Meeting – Part 1 Minutes			
Date/Time	8 November 2021	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.		J Webb	JW	Co-opted.	
A Purcell	AP	Head Teacher.		S Cooke	SC	Co-opted.	
S Williams	SW	Deputy Head Teacher.		S Mosedale	SM	Co-opted.	
L Ramsdale	LR	Staff.		A Green	AG	Parent	

Apologies	**Initial**	**Reason (Category of Governor)**
S Williams	SW	Deputy Head Teacher

Absent without Apology	**Initials**

In Attendance	**Initials**	**(anyone who is not a governor/associate)**
P Woodbridge	PW	CFO
P Lane	PL	Clerk
S Caunter	SCa	New Parent Governor

Minutes to
Attendees
Apologies
Academy Website
Trust Board.

No	**Agenda**	**Led by**
1	Welcome and Apologies:	Chair
2	Declaration of Interests:	Chair
3	Appointment of a new Parent Governor to the LGB:	All
4	Minutes from the previous meeting – 20 September 2021 Part 1:	Chair
5	Financial Update:	CFO
6	Curriculum Overview & Governor Visit Reports:	Chair/Head Teacher, AG, DC
7	SENCo Report Update:	Head Teacher
8	Safeguarding Update:	Head Teacher
9	Staff & Pupil Wellbeing:	Head Teacher/LR
10	Policy Review:	Clerk
11	Risk Register Update:	Chair
12	Governor Training:	Clerk
13	Links to Parents & Community:	Chair
14	Communication to the Trust Board:	Chair
15	Matters brought forward by the Chair:	Chair
16	Future Meeting Dates:	Clerk

Agenda Number	Details of discussion	Decision or Action
1	**Welcome & Apologies:** AB opens the meeting at 17.32, apologies are recorded from SW.	
2	**Declaration of Interests:** None Recorded.	
3	**Appointment of a new Governor to the LGB:** AB proposes to appoint SCa to the LGB as a parent governor. Governors approve the appointment and SCa is appointed to the LGB in absentia.	
4	**Minutes of the previous meeting of 20 September 2021 – Part 1:** The minutes of 20 September 2021 part 1 are approved as a true and accurate record of the meeting. **Matters Arising:** The Clerk summarises the matters arising from the last meeting from the minutes. Early Years and Foundation Stage (EYFS) AG to provide a report to the governors to elaborate on her recent pre-school visit to monitor staff training.	**Action: AG to provide a report on EYFS staff training for the next meeting.**
5	**Financial Update:** AB introduces PW as the Trust's CFO. PW refers to draft year-end report which was circulated ahead of the meeting. • The surplus carry forward is showing as £25k of which £12.4k is sports premium grant and £7.5k is Covid catch up funding. The net surplus carry forward is showing as £5k and a capital balance of £4k. The Auditors have checked the figures, but these have not as yet been signed off. PW advises she is not expecting the figures to change significantly. AB queries as to how the catch up funding and the sports premium grant will be spent. PW explains some of the catch up funding will be used to fund the new phonics resource. AP explains some of the previous year's catch up funding (carried over) and the small amount of funding received for this year are reported on via the Pupil Premium (PP) Plan. AP confirms the funding will be used for the phonics programme, tutoring and work towards providing academic and pastoral support for pupils. PW explains she has recently notified the Head Teachers across the Trust of the funding allocations from the Education, Skills Funding Agency (ESFA). The recovery premium funding is noted as £2k with approximately £400.00 for tutoring. PW informs the LGB the teachers' pay and pension grant was included in this year's funding at an extra £180.00 per pupil. Ide will receive an additional £2.5k for the pre-school. Extra funding for the year is showing at £5k. PW speaks about the revised forecast for the previous year and advises Ide have met their estimated budget expectations. • Income: Income has reduced with regard to the extended school provisions and nursery income due to Covid. Additional funding from teacher and pay grant offset the losses made in these areas. Additional High Needs (HN) funding, music and PE grants were received and additional funding from the	

Ted Wragg Trust and PP. The year ended with an additional £7k than anticipated.

- Staffing at the end of the year was over budget by £4k. The teachers' pay award was 0.25% above the estimated budget.
- Expenditure: An extra £6.6k was spent on additional Covid cleaning and associated materials.
- The multi-use games area (MUGA) was resurfaced and the decking has been replaced.

AB refers to the need for routine maintenance.

SCa joins the meeting at 17.44. AB introduces him to the LGB and announces his appointment to the LGB by a unanimous vote by the governors.

PW speaks about the recent external audit and advises of the matters raised by the auditors. These include the following:

- The number of Members should be five, currently three.
- The outstanding debt in relation to an ex Ide staff member. PW explains the situation regarding this and advises this needs to be addressed.
- Orders without a purchase order form. PW to advise staff on the protocol.
- A Monthly balance sheet to be produced for the Trust Board.
- PW speaks about the benefit of the school comms system, which has reduced the need for closer audit, due to cash being no longer accepted.
- Central Team: A new finance officer has been appointed. PW speaks about allocation of central staff to Ide. September accounts to be forwarded.

MP refers to the outstanding debt and asks PW how did the debt situation arise and are there now protocols in place to prevent this from reoccurring? PW replies she cannot fully explain the nature of the debt as the situation happened before her tenure as CFO.

AB raises the matter regarding Ide's grounds maintenance contract and reiterates her concerns with the service Ide has received and asks PW if there is any update in appointing a new contractor. PW explains the contract in place for this service is a 'rolling contract' and this will continue until surrendered. A brief discussion takes place regarding appointing a new contractor. AB speaks about a meeting she has convened with the Trust's Estates and Compliance Officer, AP, JW, SCa and AB to attend. AB refers to the recent Health & Safety audit and asks AP has she received any report as yet? AP replies that she has not. PW refers to the external decoration to the school building and advises this will be expensive and scaffolding will need to be erected and for the LGB to be mindful of the associated costs. AB shares her concerns regarding this, but stresses funding must be put towards the upkeep of the exterior of the building. AP concurs with PW, but feels a rolling maintenance plan must be in place to start addressing the premises issues.

PW refers to the Condition Improvement Funding (CIF) Bid applications planned for Ide, to include a bid for a new pre-school building, new fire alarms and doors. Bid applications to submitted by mid December 2021. JW asks for clarification with

	regard to CIF Bids and who would conduct the bids? PW explains how the CIF Bids are applied for through the ESFA, and explains the application process is contracted to a separate company and if successful, the company conducts the work. MP asks if Ide school is a listed building? AP believes the old part of the building is listed. MP wonders if there is any value in investigating if a grant for a listed building would be possible? SCa confirms the railings and the main building is a grade 2 listed building. PW will delegate this to KB for him to investigate further.	
6	**Curriculum Overview:** • Ide Curriculum Review Report: AB introduces her report and advises the report is in draft format and it is now accessible to the governors in the Teams folder. AB provides an overview of her report and explains that in reviewing the 'new' curriculum in her meeting with Alice she has focussed on the 3 'I's' as defined by Ofsted. This report is in two parts, the second part will be added to the report after a school visit when AB will talk to children about their work in enquiries, look at their enquiry books and do a walkabout. The completed curriculum review report will be sent to all governors next week. DC enquires as to the other subjects beyond the enquiry subjects and asks what are the plans for their progression. AP advises subject progressions are in place from EYFS to year 6, which are used to monitor attainment. AB speaks about the school priority with regard to developing subject leadership and its intended impact on progression and quality teaching and learning in all subjects. DC expresses her support for the chosen curriculum. • Pre-school: AG presents her report circulated ahead of the meeting. AG's focus during the visit included, phonics, meeting the new pre-school leader and the new EYFS curriculum reforms. AG gives positive feedback regarding her visit and speaks highly of the new pre-school leader especially regarding the observation of quality high level play and the organisation of the pre-school room. AG speaks about how well the children have settled in since starting in September. The Pre-school leader is to undertake the EYFS reform training and has made steps to increase parental engagement with stay and play dates and the use of the online tapestry programme. AG explains she observed increased staff effort with regard to being with the children and more interaction as opposed to noting observations. AG mentions extra support for 'spotlight' children. Fewer observations recorded as more time is being spent with the children. Phonics teaching is currently integrating the *Little Wandle* phonics programme into the pre-school. AG advises of a discussion with the pre-school lead to include high quality story time to enhance phonics learning. AG to re-visit to investigate this further. JW offers feedback as a parent and advises she and other parents were not notified tapestry and observations would be reduced. AG believes a letter was sent to all parents via tapestry to advise on the new reforms. AP to follow up this up with the pre-school lead. • Literacy: DC presents her report and speaks about the new phonics scheme the implementation and staff training. DC met with SW to discuss this. DC interviewed a section of KS1 children to discover how they were learning. DC spoke with a Teaching Assistant (TA) to discuss precision	**Action: AB to complete her Curriculum Review and circulate to all governors**

	reading in KS2. DC speaks about how organised the *Little Wandle* learning packs were and how the children had books matched to their ability. DC advises Ide has a strong culture with regard to reading for pleasure and reading is promoted with parental engagement and the library facility. SW is using additional time strategically to monitor lesson delivery and has given additional training to staff where needed. DC speaks about the children with additional needs and what interventions are being put in place. DC feels confident on how well the scheme has been implemented and to re-visit in the Spring term. • SC to conduct a maths report.	
7	**SENCo Report:** AP advises on the current situation regarding the school's special educational needs co-ordinator (SENCo) and gives a brief update on the situation so far. A new SENCo was appointed in September and AP speaks about the allocated hours to this role and speaks about the challenges faced with regard to the available hours. Extra hours are being worked as a temporary measure. AP speaks about the work the SENCo has completed so far, however, there is more work that needs to be addressed and the SENCo has produced an action plan to be in line with the special educational needs and disabilities (SEND) strategy. Work is ongoing with teaching staff to identify and address further referrals. AP speaks about the wider Devon issue with regard to SEND referrals and to the workload imposed on SENCo's. MP advises there are currently 14% of children on the SEND register at Ide and wonders how this compare with other similar schools. MP lists the diversity of the SEND registered children at Ide. MP shares her concern that most of the children are in one class and asks AP to confirm if the school are to recruit a TA for additional support to this class? AP confirms that support is being provided to the children in this class, and that if the school can afford to employ a further TA, more support could be given. MP speaks about her conversation with the SENCo with regard to working on teaching strategies for the children. Meeting planned with pre-school lead to investigate the skill set with regard to the pre-school staff with a view to develop their skills to assess children for early assessment and intervention. MP asks enquires as to the children with speech and language in Willow class and asks could these children have made more progression if the earlier assessment took place? AP replies she would have to look at each child's individual progression history to be able to give an informed answer. AP confirms that a significant majority of pre-school children move into the main school, but does explain that external referrals for speech and language can take a long time and speaks about the various available routes to progress referrals. A brief discussion take place regarding the requirement of specialist software as advised by the SENCo. AP states all purchases must come directly to her in the first instance for consideration. MP to write up her report for circulation.	**Action: MP to write up report of her visit with the SENCo.**
8	**Safeguarding Update:** AP updates the governors on the recent safeguarding audit before half term and lists the recommendations following the audit. • Issue with references being received for staff appointed in September. References have now been received. • To complete more case studies and to add a tab to the child protection online management system (CPOMS) for sexual harassment reports to be	

	tracked. One referral was made to the multi-agency safeguarding hub (MASH) before half term. This has been followed up and actions taken and recorded on CPOMS.	
9	**Staff & Pupil Wellbeing:** AP updates the LGB regarding recent staff absence due to illness, but staff have managed to cope in terms of providing adequate cover. Changes have been made for AP to have the children for a Monday morning assembly to give staff more release time. The TA's meet every Friday afternoon. LR concurs with AP's update and echoes AP's comments regarding staff absence. AP speaks about certain children who have been emotionally affected by the lockdowns and are struggling with anxiety. AP reports the School Council are planning a pupil survey. Results to be circulated to the LGB.	**Action: AP to circulate the outcomes from the pupil survey to the LGB.**
10	**Policy Review:** The following policies were reviewed in advance of the meeting and were approved. • Revised Admissions Policies 2021-22 & 2022-23. • Proposed Admissions Policy 2023-24. • Ide's Equality Objectives Statement 2021. • Online Safety Policy. AP advises the PP Strategy will follow for approval.	**Decision: Policies approved.**
11	**Risk Register Update:** AB to look at the Health & Safety risks with KB. The Clerk advises the LGB of the Audit & Risk meeting to agree the way forward with the risk register and informs the LGB the meeting is open for Governors to attend.	**Action: AB to review the H&S risks with KB.**
13	**Governor Training:** The Clerk reminds the LGB to complete the KCSiE 2021 understanding the changes training, provided by the National College and to complete the Governor Ofsted training. Governors to forward their completion certificates to the Clerk.	**Action: Governors to complete the KCSiE 2021 training.**
14	**Links to Parents & Community:** The Clerk shares the results of the recent parental survey virtually; AB summarises the survey outcomes. Points of discussion from the survey included; Pupils' feelings about school, safety, bullying, curriculum and content, the school's expectations for pupils, attainment, communication, extra-curricular activities, SEND and school catering. MP refers to the questions from the survey and feels some of the questions may be ambiguous and may lead to neutral or negative responses. AG speaks about the Ofsted parental survey and would they make reference to the Covid pandemic? DC clarifies that Ofsted will not focus on the impact Covid has had on a particular school. AB points out that the survey outcomes were positive overall, but concedes there are areas for improvement. A brief discussion takes place between AB and AP relating to the school's catering provision. AP concurs that the catering does	

	need to improve, but plans to do so were overshadowed by the pandemic.	
15	**Communication with the Trust Board:** The Clerk gives a very brief update as to the content of the meeting of the Chairs Forum and the plans to review the current scheme of delegation. The Clerk to add the part 1 minutes to the Teams folder.	**Action: Clerk to add the part 1 minutes to the Teams folder. Completed.**
16	**Matters brought forward by the Chair:** AB announces to the LGB the Clerk will be leaving ELAT. AB expresses her thanks to Clerk. No further matters are brought forward and the next meeting is confirmed as 10 January 2022.	

The meeting closed at: 19.40.

Date/Time of next meeting	10 January 2022.	Location	Microsoft Teams – until further notice.