

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Full Governing Body

DATE

9 October 2023

GOVERNOR ATTENDANCE									
	Type	End of Term	09/10/23	04/12/3	05/02/24	18/03/24	20/05/24	01/07/24	Date Resigned
SALLY HERBERT	Headteacher	Ex-officio	P						
PAUL EVMY	LA	09/10/2026	P						
SIMON BARNES	Co-opted	09/10/2026	P						
BEN TWITTEY	Co-opted	06/02/2027	P						
SANDRA CARTWRIGHT	Co-opted	10/10/2025	P						
SCOTT PARNELL	Staff	09/10/2026	P						
GILL QUANTRELL	Co-opted	08/12/2023	P						
VACANT	Co-opted								
KATE EAMES	Co-opted	04/10/2024	P						
ALEXA GAINSBURY	Co-opted	30/01/2026	P						
ANDREW MCKENZIE	Parent	23/09/2025	S						
NIKI WARNER	Parent	22/05/2026	SP						
HELEN MURDOCH	Parent	22/05/2026	P						
JAMES OSBEN	Parent	09/10/2023	P						
KATE OCHILTREE	Parent	09/10/2023	P						
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

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 01/2324 To record those who are present, accept any apologies and welcome any visitors
To welcome and appoint parent Governors
- FGB 02/2324 Declaration of interests
- FGB 03/2324 Division of Agenda
- FGB 04/2324 To agree the Minutes of the last meetings and to discuss any matters arising from the minutes and not on this agenda
- FGB 05/2324 Urgent business brought forward at the discretion of the Chair
- FGB 06/2324 Headteacher’s Report
- FGB 07/2324 Finance
- FGB 08/2324 Personnel
- FGB 09/2324 Primary Partnership
- FGB 10/2324 Governance
- FGB 11/2324 Committees
- FGB 12/2324 Policies
- FGB 13/2324 Information provided by the Clerk
- FGB 14/2324 Matters for the next agenda
- FGB 15/2324 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
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01/2324	Notify DCC of the governor appointments and amend GIAS. Contact the Business Manager for DBS checks and school email addresses for the new governors	Clerk	asap
04/2324	Minutes to website	Clerk	asap
06/2324	Presentation by staff to governors on specific curriculum areas be on FGB agenda for the Spring Term.	Clerk	09/01/2024
06/2324	School on a Page (SOAP). To be on the next FGB agenda	Clerk	15/11/2023
06/2324	Website. To be reviewed and brought up to date. Clerk to ask for refreshed bios and photos.	Clerk	asap
08b/2324	Convene the meeting for the Pay and Performance Committee on Monday 6 November 2023 at 1 p.m.	Clerk	asap
10a/2324	Notify DCC and amend GIAS for the appointments of Chair and Vice Chairs	Clerk	asap

FGB 01/2223	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1830</p> <p>In attendance: None</p> <p>Apologies: Andrew McKenzie and sanctioned.</p> <p>The new parent Governors Kate Ochiltree and James Osben introduced themselves and governors provided a brief introduction of themselves. Their appointments were confirmed. Clerk to notify DCC and amend GIAS</p> <p>The quorum for this meeting is 7 governors.</p>	
FGB 02/2324	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 03/2324	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 04/2324	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 10 July 2023 were agreed and signed. Copy to Headteacher and to be placed on website.	Clerk to place on website
FGB 05/2324	Urgent business brought forward at the discretion of the Chair	None	
FGB 06/2324	Headteacher's Report	<p>Sally provided information on staff matters, flooding, safeguarding and sickness in the school.</p> <p>a. HT Report</p> <p>1. School Demographics (05 October 2023)</p> <p>408 Pupils Boys 51.7% Girls 48.3%</p> <p>There are 11 children registered to start in Reception in January 2024. This is a larger intake than usual for the spring term.</p> <p>Minority ethnic background</p>	

5.1% (national 34.8%)

Pupils with SEND

	Pupils	%	National
SEN Support	78	19.1	13
EHC Plan	8	2	2.3

Advertisements have been placed for extra staff for SEND with a fall-back position to Supply staff with an additional cost.

2. Attendance (School data includes Year 1 – Year 6 from September 2023)

Attendance has not yet returned to pre-covid rates.

	School	National
Overall	5.7%	6.3%
Authorised absence	4.8%	4.8%
Unauthorised absence	0.9%	1.5%
Persistent Absence	18.8%	17.7%

3. Staffing

Current staffing is attached at the end of the minutes.

We have two Early Careers Teachers on the teaching staff:

We have one SCITT trainee in school who is working alongside Debbie Searle and Emma Pryde. This is the last year of the SCITT course. We

		<p>will also have PGCE trainees from Exeter university on placements this year.</p> <p>Maternity Leave - 2 staff members</p> <p>4. School Improvement Overview. A chart showing Improvement overall is attached at the end of the minutes</p> <p>5. Curriculum Leads</p> <table data-bbox="757 608 1637 1230"> <tr><td>English</td><td>Helena Thomsett</td></tr> <tr><td>Phonics</td><td>Helena Thomsett</td></tr> <tr><td>Maths</td><td>Andy McCaffley (Amy Harvey)</td></tr> <tr><td>Science</td><td>Charlotte Hodgson</td></tr> <tr><td>Music</td><td>John Smith</td></tr> <tr><td>Art</td><td>Emily Simpson</td></tr> <tr><td>History</td><td>Sarah Fraser</td></tr> <tr><td>Geography</td><td>Rachel Lawton</td></tr> <tr><td>Design and Technology</td><td>Emma Pryde</td></tr> <tr><td>Modern Foreign Languages</td><td>Scott Parnell</td></tr> <tr><td>RE</td><td>Maria Wright</td></tr> <tr><td>PE</td><td>Leanne Brooks</td></tr> <tr><td>Computing</td><td>Stephen Ball</td></tr> <tr><td>Outdoor Learning</td><td>Gemma Kirk</td></tr> <tr><td>Library</td><td>Emma Lidbury</td></tr> <tr><td>School Council</td><td>Helen Cammack</td></tr> <tr><td>Eco-Schools</td><td>Victoria Potter</td></tr> </table> <p>The report also included information on Extra-Curricular offers in the Autumn Term.</p>	English	Helena Thomsett	Phonics	Helena Thomsett	Maths	Andy McCaffley (Amy Harvey)	Science	Charlotte Hodgson	Music	John Smith	Art	Emily Simpson	History	Sarah Fraser	Geography	Rachel Lawton	Design and Technology	Emma Pryde	Modern Foreign Languages	Scott Parnell	RE	Maria Wright	PE	Leanne Brooks	Computing	Stephen Ball	Outdoor Learning	Gemma Kirk	Library	Emma Lidbury	School Council	Helen Cammack	Eco-Schools	Victoria Potter	
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		<ul style="list-style-type: none"> Data and Results The data had been provided in advance and Sally outlined the following: EYFS – There was concern over the data particularly in English and Phonics and measures have been put in place to improve phonics from the start of the academic year. Key Stage 1 – The assessments were disappointing although reading 																

		<p>was good but writing was lower than expected. There are initiatives in place to improve both reading and writing.</p> <p>Key Stage 2 – There is a high percentage of SEND pupils in the cohort. A new system has been introduced for reading and writing and this is to be gradually implemented across the school. Governors asked questions on the evidence that is available in the school and Sally said that this could be improved.</p> <ul style="list-style-type: none"> ● Curriculum developments. SI Plan at end of minutes It was suggested and agreed that presentation by staff to governors on specific curriculum areas is useful to the governors and these take place in the Spring and Summers with subject areas to be agreed. Clerk to place on agenda for the Spring Term. ● School on a Page (SOAP). To be on next agenda ● Website. To be reviewed and brought up to date. Clerk to ask for refreshed bios and photos. <p>b. Staff Questionnaire Governors considered that the results of the questionnaire are generally positive and suggested that Sally go back to staff with her plan for meeting some of the concerns.</p>	<p>Clerk Clerk Clerk</p>
FGB 07/2324	Finance	Update on the budget. Simon explained the discussion at the BM Committee Meeting which showed a positive picture on the budget.	
FGB 08/2324	Personnel	<p>a. The HT Performance Panel membership was confirmed as below and the outside adviser was agreed as: Members: Niki Warner, Ben Twitney and Paul Evey Advisor - Sian Lane Meeting scheduled for 17 November 2023.</p> <p>b. Pay and Performance Committee. Membership is Andrew McKenzie, Niki Warner, Helen Murdoch and Kate Eames. Monday 6 November 2023 at 1 p.m. Clerk to convene the meeting.</p> <p>c. Clerk's appraisal. Chair of Governors (Ben Twitney). Date to be agreed</p>	<p>Clerk</p>

FGB 09/2324	Primary Partnership	Update on the partnership, approve the MOU and funding Sally explained the reason for the MOU and the planning looking forward to the next academic year. The matter will be on the agenda for the next meeting	Clerk
FGB 10/2324	Governance	The following matters were considered: a. Elect Chair and Vice-Chair Chair – Ben Twitney Vice Chair – Niki Warner and Helen Murdoch Clerk to notify DCC and amend GIAS b. Update & agree Code of Conduct. Agreed c. KCSiE & signed to confirm. Clerk to re-circulate d. Governor vacancies. To continue advertising e. Update & sign Register of Business Interests. On-going f. Confirm delegation of Lead Governor roles to committees. Shown in Committee ToRs and subject link governors. g. Agree policy review schedule. Deferred to the next meeting h. Agree SIP priorities. In HT Report i. Board objectives for the academic year. To be deferred to the next meeting j. Governor recognition for pupils. Niki provided an explanation on the award which is to be presented for the first time in the Summer of 2024. k. Workplan 2023-2024 - Agreed	Clerk Clerk Clerk Clerk Clerk
FGB 11/2324	Committees	Governors were invited to ask questions on the minutes of the following committees: a. Business Management Committee (25 September 2023) No questions were asked.	
FGB 12/2324	Policies	The following policies/document were agreed/ratified as shown: a. Food Standards Policy. The policy went to school counsel for feedback and is to be deferred to the next meeting. b. Emergency Plan – To be amended to remove references to Babcock.	Clerk

		<p>c. Staff Grievance policy - Adopted</p> <p>d. Teachers Pay Policy - Deferred</p> <p>e. Safeguarding and Child Protection policy Approved</p> <p>f. Attendance Policy - Deferred</p>	
FGB 13/2324	Information provided by the Clerk	The clerk drew Governor's attention to the Checklist and asked for requests to attend training to be forwarded to him as soon as possible.	
FGB 14/2324	Matters for the next agenda	<p>The following matters were agreed for the next agenda which will be face-to-face:</p> <p>HT Report including:</p> <ul style="list-style-type: none"> ● Receive headteacher's report and consider implications, actions raised and decisions required ● Discuss and agree response to School on a Page (SOAP) school and governance evaluation ● Discuss how statistical pupil performance data received from L&W committee will inform actions relating to the SIP priorities, staff development, school self-evaluation, additional support and provision for pupils ● Review and comment upon draft SIP ensuring that governor monitoring points and success criteria are clearly established ● Approve SIP ● <p>Finance</p> <ul style="list-style-type: none"> ● Consider LA Admissions Arrangements for 2 years hence ● Receive an update on the contracts register from the BM Committee <p>Governance</p> <ul style="list-style-type: none"> ● Consider the Governors' skills audit analysis and agree any needs for training or recruitment of new Governors ● Governor Recognition for Pupils <p>Personnel:</p>	

		<ul style="list-style-type: none"> ● Ratify HT appraisal panel recommendations <p>Safeguarding</p> <ul style="list-style-type: none"> ● Safeguarding update <p>Committee Reports</p> <ul style="list-style-type: none"> ● LW Committee <p>Policies and other documents:</p> <ul style="list-style-type: none"> ● Teacher's Pay Policy ● Emergency Plan ● Attendance Policy 	
FGB 15/2324	Date of next meeting	Monday 11 December 2023 at 1830	

The meeting closed at **2025**

Signed as a true record

Signed B Twitney	Date: 4 December 2023
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Collaboration Project

The primary schools involved are:December

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*

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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.

Item 6 - Current Staffing

	Teachers	Support Staff
Nursery	Cassie Smith (EYFS lead & SLT) Victoria Potter	Emma Griffiths Sarah Rowland Louise Iddon Lisa Berrow
Reception	John Smith Gemma Kirk Emily Simpson	Marie Cogavin Lisa Cundy Knight Kerry Phillips Lisa Berrow
Y1	Helena Thomsett (SLT) Helen Cammack Tara Foreman	Emma Boon Beckie Reed Abby Aggett (1:1)
Y2	Leanne Brooks Sarah Fraser	Vicky Weir Helen Webster Zoe Kopinski Alice Oliver Kelsey White/Abby Aggett Sue Dorey (agency)

Y3	Emma Lidbury Charlotte Hodgson Rachel Lawton	Lisa Morgan Anstey Jamie Tansley (agency)
Y4	Debbie Searle Emma Pryde Natassia Doets	Gill Gray Sue Stevenson Denise Rodgers
Y5	Stephen Ball (SLT) Loren Singleton-Green	Tina Hudson Sue Milton Mandie Redfern/Kelsey White
Y6	Scott Parnell Andy McCaffley	Donna Minnear Jo Huxtable (leaving at half term)
SLT	Sally Herbert (Headteacher) Dave Lee (Deputy) Sarah Strong (SENDCo)	
PPA/ECT cover	Mandy Dower (HLTA – Spanish, handwriting, music) Maria Wright (HLTA – RE) Tania Bull (Cover Supervisor)	
SEND	Melissa Carson Sue Stephenson Helen Yip	
Admin	Hayley Back (Business Manager) Donna O'Halloran Jess Edwards Lucy Vile	

School Improvement Overview

