

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Full Governing Body

DATE

2 December 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	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	04/02/2028	P	S					
VACANT	Co-opted								
VACANT	Co-opted								
ALEXA GAINSBURY	Co-opted	30/01/2026	P	P					
ANDREW MCKENZIE	Parent	23/09/2025	S	P					
NIKI GLEW	Parent	22/05/2026	P	P					
HELEN MURDOCH	Parent	22/05/2026	P	P					
JAMES OSBEN	Parent	09/10/2027	P	S					
KATE OCHILTREE	Parent	09/10/2027	S	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
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Agenda:

- FGB 16/2425 To record those who are present, accept any apologies and welcome any visitors
- FGB 17/2425 Declaration of interests
- FGB 18/2425 Division of Agenda
- FGB 19/2425 To agree the Minutes of the last meetings and to discuss any matters arising from the minutes and not on this agenda
- FGB 20/2425 Urgent business brought forward at the discretion of the Chair
- FGB 21/2425 Headteacher’s Report
- FGB 22/2425 Finance
- FGB 23/2425 Personnel
- FGB 24/2425 Primary Partnership
- FGB 25/2425 Governance
- FGB 26/2425 Committees
- FGB 27/2425 Policies
- FGB 28/2425 Information provided by the Clerk
- FGB 29/2425 Matters for the next agenda
- FGB 30/2425 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
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19/2425	Minutes to website	Clerk	asap
21c/2425	SIP ensuring that governor monitoring points and success criteria are clearly established. To be on next the FGB agenda	Sally Herbert/Clerk	20/02/2025
21e/2425	Feedback on responses to the pupil/staff/parent questionnaire (if available). To be on next the FGB agenda	Sally Herbert/Clerk	20/01/2025
23/2425	HT Appraisal on next FGB Agenda	Clerk	20/01/2025
25/2425	Feedback on Vision and Values from Pupils	Sally Herbert	asap
27e/2425	Promoting Positive Behaviour Policy. To be on next FGB agenda	Sally Herbert/Clerk	

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 18</p> <p>In attendance: None</p> <p>Apologies: James Osben, Gill Quantrell and Kate Ochiltree and sanctioned.</p> <p>The quorum for this meeting is 7 governors.</p>		
FGB 17/2425	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 18/2425	Division of Agenda	Item 20		
FGB 19/2425	To agree the Minutes of the last meetings and to discuss	The minutes of the meeting held on 7 October 2024 were agreed and signed. Copy to Headteacher and to be placed on website.		

	any matters arising from the minutes and not on this agenda	<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> <ul style="list-style-type: none"> • Other info <p>Sally and Dave are due to meet with Governors, Paul and Sandra, in January, to complete the annual safeguarding audit.</p> <p>Dave has also registered the school's interest in being part of a pilot scheme around supporting children and parents/carers in Years 5 and 6 in relation to E-safety and online activity. If selected, this will take place in January and will be led by Lewis Webb – a member of the Devon County Safeguarding Team.</p> <p>Mobile phone guidance for parents and staff have been sent out at various stages. This is an ongoing issue with some parents/carers/families, but we are trying to regularly address.</p>	
FGB 20/2425	Urgent business brought forward at the discretion of the Chair	<p>At this point Scott Parnell left the meeting.</p> <p>Agreed to be effective from 1 January 2025</p> <p>Scott Panell rejoined the meeting at this point.</p>	Sally Herbert to action
FGB 21/2425	Headteacher's Report	<p>a. Headteacher's Report.</p> <p>1. School Demographics (21.11.24) Starters and Leavers</p>	

			September 2023 (Comparison)	01.09.24 – 27.09.24	28.09.24 – 21.11.24			
			Starters	Leavers	Starters	Leavers	Starters	Leavers
		Total since Sept 2024	63	1	65	4	67	4

Changes over the academic year (including nursery):

	Nov 24 Compa rison	Sept 2024	Nov 2024
No. of pupils	415	418	423
% SEN	21.2	21.8	22.7
No. of EHCPs	9	10	13
% FSM	17.9	19.9	20.1

It is noteworthy that, whilst still below national Free School Meal (FSM) figures, our FSM percentage is steadily increasing. The national comparison has remained at 25.9% for the past 12 months.

SEND and EHCPs
In addition to the 13 current EHCPs, we have 5 EHCPs that have been drafted by the local authority, one of which has recently been shared for consultation with school and parents. We have a further 4 pupils with EHCP assessments in progress and 3 pupils that will be referred for assessment before the end of term. We have recently admitted a pupil who we are consulting with the local authority about regarding an urgent EHCP

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

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

Changes over the academic year (Y1-Y6):

	Nov 2023 Compar ison	July 2024 Compar ison	Sept 2024	Nov 2024
Overall Absence %	5.3	5.8	5.0	4.9
Authorised %	4.3	4.9	4.1	3.9
Unauthorise d %	1	0.9	0.9	0.9
Persistent %	13.8	15.4	14.9	14.2

There are currently 6 pupils on part time timetables – one for SEND/SEMH, 3 for EYFS SEND and two for medical needs. In comparison, we had one pupil on a part time timetable in the academic year 2023-24.

3. School Improvement Plan

(See full termly review in RAG-rated SIP)

- The Marking and Feedback Policy has been reviewed – with full consultation with staff. This is now completed and the new policy is being followed.

		<ul style="list-style-type: none"> The Senior Leadership Team have completed an in-depth monitoring of pupil writing to reflect on the effectiveness of the Read Into Writing Scheme <table border="1" data-bbox="763 357 1792 767"> <thead> <tr> <th data-bbox="763 357 1339 395">Strengths</th> <th data-bbox="1339 357 1792 395">Challenges</th> </tr> </thead> <tbody> <tr> <td data-bbox="763 395 1339 767"> <ul style="list-style-type: none"> More opportunities for writing Less over-scaffolding of writing. Therefore, more creative and independent variety within writing. Variety of writing genres covered. We found evidence of diary writing, monologues and soliloquies, newspaper articles, story, description, letters, information writing, reports etc. </td> <td data-bbox="1339 395 1792 767"> <ul style="list-style-type: none"> Effectiveness of marking Staff subject knowledge when assessing 'conscious and assured' writing for GDS Handwriting Consistency across parallel classes (in 2 year groups) – resources, delivery and expectations </td> </tr> </tbody> </table> <ul style="list-style-type: none"> Two staff have started the NPQSEND qualification Maths, English, Science, SEND and EYFS leads involved in LA Review day – their leadership was recognised for its strengths and the commitment, enthusiasm, knowledge and skills of the leaders. We have started SEND provision mapping using our Insight data-tracking programme. Sarah Strong and I presented to some of the other partnership schools about how Decoy uses Insight (attainment, progress and attendance tracking, report writing (to governors and parents)) and how we are developing the use of the provision mapping tool and plan to develop SEND learning plans in the future. Dave Lee and Sally had an online meeting with Mark Walker (Local Authority School Improvement Partner) to discuss support during the Spring Term. We have arranged for a day of leadership support for middle leaders, focused on being effective in role, embedding change and ensuring consistency in approaches. This will include time for the 	Strengths	Challenges	<ul style="list-style-type: none"> More opportunities for writing Less over-scaffolding of writing. Therefore, more creative and independent variety within writing. Variety of writing genres covered. We found evidence of diary writing, monologues and soliloquies, newspaper articles, story, description, letters, information writing, reports etc. 	<ul style="list-style-type: none"> Effectiveness of marking Staff subject knowledge when assessing 'conscious and assured' writing for GDS Handwriting Consistency across parallel classes (in 2 year groups) – resources, delivery and expectations 	
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maths and English leads (as writing and maths are improvement priorities) and then a more general staff meeting for teachers focused on developing leadership skills.

- The PTA has fully reformed and is keen to take a proactive approach to support the school. We are working closely with them to build a bank of volunteer time and projects. They held an extremely successful silent disco before half term and will have held the Christmas Fayre the weekend before our governors' meeting. They have agreed to pay for the outdoor classroom, which will be built in January 2025. The PTA also organised a work party to remove the timber trail on a Saturday morning.

5. School Events. A range of events have taken place this Term and the following are planned for the rest of the Term:

4 th Dec	Coombeshead Pantomime	Year 4
3 rd & 4 th Dec	Wreath Making (PTA)	Parents
4 th & 5 th Dec	Parents Evening	Reception – Y6
9 th Dec	Eden Project Trip	Year 6
10 th & 11 th Dec	Christmas Singing	Reception
10 th & 12 th Dec	Nativity	Nursery
11 th Dec	Rudolph Run for Rowcroft Hospice	Whole School
13 th Dec	Carol Service (Year 5 leading)	KS2
16 th Dec	Kents Cavern Trip	Reception

16 th & 17 th Dec	Christmas Show	Year 1 & 2
18 th Dec	Christmas Dinners and Christmas Jumper Day	Whole School
18 th Dec	Carol Service (to parents) at St Luke's	Year 5
19 th Dec	Malou Evans Storyteller (Christmas stories)	Whole School

6. Emergency plan activated

21st November – Snow and ice warning

We remained open during the school day, despite some staff leaving to collect their children from other schools and nurseries that had made the decision to close. We also let parents collect children if they were concerned that the weather would prevent them doing so later in the day. Eight children were collected from school early.

Due to the yellow ice warning that came into effect from 5 pm, we made the decision to cancel BASC and refund parents for the session. All staff, including cleaning staff, were asked to leave the school before 4.30 pm, pathways were re-gritted after school and everything was locked up before 5 pm.

22nd November – Ice warning

Sally met Mandie Redfern (TA and cleaner) at school at 7 am to do a site check for ice. Mandie usually unlocks the school at 5.30 am, but I asked her to delay her arrival at school so that she was not lone working for the opening up process. We were able to open BASC and school at the normal time. We did not close our registers until 10 am, to allow for ice to melt and families to travel into school safely – most were in by 9.30 am.

7. Clubs

This term we have offered the following clubs to pupils:

Club	Year group/s
Book Club	Years 3 & 4
Chess Club	Years 3,4&5
Orienteering	Years 4 & 5
History Club	Years 3 & 4
Netball Club	Years 5 & 6
Football Club	Years 5 & 6
Board Games Club	Years 1 & 2
Lego Club	Years 5 & 6
KS2 Choir	Years 3,4,5 & 6
EYFS/KS1 Choir	Years Rec, Y1 & Y2

We have also rejoined the local schools' football league. The school has not been a part of this league since before the Covid pandemic.

Q. Has the handwriting scheme been decided on and will it be in place for the Spring Term? Yes, it has been agreed and will be in place for the Spring Term.

Q. Literacy has more Red targets outstanding. How confident are you that these can be addressed by the end of the academic year? There is some confidence that we will see a reduction in these red areas by the end of the academic year.

Q. Lack of cover supervisors has obviously had an impact on release time for curriculum leaders so that they can achieve their targets. How has this been managed and is a resolution in sight, bearing in mind that use of supply

		<p>teachers has an impact on the budget? There were 2 cover supervisors and one has since left. There will be more capacity from January and we intend to recruit.</p> <p>Q. Attendance - what measures are being effective? The support workier is invaluable and we are still picking up families. Welfare checks and home visits also take place and the message is being spread that the school will be taking positive action on non-attendance. There were a range of comments from governors on attendance and the problems associated with dealing with all absence and in particular persistent absence and holidays. SH pointed out that free school meal pupils had increased and there is a continual system from advising parents on this.</p> <p>b. 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.</p> <p>c. SIP ensuring that governor monitoring points and success criteria are clearly established. Deferred to the next FGB.</p> <p>d. Approve SIP. Approved</p> <p>e. Feedback on responses to the pupil/staff/parent questionnaire (if available). Deferred to the next meeting in February 2025.</p> <p>f. Safeguarding Report</p> <ul style="list-style-type: none"> • Staff training <p>All staff training is up-to-date, and the majority of teaching staff have also completed PREVENT training within the last few weeks. Scott Parnell has now completed his Mental Health Lead training and formulated a strategic implementation plan for the school.</p> <p>Standing item - General safeguarding reminders and information sharing continues to happen on a drip feed basis throughout the school year and we have changed signage around school as necessary.</p>	
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		<p>Currently, we have 5 members of staff in the Safeguarding Team, who have all received level 3 training and one who is level 5 trained.</p> <p>Alex Gurpinar continues to support many families across school including home visits, some of which take place over school holidays and after the school day has finished. She has also secured HSF payments for families at Decoy experiencing financial difficulties as well as signposting and supporting families to engage with HAF activities for vulnerable children, who would benefit from attending holidays clubs during non-term time.</p> <p>Christmas hampers have been secured for a number of our families to help them over this Christmas period</p> <p>We have a further 3 members of staff, who are also level 3 trained as a result of their roles in school.</p> <ul style="list-style-type: none"> • VCMs (Vulnerable Children Meeting). Held on a weekly basis with a regular focus as appropriately on families that Alex Gurpinar (Parent Support Worker) is supporting. • 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. • 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. 	
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		<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. The most recent guidance sent out has been around building emotional resilience and horror films and their age ratings.</p> <p>Regular checks on the SCR are carried out to ensure all staff files are up to date with the relevant documentation.</p> <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. <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.</p> <p>There is an increasing need for the support being provided for a number of families especially as many agencies, including other schools, report that they have less capacity to deal with these families. However, we are doing our utmost to provide the care needed. It is also worth noting that many of the children that are on our monitoring list are also part of our SEND provision which highlights the changing demographic of our school. This is also evident when looking at the increase in our FSM numbers.</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. Sally and Dave have also carried out welfare checks by visiting homes of children who are absent from school and we are unable to get hold of via telephone/email etc.</p>	
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		<p>Strategy Meetings. None 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.</p> <p>Q. Re Safeguarding Report, what are HSF payments and HAF activities? HSF is Household Support Fund from the LA and HAF is Holidays Activities and Food which applies to those children in receipt of free school meals for activities and meals during school breaks.</p> <p>Q. There are changing demographics and do we have a deeper understanding of this? SH said that it is society as a whole and within the local community we have a good reputation and are attracting children from way outside our catchment area.</p>	
FGB 22/2425	Finance	<p>a. Budget. The following update was provided on the Budget.</p> <ul style="list-style-type: none"> • BASC - looking healthy and the numbers remain good. • Capital - Healthy but we are about to update arrange of IT equipment due to limitations in managing the curriculum. • Budget - shows a deficit carried forward but additional funds are due in. <p>b. Contracts. The register was reviewed an SH advised that the cleaning contract is out to tender and that the current Catering contract is very successful.</p>	
FGB 23/2425	Personnel	HT appraisal panel recommendations. The Panel meets on 5 December and this item moves to the February meeting	
FGB 24/2425	Primary Partnership	The Primary Partnership headteacher group continues to meet online every fortnight. Due to health, other commitments and other ongoing stresses of school life, it has been difficult to get full representation at every meeting. The face-to-face meeting in October was cancelled. The Governance, SEND, English and EYFS groups have met this term. We have started SEND provision mapping using our Insight data-tracking programme. Sarah Strong	

		<p>and I presented to some of the other partnership schools about how Decoy uses Insight (attainment, progress and attendance tracking, report writing (to governors and parents)) and how we are developing the use of the provision mapping tool and plan to develop SEND learning plans in the future.</p> <p>The Governor's sub-group meets on 4 December 2024 at Abbotskerswell School. The last meeting considered whether all the schools in the partnership wished to be in the partnership and a survey is being conducted.</p>	
FGB 25/2425	Governance	<p>The following were considered:</p> <p>a. Vision and Values. The feedback from the Vision and Values workshop was circulated.</p> <p>Comments.</p> <ul style="list-style-type: none"> • They look appropriate and both are needed. • They are a good starting point • There was a wide ranging discussion on what the school's vision and values should be, and what inclusive means to children, staff and Governors. • There is comment on WhatsApp groups concerning some elements of the school community. • Reduce to 3 words – Kindness, Honesty, Respect for each other. <p>Sally is to take this to the children to obtain their feedback and will then circulate the responses to parents and then report to Governors.</p> <p>b. Canine Therapy. A report had been provided on the value of using a therapy dog in the school, the training required and the costs involved.</p> <p>Who would be involved? Handlers: Sally Herbert (Headteacher), Alex Gulpinar (Family Support Worker), Sue Stevenson (Pastoral Intervention Practitioner)</p>	

		<p>What are the costs to the school?</p> <ul style="list-style-type: none"> • The programme is £3588 + VAT - 12 monthly instalments of £299 + VAT. This is a one off cost for the training and assessment of the dog and handlers. If we pay in full there is a £500 discount bringing the cost down to £3088 + VAT plus £500 worth of bonuses. • £150 ongoing annual re-assessment by PAWs • £5,000,000 Public Liability Insurance for a PAWS Certified Therapy Dog to work within one school in the UK and Northern Ireland is £171.20 per annum. £10,000,000 Public Liability Insurance for a PAWS Certified Therapy Dog to work within one school in the UK and Northern Ireland is £201.44 per annum. (Quotes accurate as of 23/11/2023). <p>Monty remains as Sally's pet dog and as such she is personally responsible for all food and care costs, including vet bills.</p> <p>Following a discussion governors approved the introduction of the therapy dog with a review in the 2026 Spring Term subject to the necessary risk assessments being undertaken.</p> <p>c. Governors' skills audit analysis and agree any needs for training or recruitment of new Governors. Not yet complete and awaiting the final forms.</p> <p>d. Governor vacancies. There are currently vacancies for two co-opted Governors but we do have an application which is likely to come to the next meeting.</p> <p>e. Board objectives for 2024 – 2025. Agreed and attached.</p> <p>f. DAG Feedback. The DAG Conference had been held in November and the presentations were outstanding. The event was poorly attended. It is planned that the timing should be changed to somewhere in the middle of the year to attempt to attract more governors.</p>	
FGB 26/2425	Committees	The minutes of the following committee and the Governor Reports listed:	

		<p>a. Learning & Wellbeing Committee (11 November 2024). No questions.</p> <p>b. Governor Visit Reports: Wellbeing Visit Report. There were no questions.</p>	
FGB 27/2425	Policies	<p>The following policy/documents was approved/ratified/Adopted:</p> <p>a. Teachers Pay Policy 2024. Agreed</p> <p>b. Admissions Policy 2026. Agreed subject to amendments.</p> <p>c. Support Staff Probation Policy Agreed</p> <p>d. Children with health needs who cannot attend school Policy. Agreed</p> <p>e. Promoting Positive Behaviour Policy. Deferred.</p>	
FGB 28/2425	Information provided by the Clerk	<p>The training programme for the Spring Term had been circulated and governors are asked to let the clerk know there requirements as soon as possible.</p>	
FGB 29/2425	Matters for the next agenda	<p>The following matters were agreed for the next agenda.</p> <p>Invite Chair of PTA Strategy:</p> <ul style="list-style-type: none"> • Receive the HT report • Monitor progress against the governance section of the SIP (self-evaluation and impact on school improvement) • Organise a Governors' skills audit • Review current partnership working and strategic plan for the school. (Federation, academisation, management partnership, co-operative trust, formal collaboration, school sustainability, HT succession planning etc) • Safeguarding Update <p>Finance</p> <ul style="list-style-type: none"> • SIP ensuring that governor monitoring points and success criteria are clearly established. • Feedback on responses to the pupil/staff/parent questionnaire (if available). • Monitor progress against the governance section of the SIP (self-evaluation and impact on school improvement) • Governors' skills audit 	

		<ul style="list-style-type: none"> Review current partnership working and strategic plan for the school. (Federation, academisation, management partnership, co-operative trust, formal collaboration, school sustainability, HT succession planning etc) <p>Governance</p> <ul style="list-style-type: none"> Receive feedback from the Skills Audit Primary Partnership DAG Update <p>Committee Meeting</p> <ul style="list-style-type: none"> BM Committee Meeting 20 January 2025 	
FGB 30/2425	Date of next meeting	Monday 3 February 2025 at 1830	

The meeting closed at **2055**

Signed as a true record

Signed B Twitney	Date: 3 February 2025
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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.