

**DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS**

COMMITTEE

**Full Governing Body**

DATE

**23 May 2022**

**GOVERNOR ATTENDANCE**

	Type	End of Term	11/10/2021	06/12/2021	13/12/2021	31/01/2022	28/03/2022	23/05/2022	11/07/2022	Date Resigned
HEATHER POUSTIE	Headteacher	Ex-officio	P	P	S	P	P	P		
PAUL EVMY	LA	14/10/2022	P	P	P	P	P	P		
SIMON BARNES	Co-opted	14/10/2022	P	P	P	P	P	P		
OLIVER LAITY	Co-opted	22/03/2024	P	P	S	P	L	P		
SANDRA CARTWRIGHT	Co-opted	10/10/2025	P	P	P	P	P	S		
CRAIG VEAL	Staff	08/12/2023	S	P	P	P	P	P		
GILL QUANTRELL	Co-opted	08/12/2023	P	P	P	P	P	P		
RUTH DENNIS	Co-opted	04/10/2024	P	P	P	P	P	P		
KATE EAMES	Co-opted	04/10/2024	P	P	P	P	P	P		
ALEXA GAINSBURY	Co-opted	30/01/2026				P	P	P		
RUTH SHOARE	Parent	06/12/2024	P	P	P	P	S	P		
ANDREW MCKENZIE	Parent	23/09/2025	P	P	P	P	S	P		
NIKI WARNER	Parent	22/05/2026						P		
HELEN MURDOCH	Parent	22/05/2026						P		
VACANT	Parent									
KEITH MOORE	Parent	13/10/2023								31/08/2021

PAUL REYNOLDS	<b>Co-opted</b>	<b>10/12/2021</b>								<b>08/09/2021</b>
CHRIS WINFIELD	<b>Parent</b>	<b>05/10/2024</b>								<b>31/07/2021</b>

**P** – Present  
**A** – Absent

**S** – Sanctioned  
**L** – Late arrival

Chaired by	<b>Simon Barnes</b>	Clerked by	<b>Pete Osborne</b>
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Agenda:

- FGB 98/2122 Attendance and associated matters
- FGB 99/2122 Declaration of interests
- FGB 100/2122 Division of Agenda
- FGB 101/2122 To agree the Minutes of the last meetings
- FGB 102/2122 To discuss any matters arising from the minutes and not on this agenda
- FGB 103/2122 Urgent business brought forward at the discretion of the Chair
- FGB 104/2122 Headteacher’s Update
- FGB 105/2122 Finance
- FGB 106/2122 Personnel
- FGB 107/2122 Data Protection
- FGB 108/2122 Collaboration
- FGB 109/2122 Safeguarding
- FGB 110/2122 Governance
- FGB 111/2122 Committees
- FGB 112/2122 Policies
- FGB 113/2122 Information provided by the Clerk
- FGB 114/2122 Matters for the next agenda
- FGB 115/2122 Date of next meeting

**ACTIONS TO BE TAKEN**

FGB 23 May 2022

ITEM		BY WHOM	BY WHEN
98/2122	Notify Babcock of the appointments and amend GIAS accordingly	Clerk	asap
101/2122	Minutes to website	Clerk	asap
103b/2122	Agree the increase in pay for the caretaker when detailed information is available.	Heather Poustie/ Simon Barnes/ Andrew McKenzie.	asap
104c/2122	It was agreed that Heather together with Simon and Oliver agree the increase when the final information is available	Heather Poustie/Simon Barnes/Andrew McKenzie	asap
110a/2122	Circulate the meeting dates for the 2022/2013 Academic Year and add to the website and amend the Term of Reference	Clerk	asap
110b/2122	Add the election of the Chair of the BM Committee to the BM Committee agenda (20 June 20922)	Clerk	asap
110b/2122	Advise Babcock and GIAS of the resignation of Oliver Laity	Clerk	asap
113/2122	Forward necessary documents to the new governors for their information and Business Interest forms for completion	Clerk	asap

FGB 98/2122	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at <b>1831</b></p> <p>In attendance: None</p> <p>Apologies: Sandra Cartwright and sanctioned</p> <p>The quorum for this meeting is 6 governors.</p> <p>This was a virtual meeting using Zoom.</p>	
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		<p>Appointment of new Parent Governors</p> <p>The governors introduced themselves to the new governors</p> <p><b>Niki Warner</b> was introduced as a potential Governor and her Bio had been circulated to Governors in advance of the meeting. <b>She was appointed as a Parent Governor into an existing vacancy.</b></p> <p><b>Helen Murdoch</b> was introduced as a potential Governor and her Bio had been circulated to Governors in advance of the meeting. <b>She was appointed as a Parent Governor into an existing vacancy.</b></p> <p><b>Clerk to notify Babcock of the appointments and amend GIAS accordingly</b></p>	<b>Clerk</b>
FGB 99/2122	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		<b>None</b>
FGB 100/2122	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)	<b>None</b>
FGB 101/2122	Minutes of the last meetings	The minutes of the meetings held on 28 March 2022 and 1 April 2022 (Extraordinary FGB) were agreed and signed. Copies to Headteacher and to be placed on website	<b>Clerk to place on website</b>
FGB 102/2122	To discuss any matters arising from the minutes and not on this agenda		<b>None</b>

FGB 103/2122	Urgent business brought forward at the discretion of the Chair	<ul style="list-style-type: none"> <li>a. Education Recovery. Simon introduced the paper from DfE which Lex Gainsbury had suggested would be of interest to governors, and which had been added to the papers for the meeting. Sandra Cartwright asked are we actively engaging with all the support that the Government is offering/suggesting, and are there any issues with access? This was replied to at Item 104.</li> <li>b. Caretaker's Pay. This matter had been discussed at the Business (BM Committee meeting but detailed information had not been available at that time. Heather provided further information but the details for the increase are not yet available from the contractor. . It was suggested that the decision on the increase be delegated to the Headteacher. <b>It was agreed that Heather together with Simon and Oliver agree to the increase when the final information is available.</b></li> <li>c. Partnership Working Group and their Terms of Reference. Deferred to Item 110d.</li> </ul>	
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FGB 104/2122	Headteacher's Update	<p>a. Headteacher's Update. Heather introduced her update and its content for the benefit of the new governors. She provided the number of pupils in the school and the new intake for September. Attendance is broadly in line with national and the school's persistent absence figure is lower than the national average. Our absence figures include those for chicken pox, measles and Covid. Monitoring and actions are in place for absences. There have been no exclusions. External visits are taking place. Jo Dymond the Babcock School Effectiveness Adviser had visited the school to monitor SATS administration and will be visiting with Helen Eversett later this week. Karen Salter the Early Years Foundation stage (EYFS) Advisor is due to visit.</p> <p>The last BM Committee meeting had discussed clubs and following a conversation with Simon Barnes some clubs will be opened. There is a residential planned for current Year 5 in October/November when they are in Year 6.</p> <p>Following the question by Sandra Cartwright on the Education Recovery programme Heather provided detailed information on the resources being utilised including tutoring. Safeguarding reports had been provided to both the Learning and Welfare (LW) and BM Committee meetings. Support and advice is being sought for one particular aspect which is new to the school.</p> <p>a. Progress against the SIP, including the governing board section (self-audit and evidence of governor impact). Governors have meetings with staff and subject leaders and feedback to their committees.</p> <p>b. Consider convening a separate meeting of Governors and others to develop strategy, vision, curriculum or other</p>	
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		<p>strategic elements of school improvement. The strategy was reviewed and updated earlier in the year. The SIP will be reviewed by Heather and the new Headteacher prior to the summer break. Simon suggested that governors should be involved in the formation of the School Improvement Plan for 2022/2023 before it was adopted. Heather agreed to discuss this with Simon and Paul. .</p> <p>c. OFSTED Preparation. Helen Eversett was due to visit the school but this has been deferred until after the half term break. The HT and DHT had attended a session on the 90 minute phone call for Ofsted. Heather was asked to comment on areas where the school may be struggling and she said that the subject leaders had reviewed the curriculum for the school and this indicated where interventions are required. She also shared the SEF Summary.</p>	
FGB 105/2122	Finance	The final budget monitor for the FY 2021/2022 was provided to the last BM Committee meeting and the carry forward amount was £110536. BASC is now into surplus following the losses during Covid and £11300 is the carry forward for BASC.	
FGB 106/2122	Personnel	The new headteacher, Sally Herbert, has been appointed and she will join the school in September.	
FGB 107/2122	Data Protection	There are no DP matters to report but the new data controller will be visiting the school to meet with Heather Poustie and Kay Dicken.	
FGB 108/2122	Collaboration	Heather reminded the governors of the schools in the group and those that we meet most closely with. She also outlined the role of the group and the various teams formed within the group.	

FGB 109/2122	Safeguarding	A report had been provided to both Committees and is in the papers for those meetings.	
FGB 110/2122	Governance	<p>To consider the following:</p> <p>a. Dates for FGB and committee meetings for 2022/2023 academic year. <b>Agreed to be circulated and added to the website.</b></p> <p>b. Governor vacancies. Currently we have a vacancy for a parent governor and will have a vacancy for a co-opted governor following the resignation of Oliver Laity which he announced at this point.. The appointment of the chair of the BM Committee will added to the agenda of the next meeting. Andrew McKenzie was appointed as Finance Lead.(Andrew will therefore take over the consultation role over caretaker’s pay delegated to Oliver above)  <b>Clerk to advise Babcock and GIAS of the resignation.</b></p> <p>c. Feedback on Governor’s Training – Lex had attended a Primary Curriculum course which she found very useful..</p> <p>d. 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.). A report from the working group had been circulated with the meeting papers. The paper suggests that we should approach Dally Herbert on where she believes we should be going and speak to the other collaboration group schools about any possible plans that they may have.  The working group comprises Sandra Cartwright, Kate Eames, Ruth Dennis, Andrew McKenzie, Paul Evemy and Simon Barnes</p>	<p>a. <b>Clerk</b></p> <p>b. <b>Clerk</b></p> <p>c. <b>To be on agendas as a standing item.</b></p>



FGB 111/2122	Committees	Governors were invited to ask questions on the minutes of the following committees: a. Learning & Wellbeing Committee (9 May 2022) No questions were raised. b. Business Management Committee (16 May 2022) No questions were raised.	
FGB 112/2122	Policies	The following policies/document were agreed/ratified as shown: <b>None</b>	
FGB 113/2122	Information provided by the Clerk	New governors were advised the documents that they will be provided with including the Governance Alert(weekly) and the Checklist (termly) plus the Governor's Code of Conduct and the Governance Handbook. <b>Clerk to forward as appropriate</b>	<b>Clerk</b>
FGB 114/2122	Matters for the next agenda	The following matters were agreed for the next agenda: a. Teaching and Learning <ul style="list-style-type: none"> <li>● To receive the headteacher's report and consider implications, actions raised and decisions required</li> <li>● OFSTED Preparation</li> </ul> b. Finance c. Data Protection d. Personnel e. Collaboration Working Group f. Safeguarding. g. Governance <ul style="list-style-type: none"> <li>● Agree election procedure &amp; term of office for the chair &amp; vice-chair</li> <li>● Agree membership, terms of reference &amp; levels of delegation for committees/lead roles</li> <li>● Review governance and policy areas of school website to ensure compliance</li> <li>● Discuss and affirm the school vision statement and</li> </ul>	

		<p>school strategy</p> <ul style="list-style-type: none"> <li>● Ratify proposed staffing structure for the following year</li> <li>● Review impact of governor/clerk training activities on governing board effectiveness</li> <li>● Review progress school has made, recognise and celebrate</li> <li>● Discuss any Governor vacancies</li> <li>● To agree the work plan for 2022/2023</li> <li>● Partnership Working Group)</li> <li>● Presentation from Lex Gainsbury on the impact of the pandemic on children and young people.</li> <li>● To review the list of lead governors</li> </ul> <p>h. Committee Reports</p> <ul style="list-style-type: none"> <li>a. Learning &amp; Wellbeing Committee (27 June 2022)</li> <li>b. Business Management Committee (4 July 2022)</li> </ul> <p>i. Policies and other documents:</p>	
FGB 115/2122	Date of next meeting	<b>Monday 11 July 2022 at 1830 at the School</b>	

The meeting closed at **2029**

**Signed as a true record**

Signed	Date: <b>!! July 2022</b>
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### **Collaboration Project**

The primary schools involved are:

1. Bishopsteignton Primary School
2. Bradley Barton Primary School

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3. Canada Hill Community Primary School,
4. Chudleigh CE VC Community Primary School,
5. Decoy Community Primary School,
6. Denbury Community Primary School,
7. Kingskerswell C of E Primary School,

8. The Grove School
9. Abbotskerswell Primary School.
10. Highweek Primary School

**Subject Staff and Governor Leads** (as at 18 March 2022)

<b>Subject</b>	<b>Staff Member</b>	<b>Governor (lead/deputy)</b>
Assessment	Heather Poustie	Kate Eames
Community, Staff and Parental Links	Heather Poustie	Simon Barnes
Climate Change	Cassie Smith	Paul Evemy
Computing/SCITT	Stephen Ball	Oliver Laity
Curriculum	Dave Lee	Sandra Cartwright
Design Technology/Display and Environment	Emma Pryde	
Diversity	Amanda Donnai	
Early Years Foundation Stage	Cassie Smith	Gill Quantrell/Ruth Dennis
Key Stage 1 Team Leader	Helena Thomsett (maternity)	Gill Quantrell/Ruth Dennis
Educational Visits Co-ordinator (EVC)	John Smith (awaiting training - Toby Strick covering)	See H&S
Extended School (BASC)	Tanya Bull	Paul Evemy/Ruth Dennis/Ruth Shoare
Finance	Kay Dicken	Andrew McKenzie
Geography	Rachel Lawton/Debbie Searle	Loosely covered under Curriculum
GDPR	Kay Dicken	Oliver Laity
Health & Safety/Wellbeing	Kay Dicken	Paul Evemy/Ruth Shoare/Lex Gainsbury (To be confirmed)
History	Sarah Fraser	Loosely covered under Curriculum
KS2 Team Leader	Stephen Ball	

Library	Emma Lidbury	Simon Barnes
Literacy	Craig Veal	Paul Evemy
Maths	Yvonne Morrell	Kate Eames
Modern Foreign Languages (MFL)	Toby Strick	Loosely covered under Curriculum
Music	John Smith	Loosely covered under Curriculum
PE	Toby Strick	Oliver Laity
Art and Design	Emily Simpson	Loosely covered under Curriculum
Performance data	Heather Poustie	Kate Eames
Phonics	Cassie Sinclair	Gill Quantrell
PSHE (SRE)	Cassie Sinclair	Sandra Cartwright
RE	Helena Thomsett (maternity)	Sandra Cartwright
Pupil Premium Grant	Heather Poustie/Vicky Stables	Simon Barnes/Lex Gainsbury
Safeguarding Lead	Dave Lee	Sandra Cartwright/Paul Evemy
Science	Charlotte Hodgson	Loosely covered under Curriculum
SENDCo	Vicky Stables	Paul Evemy/Sandra Cartwright
Volunteers and work experience	Helen Cammack	Ruth Dennis
Website	Stephen Ball/Heather Poustie	Oliver Laity