

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Full Governing Body

DATE

6 December 2021

GOVERNOR ATTENDANCE									
	Type	End of Term	11/10/2021	06/12/2021	31/01/2022	28/03/2022	16/05/2022	11/07/2022	Date Resigned
HEATHER POUSTIE	Headteacher	Ex-officio	P	P					
PAUL EVMY	LA	14/10/2022	P	P					
SIMON BARNES	Co-opted	14/10/2022	P	P					
OLIVER LAITY	Co-opted	22/03/2024	P	P					
SANDRA CARTWRIGHT	Co-opted	10/10/2025	P	P					
CRAIG VEAL	Staff	08/12/2023	S	P					
GILL QUANTRELL	Co-opted	08/12/2023	P	P					
RUTH DENNIS	Co-opted	04/10/2024	P	P					
KATE EAMES	Co-opted	04/10/2024	P	P					
VACANT	Co-opted								
RUTH SHOARE	Parent	06/12/2024	P	P					
ANDREW MCKENZIE	Parent	23/09/2025	P	P					
VACANT	Parent								
VACANT	Parent								
VACANT	Parent								
KEITH MOORE	Parent	13/10/2023							31/08/2021

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

P – Present
A – Absent

S – Sanctioned
L – Late arrival

In Attendance: Helen Eversett (Babcock)

Chaired by	Simon Barnes	Clerked by	Pete Osborne
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Agenda:

- FGB 20/2122 Attendance and associated matter
- FGB 21/2122 Safeguarding Presentation
- FGB 22/2122 Declaration of interests
- FGB 23/2122 Division of Agenda
- FGB 24/2122 To agree the Minutes of the last meeting
- FGB 25/2122 To discuss any matters arising from the minutes and not on this agenda
- FGB 26/2122 Urgent business brought forward at the discretion of the Chair
- FGB 27/2122 Headteacher’s Report
- FGB 28/2122 Finance
- FGB 29/2122 Personnel
- FGB 30/2122 Data Protection
- FGB 31/2122 Collaboration
- FGB 32/2122 Safeguarding
- FGB 33/2122 Governance
- FGB 34/2122 Committees
- FGB 35/2122 Policies
- FGB 36/2122 Information provided by the Clerk
- FGB 37/2122 Matters for the next agenda

FGB 38/2122 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
21/2122	Upload Safeguarding Presentation to Drive for Governors to view	Heather Poustie	asap
24/2122	Minutes to website	Clerk	asap
26/2122	a. Attendance Policy to be amended as agreed b. Equality and Diversity Statement to be placed on the website	Heather Poustie	asap
27a/2122	Parent Governors to review website	Ruth Shoare/Andrew McKenzie	31/01/2022
27c/2122	Circulate the Ofsted questions from The Key	Clerk	asap
28a/2122	Convene Extraordinary FGB for 13 December 2021	Clerk	asap
33a/2122	Take appropriate action on the change of meeting dates	Clerk	asap
33b/2122	Place the term dates for 2022-2023 on the website	Heather Poustie	asap
33/2122	c. Circulate the notes from the exclusions training. d. The Board objectives are to be redated and circulated. e. Strategic Plan. Paul Every's comments to be circulated f. Identify suitable training dates for HT Appraisal Panel and Safer Recruitment. g. Prepare a letter to Parents for Nominations for Parent Governors	c. Clerk d. Clerk e. Simon Barnes/Paul Every f. Clerk g. Clerk	c. asap d. asap e. asap f. asap g. asap

FGB 20/2122	To record those who were present, accept apologies and sanction absences where appropriate	The meeting commenced at 1840 In attendance: Helen Eversett (Babcock) Apologies: sanctioned.	
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FGB 6 December 2021

	and welcome any visitors	The quorum for this meeting is 6 governors. This was a virtual meeting using Zoom. .	
FGB 21/2122	Safeguarding Presentation	It was agreed that Heather Poustie would upload a presentation which she had recorded for Governors to view in their own time.	Heather Poustie
FGB 22/2122	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		None
FGB 23/2122	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)	None
FGB 24/2122	Minutes of the last meeting held 4 October 2021	Agreed and signed. Copy to Headteacher and to be placed on website	Clerk to place on website
FGB 25/2122	To discuss any matters arising from the minutes and not on this agenda	Approach suitable H&S professionals in an attempt to recruit a co-opted governor and provide feedback to the Chair. None identified - Clerk	
FGB 26/2122	Urgent business brought forward at the discretion of the Chair	h. Attendance Policy – The Policy is to be amended to say that the register closes at 9.10 and not 9.30. i. Equality and Diversity Statement – this was agreed and will be placed on the website	a. Heather Poustie b. Heather Poustie
FGB 27/2122	Headteacher's Report	a. The report had been distributed and Governors had been asked to raise any questions prior to the meeting. Heather highlighted the following areas which are covered in full in the Report:	

		<p>School numbers and basic characteristics</p> <p>Number on Roll Autumn Term 2021 - 427 Number on Roll Spring Term 2022 – 439</p> <p>Basic characteristics of the school – as of December 2021</p> <table border="0"> <tr> <td>% on SEND register</td> <td>17%</td> <td>Above national average</td> </tr> <tr> <td>% pupils with EHCP</td> <td>3.3%</td> <td>Above national average</td> </tr> <tr> <td>% Pupil Premium</td> <td>15%</td> <td>Below national average</td> </tr> </table> <p>Attendance</p> <p>Autumn Term 2021 (data until 10 November 2021) - 95.2%</p> <p>A recent attendance analysis gave 2020 -2021 overall attendance to be 97%. This is much higher than Devon and National data (see table below) and therefore possibly an inaccurate analysis and Alison Down our Educational Welfare Office (EWO) has been contacted so that we are now working together to scrutinise the data so as to ensure that this is accurate.</p> <p>Pupil Premium</p> <p>72 children are currently eligible for PP grant including 3 children in receipt of the ‘service’ grant.</p> <p>Simon is meeting with Heather on Wednesday 16th December 2021 to discuss the updated Pupil Premium Strategy Statement and Report which will then be uploaded onto the website. This will also include clarification on the % of PP children and how</p>	% on SEND register	17%	Above national average	% pupils with EHCP	3.3%	Above national average	% Pupil Premium	15%	Below national average	
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		<p>the work with PP Children could be reported to an inspector during any Ofsted Inspection.</p> <p>Staffing</p> <p>Staff absences are much higher than usual. There have been several reasons including positive COVID tests, childcare for children testing positive, childcare due to children's school closure due to COVID. It is extremely difficult to get supply cover for classes for many reasons including demand outstripping 'supply' and their own positive test results childcare issues etc.</p> <p>Staff Well-being</p> <p>Covering gaps arising due to staff absences adds a significant pressure on staff wellbeing. Staff well-being continues to be supported via formal and informal meetings. There have also been referrals to Medigold, Devon Council's Occupational Health Provider.,</p> <p>Curriculum</p> <p>A key planned priority for this term was for subject leaders to have more leadership time to monitor their curriculum area. Due to staff absences and issues with booking quality supply cover this has not been possible. Stability in class became the new priority and it was prudent to delay this plan. However, the term has become even more disrupted since the half term.</p>	
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		<p>Subject leaders have been working on plotting progression across their subject area from Year 1 to Year 6 and securing the best curriculum units each term across the year groups to build on previous learning.</p> <p>Wider Opportunities A range of activities have taken place but unfortunately some were cancelled due to Covid outbreaks in the year group.</p> <ul style="list-style-type: none"> ● There has been specialist sports provision for Year 6. ● Our Nursery, Reception and Year 1 children are also rehearsing for the Christmas Productions which will be recorded this year instead of 'live' productions. (See Covid-19 safety measures). <p>Monitoring</p> <p>Maths, Reading, Geography, History and DT leaders have matched planning to teaching and looked at examples of work. They have also talked with children about their learning to inform their action planning.</p> <p>Babcock Review Visit – Following the Babcock Review Visit at the start of November, the report has been added to the FGB document file.</p> <p>Remote Learning Following the introduction of the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction, teachers continue to provide remote learning for children who are not able to attend school due to Covid but are well enough to engage in learning. A challenge is</p>	
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		<p>when their class teacher is too unwell with Covid to post the work. If their partner teacher in the year group is in school they will provide the remote learning for their own and the other class, support the supply teacher.</p> <p>Assessments Heather met with Kate Eames, L&W governor to review internal data from the end of the summer term 2021. Key groups for catch-up and booster support are Year 1 PPG children, Year 3 and Year 6.</p> <p>Our Children</p> <p>Behaviour Behaviour is still good around the school. CPOMS is used to report behaviour concerns and incidents and to plan for support as appropriate. An initial audit for the safeguarding report to the BM committee has given a provisional analysis but the report from CPOMS provided information over several years and not one year.</p> <p>Free School Meal provision over Christmas holidays The DCC Communities team is currently working to ensure that Free School Meals continue to be provided to eligible families throughout the two week Christmas Holiday period.</p> <p>Health and Safety</p>	
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		<p>COVID-19 Safety Measures</p> <p>The South West Directors of Public Health Consensus statement for schools advises schools to have a range of measures in place up to the end of term including the need to reduced mixing between groups of children as much as possible including consideration of pausing 'whole school' assemblies for the time being and reviewing other 'large gatherings'.</p> <p>New DfE operational guidance (29.11.21) is for primary school staff to wear face coverings in communal areas such as corridors</p> <p>On 29th November, Devon Heads received recommendations for safety measures in schools and a risk assessment for Christmas events. There are lots of areas to consider including</p> <p>Social distancing and mixing:</p> <ul style="list-style-type: none"> • Mixing between classes during rehearsals and events should be minimised as much as possible to prevent wider transmission within school. • Although it is hard in events such as these, we would recommend you try and maintain social distancing where possible. One way to achieve this could be to minimise the number of people attending per family. Consideration could also be given to recording an event or holding a virtual event. <p>Ventilation:</p> <ul style="list-style-type: none"> • Areas used in school should be well ventilated before, throughout and after events, either naturally via doors and windows or mechanically. • Make use of outdoor space where it's practical, especially for higher-risk activities such as when people are singing or raising their voices. <p>Based on this advice, continued new positive cases in school each day and fluctuating positive cases in year groups I made the difficult decision not to hold live Christmas Productions. This is very disappointing for families but allows us to now adapt the plays to be recording friendly and to get parent permissions.</p>	
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		<p>b. SIP. The SIP is to be published on 7 December 2021</p> <p>c. OFSTED Preparation. The schools currently being inspected are those last inspected in 2016/2017 and it is anticipated that the school may be inspected in the near future. The Ofsted questions from The Key are to be circulated by the Clerk. It was suggested that one or more Governors look at the website to ensure that it can be negotiated and is compliant. It was agreed that the two parent governors would look at the website and advise the board on whether they find it accessible from a parent's point of view.</p>	<p>Clerk</p> <p>Ruth Shoare/Andrew McKenzie</p>
FGB 28/2122	Finance	<p>The Budget had been discussed at the BM Committee meeting and is included in their minutes. We are eligible for a Recovery Premium Grant. This provides additional funding for state funded schools in the 2021 to 2022 academic year. Building on the pupil premium, this funding will help schools to deliver evidence-based approaches for supporting disadvantaged pupils.</p> <p>We are also eligible for School-led Tutoring which is a ring-fenced grant to source our own tutoring provision for disadvantaged and vulnerable pupils who have missed the most education due to COVID-19. If this is not spent and evidenced using the report form, then money can be taken back at the end of the year.</p>	
FGB 28/2122	Personnel	<p>a. Headteacher recruitment. A document on Recruiting a New Headteacher had been provided prior to the meeting. Helen Eversett introduced herself and the governors did likewise. Helen outlined the process for the appointment this included reviewing the budget to ensure that the school could appoint a substantive HT and consider any potential</p>	<p>a. Heather Poustie was not present during this item</p>

		<p>partnerships form a governor panel of 5 or 7 Governors to work through the process (delegated function to appoint), the decision to appoint is ratified by the Board. There is full detail in the document but Governors may email Helen if have any questions. Interview dates need to be agreed soon and worked in with the school timetable. Interviews over 2 days and not all candidates may work through to the second day. 5 candidates would be an appropriate number for candidates for the interviews for the interviews.. Babcock provide a service at cost. Model School Information packs will be provided. Could possibly use a video on the website. Advertisement in for 2 weeks.</p> <p>The Chair said that in his opinion the Board should use the paid service from Babcock but this would depend on the funds being available and agreement of the Board. The cost would be £1500 plus advertising costs. Oliver Laity is to meet with Kay Dicken to discuss funds.</p> <p>Timelines for the process will be provided by Helen Eversett.</p> <p>It was proposed and agreed that an extraordinary FGB be held on Monday 13 December 2021 commencing at 1830 online.</p> <p>There was also discussion on whether the school should actively look at a range of partnership arrangements alongside the recruitment process. The Board has received offers from both the Head of a primary school which forms</p>	<p>Clerk is to convene an Extraordinary FGB for 13 December 2021</p>
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		<p>part of a MAT and from Babcock to advise on potential partnerships. It was agreed that the different models for partnership workings could be considered at the Board's January meeting at which guest speakers could be invited). (afternote: This is on the agenda for the next FGB.)</p> <p>b. Pay and Performance Panel Recommendations. All teachers have had their appraisal review for the 2020-21 cycle. The Pay Committee met on Tuesday 23rd November 2021 to review anonymised information regarding recommendation, or not, of pay progression. 4 teachers' anonymised evidence was scrutinised to reflect teachers who were recommended for pay progress, who were not recommended for pay progression and for crossing or staying post threshold. New targets were set for teachers for pupil progress, professional practice and with regard to wider opportunities. These will support ongoing school improvement. Interim review meetings and less on observations have been diarised as part of the new 2021 - 2020 cycle. The decisions of the P & P Committee were ratified.</p>	
FGB 30/2122	Data Protection	It was reported that there have been problems with the photographer divulging parent's details. This has been resolved. This has been reported to the DPO and appropriate action has been taken.	
FGB 31/2122	Collaboration	The Group had met and agreed the Equality and diversity statement. Subject leaders are starting to meet together.	
FGB 32/2122	Safeguarding	A Safeguarding Report had been provided for the BM Committee and is included in the papers for this meeting. Paul Evey and Sandra Cartwright are to meet with Heather	

		on the 10 December 2021 to review the Safeguarding Audit. A governor asked if there was any progress on the recruitment of a Family Support Advisor. Moves are taking place to employ a person on a part time/hourly basis as a trial.	
FGB 33/2122	Governance	<p>The following were considered:</p> <p>a. Change of dates of the BM and FGB in the first half of the Summer Term as follows:</p> <ul style="list-style-type: none"> ● BM Committee move to 16 May 2022. ● FGB move to 23 May. <p>All agreed</p> <p>b. Term dates for 2022/2023 – Agreed. To be placed on the website.</p> <p>c. Feedback from Governors Training. The following had attended training. Ruth Dennis had attended Exclusion Training (notes to be circulated by the Clerk) and Complaints Procedures.</p> <p>d. Board objectives. The Board objectives had been discussed at the last meeting and Governors were asked to provide feedback. To be redated and circulated.</p> <p>e. Strategic Plan. The Plan agreed in 2019 had been circulated for comment. Paul Evemy had suggested some changes and they are to be circulated for comment. If amendments to the Plan can be agreed via email between governors the Plan can be approved.</p> <p>f. Governors’ skills audit analysis and agree any needs for training or recruitment of new Governors. The results of the Audit were reassuring. Training is recommended for HT Appraisal Panel and Safer Recruitment.</p> <p>g. Governor vacancies. There are currently vacancies for a</p>	<p>a. Clerk</p> <p>b. Heather Poustie</p> <p>c. Clerk</p> <p>d. Clerk</p> <p>e. Simon Barnes/Paul Evemy</p> <p>f. Clerk</p> <p>g. Clerk</p>

		<p>co-opted Governor and Parent Governors. Andrew McKenzie was appointed to the BM Committee. A further letter to parents seeking Governors is to be sent out in January 2022</p> <p>h. Register of Business Interests. Up to date.</p>	
FGB 34/2122	Committees	<p>Governors were invited to ask questions on the minutes of the following committees:</p> <p>a. Learning & Wellbeing Committee (15 November 2021). No questions were asked. Paul Every asked whether his contact could be confirmed to speak to the school about joining MATs. It was agreed that this presentation be deferred to the next Term and should also include a range of partnership arrangements that could be considered.</p> <p>b. Business Management Committee (28 November 2021). No questions were raised.</p>	
FGB 35/2122	Policies	<p>The following policies/document were agreed/ratified as shown:</p> <p>a. Children With Health Needs Who Cannot Attend School Policy. Ratified</p> <p>b. Whistleblowing Policy. Agreed</p>	
FGB 36/2122	Information provided by the Clerk	<p>The clerk drew the meeting's attention to the following items from the latest Governance Alert:</p> <ul style="list-style-type: none"> ● Partnerships ● New DCC SEND support system name announced ● Christmas events and trips - Devon Public Health and Education teams have produced guidance for settings planning Christmas events and trips. 	
FGB 37/2122	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <p>Teaching and Learning Headteacher's Update</p> <ul style="list-style-type: none"> ● Monitor progress against the governance section of the SIP 	

		<p>(self- evaluation and impact on school improvement)</p> <p>OFSTED Preparation</p> <p>Finance</p> <ul style="list-style-type: none"> ● Budget Update <p>Data Protection</p> <p>Personnel</p> <ul style="list-style-type: none"> ● Ratify HT Panel recommendations ● HT Recruitment <p>Collaboration Working Group</p> <p>Safeguarding.</p> <p>Governance</p> <ul style="list-style-type: none"> ● To consider and receive feedback on the Board objectives ● Discuss any Governor vacancies ● Governors Training ● 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>Committee Reports</p> <ul style="list-style-type: none"> ● Learning & Wellbeing Committee (17 January 2022) ● Business Management Committee (24 January 2022) <p>Policies and other documents:</p>	
FGB 38/2122	Date of next meeting	Monday 31 January 2022 at 1830 online	

The meeting closed at **2033**

Signed as a true record

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Signed	Date:
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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 11 October 2021)

Subject	Staff Member	Governor (lead/deputy)
Assessment	Heather Poustie	Kate Eames
Community, Staff and Parental Links	Heather Poustie	Simon Barnes
Climate Change	James Kilkelly/Cassie Smith	Paul Every
Computing/SCITT	Stephen Ball	Oliver Laity
Curriculum	Dave Lee	Sandra Cartwright
Design Technology/Display and Environment	Emma Pryde	
Early Years Foundation Stage	Cassie Smith	Gill Quantrell/Ruth Dennis
Key Stage 1	Helena Thomsett	Gill Quantrell/Ruth Dennis
Educational Visits Co-ordinator (EVC)	John Smith	See H&S
Extended School (BASC)	Tanya Bull	Paul Every/Ruth Shoare/Ruth Dennis (to be confirmed)
Finance	Kay Dicken	Oliver Laity
Geography	Rachel Lawton	Loosely covered under Curriculum
GDPR	Kay Dicken	Oliver Laity
Health & Safety	Kay Dicken	
History	Sarah Fraser	Loosely covered under Curriculum
KS2	Stephen Ball	
Library	Emma Lidbury	Simon Barnes
Literacy	Becky Hughes	Paul Every
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
Performance Arts (Art/Dance/Drama)	Emily Simpson	Loosely covered under Curriculum
Performance data	Heather Poustie	Kate Eames
Phonics	Cassie Smith	Gill Quantrell
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	Loosely covered under Curriculum
SENDCo	Vicky Stables	Paul Evely/Sandra Cartwright
Volunteers and work experience	Helen Cammack	Ruth Dennis
Website		Oliver Laity