

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Full Governing Body

DATE

17/05/2021

GOVERNOR ATTENDANCE									
	Type	End of Term	05/10/2020	07/12/2020	01/02/2021	29/03/2021	17/05/2021	12/07/2021	Date Resigned
HEATHER POUSTIE	Headteacher	Ex-officio	P	P	P	P	P		
PAUL EVMY	LA	14/10/2022	P	P	P	P	P		
SIMON BARNES	Co-opted	14/10/2021	P	P	P	P	P		
OLIVER LAITY	Co-opted	22/03/2024	S	P	P	S	P		
SANDRA CARTWRIGHT	Co-opted	15/10/2021	P	P	P	P	S		
PAUL REYNOLDS	Co-opted	10/12/2021	P	P	P	P	P		
CRAIG VEAL	Staff	08/12/2023	P	S	P	S	P		
GILL QUANTRELL	Co-opted	08/12/2023	P	P	P	P	L		
RUTH DENNIS	Co-opted	04/10/2024	P	P	S	P	S		
KATE EAMES	Co-opted	04/10/2024	P	P	P	S	P		
CHRIS WINFIELD	Parent	05/10/2024	P	P	P	P	S		
KEITH MOORE	Parent	13/10/2023	P	S	P	P	L		
RUTH SHOARE	Parent	06/12/2024			P	P	P		
VACANT	Parent								
VACANT	Parent								

ALEX KIRKBRIDE	Parent	10/2019	S						18/10/2019
CLAIRE MOORS	Co-opted	10/2019	P						18/10/2019

P – Present
A – Absent

S – Sanctioned
L – Late arrival

Visitors: None

Chaired by	Simon Barnes	Clerked by	Pete Osborne
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Agenda:

- FGB 74/2021 Attendance and associated matters
- FGB 75/2021 Declaration of interests
- FGB 76/2021 To agree the Minutes of the last meeting
- FGB 77/2021 Division of Agenda
- FGB 78/2021 To discuss any matters arising from the minutes and not on this agenda
- FGB 79/2021 Urgent business brought forward at the discretion of the Chair
- FGB 80/2021 Headteacher's Verbal Update
- FGB 81/2021 Finance
- FGB 82/2021 Personnel
- FGB 83/2021 Data Protection
- FGB 84/2021 Collaboration
- FGB 85/2021 Safeguarding
- FGB 86/2021 Governors
- FGB 87/2021 Committees
- FGB 88/2021 Policies
- FGB 89/2021 Information provided by the Clerk
- FGB 90/2021 Matters for the next agenda

FGB 210517

FGB 91/2021 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
76/2021	Minutes to website	Clerk	asap
81/2021	Finance Policy to be on the agendas for the next BM Committee and FGB	Kay Dicken/Clerk	asap
81/2021	Charging and Remissions Policy to be on the next FGB Agenda	Clerk	asap
81/2021	Clerk to update the Website with relevant information on Governors including Biographies and photographs.	Clerk	asap
82/2021	Action the request for secondment as necessary	Heather Poustie/Kay Dicken	asap
86a/2021	Clerk will notify individual governors where there may be training requirements	Clerk	asap
88e/2021	Include the Redundancy policy on the agenda for the next BM Committee meeting	Heather Poustie/Clerk	14/06/2021
88g/2021	Supporting Pupils at School with Medical Conditions Policy to be on the agenda for the next LW Committee Meeting	Heather Poustie/Paul Reynolds/Paul Evemy/Clerk	14/06/2021

FGB 74/2021	To record those who were present, accept apologies and sanction absences where appropriate and welcome any	The meeting commenced at Visitors: None Apologies: Chris Winfield, Ruth Dennis and Sandra Cartwright and sanctioned.	
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	visitors	The quorum for this meeting is 7 governors. This was a remote meeting.	
FGB 75/2021	Declaration of interests. Governors are 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 76/2021	Minutes of the last meeting held 29 March 2021	Agreed and signed. Copy to Headteacher and to be placed on website	Clerk to place on website
FGB 77/2021	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 78/2021	To discuss any matters arising from the minutes and not on this agenda	None	
FGB 79/2021	Urgent business brought forward at the discretion of the Chair	None	
FGB 80/2021	Headteacher's Verbal update to include SIP and Teaching and Learning	Heather Poustie provided a brief verbal update but said that many of the matters have been discussed in recent meetings. Curriculum development had been the subject of a number of successful meetings. The LW and BM Committee meetings had covered in detail the teaching and Learning and Business matters. A governor asked whether there are any concerns of staff after returning from lock down. Pupil attendance	

		<p>is 97% and covid safety measures including face shields for close work are being used. The school is also looking at possible residential later in the year. Craig Veal commented that he is not aware of any concerns of staff but there is some frustration on not being able to fully open after school clubs but this will change as we move further into the removal of covid related measures. Heather commented that one concern is parents carrying out lateral flow testing when children have coughs and reporting that the child is clear. Covid measures have not been reduced from those imposed when the situation was at a high state in Devon.</p>	
FGB 81/2021	Finance	<p>The audit took place on 4/5 May 2021. There had been a meeting to discuss the report and the following were the comments:</p> <ul style="list-style-type: none"> ● Finance Policy – new update version released in February 2021 and requires reviewing, updating and approving. To be on the next FGB Agenda ● Budget required to be reported 6 items a year (currently only 3 times). ● Charging & Remissions Policy to be approved by FGB. To be on the next FGB Agenda ● HT Appraisal ToRs to be approved. On this agenda ● Business Interest forms to reflect information on Governor information on the website ● Asset Management Plan to be produced and approved ● Inventory check to be carried out <p>Keith Moore arrived at this point</p>	<p>Kay Dicken/Clerk</p> <p>Clerk</p>

		<p>Keith Moore said that the Auditor had said that the Clerk and Kay Dicken had been extremely helpful and professional in their meetings with the auditor.</p> <p>A Governor asked whether VAT is applicable to all payments and if the items are few then the cost of checking each one might not be cost effective. Heather replied that Kay Dicken was looking into this matter.</p> <p>Clerk to update the Website with relevant information on Governors including Biographies and photographs.</p>	Clerk
FGB 82/2021	Personnel	<p>Becky Hughes had worked with the Devon SpLD (Dyslexia) Service with the LA and has been offered a secondment for a year. She has also been given a 2 year contract with St Peter's school to work on dyslexia and she requested a reduction in hours and the secondment. Heather Poustie provided background information and supported the request. Paul Evemy as Chair of the LW Committee was aware of the request and supported the application. A governor asked how the gap will be filled and Heather advised that she is holding a meeting with relevant staff next week to discuss filling the vacancy.</p> <p>Governors approved the secondment.</p>	Heather Poustie
FGB 83/2021	Data Protection	There have been no incidents to report.	
FGB 84/2021	Collaboration	The Group had shared contacts on Literacy, Maths and SENDCo to allow collaborated working to go ahead during this term. The group will continue to work remotely for the foreseeable future.	

FGB 85/2021	Safeguarding	A report had been submitted to both the LW and BM Committees and there was no further information to be provided.	
FGB 86/2021	Governors	<p>a. Governors' skills audit and Governor Training needs – the Clerk will notify individual governors where there may be training requirements.</p> <p>b. Terms of Reference for the HT Appraisal Panel – Approved</p> <p>Gill Quantrell arrived at this point</p>	Clerk
FGB 87/2021	Committees	<p>Governors were invited to ask questions on the minutes of the following committees:</p> <p>a. Learning & Wellbeing Committee (10 May 2021). No questions were raised.</p> <p>b. Business Management Committee (26 April 2021). No questions were raised.</p>	
FGB 88/2021	Policies	<p>The following policies/document were agreed/ratified as shown:</p> <p>a. Grievance Policy - Approved</p> <p>b. Capability Policy - Approved</p> <p>c. Acceptable Behaviour Policy - Approved</p> <p>d. Disciplinary Policy - Approved</p> <p>e. Redundancy Policy – Deferred to BM Committee</p> <p>f. Scheme of Delegation - Approved</p> <p>g. Supporting Pupils at School with Medical Conditions Policy – Referred back to the LW Committee to approve</p>	
FGB 89/2021	Information provided by the Clerk	The next edition of Governance Today will be available after the half term break and that will include the training programme for the Autumn Term. Governors are asked to look at the programme for the remainder of this term and for the Autumn Term and inform the Clerk of any training requirements.	All

		Governors are asked to be ready to provide information on any training that they have attended between FGB meetings. This should ideally be 3 bullet points that they can share with the Board	All
FGB 90/2021	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <ul style="list-style-type: none"> ● Headteacher's update to include SIP and Learning ● Finance <ul style="list-style-type: none"> a. Feedback from Audit ● Data Protection ● Personnel ● Collaboration Working Group ● Safeguarding. ● Governors <ul style="list-style-type: none"> a. Governors Training ● Committee Reports <ul style="list-style-type: none"> a. Learning & Wellbeing Committee (28 June 2021) b. Business Management Committee (5 July 2021) ● Policies and other documents: <ul style="list-style-type: none"> a. Finance Policy b. Charging and Remissions Policy 	
FGB 91/2021	Date of next meeting	Monday 12 July 2021 at 1830	

The meeting closed at **1940**

Signed as a true record

Signed: Keith Moore	Date: 12 July 2021
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Collaboration Project

The primary schools involved are:

1. Bishopsteignton Primary School
2. Bradley Barton Primary School
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. Starcross Primary School,
9. The Grove School
10. Abbotskerswell Primary School.

Subject Staff and Governor Leads (as at 23 March 2020)

Subject	Staff Member	Governor (lead/deputy)
Assessment	Heather Poustie	
Community, Staff and Parental Links	Heather Poustie	Keith Moore
Computing/SCITT	Stephen Ball	Oliver Laity
Curriculum	Dave Lee	Sandra Cartwright
Design Technology/Display and Environment	Emma Pryde	
Early Years Foundation Stage	Cassie Smith (Temp)	Gill Quantrell
Key Stage 1	Helena Thomsett (Temp)	Gill Quantrell
Educational Visits Co-ordinator (EVC)	Toby Strick	
Extended School	Tanya Bull	
Finance	Kay Dicken	Oliver Laity
Geography	Rachel Lawton	
GDPR	Kay Dicken	Paul Reynolds
Health & Safety	Kay Dicken	Paul Reynolds
History	Sarah Fraser	
KS2 (Lower)	Yvonne Morrell	
KS2 (Upper)	Becky Hughes	
Library	Emma Lidbury	Simon Barnes
Literacy	Becky Hughes	Paul Every
Maths	Yvonne Morrell	Chris Winfield
Modern Foreign Languages (MFL)	Lee Cheeseworth	
Music	John Smith	
PE	Craig Veal	Oliver Laity
Performance Arts (Art/Dance/Drama)	Emily Simpson	

Performance data	Heather Poustie	Chris Winfield
PSHE (SRE)	Cassie Sinclair	Sandra Cartwright
RE	Helena Thomsett	Sandra Cartwright
Pupil Premium Grant	Heather Poustie/Vicky Stables	Simon Barnes
Safeguarding Lead	Dave Lee	Sandra Cartwright/Paul Evely
Science	Charlotte Hodgson/Amanda Donnai	Chris Winfield
SENDCo	Vicky Stables	Paul Evely/Sandra Cartwright
Volunteers and work experience	Helen Cammack	Paul Reynolds