

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE
;

Full Governing Body

DATE;

03/02/2020

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	P	P				
PAUL EVMY	LA	10/2022	P	P	P				
SIMON BARNES	Co-opted	10/2021	P	P	P				
KEITH MOORE	Parent	10/2019	P	S	P				
OLIVER LAITY	Parent	3/2020	P	S	P				
SANDRA CARTWRIGHT	Co-opted	10/2021	P	P	P				
PAUL REYNOLDS	Co-opted	12/2021	P	P	S				
CHRIS WINFIELD	Co-opted	7/2022	P	P	P				
CRAIG VEAL	Staff	12/23			P				
GILL QUANTRELL	Co-opted	12/23		P	P				
VACANT	Co-opted								
VACANT	Parent								
VACANT	Parent								
VACANT	Parent								
VACANT	Co-opted								

COLIN BROWN	Co-opted								02/10/19
SIAN CARNELL	Parent								23/07/19
ALEX KIRKBRIDE	Parent	10/2019	S						18/10/2019
CLAIRE MOORS	Co-opted	10/2019	P						18/10/2019

P – Present

S – Sanctioned

A – Absent

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
------------	--------------------	------------	---------------------

Agenda:

- FGB 38/1920 Attendance and associated matters
- FGB 39/1920 To agree the Minutes of the last meeting
- FGB 40/1920 To discuss any matters arising from the minutes and not on this agenda
- FGB 41/1920 Urgent business brought forward at the discretion of the Chair
- FGB 42/1920 Division of Agenda
- FGB 43/1920 Declaration of interests
- FGB 44/1920 SIP and Learning
- FGB 45/1920 Personnel
- FGB 46/1920 Data Protection
- FGB 47/1920 Collaboration
- FGB 48/1920 Safeguarding
- FGB 49/1920 Governors
- FGB 50/1920 Committees
- FGB 51/1920 Policies

FGB 200203

FGB 52/1920 Information provided by the Clerk
 FGB 53/1920 Matters for the next agenda
 FGB 54/1920 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
38/1920	Minutes to website	Clerk	asap
40/1920	Resource suitable training on GDPR for the lead governor	Clerk	01/03/2020
44/1920	Progress against the governance section of the SIP to be included in the LW and BM Committee agendas	Clerk	asap
49d/1920	Board Objectives considering a full description of each objective and the standards needed to provide evidence of completion	Keith Moore/Clerk	01/03/2020
50b/1920	Notify Kay Dicken of the decisions brought forward from the BM Committee	Clerk	asap
	Distribute an ecopy of Governance Today and training programme when available	Clerk	asap

	Item	Notes	Action
381920	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>Visitors: None</p> <p>Apologies: Paul Reynolds and sanctioned</p> <p>The quorum for this meeting is 5 governors.</p> <p>Keith Moore extended a welcome to the two new Governors and they were assigned to Committees, with their agreement, as follows:</p>	

		Gill Quantrell – L& W Committee Craig Veal - BM Committee The Clerk will provide them with necessary documents. Prevent Training. The documents for the training had been circulated prior to the meeting and Heather Poustie provided the training.	Clerk
39/1920	To agree the Minutes of the last meeting held 9 December 2019	Agreed and signed. Copy to Headteacher and to be placed on website	Clerk to place on website
40/1920	To discuss any matters arising from the minutes and not on this agenda	The following were outstanding actions from the minutes: a. Resource suitable training on GDPR for the lead governor – None identified at the moment.	Clerk
41/1920	Urgent business brought forward at the discretion of the Chair	None	
42/1920	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
43/1920	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
44/1920	SIP and Learning	Progress against the governance section of the SIP (self- evaluation and impact on school improvement). Heather Poustie advised that this linked in with the progress across the SIP and the feedback and actions from Governor’s visits.	

45/1920	Personnel	Interviews are being held for a temporary teacher (Maternity cover). Support is in place for staff members where this is required. A member of staff is currently off sick and it was requested that certain payments for sick pay continue until the 31 March 2020. This was agreed.	
46/1920	Data Protection	a. Audit of Data Protection. Kay Dicken is utilising a document from The Key for an internal DP audit and this is to be shared at the next meeting. b. Other Data Protection matters. The ICO had been contacted for guidance on a data breach and they had given advice which indicated that this need not be reported.	Clerk
47/1920	Collaboration	Collaboration Working Group and approve the Collaboration MOU – The MOU had been discussed at the last meeting. Simon Barnes had reviewed in the interim and had expressed his satisfaction with it. The MOU was agreed for adoption. The last meeting of the Group was on 30 January 2020 but unfortunately due to internal circumstances there was no attendance from the school.	
48/1920	Safeguarding	There are currently no safeguarding matters. Prevent training has been completed and refresher training provided to staff	
49/1920	Governors	The following were considered: a. Governors' skills audit – this had been distributed and the clerk will provide feedback to the next meeting b. Review current partnership working and strategic plan for the school. The collaboration working group fulfils this requirement. There was a brief discussion on academisation/federation and it was agreed that currently the school will remain as a maintained school. c. Draft Strategy – Governors had been asked to provide feedback but apart from Chris Winfield, there had been no other comments. Chris briefly outlined his comments. Keith Moore accepted the comments	Clerk

		<p>and said that they will be considered at the next revision of the Strategy in 2022. It was agreed that the Strategy was now formalised.</p> <p>d. Board Objectives –consider a full description of each objective and the standards needed to provide evidence of completion. Deferred to the next meeting.</p> <p>e. Feedback on the meeting for the Communications Strategy. The meeting for the Communications Strategy had taken place and it was concluded that this is a significant task. Some outline actions had been agreed and a further meeting has been agreed. Oliver Laity asked whether the Strategy is to be wide-reaching and it was agreed that that it would encompass communication channels with all stakeholders.</p> <p>f. Training – No training had been undertaken</p>	<p>Keith Moore/Clerk</p>
50/1920	Committees	<p>Governors were invited to ask questions on the minutes of the following committees:</p> <p>a. Learning & Wellbeing Committee (20 January 2020) – there were no questions.</p> <p>b. Business Management Committee (27 January 2020) and approve the following referred from the BM Committee meeting:</p> <ol style="list-style-type: none"> 1) To approve that the SLAs be continued service for the next Financial Year after considering further information provided on the library - Agreed as listed including the library SLA. 2) To approve the financial benchmarking and accept the recommendation of the BM Committee that staff and supply costs continue to be monitored. Agreed. 3) To approve the Schools Financial Value Standards (SFVS) and ensure submission to the LA. Governors made various comments and amendments to the SFVS and recommended its acceptance to the FGB on 3 February 2020. Agreed and signed. 	<p>Kay Dicken</p> <p>Kay Dicken</p> <p>Keith Moore/Kay Dicken</p>

		<p>4) To approve the works related to the Fire Risk Assessment. It was agreed that Kay Dicken should progress the actions required and where necessary request approval for where it exceeds current limits.</p> <p>5) To approve the recommendation of the BM Committee that the minor works on the attached paper be carried out. There was a discussion on the reasons for the various works and explanations were provided on the needs. Agreed.</p>	<p>Kay Dicken</p> <p>Kay Dicken</p>
51/1920	Policies	<p>The following policies/document were agreed/ratified as shown:</p> <p>a. Finance Policy - Approved</p> <p>b. To Consider LA Admissions Arrangements for 2 years hence – deferred to the next meeting.</p> <p>c. Pupil Premium Strategy (From L&W Committee) – Agreed. To be placed on website</p>	
52/1920	Information provided by the Clerk	<p>The next edition of Governance Today will be available shortly after the half Term Holiday. An ecopy and the training programme for the Summer Term will be provided as soon as they are available</p>	Clerk
53/1920	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <ul style="list-style-type: none"> ● Headteachers Report ● Finance ● SIP and Learning ● Data Protection <ul style="list-style-type: none"> a. Audit of Data Protection ● Personnel ● Collaboration Working Group ● Safeguarding. ● Governors <ul style="list-style-type: none"> a. Governors' skills audit b. Board Objectives – To consider a full description of each objective and the standards needed to provide evidence of completion 	

		<ul style="list-style-type: none"> c. Training d. Review Staff and Governor Subject Leads ● Committee Reports <ul style="list-style-type: none"> a. Learning & Wellbeing Committee (9 March 2020) b. Business Management Committee (16 March 2020) ● Policies and other documents: <ul style="list-style-type: none"> a. E-safety strategies b. Emergency Management Plan & Business Continuity Plan c. To Consider LA Admissions Arrangements for 2 years hence 	
54/1920	Date of next meeting	Monday 23 March 2020 at 1830	

The meeting closed at **2000**

Signed as a true record

Signed	Date:
--------	-------

Collaboration Project

The primary schools involved are:

- | | |
|--|---|
| 1. Bishopsteignton Primary School | 6. Denbury Community Primary School, |
| 2. Bradley Barton Primary School | 7. Kingskerswell C of E Primary School, |
| 3. Canada Hill Community Primary School, | 8. Starcross Primary School, |
| 4. Chudleigh CE VC Community Primary School, | 9. The Grove School |
| 5. Decoy Community Primary School, | 10. Abbotskerswell Primary School. |

Subject Staff and Governor Leads (as at 3 February 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)	
Key Stage 1	Helena Thomsett (Temp)	
Educational Visits Co-ordinator (EVC)	Toby Strick	
Extended School	Tanya Bull	
Finance	Kay Dicken	Oliver Laity/Keith Moore
Geography	Rachel Lawton	
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 Evemy
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	Cassie Sinclair	
RE	Helena Thomsett	
Pupil Premium Grant	Heather Poustie/Vicky Stables	Simon Barnes
Safeguarding Lead	Heather Poustie	Sandra Cartwright/Paul Evemy
Science	Charlotte Hodgson/Amanda Donnai	Chris Winfield
SENDCo	Vicky Stables	Paul Evemy/Sandra Cartwright
Volunteers and work experience	Helen Cammack	