

| Meeting – Part 1 Minutes |                                      |                       |                   |                                     |                   |  |
|--------------------------|--------------------------------------|-----------------------|-------------------|-------------------------------------|-------------------|--|
| Date/Time                | Monday 7<br>December<br>2020 – 17.30 |                       | Location          | Online Meeting via Microsoft Teams. |                   |  |
| <b>Governors:</b>        | <b>I</b>                             |                       | <b>Governors:</b> | <b>Initials</b>                     |                   |  |
| A Boyce                  | AB                                   | Chair – Co-opted      | M Parkes          | MP                                  | Governor-Co-opted |  |
| D Chapman                | DC                                   | Vice-Chair – Co-opted | A Green           | AG                                  | Governor - Parent |  |
| I Guy                    | IG                                   | Governor Co-opted     | J Webb            | JW                                  | Governor-Co-opted |  |
| S Mosedale               | SM                                   | Governor Co-opted     | A Purcell         | AP                                  | Head Teacher      |  |
| L Mundy                  | LM                                   | Governor Parent       | S Williams        | SW                                  | Dep Head Teacher  |  |
| I Pratt                  | IP                                   | Governor – Staff      | L Ramsdale        | LR                                  | Governor - Staff  |  |

| Apologies | Initial | Reason (Category of Governor) | Absent without Apology | Initials |
|-----------|---------|-------------------------------|------------------------|----------|
| I Guy     | IG      | Governor – Co-opted           |                        |          |

| In Attendance | Initials | (anyone who is not a governor/associate) | Minutes to      |
|---------------|----------|------------------------------------------|-----------------|
| R Shaw        | RS       | CEO                                      | Attendees       |
| P Lane        | PL       | Clerk                                    | Apologies       |
|               |          |                                          | Academy Website |
|               |          |                                          | Trust Board.    |

| No | Agenda                                                    | Led by             |
|----|-----------------------------------------------------------|--------------------|
| 1  | Welcome and Apologies                                     | Chair              |
| 2  | Declaration of Interests.                                 | Chair              |
| 3  | Minutes of the previous meeting 9 November 2020 – part 1: | Chair              |
| 4  | Finance Update:                                           | SM                 |
| 5  | Governor Monitoring Reports:                              | Chair              |
| 6  | Safeguarding Update:                                      | Head Teacher       |
| 7  | LGB Risk Register:                                        | Chair              |
| 8  | Staff & Pupil Well-being Update:                          | Head Teacher       |
| 9  | Policy Review:                                            | Chair/Head Teacher |
| 10 | Governor Visits:                                          | Chair              |
| 11 | Governor Training Update:                                 | Clerk              |
| 12 | Links to Parents & Community:                             | Chair/Head Teacher |
| 13 | Communication to the Trust Board:                         | Chair              |
| 14 | Matters brought forward by the Chair:                     | Chair              |
| 15 | Future Meeting Dates:                                     | Clerk              |

| Agenda Number | Details of discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Decision or Action |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1             | <p><b>Welcome &amp; Apologies:</b></p> <p>AB opens the meeting at 17.34, apologies are noted from IG. AB advises the LGB that IP and LR will attend alternate meetings. IP attends on this occasion.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |
| 2             | <p><b>Declaration of Interests:</b></p> <p>None recorded.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |
| 3             | <p><b>Minutes of the previous meeting 9 November 2020 – Part 1.</b></p> <p>The minutes were agreed as a true and accurate record of the meeting.</p> <p>Matters arising: AB summarises the outstanding actions from the previous meeting.</p> <ul style="list-style-type: none"> <li>• Parental Survey will be conducted at a suitable point next term.</li> <li>• The premises action plan regarding maintenance is to be discussed during the meeting.</li> <li>• Safeguarding refresher training for governors is to be addressed with the CEO.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |
| 4             | <p><b>Finance Update:</b></p> <p>SM summaries the end of P2 in year budget report, which was circulated to governors ahead of the meeting. The main points from the report include:</p> <ul style="list-style-type: none"> <li>• One member of teaching staff has left leaving an underspend in the salary budget.</li> <li>• High Needs funding is less than in the previous year, due to a pupil leaving the school.</li> <li>• The IT budget is near to its limit and SM asks AP to clarify this. SM asks is the IT budget on target this year or will this budget become overspent?</li> <li>• What is the Covid catch up funding able to cover? As the funding for this is showing a figure of £2600.</li> </ul> <p>AP replies and concedes that the IT budget expenditure is due to the IT subscriptions, but advises there should not be any further expenditure for subscriptions this year. Some subscription costs have been reallocated to the Pupil Premium (PP) budget as these meet the needs for PP children to help close identified learning gaps. With regard to the Covid catch up funding AP advises that she has met with tutoring groups regarding the national tutoring programme, which is significantly subsidised. The programme is designed to provide 1-1, 1-2 and 1-3 tutoring and can be delivered online and face to face. AP advises that after she has analysed the Autumn term data, the school will be in a position to identify the children that require this intervention. AB asks is the service fully funded? AP replies and advises that the school pay for part of the service, but the service is heavily funded. 15 hour long lessons will cost approximately £250. AP to update the governors further after Christmas.</p> |                    |
| 5             | <p><b>Governor Reports:</b></p> <p><b>Maintenance &amp; Health &amp; Safety Report:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |

- AB refers to her Governance report on annual premises maintenance, the report is shared with the governors. AB thanks JW for her assistance with this report. AB advises the report would be handed over to the new Trust's Compliance Officer when in post. AB summarises the recommendations from the report for approval. These include, urgent repairs due to health & safety concerns, high priority maintenance works and a future action plan with the assistance of the Head Teacher and the lead governor for health & safety (JW). SM confirms that the maintenance budget is £3000, after checking the figure SM confirms that the available spend is £1,800. JW confirms that she has sourced a digger/dumper driver who has offered to provide this service and has asked only for his fuel costs to be covered at £50 to £100. Governors agree to go ahead with the urgent repairs as a priority.
- Health & Safety Checklist: Governors have received this report ahead of the meeting.
- LGB Risk Register: AB advises the governors that the health & safety section of the register will be reviewed after Christmas and other sections.

**Pre-school and Early Reading:** AG as lead governor presents her report to governors. The main focus of the report includes four main areas such as, the existing team and moving towards more skills based planning as opposed to outcome based planning. Priorities and action plan for the pre-school, this in progress with the pre-school lead and will be shared with AG once completed. Focus on high quality interactions, AG has shared a quality interactions audit with the lead to measure the quality of interactions and to reflect on areas for development. Children in reception having difficulty in blending sounds, blending games to be introduced in the pre-school, training for pre-school staff in blending games, parent/carer workshop to help parents with blending and phonics. AG 's report was well received by the governors, especially the parent/carer workshop. DC suggests further information and resources regarding blending and phonics.

**Art:** MP presents her report regarding art and her conversation with the lead teacher in this subject. The main points include, not a wide enough scope of experience and materials and often repeated throughout the school at the expense of the breadth of experience. This could be due to the lack of staff confidence in this subject and lack of different techniques and materials. The outcome of the subject was often more concentrated on, rather than the exploration of getting to the end and the different ways children can express themselves. Sketch books to be a big part of artistic development. AP adds that the lead has made a significant positive impact to the art curriculum.

**Science:** AB presents her report and advises the science curriculum plan is a 2-year action plan which commenced in 2019. AB refers to matters that she identified in 2018. This resulted in an action plan devised by the school's science coordinator. Covid has had an impact on certain areas of the plan and these are hoped to be addressed next year. Improvements to the science curriculum include: the introduction of enquiry based learning, the production of a 'how to teach science' guide for staff, planning and progression documents uploaded for staff, shortage of equipment has been addressed and funded by FIS, exciting activities to raise the profile of science and STEM and a new contact has been found to provide an after school science club in the future. Looking towards the future, JW and the science coordinator to do some re-wilding around the school, JW has managed to obtain saplings to plant, wild flower seeds and sunflower seeds for the children to

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|   | <p>grow. AB would like to post this project on the school website. Climate change to be possibly added to the future curriculum. The use of a weather station is discussed. LM would like to comment that the science teaching has really improved with the enquiry based curriculum and suggests a future school trip to the Exeter Science Park.</p> <p><b>SEND:</b> MP refers to her report conducted with the Special Educational Needs Coordinator (SENCo) and the pre-school SENCo. Upon reflection, MP asks AP, with the prevalence of speech and learning difficulties in young children, are there any measures that could be put in place to support parents ahead of their children joining the school or pre-school? AP advises that the SENCo will be best placed to answer this question. AP explains that it is difficult as all children are different with regard to speech and language difficulties and a different approach may be required and the waiting list to see a specialist are lengthy. AP refers to a speech link plan which can be used to identify speech and language difficulties, AB asks when does this take place? AP replies that this happens at the start of reception. IP comments that the speech link plan does not provide an action plan for teachers and the waiting list for speech therapy is lengthy and explains that it is difficult for teachers to put an effective plan for intervention in place. A discussion takes place regarding this and other options for speech and language therapy and possible intervention plans for the future.</p> <p>RS joins the meeting at 18.48.</p> |  |
| 6 | <p><b>Safeguarding Update:</b></p> <p>AP confirms that there have been no significant safeguarding concerns to report and staff continue to update the Child Protection Online Management Service (CPOMS) with any relevant concerns.</p> <p>AP advises that the safeguarding audit has been completed and uploaded and is available for governors to view on Microsoft Teams. Action plan to be carried forward to the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 7 | <p><b>LGB Risk Register:</b></p> <p>This was discussed in item 5.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 8 | <p><b>Staff and Pupil Well-being:</b></p> <p>AP advises that the staff and children have coped extremely well this term and parents have shown great support. RS would like to advise the governors that AP has fully supported the school in her leadership role and would like ensure the governors are aware of her hard work and dedication. As part of a Trust wide survey, staff from Ide showed a very positive response to the school leadership team ahead of the other schools within the Trust.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 9 | <p><b>Policy Review:</b></p> <p><b>PP Strategy:</b> Governors were forwarded the PP Strategy ahead of the meeting. AP refers to the strategy and summarises the main points. The school have received more PP funding than anticipated, due to the increase PP, FSM children and looked after children. Identified priorities include, literacy, SEND needs for both PP and SEND children, making sure money is invested in the SENCo's time to support these groups and to provide social and emotional support. Positive feedback from the latest assessments show these groups are making progress and are starting to close the gaps in learning. SW advises that a couple of PP children have been able</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

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|    | <p>to close the age gap by using precision reading and using Star Reading. <b>AB asks SW if the literacy action plan has been updated?</b> SW replied that it has and offers to show the new plan to AB. The strategy concludes with the evaluation of the previous year's strategy. <b>MP asks how many children in care does Ide currently have?</b> AP replies that there are currently 4 children in care. Governors approve the strategy.</p> <p><b>Supporting Children with Medical Needs:</b> will be ready before Christmas as AP would a point clarified. <b>JW asks a question regarding the guidance concerning the administration of medicines such as paracetamol.</b> RS clarifies, schools will administer paracetamol with parental consent 4 hours after the child begins their school day. Policy to be circulated to governors for final approval after point clarification.</p> | <p><b>Decision: PP Strategy approved.</b></p> <p><b>Decision: Governors approve the policy subject to point of clarification.</b></p> |
| 10 | <p><b>Governor Visits (virtual):</b></p> <p>AB proposes the lead governor contacts AP in the first instance to establish teacher availability. AP agrees with this approach.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                       |
| 11 | <p><b>Governor Training Update:</b></p> <p>The Clerk advises the LGB of the circulated reading references and advises governors that reading counts towards CPD hours. AB mentions that research for governor visits will also count towards governor CPD. AB proposes the LGB consider developing a report template to include relevant sections for effective monitoring. For further consideration at a later meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                       |
| 12 | <p><b>Links to parents &amp; Community:</b></p> <p>AP advises the school newsletter was issued last week. For the next newsletter AB will include a section from the governors to include, new governors, JW and LM and the Chair and to reflect on the past year and what the governors are looking towards for the future. Remaining governors in the new year.</p> <p>School website to be updated. AB to inform the Clerk when the website information is ready for the website.</p>                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                       |
| 13 | <p><b>Communication to the Trust Board:</b></p> <p>No matters are brought forward. The Trust's business plan is briefly discussed and the Ide LGB support the proposals.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                       |
| 14 | <p><b>Matters brought forward by the Chair:</b></p> <p>No further matters are brought forward.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                       |
| 15 | <p><b>Future meeting dates:</b></p> <ul style="list-style-type: none"> <li>25 January 2021 – 17.30 and 1 March 2021 -17.30.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                       |

The meeting closed at: 19.22.

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|---------------------------|---------------------------------|----------|-----------------------------------------|
| Date/Time of next meeting | Monday 25 January 2021 – 17.30. | Location | Microsoft Teams – until further notice. |
|---------------------------|---------------------------------|----------|-----------------------------------------|