help to triangulate our approach to safeguarding across the school community as well as provide governors with evidence of their own with regard to safeguarding at Decoy School. The intention of this is to maintain our safeguarding ethos but also to help prepare staff by making</p>	
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		<p>these interactions common place so that their confidence when being questioned in these processes can hopefully continue to grow. It is hoped that this will continue during governor visits this academic year.</p> <p>We now have 4 members of staff in the Safeguarding Team who have all received level 3 training: Dave Lee (DSL), Sally Herbert, Sarah Strong and Cassie Smith (EYFS). We have a further 3 members of staff who have also received level 3 training as a result of their roles in school: Jessica Edwards (admin team), Tania Bull (BASC lead) and Sue Stevenson (Thrive/Star support).</p> <ul style="list-style-type: none"> • VCMs (Vulnerable Children Meeting) continuing <ul style="list-style-type: none"> Held on a weekly basis with an extended focus every other week on families that Sonia Worthington (Parenting Solutions) 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. Further to this, the remainder of the meeting is based around children that we are monitoring or beginning to monitor, which includes some children with SEND. <p>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. However, currently there is an ongoing issue with CPOMs and SIMs so our newest members of staff are using paper copies, which get scanned and added to the system. This issue is also affecting our new pupils to the school so we are keeping</p>	
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		<p>confidential logs until this information can be uploaded to the system. Our ICT support is aware of this problem and they are trying to rectify it.</p> <p>Staff are once again continuing to be more consistent in adding actions to incidents recorded or clearly identifying who will be 'actioning' the next stage as necessary – reminders will be given throughout the year with regard to this. The consequence of this means that Dave and Sally are spending less time chasing up 'loose ends' and has also helped to ensure that all staff are taking a collective responsibility for dealing with school issues/incidents as they occur. NB. All records still get reported to Dave, Sally and Sarah via CPOMs (this includes Cassie Smith for EYFS children) and the safeguarding team still take the lead on more serious safeguarding concerns and issues as they arise.</p> <p>All staff have now been granted permission for receiving relevant CPOMs for the main year groups/classes that they encounter. This does not include serious safeguarding or child protection reports which are still kept on a 'need to know basis'.</p> <p>Sonia Worthington (Parenting Solutions) continues to have controlled access to our CPOMs system as a way of improving communication between the team and saving valuable meeting time. Sonia continues to be extremely helpful and valuable as support for the safeguarding team.</p> <ul style="list-style-type: none"> • Current priorities <ul style="list-style-type: none"> On-going E-safety awareness continues across school and at home. Parents/Carers will continue to receive regular E-safety information 	
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		<p>and guidance as appropriate during the year; we send specific guidance in the form of 'What Parents Need to Know Guides'. Currently, this academic year, three guides have been sent to parents/carers which have been targeted at specific year groups where concerns have been raised: 'WhatsApp' for Year 6, 'Call of Duty' / 'Fortnite' for Year 4 and 'Fortnite' for Year 1. Although these have been targeted at specific year groups this academic year, throughout the year, there will also be more generalised guidance sent out to all families.</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. For example, one year group's parents/carers were sent information on 'WhatsApp' because we were made aware of E-safety issues amongst the children and parents/carers of children in another two year groups have received information in relation to 'Call of Duty' and 'Fortnite' because of conversations heard amongst children with regard to these online games; these games are both aimed at older children with one being an 18+ recommendation (PEGI rating). We strive to ensure that all parents are aware of these age ratings and have accurate information so that they can make informed decisions about the material that their children have access to. This information has also been uploaded to the school website over time and is also being added to the new school website. We have received positive feedback about this communication in the past.</p> <p>During this year, as a direct result of information contained in the KCSiE document (September 2023), we will also be looking carefully at our monitoring and filtering systems in school with regard to online activity – Mr Ball is liaising with our IT support in relation to this.</p>	
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		<ul style="list-style-type: none"> • Engagement with MASH and other agencies Contact with social workers, MASH, MARAC, Fearfree (previously known as Fearless and SPLITZ), Children’s Centre etc. on-going. • 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. Currently, we have no children at CP level (one has recently been stepped down to CIN), 4 children at CIN level (one is a new addition to school), as well as 8 children at TAF level and 12 children at SAF (School Around the Family) level. We also hold regular meetings for CFC (Cared for Child); Sarah Fraser has taken the lead for these families this year, with the support of Sally Herbert. Currently, we are monitoring approximately 32 families/children. These children all form part of our weekly VCM meeting discussions. <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>Since September, it has been a very challenging term with regard to safeguarding. This is due to a number of different factors, which have included changes of staff members and changes in the staff who are taking the lead in particular cases. Also, although we now have 4 members of the safeguarding team, at the start of the year, Sally and Dave were having to manage and cover all of the safeguarding information and actions, including SEND, themselves, as we were waiting for the two new members of the team to receive their safeguarding training. This situation was compounded by the fact that</p>	
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		<p>we have had a marked increase in the number of safeguarding cases that we are being faced with; additionally, many of the new families/children starting at Decoy have either previous/historic or current safeguarding concerns, which adds pressure when trying to support our families in the best possible way.</p> <ul style="list-style-type: none"> • Strategy Meetings - Two since the previous report. • Visitors to school <p>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. Governor's lanyards have arrived at school and are in the process of being sorted but Lucy Vile is awaiting information from governors to be able to advance this further. Assembly times have been used to remind children about these lanyards as well. 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> • We now have a number of volunteers working in school so that the school can provide more 1:1 reading opportunities for children as well as other relevant supportive roles. All volunteers go through an induction with Helen Cammack (Volunteers Coordinator) before starting in school and this includes safeguarding information. Work experience students involved themselves in school life at stages during the last academic year (with the majority of these being former pupils of the school) and we currently have two former Decoy pupils helping out in our After School Club for one day a week as part of their Duke of Edinburgh Award. Alongside Helen Cammack, office staff and the DSL, we also provide 	
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		<p>safeguarding information for work experience children which they receive on their first day at school. This helps to ensure that our robust approach to safeguarding applies to all who work within our school.</p> <ul style="list-style-type: none"> • Other info <ul style="list-style-type: none"> One governor has recently had a tour of the school as part of their induction process. <p>We have recently received the annual safeguarding audit to complete. This is being completed alongside the Headteacher and will be shared with Governors upon completion – this is not due to be submitted until the end of January 2024.</p> <p>The DSL has arranged for regular (aiming for weekly) meetings with the new business manager, Hayley Back, to look at the SCR (Single Central Record) and ensure that all staff have the relevant information in their staff file with regard to recruitment. Hayley is also in the process of putting in a new system for personnel file management. In addition to this, Dave Lee will be attending ‘safer recruitment training’ in the new year and Sally Herbert will be attending a refresher course on this.</p> <p>As the Community Room Block/Elite Building can sometimes have no adults in it at points during the school day/week, as well as the fact that the children’s toys in the Community Room can be quite an appealing place for some of higher needs children to visit, we have made the decision, as part of continually improving our safeguarding approach, to get the main door to this building more secure, so in the future this building will be access only through the use of a security fob. The inside of this building will have a button to press for exiting purposes.</p>	
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		A governor asked if the Parent Solutions employee would be taken on as a member school staff and it was said that this is unlikely due to budget constraints.	
FGB 23/2324	Finance	<p>The budget monitor had been supplied late due to illness and agreement of it is to be deferred to the BM committee meeting (22 January 2024).</p> <p>Sally outlined works which are taking place or proposed to take place. The IT agreement with NAC is coming to an end, and the school along with 5 other schools are looking at an alternative arrangement.</p> <p>The catering contract is coming to an end and alternative providers are being sought. It was suggested that a governor might wish to be present when the proposed providers visit.</p>	Clerk
FGB 24/2324	Personnel	<p>a. Pay and Performance. The Committee had met on 6 November 2023 and the governors had agreed all recommendations put to them.</p> <p>b. Other personnel matters. There were no other personnel matters.</p>	
FGB 25/2324	Primary Partnership	A report on the impact of the partnership had been provided and governors are asked to consider this. The draft MOU was also provided but Sally explained that this is still a working document and will be brought forward at a later date.	
FGB 26/2324	Governance	<p>The following matters were considered:</p> <p>a. School's compliance with the Equality Act and measures to ensure all pupils are treated equally. An item has been placed on the School's website and the meeting agreed that we comply with the requirement.</p> <p>b. Governor vacancies. There are currently 2 vacancies for co-opted governors and following the skills audit in the Spring Term a decision will be made on the skills required for a new governors.</p> <p>c. Register of Business Interests. The clerk will circulate the RBIs that he is aware of for updating.</p> <p>d. Policy review schedule. Agreed but to be updated for new versions.</p>	Clerk Clerk

		<p>e. Board objectives for the year. The objectives were reviewed and agreed and how this is to be evidenced is to be discussed at the next meeting.</p> <p>f. Governor recognition for pupils. Niki Warner the lead on this subject was not present at the meeting but there was a brief discussion on this and it is to be followed up at the next meeting.</p> <p>g. Staff/governor leads. To be reviewed again at the next meeting. Clerk to advertise for a Governor with EYFS experience/Schools Finance.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
FGB 27/2324	Committees	<p>Governors were invited to ask questions on the minutes of the following committees:</p> <p>a. Learning and Wellbeing Committee (13 November 2023) No questions were asked.</p>	
FGB 28/2324	Policies	<p>The following policies/document were agreed/ratified as shown:</p> <p>a. Outdoor Education, Visits and Off-site Activities Policy. Agreed</p> <p>b. Teacher's Pay Policy. Agreed</p> <p>c. Emergency Plan. Agreed</p> <p>d. Attendance Policy. Agreed</p>	
FGB 29/2324	Information provided by the Clerk	<p>The clerk drew Governor's attention to training programme for the Spring Term and asked for requests to attend training to be forwarded to him as soon as possible.</p>	
FGB 30/2324	Matters for the next agenda	<p>The following matters were agreed for the next agenda which will be face-to-face:</p> <p>SIP</p> <ul style="list-style-type: none"> ● Monitor progress against the governance section of the SIP (self-evaluation and impact on school improvement) <p>Governance</p> <ul style="list-style-type: none"> ● Feedback from the Governors' skills audit ● Review current partnership working and strategic plan for the school. ● Governor training feedback ● Board objectives evidencing. ● Governor recognition for pupils. 	

		<ul style="list-style-type: none"> • Staff/governor leads. Committee Reports <ul style="list-style-type: none"> • BM Committee (22 January 2024) Policies and other documents: <ul style="list-style-type: none"> • Food Standards Policy (with feedback from the School Council) 	
FGB 31/2324	Date of next meeting	Monday 5 February 2024 at 1830	

The meeting closed at **2042**

Signed as a true record

Signed B Twitney	Date: 5 February 2024
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Collaboration 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.