



Meeting – Part 1 Minutes						
Date/Time	Monday 9 November 2020 – 18.30		Location	Online Meeting via Microsoft Teams.		
Governors:	I		Governors Attended.	Initials		
A Boyce	AB	Chair – Co-opted.	M Parkes	MP	Co-opted.	
D Chapman	DC	Vice-Chair – Co-opted.	A Purcell	AP	Head Teacher	
I Guy	IG	Co-opted.	J Webb	JW	Co-opted	
S Mosedale	SM	Co-opted.	S Williams	SW	Dep Head Teacher	
L Mundy	LM	Parent.				

Apologies	Initial	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
P Woodbridge	PW	CFO
P Lane	PL	Clerk
A Green	AG	New parent Governor
L Ramsdale	LR	New staff Governor
I Pratt	IP	New staff Governor

Minutes to
Attendees
Apologies
Academy Website
Trust Board.

No	Agenda	Led by
1	Welcome and Apologies:	Chair
2	Declaration of Interests:	Chair
3	Housekeeping Reminder:	Clerk
4	Minutes of the previous meeting: 23 September – Part 1.	Chair
5	Monitor Budget: Part 2 Discussion.	CFO
6	Premises Review & Update: Part 2 Discussion.	Chair/JW
7	Health & Safety:	Chair
8	Safeguarding Update:	Head Teacher
9	Staff & Pupil Well-being	Head Teacher
10	Policy Review	Clerk
11	Governor Recruitment:	Chair
12	Governor Monitoring:	Chair
13	Governor Training Update:	Clerk
14	Links to Parents & Community	Chair
15	Communication to the Trust Board – Part 2 Discussion:	Chair
16	Matters brought forward by Chair	Chair
17	Future meeting dates:	Clerk



Agenda Number	Details of discussion	Decision or Action
1	Welcome & Apologies: AB opens the meeting at 18.37 and welcomes the LGB and especially the new governors. AB gives a brief introduction regarding AG, IP and LR. AB advises the governors that AG as the new parent governor is to undertake the lead governor role with regard to the development of the pre-school and progress in reading in EYFS and transition to KS1. IP and LR are to take on the staff governor roles and are to meet with AB.	
2	Declaration of Interests: None recorded.	
3	House Keeping: Reminder. The Clerk reminds all governors who have not yet completed and returned their register of business, code of conduct forms and their acknowledgement of the Keeping Children Safe in Education (KCSIE) 2020 (Annexe H) to ensure these are returned by Friday 20 November.	
4	Minutes of the previous meeting 23 September 2020 – Part 1: Governors agree the minutes to be an accurate record of the meeting. Matters arising taken from the action log: - AP to follow up on appointment of a staff governor (s). Completed. - AP to forward to governors, impact/evaluation part of SDP. Completed. - AP & LM to liaise regarding parental survey. Ongoing, LM and AP to liaise between now and the Spring term.	
5	Finance Update: SM summarises the year-end figures. The figures are showing an underspend of approximately £2K, the carry forward includes the sports premium funding of £4K. Expenditures include long term sick leave and IT subscriptions, however the water bill due to rectification is now showing an underspend. PW advises the governors on the surplus made with regard to the trading units and explains the reasons for this, which include the Education and Skills Funding Agency (ESFA) continuing to provide funding and continued funding from DCC in respect of the pre-school. The school are showing a surplus in traded services of approximately £12K. PW advises on the finding from the Trust's recent external audit, these include resources being ordered without following the correct protocol, improved HR processes and procedures to be put in place to maintain accountability and transparency in respect of staff changes. Part 2 Discussion. End of Part 2. The outstanding after school debts were explained to the auditors and they are satisfied that going forward, payments for this service are now being received via school coms.	

	AP advises that the school are aware that there have been issues with the management of the after school club finances and acknowledges PW's help with this. PW advises that laptops have been purchased for staff and it may be an idea to look forward to improving the Wi-Fi connection at the school and to replace the telephone system. TME have been asked to quote on a 5-year IT replacement plan and to look to replacing the Wi-Fi at Ide. The school is obtaining quotes for a new telephone system. LM asks regarding the impact of the previous year overspend, would these be the same this year? and is there a forecast available for this year? PW confirms that the September/October accounts are in progress and the forecast is showing a £14K overspend which includes the £12K profit from the nursery and after school club, which if not included would show an overspend of £26K and advises the budget at Ide needs balance before taking into account the nursery and after school club profit and using the surplus from the nursery and after school club to put back into the school. AP raises the point that extra costs may be incurred from having to pay for supply teachers if staff need to self-isolate.	
6	Premises Review & Update: AB asks PW what is the current status regarding the replacement of the decking for Oak class and can the school use their reserves to fund the repairs? PW explains that the funding can come from the school's capital budget Part 2 Discussion. End of Part 2.	
7	Health & Safety Audit: The Health & Safety Audit was not available for view at the meeting. AP confirms that the Covid-19 Risk Assessment has been updated and summarises the changes, these include parents being asked to wear face coverings at pick up and drop off times and staff to wear face coverings in communal areas. Contingency plans, parents are being written to advise on which lines of communication should be used where and when. PHE Control measures, guidance has been amended and the new publication is available in the Teams folder. Governor and staff roles in health & safety is moved to item 10.	Action: A copy of the last external audit of Health and Safety will be located and circulated to all governors
8	Safeguarding Update: AP advises that all staff have had training in safeguarding and keeping children safe in education and new staff have had safeguarding induction training. Weekly safeguarding meetings are still ongoing. Safeguarding Audit needs to be completed by 18 December. No serious safeguarding's concerns or MASH referrals to be reported and staff are instructed use the Child Protection Online Management System (CPOMS) to record any safeguarding concerns. The after school club leader is to undertake the level 3 safeguarding training.	

	The vulnerable pupils list is continuing to be reviewed and kept updated in case of pupils having to self-isolate. AB asked if Governor safeguarding training is to be updated. Nothing is planned at the moment but this will be raised with the CEO.	Action: AP to raise question of governor safeguarding training with Rachel
19	Staff and Pupil well-being update: AP advises that the vast majority of children are enjoying being back at school. The school Council have spoken to AP and explained that they miss their friendship groups who are currently in separate bubbles, AP is making it a priority to enable the children to see their friends in a safe way. AP expresses her gratitude and thanks to all the staff for their hard work during these very challenging times. AP stresses that all the staff are working really well together in a team and there is a real sense of camaraderie. DC thanks AP and SW for their strong leadership in helping to enable good team spirit.	
10	Policies Review: - Pupil Premium (PP) Strategy: AB proposes for the governors to read through the report and to contact AP with any questions. AP advises that the PP funding for this year is greater than anticipated and as a result of this, AP would like to focus on improvement in reading in this area and to develop mentoring to increase PP pupil's confidence in learning. MP asks will there any funding available for PP pupils to participate in the after school clubs? AP advises that this will be the case and plans to enable this are documented in the wider PP strategy plans. It is currently anticipated that clubs will return later on in the school year. - Accessibility Plan: No update required as review date is in 2022. - Supporting Children with Medical Needs Policy: MP asks is there a designated member of staff who administers medication? AP replies that parents must complete a medication consent form, the member of staff administering the medicine must document on the form when the medication is given. AP confirms that all medicines are kept in a safe and secure place and all staff are informed of all children who have specified medical needs. AP confirms that all staff who have completed the paediatric first aid have completed the epi pen training. MP asks, what arrangements are in place for children attending breakfast and after school clubs? AP confirms that either SW or herself are on site at all times during breakfast and after school club times and advises that an after school club staff member will be undertaking the first aid training. AP confirms that a trained member of staff would have to be included on a school trip if a child with specific medical needs requires this. Governors to read the model policy and to forward any comments to the Clerk by 20 November 2020. The policy will be formally approved at the next meeting.	Approval pending: PP Strategy, Supporting Children with Medical Needs, Asset Management plan. To be carried forward for final approval.



	Asset Management Plan - The Clerk displays the draft asset management plan recently updated by AB to clarify the responsibilities of staff and governors with regard to the management of the school estate This is in Teams/Ide Governors/Premises with H&S. AB gives the governors a brief history of the plan and the issues that Ide has faced without a Business Manager or caretaker. - AB with AP, JW and LM will conduct the annual premises/ health & safety monitoring later this month. - AB mentions that last year's resources subcommittee were not satisfied with the MPS condition survey and need a clearer report. JW has devised a simpler but effective report which enables us to identify priority areas for action more easily. AB thanks JW for her hard work in providing this report. - Maintenance priorities will be checked and a Health and Safety checklist based on the Devon template for checking Health and Safety will be completed. Quotes/ estimates for the priorities identified in this visit and the consequent maintenance action plan will be presented at the next FGB meeting so that decisions about expenditure can be discussed/agreed/approved. The completed Health and safety checklist will also be circulated to all governors - PW advises the governors regarding the recent Condition Improvement Fund (CIF) Bids and confirms that all the schools across the Trust were unsuccessful in obtaining the funding. Ide scored 64/73 with regard to their application and PW advises that further evidence of the works are required with photographic evidence, this may increase the chances of a successful bid, but does confirm that many schools across Devon were also unsuccessful. PW also advises that an additional professional premises survey would incur extra expense to the school. - PW advises that she has spoken to MPS regarding the feedback from the CIF Bid applications.	Action: AP, JW and AP to produce updated Maintenance action plan and completed H&S checklist In readiness for the next FGB meeting
11	Governor Recruitment: It is established that after the recent appointments of AG as parent governor, IP and LR taking the staff governor roles, there are currently no vacancies.	Decision: Item to be removed from the agenda.
12	Governors' Monitoring (Virtual) Visits: To avoid overburdening staff the monitoring visits will be split as follows Autumn Term AG monitoring of development of preschool and the development of reading through EYFS and transition to KS1 DC Reading in KS1 and KS2 AB Science MP Art Safeguarding and SEND JW, AB, LM Premises and Health & Safety Spring Term SM PSHE	



	LM Geography JW PE IG History IP and LR to discuss a possible monitoring role with AP (this is optional)	
13	Governor Training: The Clerk advises the governors of available training and the training opportunities via the NGA's Learning Link . All governors are advised to contact the Clerk regarding any training they may require. Governors will also need to contact the Clerk if they cannot access the Learning Link as they may need to choose/re-register their password.	
14	Links to Parents & Community: AB proposes to produce two governors' newsletter for parents this term. The purpose of which is to increase the awareness of parents as to who is part of the LGB and update parents on the work the LGB is doing for the school. To avoid making it too long, there will be two parts; the first will feature AB and all the parent governors and the two new staff governors; the second everyone else. The clerk would also like to update the Governors "Who's Who" section of the website. Governors agree, photos and short bio to be forwarded to the Clerk by 20 November.	Decision: Governors agree to a produce their contribution to the governors newsletter.
15	Communication to the Trust Board: Part 2 Discussion: End of Part 2.	
16	Matters brought forward by the Chair: No matters are brought forward.	
17.	Future Meeting Dates: - FGB 7 December 2020. - FGB 11 January 2020.	

The meeting closed at: 20.25

Date/Time of next meeting	7 December 2020 – 18.30	Location	Microsoft Teams – until further notice.
---------------------------	-------------------------	----------	---