

| Meeting – Part 1 Minutes |                           |                        |          |                                     |          |                  |  |
|--------------------------|---------------------------|------------------------|----------|-------------------------------------|----------|------------------|--|
| Date/Time                | 20 September 2021 – 17.30 |                        | Location | Online Meeting via Microsoft Teams. |          |                  |  |
| Governors:               | I                         |                        |          | Governors:                          | Initials |                  |  |
| A Boyce                  | AB                        | Chair – Co-opted.      |          | A Green                             | AG       | Parent           |  |
| D Chapman                | DC                        | Vice-Chair – Co-opted. |          | L Ramsdale                          | LR       | Staff            |  |
| S Mosedale               | SM                        | Co-opted.              |          | S Williams                          | SW       | Dep Head Teacher |  |
| M Parkes                 | MP                        | Co-opted.              |          | A Purcell                           | AP       | Head Teacher     |  |
| J Webb                   | JW                        | Co-opted.              |          |                                     |          |                  |  |

| Apologies | Initial | Reason (Category of Governor) | Absent without Apology | Initials |
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| In Attendance | Initials | (anyone who is not a governor/associate) |
|---------------|----------|------------------------------------------|
| R Shaw        | RS       | CEO                                      |
| P Lane        | PL       | Clerk                                    |
| S Cooke       | SC       | Prospective Governor                     |
| S Curtis      | SCu      | Chair of the Trust Board                 |

| Minutes to      |
|-----------------|
| Attendees       |
| Apologies       |
| Academy Website |
| Trust Board.    |

| No | Agenda                                                   | Led by             |
|----|----------------------------------------------------------|--------------------|
| 1  | Welcome and Apologies                                    | Chair              |
| 2  | Declaration of Interests.                                | Chair              |
| 3  | House Keeping:                                           | Clerk              |
| 4  | Minutes from the previous meeting – 5 July 2021- Part 1: | Chair              |
| 5  | School Reports:                                          | Head Teacher       |
| 6  | Safeguarding Update:                                     | Head Teacher       |
| 7  | Staff & Pupil Wellbeing Update:                          | Head Teacher       |
| 8  | Policy Review:                                           | Head Teacher       |
| 9  | Risk Register Update:                                    | Head Teacher       |
| 10 | Governor Training:                                       | Clerk              |
| 11 | Links to Parents and Community:                          | Chair/Head Teacher |
| 12 | Communication with the Trust Board:                      | Chair              |
| 13 | Matters brought forward by the Chair – Part 2:           | Chair              |
| 14 | Future Meeting Dates:                                    | Clerk              |

| Agenda Number | Details of discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Decision or Action                                                                                                                                                |
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| 1             | <p><b>Welcome &amp; Apologies:</b></p> <p>The clerk opens the meeting at 17.31. AB welcomes the governors and advises SM will be staying on the board until his tenure ends in December 2021. It is noted LM has resigned from the LGB.</p> <p>AB welcomes LR as staff governor, SCu the Chair of the Trust Board and RS CEO of the Trust to the meeting.</p> <p>AB welcomes SC to the LGB as a prospective new co-opted school governor.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                   |
| 2             | <p><b>Declaration of Interests:</b></p> <p>DC advises of her role with the Exeter Consortium. No further interests are recorded.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                   |
| 3             | <p><b>House Keeping:</b></p> <p>The Clerk advises of the formal procedure to take place with regard to the election of the Chair and Vice Chair to the LGB. The Clerk asks for any self-nominations and nominations to the roles of Chair and Vice Chair.</p> <p>It is recorded AB is elected as Chair for another term. Nominated by MP and seconded by DC.</p> <p>It is recorded DC is elected as Vice Chair. DC agrees to take on the role if no other person is nominated. No other nominations are received. Seconded by SM.</p> <p>The Remuneration Committee are appointed as: AB, MP, JW, SM. SM will be part of the committee until December 2021.</p> <p>The Clerk reminds the governors to complete the register of business form and the code of conduct documents circulated ahead of the meeting.</p> <p>AB clarifies the lead governor roles moving forward as follows:</p> <ul style="list-style-type: none"> <li>Existing governor roles are to remain generally unchanged.</li> <li>JW to continue with premises and health and safety with the addition of the PE curriculum.</li> <li>MP to take the lead with the design and technology (DT) curriculum and to continue with the safeguarding role until next term. DC and AB thank MP for her support with safeguarding over the years.</li> </ul> <p>AP advises the governors of the need for lead governors in the various curriculum roles due to an impending Ofsted inspection. RS informs the LGB of a change in legislation regarding the Ofsted inspection cycle. RS explains as Ide was previously rated as an outstanding school a number of years ago Ofsted will select the schools who are the most overdue for inspection. RS expects Ide to have an</p> | <p><b>Decision:</b> AB is elected as Chair 21-22. DC is elected as Vice Chair 21-22.</p> <p><b>Decision:</b> The Rem Cttee will consist of AB, MP, JW and SM.</p> |

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|   | <p>inspection in the near future under a section 5 inspection.</p> <p>AB would like to ascertain which governors would be available to assist with an inspection, should the Chair and Vice Chair be unavailable. RS advises of the protocol and what governors will be expected to be questioned about and advises of her role with regard to an inspection. RS offers to hold a meeting with the LGB to advise the LGB of their role during an inspection. A time and date is agreed, the Clerk to convene a meeting for 21 September.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 4 | <p><b>The Minutes of the Previous Meeting:</b></p> <p>The minutes of 5 July 2021, part 1 are approved as a true and accurate record of the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| 5 | <p><b>Head Teacher's Report:</b></p> <p><b>School Development Plan 2021-2022 (SDP):</b></p> <ul style="list-style-type: none"> <li>The Clerk shares the SDP with the governors virtually, AP talks through the document. The proposed SDP includes: Ide's core vision and values, cultural capital and how this links into the curriculum. Points of development include diversity awareness and to 'build in' a positive impact in the wider community. Parents and carers to be more involved in the curriculum. To develop further awareness in the arts and culture. Behaviour and values continue to be a key attribute of the school.</li> <li>The school's three overarching aims include, for all children to be included and to have a sense of belonging, to enjoy and meet the curriculum, to be an active member of society and to contribute to positive change. Governors show their support in terms of the school's vision, values and overall aims.</li> <li>RS shares the Head Teachers report virtually. The main points from the report are as follows.</li> <li>The overall pupil numbers are 134 and is consistent across the year groups. Two pupils have an Educational Healthcare Plan (EHCP) statement with two further pupils awaiting assessment. The current number of pupils registered with Special Educational Needs and Disabilities (SEND) is 9. One pupil as Looked after Children (LAC) and a further four with LAC arrangements in place. Five pupils registered with Free School Meals (FSM) including two attending the pre-school. Two service family pupils including one attending pre-school. AP advises Ide have a lower than the national average of pupils attending registered with SEND. <b>MP seeks further clarification regarding children with English as an Additional Language (EAL) and their attainment.</b> AP advises these children are monitored as a separate group to measure their attainment.</li> <li>AP refers back to the SDP and reflects on the objectives set for 2020-2021, these included improvement in reading ability, writing and maths combined, progression via remote learning, staff to develop stronger awareness of the unconscious bias, mental health, appointment of a new SENCo, leadership across EYFS, governors to have oversight of the impact of leadership. AP discusses the outcomes of these objectives.</li> <li>AP asks AG to refer to her report from her early years monitoring visit. AG reports the pre-school had a lovely atmosphere and speaks about her</li> </ul> |  |

observations. These include, observing a staff member conduct a phonics session, children taking part in games with blending sounds. The pre-school children appeared to be confident and friendly. AG reports on significant child initiated learning and children having a sense of pride in their work. AG refers to the 3 M's and conversed with early years teacher about how this could be developed further. AP thanks AG for her visit and invites AG to return for a follow up visit. AP speaks about the development of the leadership within early years team and the new phonics programme. RS asks AP does the phonics programme have the ability to provide catch up work for children who have missed learning due to Covid? SW advises that the programme has 'keep up' sessions to support children.

#### School attainment and targets for 2021:

- AP refers to the SDP and gives the LGB an overview of the data. One of the main focus areas for development will be writing improvement and a number of children struggling with writing have been targeted as a group to have extra intervention. SW speaks about the format in the teaching of writing and speaks about The Power of Reading scheme. AG offers her positive support for scheme and briefly speaks of her experience as a teacher using the Centre for Literacy in Primary Education (CLPE). AP advises the current year 4 are to be monitored in the multiplication test. Year 6 writing is slightly lower than other subjects however, 78% was achieved despite the disruption to learning.
- The SDP Priorities for 2021-22 include: quality of education, to build on current strengths in phonics, to continue the work to close the learning gap in reading and to close the gap between disadvantaged children and their peers in reading, writing and maths.
- Behaviour and Attitudes: To improve attendance, to ensure all children develop a better understanding of themselves as learners through metacognitive strategies, especially disadvantaged children.
- Leadership and Management: Senior leaders are to re-establish current systems to improve teaching and learning. To develop the incremental coaching model for staff and to continue to strengthen the leadership of early years and SEND. AP reminds the governors of the new early years framework which is to be implemented. Work will continue to develop the early years curriculum with termly milestones to embed the new framework.

AP refers to her Head Teacher's report and advises the latest financial information is now available for governors to view. AP turns to attendance levels and refers to the data in her report and speaks about the lower attendance figures within certain groups such as Pupil Premium (PP), SEND and LAC. AP makes the governors aware of the safeguarding figures from her report at 4.2. Safeguarding training is up to date with level 2 and level 3 safeguarding qualifications within the staff. Ide's external safeguarding audit is due to take place on 11 October and a report will be available to governors.

MP seeks clarification regarding the SCR and to personal files held for central and Ide staff. RS confirms the HR Manager is responsible for the personnel files and will be present at the safeguarding audit and the Ofsted inspection. Work is taking place to ensure all files are up to date. It is planned to move the SCR to a central place where staff and RS will access to monitor.

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|   | <p>AP speaks briefly regarding children on part-time time tables. No children at the current time are on a part-time time table.</p> <p>AP refers to the staffing section from her report and confirms of no changes.</p> <ul style="list-style-type: none"> <li>Health &amp; Safety and Premises: AP directs the LGB to the latest information concerning health and safety and premises.</li> </ul> <p>SC seeks clarification regarding attendance and the codes applicable for recording this. AP confirms children attending offsite sessions are recorded as present, but a different code is used to identify this, AP adds she closely monitors the attendance registers.</p> <p>AB would like the Head Teacher's report to be accessible to governors to read through at a later date. AP confirms the document is now available in Teams.</p> <p>AG asks if the EYS staff have completed the EYFS training, AP confirms they are due to take this training. AB asks AG to prepare a brief report for governors on the EYFS training she recently completed.</p> <p>SM leaves the meeting at 19.04.</p> <p><b>Covid Risk Assessment and Operational Plan:</b></p> <p>These documents were circulated to governors ahead of the meeting. AP gives the governors a brief update on how the school is managing infection control.</p> <p>The governors approve the Covid Risk Assessment and Operational Plan.</p> | <p><b>Action:</b> AG to prepare a report on EYFS framework training for the next FGB.</p> <p><b>Decision:</b> Governors approve the Covid RA and Op Plan.</p> |
| 6 | <p><b>Safeguarding Update:</b></p> <p>This item was covered in the Head Teacher's Report, item 5.</p> <p>The governors approve the Ide Child Protection and Safeguarding Policy 2021.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>Decision:</b> Governors approve the CP &amp; SG Policy 2021.</p>                                                                                        |
| 7 | <p><b>Staff and Pupil Wellbeing Update:</b></p> <p>AP advises the children have returned to school after the Summer break in good spirits although some are still affected by the school closures last year. Staff are very busy and they are all aware that an Ofsted inspection is imminent.</p> <p>LR as staff governor concurs with AP and confirms that it has been very busy, due to a lack of a Teaching Assistant (TA). Staff are aware of the impending Ofsted inspection and currently familiarising themselves the new phonics programme.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                               |
| 8 | <p><b>Policy Review:</b></p> <p>The policies were circulated to governors ahead of the meeting, the Clerk asks the governors if they approve the policies or have any further questions.</p> <p>Policies requiring approval are as follows: Anti-Bullying, Behaviour, Ide Staff Code of Conduct, Intimate Care, Pupil Remote Learning and Whistleblowing.</p> <p>AB raises a comment regarding the Pupil Remote Learning Policy and refers to a sentence regarding governor responsibility for evaluating the effectiveness of the school's remote learning arrangements and feels that governors would do this by speaking to the children and conducting a parental survey. AB refers to the use of interactive lessons and enquires as their frequency. AP advises that interactive lessons can vary across the year groups, but is aware that after a recent survey to</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                               |

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|    | <p>parents it was noted that a significant number of parents found it difficult to commit to a live lesson due to work and a number of parents who were concerned about the amount of screen time their children were subjected to.</p> <p><b>MP has a question regarding the intimate care policy and asks should there be reference to older girls, should they require further support?</b> AP concurs with this and advises the school do have provisions in place to provide appropriate support, but agrees this could be included in the policy.</p> <p>The governors approve the Policies.</p> <p>RS advises the governors the PP strategy will be circulated for approval via email to ensure this is readily available on the school website as an inspection is due.</p> <p>AB raises the matter of the catch up funding report and governors having sight of this ahead of an inspection.</p> <p><b>MP asks when will governors know when the PP funding is confirmed?</b> RS advises the funding has been confirmed and directs governors to the Pupil Premium Grant website. A brief discussion takes place regarding the catch up funding and how this has been used to fund the new phonics programme.</p>                                            | <p><b>Action:</b> AP to include reference to older children in the IC Policy.</p> <p><b>Decision:</b> Governors approve the policies.</p> |
| 9  | <p><b>Risk Register Update:</b></p> <p>AB asks the Clerk to share the risk register and to refer to the premises, health and safety and IT as there were concerns in these areas during the last school year. Governors are referred to section 8.</p> <ul style="list-style-type: none"> <li>(8a) Premises, school does not have a capital plan to address premises issues. AB speaks about the lack of funds to address this and reiterates her concerns. AB feels very strongly regarding about the support needed from Trust and feels this is not an area for governors to be providing practical support. RS is aware of the issues relating to the maintenance of the school building. RS speaks of the expense associated with a listed building and speaks about organising a re-decoration programme. RS reads through a significant list of the maintenance and repairs that have been completed since May. RS advises of the newly appointed Trust's Estates and Compliance Manager and speaks about the CIF Bid process and possible DfE involvement. A brief discussion take place regarding Trust and LGB responsibility to the premises and the associated available funding. AB proposes to meet with the Estates Officer moving forward.</li> </ul> |                                                                                                                                           |
| 10 | <p><b>Governor Training Update:</b></p> <p>The Clerk advises the governors of a new training resource available, The National College and requests the governors to enrol as soon as possible. The governors are informed of other training opportunities from Babcock.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                           |
| 11 | <p><b>Links to parents &amp; Community:</b></p> <p>AP reports that the PTA meetings are to reconvene with Friends of Ide School (FIS).</p> <p>AP advises she has recently joined the Ide Orchard Committee as an opportunity to enhance learning.</p> <p>AP speaks about a recent homework survey forwarded to parents/carers. The responses were varied. AP to forward the results to the governors. A more general</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Action:</b> AP to forward the results of the HW survey to the LGB.</p>                                                              |

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|    | survey to be forwarded to parents in the near future.                                                                                                                                                                                                                                                                                                              |                                                                                  |
| 12 | <p><b>Communication with the Trust Board:</b></p> <p>AB asks the governors to contact her with any matters they feel they would like to raise with the Trust Board. It is confirmed the date for the next Chairs Forum will take place on 22 October.</p>                                                                                                          |                                                                                  |
| 13 | <p><b>Matters brought forward by the Chair: - Part 2:</b></p> <p>The part 2 minutes from 5 July 2021 are approved as a true and accurate record of the meeting.</p> <p><b>End of part 2:</b></p> <p>SC is formally appointed to the Ide Primary School Local Governing Board as a Co-opted governor. The Clerk to forward the necessary application documents.</p> |                                                                                  |
| 14 | <p><b>Future Meeting Dates:</b></p> <p>AB asks the LGB as to whether they wish to have face to face meetings, to use Teams or to have a blend of meetings. To be decided via email. RS gives her views on the matter. Governors to forward their views to AB.</p>                                                                                                  | <p><b>Action:</b> LGB to forward their preference for future meetings to AB.</p> |

The meeting closed at: 19.52.

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|---------------------------|--------------------------|----------|-----------------------------------------|
| Date/Time of next meeting | 8 November 2021 – 17.30. | Location | Microsoft Teams – until further notice. |
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