

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Full Governing Body

DATE

7 October 2024

	Type	End of Term	07/10/24	02/12/24	09/02/25	17/03/25	19/05/25	30/06/25	Date Resigned
SALLY HERBERT	Headteacher	Ex-officio	P						
PAUL EVELY	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	04/02/2028	P						
VACANT	Co-opted								
VACANT	Co-opted								
ALEXA GAINSBURY	Co-opted	30/01/2026	P						
ANDREW MCKENZIE	Parent	23/09/2025	S						
NIKI WARNER	Parent	22/05/2026	P						
HELEN MURDOCH	Parent	22/05/2026	P						
JAMES OSBEN	Parent	09/10/2027	P						
KATE OCHILTREE	Parent	09/10/2027	S						
GILL QUANTRELL	Co-opted	08/12/2023							08/12/2023

KATE EAMES	Co-opted	04/10/2024							31/07/24
------------	----------	------------	--	--	--	--	--	--	----------

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

Chaired by	Ben Twitney	Clerked by	Pete Osborne
------------	--------------------	------------	---------------------

Agenda:

- FGB 86/2425 To record those who are present, accept any apologies and welcome any visitors
- FGB 02/2425 Declaration of interests
- FGB 03/2425 Division of Agenda
- FGB 04/2425 To agree the Minutes of the last meetings and to discuss any matters arising from the minutes and not on this agenda
- FGB 05/2425 Urgent business brought forward at the discretion of the Chair
- FGB 06/2425 Headteacher’s Report
- FGB 07/2425 Finance
- FGB 08/2425 Personnel
- FGB 09/2425 Primary Partnership
- FGB 10/2425 Governance
- FGB 11/2425 Committees
- FGB 12/2425 Policies
- FGB 13/2425 Information provided by the Clerk
- FGB 14/2425 Matters for the next agenda
- FGB 15/2425 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
04/2425	Minutes to website	Clerk	asap

06a/2425	Circulate headlines from LA Report	Sally Herbert	asap
10a/2425	Notify DCC and amend GIAS for appointments of Chair and Vice Chair	Clerk	asap
10c/2425	Add KCSiE to Governor Hub	Clerk	asap
10e/2425	Register of Business Interests to be added to Governor Hub.	Clerk	asap
10h/2425	Add agreement of SIP priorities to agendas for LW and the FGB	Clerk	asap
10i/2425	Board objectives for the year. To be circulated for comment and on the next FGB Agenda	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 Kate Ochiltree and sanctioned.</p> <p>The quorum for this meeting is 7 governors.</p>	
FGB 02/2425	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 03/2425	Division of Agenda		None
FGB 04/2425	To agree the Minutes of the last meetings and to discuss any matters	The minutes of the meeting held on 22 July 2024 were agreed and signed. Copy to Headteacher and to be placed on website.	

	arising from the minutes and not on this agenda																										
FGB 05/2425	Urgent business brought forward at the discretion of the Chair		All																								
FGB 06/2425	Headteacher's Report	<p>a. To receive the Headteacher's Report and consider implications, actions raised, and decisions required including:</p> <ul style="list-style-type: none"> • Data & exam results • Curriculum developments • Discuss and agree response to School on a Page (SOAP) school and governance evaluation • Website <p>A question was asked on the apparent anomaly on attendance figures and Sally explained that it was a comparison with the previous year. Sally also spoke on the work involved in attendance meetings with parents.. Further questions were raised on EHCPs and the funding.</p> <p>1. School Demographics (27.09.24)</p> <p>Starters and Leavers</p> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">September 2023 (Comparison)</th> <th colspan="2">01.09.24 – 27.09.24</th> </tr> <tr> <th>Starters</th> <th>Leavers</th> <th>Starters</th> <th>Leavers</th> </tr> </thead> <tbody> <tr> <td>Reception</td> <td>51</td> <td>0</td> <td>60</td> <td>1</td> </tr> <tr> <td>Y1*</td> <td>0</td> <td>0</td> <td>2</td> <td>1</td> </tr> <tr> <td>Y2</td> <td>2</td> <td>1</td> <td>2</td> <td>0</td> </tr> </tbody> </table>		September 2023 (Comparison)		01.09.24 – 27.09.24		Starters	Leavers	Starters	Leavers	Reception	51	0	60	1	Y1*	0	0	2	1	Y2	2	1	2	0	
	September 2023 (Comparison)			01.09.24 – 27.09.24																							
	Starters	Leavers	Starters	Leavers																							
Reception	51	0	60	1																							
Y1*	0	0	2	1																							
Y2	2	1	2	0																							

Y3	3	0	0	0
Y4	1	0	0	2
Y5	4	0	1	0
Y6	2	0	0	0
Total since Sept 2024	63	1	65	4

Reasons for leaving: 1 family (2 children) chose to move to a local school as one of the children was not happy at Decoy and wanted to move, 1 family (1 child) wanted to stay at Decoy but family circumstances changed and they needed to attend a school closer to home, 1 family (1 child) chose to register their child as EHE.

*Pupil numbers in Y1 are actually 54 as one pupil joined on the day of writing this report but is not yet registered on SIMs

Changes over the academic year (including nursery):

	Sept 23 Comparison	Sept 2024
No. of pupils	408	418
% SEN	24.5	21.8
No. of EHCPs	6	10
% FSM	15.9	19.9

SEND and EHCPs

EHCP numbers have doubled in the last 18 months (from 5-10) with 2 more agreed with full funding (2 x £14,500 + £6000 from SBS). It is important to note that there are an additional **sixteen EHCPs in process**, some of which have been drafted and some which we are awaiting outcomes for. There are an additional three children who the

SENDCo has identified as requiring EHCPs - referrals will be submitted later in the year.

Many of the children who are in the EHCP assessment process require fulltime support in class and this is having a significant burden on the school's budget and staffing capacity.

It is possible that in 2024-25, EHCPs will increase to 26+ children (6% of the school population). We have been approached for places for an additional two pupils with EHCPs where we have had to say that we could not meet needs due to the needs already in those year groups.

SEND Specific Needs

Speech, Language and Communication needs	45	10.8%
Social, Emotional and Mental Health	21	5.0%
Autistic Spectrum Disorder	14	3.3%
Specific Learning Disability	6	1.4%
Physical Disability	5	1.2%
Hearing Impairment	3	0.7%
Moderate Learning Disability	3	0.7%

2. Attendance (School data includes Year 1 – Year 6 from September 2024)

Attendance Rates

	School	National
Overall Absence Rate	5.0%	5.9%
Authorised Absence Rate	4.1%	4.2%
Unauthorised Absence Rate	0.9%	1.0%
Persistent Absence	14.9%	16.2%

Attendance Percentage (summary of 328 Pupils)

Year 1	95.1%
Year 2	96.8%
Year 3	95.5%
Year 4	93.2%
Year 5	94.2%
Year 6	95.3%
National	96.2%
Local Authority	96.8%


Pupil absence meetings are booked for 8th and 9th October, when I will meet with parents/carers of pupils who have attendance below 90% for the last 12 month period and/or meet threshold for penalty notices (35 children from 29 families). Pupils who are on Child Protection, Child In Need, Team Around the Family plans will not have meetings as this will be covered within their planned meetings. Therefore, there will be 20 stand-alone attendance meetings.

Changes over the academic year (Y1-Y6):

	Sept 2023 Comparison	July 2024 Comparison	Sept 2024
Overall Absence %	5.7	5.8	5.0
Authorised %	4.8	4.9	4.1
Unauthorised %	0.9	0.9	0.9
Persistent %	18.8	15.4	14.9

There are currently 5 pupils on part time timetables – one for SEND/SEMH, 3 for EYFS SEND and the other for medical needs.

		<p>3. Statutory Assessments</p> <p>Successes:</p> <ul style="list-style-type: none"> • Y1 phonics, MTC and EYFS results in line or above national • KS2 Reading and GPS above national at EXS+ • Reading attainment in current Y3, Y5 and Y6 • Maths attainment in current Y3 <p>Challenges:</p> <ul style="list-style-type: none"> • Attainment generally in current Y3 and Y4 • Writing attainment across the school. • Maths attainment in current Year 3, 4 and 6 <p>4. Curriculum Developments (See school improvement plan for 2024-25 priorities)</p> <ul style="list-style-type: none"> • Homework policy introduced (Nursery-Y6) at the start of term to ensure progression in expectations across the school and develop consistency in when homework is set and collected in. • Reading record stickers created for reading records to minimise expectations form parents for recording reading in the books i.e.. 3 read tick box before changing. • New standing item on the staff bulletin to “Quick Win” reminders to help keep expectations high. This week’s quick win was: <i>Once children progress beyond stickers for the date and learning objective and start writing it themselves, they must <u>write on the line and underline (neatly) with a ruler.</u> Keep your expectations high and the children will rise to meet them.</i> <p>5. Feedback from LA Visit. Separate report</p>	
--	--	---	--

		<p>Sally will circulate the headlines after the meeting. The school is regarded as a Priority 2 school which will mean that we receive 3 LA visits each year. The school is a good school and strive to be inclusive. Governors challenge appropriately.</p> <p>6. Website The calendar has been updated on the school website and Class Dojo to include so that parents can plan for events in the school year. All known dates have been added to both calendars.</p> <p>Overview of visits to the website since the start of term.</p> <p>Report</p>  <p>105 visits, 105 unique visitors</p> <p>160 pageviews, 138 unique pageviews</p> <p>8s average visit duration</p> <p>0 total searches on your website, 0 unique keywords</p> <p>78% visits have bounced (left the website after one page)</p> <p>0 downloads, 0 unique downloads</p> <p>1.6 actions (page views, downloads, outlinks and internal site searches) per visit</p> <p>0 outlinks, 0 unique outlinks</p> <p>0s average generation time</p> <p>12 max actions in one visit</p> <p>The spike in visits on the 23rd September coincides with the school newsletter going out which included links to the school calendar.</p> <p>A full audit of the website will be completed by Dave and me and is planned for 14th October.</p> <p>b. To receive feedback on responses to the pupil/staff/parent questionnaire (if available). Not available</p>	<p>Sally Herbert</p>
--	--	---	-----------------------------

		<p>c. Safeguarding Report</p> <p>A report was provided by Dave Lee (DSL) and the outline points are below.</p> <p>Staff training. All staff have completed the safeguarding refresher training for this academic year. Staff returning to work during the school year will now complete a short online course, which has been designed by the DCC safeguarding team, to replicate the key safeguarding messages needed for work in an educational setting. This year, safeguarding training also included a very useful session specifically about the use of CPOMs and effective reporting and recording suggestions. There was a lot of very positive verbal feedback about the training received on this day specifically, the Sally’s session on information sharing.</p> <p>Scott Parnell has now completed his Mental Health Lead training and is in the process of formulating a strategic implementation plan for this school year.</p> <p>Standing item - General safeguarding reminders and information sharing continues to happen on a drip feed basis throughout the school year. 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. This year, in staff bulletins, reminders have been given about Adverse Childhood Experiences, Early Help and phishing as well as a reminder about KCSiE.</p> <p>Currently, we have 5 members of staff in the Safeguarding Team, who have all received level 3 training: Dave Lee (DSL), Sally Herbert, Sarah Strong, Cassie Smith (EYFS) and Alex Gurpinar, who is level 5 trained.</p>	
--	--	--	--

		<p>Sonia Worthington (Parenting Solutions) completed her final piece of work, Devon County funded, with one of our families over the summer holidays.</p> <p>Alex Gurpinar, who now covers the work that Sonia was carrying out and more, has supported many families across school including home visits, some of which took place over the summer holidays. She has also secured HSF payments for families at Decoy experiencing financial difficulties as well as signposting and supporting families to engage with HAF programme activities for vulnerable children, who would benefit from attending holidays clubs during non-term time. Alex's support and the role she is carrying out at school has been extremely useful for us as a safeguarding team and for the families she supports; we are very pleased to have her on the team.</p> <p>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). Sarah Fraser will be receiving training this academic year as part of her role as the CFC (Cared for Child/ren) lead.</p> <p>Dave Lee will be attending face-to-face Level 3 refresher training at the Future Skills Centre on Wednesday 13th November. Dave is also attending the DSCP Child Exploitation Conference on Wednesday 23rd October.</p> <p>VCMs (Vulnerable Children Meeting) continuing to be held on a weekly basis with a regular focus as appropriate/necessary on families that Alex Gurpinar (Parent Support Worker) is supporting.</p>	
--	--	---	--

		<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. For staff who work across school, they are alerted to additional posts which are useful to know for when they are responsible for certain classes for the day or part of the day.</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>Regular checks on the SCR are carried out to ensure all staff files are up to date with the relevant documentation. Hayley Back has also introduced a new system to help make this more effective when employing new members of staff at school. For this academic year, these checks are due to begin in the week commencing 7th October.</p> <p>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.</p> <p>Safeguarding Meetings and Vulnerable Children</p>	
--	--	--	--

		<p>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 one family at CP level. We currently have no families at CIN level (although this is likely to change throughout the year), as well as 6 families at TAF level and 16 families at SAF (School Around the Family) level. We also hold regular meetings for CFC (Cared for Child/ren); Sarah Fraser has taken the lead for these families this year, with the support of Sally Herbert – currently, this involves 1 child. We are also monitoring approximately 36 families/children – this Autumn Term. These children all form part of our weekly VCM meeting discussions. 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 including Alex Gurpinar.</p> <p>Strategy Meetings. One 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. 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 information. In relation to the Safeguarding Action Plan, there has been a lot of progress made. However, certain actions are still in the process of being completed or are due for completion later this term - December 2024.</p>	
FGB 07/2425	Finance	The budget was reported to the BM Committee meeting and the budget now balances and a recovery plan is not required. Staff recruitment has to be closely managed and some posts are currently being advertised.	

FGB 08/2425	Personnel	<ul style="list-style-type: none"> a. HT performance management process, appointment of outside adviser and appraisal governors. Paul Every, Outside advisor is to be a S Lane. Paul Every, Ben Twitney and Niki Glew. b. Membership and date of the Pay and Performance Committee - Committee. is to be Helen Murdoch, Lex Gainsbury and Sandra Cartwright on 25 October 2024 commencing at 1 p.m. online. c. Clerk's Appraisal. To be carried out on 12 November 2024 at 10 a.m. by the Chair and Headteacher 	
FGB 09/2425	Primary Partnership	<p>A headteacher's' group meeting had been held with chairs of governors. There is now a governance plan in place. Ben advised that there is a plan to put in place arrangements to enable effective monitoring. The focus was on how governors can hold the HT to account and that all schools are contributing.</p> <p>MOU and funding. The MOU was agreed and also the funding initially of £500 was agreed.</p>	
FGB 10/2425	Governance	<p>The following matters were discussed:</p> <ul style="list-style-type: none"> a. Elect Chair and Vice-Chair. The chair was elected as Ben Twitney and the were joint Vice Chairs elected - Niki Glew and Helen Murdoch. Clerk to amend GIAS an notify DCC b. Code of Conduct. Agreed c. KCSiE & signed to confirm. All had read the KCSiE. To be added to Governor Hub. d. Discuss any Governor vacancies. There are two vacancies for Co-Opted Governors. One should have finance experience. e. Register of Business Interests. To be added to Governor Hub. f. Confirm delegation of Lead Governor roles to committees. Agreed g. Policy review schedule. Agreed h. Agree SIP priorities. Deferred to LW Committee and next FGB i. Board objectives for the year. To be circulated for comment and on the next FGB Agenda 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

		<p>j. Governor recognition for pupils. The recognition this year was well received and it is planned to refresh and publicise for the next round.</p> <p>k. Workplan 2024-2025. Agreed</p> <p>l. DAG Feedback. Niki provided feedback from the last DAG meeting and said that there has been some funding secured. Governors are encouraged to attend DAG events and also suggest topics that might be included.</p> <p>The Devon Association of Governance (DAG) Conference will be held on Saturday morning, 16th November 2024 at Exeter Racecourse. Spotlighting key national and local educational themes to support and inform members. In addition, there will of course, be an opportunity to network with others involved in governance, visit stands and enjoy refreshments. At this year's conference we will consider how to empower the governance of your school, at a time of considerable change and how to you ensure that effective governance is firmly rooted within your school or trust and can deal with whatever is coming down the track? Come and join us to hear from experts in their field about what the future holds. Further information on the DAG website: www.dagdevon.uk. Email dagclerk@gmail.com</p>	
FGB 11/2425	Committees	<p>The minutes of the following committee and the Governor Reports listed:</p> <p>a. Business Management Committee (23 September 2024). There were no questions.</p> <p>b. Governor Visit Reports: Data Report (Kate Eames) There were no questions. Gill will lead the next visit with Sally in the Autumn.</p>	
FGB 12/2425	Policies	<p>The following policy/documents was approved/ratified/Adopted:</p> <p>a. Food Standards Policy ???? b. Emergency Plan. Approved c. Staff Grievance policy. Approved d. Teachers Pay Policy. Deferred e. ToR BM Committee Approved</p>	

		<p>f. ToR LW Committee Approved</p> <p>g. ToR First Committee Approved</p> <p>h. ToR Second Committee Approved</p> <p>i. ToR HT Performance Panel Approved</p> <p>j. ToR Pay Panel Approved</p>	
FGB 13/2425	Information provided by the Clerk	The training programme for the Autumn Term had been distributed and governors are asked to let the clerk know of their requirements. Attention is also drawn to the Autumn Checklist.	Clerk
FGB 14/2425	Matters for the next agenda	<p>The following matters were agreed for the next agenda.</p> <p>Strategy:</p> <ul style="list-style-type: none"> • 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>General:</p> <ul style="list-style-type: none"> • Receive headteacher's report and consider implications, actions raised and decisions required • Consider the Governors' skills audit analysis and agree any needs for training or recruitment of new Governors <p>Personnel:</p> <ul style="list-style-type: none"> • Ratify HT appraisal panel recommendations <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>Safeguarding:</p> <ul style="list-style-type: none"> • Safeguarding update 	

		Governance <ul style="list-style-type: none"> • Primary Partnership • DAG Update • Receive an update on the contracts register from the BM Committee Committee report <ul style="list-style-type: none"> • LW Committee report Policies	
FGB 15/2425	Date of next meeting	Monday 2 December 2024 at 1830	

The meeting closed at **2003**

Signed as a true record

Signed Ben Twitney	Date: 2 December 2024
---------------------------	------------------------------

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.