

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Board of Governors

DATE;

14/10/2019

GOVERNOR ATTENDANCE									
	Type	End of Term	14/10/2019	09/12/2019	03/02/2019	23/03/2019	18/05/2019	13/07/2019	Date Resigned
HEATHER POUSTIE	Headteacher	Ex-officio	P						
PAUL EVMY	LA	10/2022	P						
SIMON BARNES	Co-opted	10/2021	P						
ALEX KIRKBRIDE	Parent	10/2019	S						
CLAIRE MOORS	Co-opted	10/2019	P						18/10/2019
KEITH MOORE	Parent	10/2019	P						
OLIVER LAITY	Parent	3/2020	P						
SANDRA CARTWRIGHT	Co-opted	10/2021	P						
PAUL REYNOLDS	Co-opted	12/2021	P						
VACANT	Parent								
CHRIS WINFIELD	Co-opted	7/2022	P						
VACANT	Staff								
VACANT	Co-opted								
VACANT	Co-opted								
VACANT	Parent								

COLIN BROWN	Co-opted								02/10/19
SIAN CARNELL	Parent								23/07/19

P – Present
A – Absent

S – Sanctioned
L – Late arrival

Visitors: None

Prior to the start of the meeting Heather Poustie delivered Safeguarding for staff and volunteers - governors (1).training.

Chaired by	Keith Moore	Clerked by	Pete Osborne
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Agenda:

- FGB01/1920 To record those Present, accept any apologies and welcome any visitors
- FGB02/1920 To agree the Minutes of the last meeting
- FGB03/1920 To discuss any matters arising from the minutes and not on this agenda
- FGB04/1920 Urgent business brought forward at the discretion of the Chair
- FGB05/1920 Division of Agenda
- FGB06/1920 Declaration of interests
- FGB07/1920 Election of the Chair and Vice Chair
- FGB08/1920 Headteacher's Report
- FGB09/1920 SIP and Learning
- FGB10/1920 Personnel
- FGB11/1920 Data Protection
- FGB12/1920 Collaboration
- FGB13/1920 Safeguarding
- FGB14/1920 Governors
- FGB15/1920 Committees
- FGB16/1920 Policies
- FGB17/1920 Information provided by the Clerk

FGB 191014

FGB18/1920 Matters for the next agenda
 FGB19/1920 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
02/1920	Minutes to website	Clerk	asap
03b/1920	Distribute the training feedback form	Clerk	15/10/2019
07/1920	Notify Babcock of the appointments of Chair and Vice Chair	Clerk	asap
09a/1920	SIP Priority 1. Arrange a meeting to work towards a Communications Strategy and provide feedback to the next FGB meeting	Keith Moore	01/12/2019
9b/1920	Include Governor visits on the agenda for the L&W Committee on 11 November 2019	Clerk	01/11/2019
9d/1920	Include SOAP on the agenda for the next L&W Committee meeting.	Heather Poustie/Clerk	01/11/2019
10b/1920	The Clerk is to produce the Agenda and the Terms of Reference for the Pay committee on 13 November 2019.	Clerk	asap
14a/1920	Provide feedback to Keith Moore on the draft Strategic Plan	All	asap
14b/1920	Provide a full description of each with the objectives and the standards needed to provide evidence of completion	Keith Moore	01/12/2019
14c/1920	Place advertisements in Inspiring Governance and SGOSS for co-opted Governors.	Clerk	asap
14d/1920	Governors are asked to reach out to any potential candidates to encourage applications.	All	asap
14e/1920	Notify Babcock of the re-appointment of Keith Moore as a parent governor	Clerk	asap
14f/1920	Update and sign Register of Business Interests to be on Committee agendas	Clerk	01/11/2019
17/1920	Distribute the next edition of Governance Today ecopy and the training programme for the Spring Term when available.	Clerk	asap

	Item	Notes	Action
01/1920	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	The meeting commenced at 1906 Visitors: None Apologies: Alex Kirkbride and sanctioned The quorum for this meeting is 6 governors.	
02/1920	To agree the Minutes of the last meeting held 15 July 2019	Agreed and signed. Copy to Headteacher and to be placed on website	Clerk to place on website
03/1920	To discuss any matters arising from the minutes and not on this agenda	The following were outstanding actions from the minutes: a. Resources for Governance section of the SIP to be researched – Now in the SIP b. Provide a training feedback form – Governor attending training will receive a copy as part of the course documentation however the Babcock form has now been typed up and will be distributed on Tuesday 15 October 2019.	Clerk
04/1920	Urgent business brought forward at the discretion of the Chair	Children’s University. Chris Winfield asked whether this project is still underway. Simon Barnes said that this is included in the Pupil Premium report. It was also explained that the project creates a significant amount of work.	
05/1920	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
06/1920	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

07/1920	Election of the Chair and Vice Chair	The following were elected: Chair – Keith Moore Vice Chair – Simon Barnes Clerk to notify Babcock of the appointments	Clerk
08/1920	Headteacher's Update	This item was removed due to the implementation of the revised workplan. To be on the next meeting.	
09/1920	SIP	<p>a. Update on the SIP and agree SIP priorities. The draft revised SIP had been distributed prior to the meeting and Heather Poustie provided a brief overview of the process used to produce the SIP. The SIP now has links to the Strategic Plan agreed by Governors at the end of the Summer Term.</p> <p>There was an overview of each of the 7 Key Priorities which are (full details are in the SIP)</p> <p>Priority 1. Intent.: To secure high-quality communication with all stakeholders. Keith Moore said that this is a key measure and he would wish to take on the role of lead governor for communication and identify if there are any other governors or parents who would wish to be involved in producing a strategy for communication.</p> <p>Priority 2.</p> <p>(A) Intent: To improve outcomes in writing progress and attainment to be in line with national and Devon.</p> <p>(B) Intent: To embed the teaching of vocabulary within the curriculum across the school.</p> <p>(C) Intent: To integrate Accelerated Reader fully from Year 2 -6.</p> <p>(D) Intent: To ensure handwriting is taught consistently across KS1 and intervention put in place for KS2.</p>	Keith Moore

		<p>(E) Intent: Develop a multi-sensory approach to teaching phonics and spelling to children with Literacy difficulties.</p> <p>Priority 3. To raise attainment and progress in maths to be at least in line with Devon and National.</p> <p>(A) Intent: To improve understanding of fractions/decimal and percentages across the school.</p> <p>(B) Intent: To ensure the Year 6 cohort and new Year 6 teachers are fully prepared for SATs. Claire Moors asked how this is to be achieved and Heather Poustie explained the staffing measures being in put in place to ensure continuity of teaching.</p> <p>(C) Intent: To imbed recent initiatives of focus on Reasoning and regular fluency practise</p> <p>(D) Intent: To ensure Year 4 pupils are well prepared for Times table check in May/June and results are in line with national</p> <p>(E) Intent: To increase parental understanding of the Maths curriculum.</p> <p>(F) Intent: To develop use of concrete resources across school</p> <p>Priority 4. Intent: For our curriculum to be engaging, broad and relevant</p> <p>Priority 5. Intent: Grow leadership – subject leaders and Unit leaders</p> <p>Priority 6. Intent: Embed an ethos and commitment to reduce our impact as a school and as individuals on climate change</p> <p>Priority 7. Intent: To support well-being of the school community</p> <p>Governors asked questions regarding staff wellbeing and the possible need for a staff member being mental health first aid trained. Paul Evemy asked whether there was any evidence of staff being sent emails out of hours and if there was any expectation of immediate responses. This prompted a brief discussion on the subject, and it was suggested that a short survey be conducted to see if there</p>	
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		<p>is any evidence of this happening. Heather Poustie uses an out of hours message which could be utilised by other staff members.</p> <p>Governors also spoke about some of the information included in the impact column of the SIP and the need to fully utilise this column, including differentiating between intended and achieved impacts.</p> <p>Chris Winfield asked whether it is possible to include links between the SIP and the Governors Strategy. <i>The SIP is in its draft form and these links can be added in addition to other areas where there is a need for further clarification.</i></p> <p>The SIP is to be brought back to a future meeting in its final form.</p> <p>b. Timetable a series of governor monitoring visits for the year, linked to the SIP priorities Consider data & exam results with evidence from L&W Committee. Paul Evely explained that the visits are to be arranged at the next L&W meeting on 11 November 2019.</p> <p>c. Review curriculum development with input from L&W committee. There is an external review visit on 7 November 2019 to consider and have an overview of the Curriculum and its planning. Heather Poustie suggested that it would be appropriate for governors to be involved. Keith Moore, Chris Winfield and Paul Evely have volunteered to attend the visit and the feedback session at the end of the day. Heather Poustie to finalise arrangements and let the three governors know when they are needed.</p>	<p>Heather Poustie</p> <p>Clerk</p>
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		<p>d. Discuss and agree response to School on a Page (SOAP) school and governance evaluation. The SOAP is to be on the agenda for the next L&W Committee meeting.</p> <p>e. A presentation on data and related matters. This is be arranged or a later date.</p>	Heather Poustie/Clerk
10/1920	Personnel	<p>a. Confirm arrangements for the HT performance management process, appointment of outside adviser and appraisal governors. Ensure at least one member of the appraisal panel has (will undertake) relevant training. It was agreed that Julie Stevens be appointed as the external advisor. Keith Moore and Simon Barnes will form the Panel and the clerk is to check whether the panel should have 2 or 3 members. After Note by the Clerk. The guidance is for 2 or 3 governors</p> <p>b. Membership of the Pay Committee. The Pay Committee was agreed as Paul Reynolds, Oliver Laity and Paul Evemy meeting at 6 p.m. on 13 November 2019. The Clerk is to produce the Agenda and the Terms of Reference.</p>	Clerk Clerk
11/1920	Data Protection	This item was deferred to the next BM Committee meeting.	Heather Poustie/Clerk
12/1920	Collaboration	Heather Poustie explained that there have been some changes to the group. She also spoke on the training with Mr P ICT and the staff attending had been impressed by the information provided and recommended that others should attend. The knowledge acquired is now being shared with other staff members. Attendance has proved to be a great benefit across the school. Heather is also meeting the new Headteacher at Coombeshead Academy.	
13/1920	Safeguarding	Refresher training is taking place this half term and also PREVENT training. The Single Central Record (SCR) has been updated and is	

		near completion. There is an intention that a BASC staff member be trained to Level 3.	
14/1920	Governors	<p>To consider the following:</p> <p>a. Follow-up from the Strategy Day – this was effectively covered during the discussion on the SIP. Governors were asked to feedback any comments on the document circulated.</p> <p>b. Board objectives for the year. The following were agreed, and Keith Moore is to provide a full description of each with the standards needed to provide evidence of completion:</p> <ol style="list-style-type: none"> 1) Fill governor vacancies. This led to discussion on the skills required of potential Governors and the Clerk will place advertisements on Inspiring Governance and SGOSS. Governors are asked to reach out to any potential candidates to encourage applications. 2) Communication. 3) Better meeting management. <p>c. Agree the Code of Conduct. The NGA 2019 Code had been distributed and was agreed, subject to bringing into Decoy house style and repagination.</p> <p>d. Ensure all board members have read KCSiE & signed to confirm. Governors agreed that they had read the documents.</p> <p>e. Discuss any Governor vacancies and recruitment -The subject of the number of vacancies was discussed and ways to remedy this. The Clerk is to place advertisements on both Inspiring Governance and SGOSS. Keith Moore was re- appointed a parent governor. Babcock is to be notified of the appointment.</p> <p>f. Update and sign Register of Business Interests – to be completed at Committee meetings.</p> <p>g. Confirm delegation of Lead Governor roles to committees – to remain as now and to be on a future agenda when new governors are</p>	<p>All</p> <p>Keith Moore</p> <p>All</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

		appointed. h. Agree policy review schedule - agreed	
15/1920	Committees	Governors were invited to ask questions on the minutes of the following committees: a. Learning & Wellbeing Committee (23 September 2019) – None b. Business Management Committee (30 September 2019) – None	
16/1920	Policies	The following policies/document were agreed/ratified as shown: a. Child Protection Policy – Agreed	
17/1920	Information provided by the Clerk	The next edition of Governance Today is to be issued after the half term holiday and an ecopy and the training programme for the Spring Term will be distributed when available.	Clerk
18/1920	Matters for the next agenda	The following matters were agreed for the next agenda (subject to the changes in the new work plan): <ul style="list-style-type: none"> ● Headteacher’s Report - Receive headteacher’s report and consider implications, actions raised, and decisions required ● Finance <ul style="list-style-type: none"> a. Budget monitor b. Consider LA Admissions Arrangements for 2 years hence ● SIP and Learning <ul style="list-style-type: none"> a. 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 b. Review and comment upon draft SIP ensuring that governor monitoring points and success criteria are clearly established c. Approve SIP ● Data Protection ● Audit of DP ● Personnel <ul style="list-style-type: none"> a. Ratify HT appraisal panel recommendations 	

		<ul style="list-style-type: none"> b. Receive information on Teacher Progressions <ul style="list-style-type: none"> ● Collaboration Working Group ● Safeguarding. ● Governors <ul style="list-style-type: none"> a. Training ● Committee Reports <ul style="list-style-type: none"> a. Learning & Wellbeing Committee (11 November 2019) b. Business Management Committee (25 November 2019) ● Policies and other documents: <ul style="list-style-type: none"> a. SEND b. Teacher Appraisal c. Teachers Pay policy 	
119/1920	Date of next meeting	Monday 9 December 2019 at 1830	

The meeting closed at **2049**

Signed as a true record

Signed	Date:
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Collaboration Project

The primary schools involved are:

1. Decoy
2. Denbury
3. Kingskerswell
4. The Grove, Totnes

FGB 191014

5. Canada Hill
6. Bradley Barton
7. Chudleigh

Subject Staff and Governors

Subject	Staff Member	Governor (lead/deputy)
Assessment/Educational Visits Co-ordinator (EVC)	Heather Poustie	
Community, Staff and Parental Links		
Computing/SCITT	Stephen Ball	Oliver Laity
Curriculum		Alex Kirkbride
Design Technology/Display and Environment	Emma Pryde	
Early Years Foundation Stage/Key Stage 1	Gill Quantrell	
Educational Visits Co-ordinator (EVC)	Toby Strick	
Extended School	Tanya bull	
Finance	Kay Dicken	Claire Moors
Geography	Sarah Fraser	
Health & Safety	Kay Dicken	Paul Reynolds
History	Helen Cammack	
KS2	Craig Veal	
Library	Emma Lidbury	
Literacy	Becky Hughes	Paul Evely
Maths	Yvonne Morrell	Chris Winfield
MFL	Lee Cheeseworth	
Music	Not yet appointed	
Nursery	Cassie Smith	
PE	Toby Strick/Craig Veal	Oliver Laity
Performance Arts (Art/Dance/Drama)	Emily Simpson	
Performance data	Heather Poustie/David Lee	Chris Winfield
Phonics	Amanda Donnai	

PSHE	Maggie Stevens	
RE/Children's University	Helena Thomsett	
Pupil Premium Grant	Helena Thomsett	
Safeguarding Lead	Dave Lee	Alex Kirkbride
Science	Charlotte Hodgson	Chris Winfield
SENDCo	Vicky Stables	Paul Every/Sandra Cartwright