

Meeting – Part 1 Minutes							
Date/Time	Monday 11 th July 2022 5.30pm		Location		Hybrid meeting, in school and online. *indicates online attendance via Microsoft Teams.		
Governors:	I			Governors:	Initials		
A Boyce	AB	Chair – Co-opted		M Parkes	MP	Co-opted Governor	
S Caunter *	SCa	Vice-Chair – Co-opted		A Purcell	AP	Head Teacher	
D Chapman *	DC	Co-opted Governor		J Webb	JW		
S Cooke *	SCo	Co-opted Governor		S Williams *	SW	Dep Head Teacher	
A Green *	AG	Parent Governor					

Apologies	Initial	Reason (Category of Governor)	Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)	Minutes to
R Shaw	RS	CEO	Attendees
K Palmer *	KP	Governance Professional	Apologies
			Academy Website
			Trust Board.

No	Agenda	Led by
1	Welcome and Apologies	Chair
2	Declaration of Interests	Chair
3	Minutes from the previous meeting – 19 th May 2022 - Part 1	Chair
4	Finance	Chair / SC / Headteacher
5	Safeguarding Update	Head Teacher
6	Staff & Pupil Wellbeing Update	Head Teacher
7	Headteacher's Report	Head Teacher
8	Governor Visits Report	Chair
9	Risk Register	Chair
10	Policy Review	Headteacher
11	Governor Training Update	Chair
12	Links to Parents and Community	Chair / Head Teacher
13	Communication with the Trust Board	Chair
14	Matters brought forward by the Chair – Part 2	Chair
15	Future Meeting Dates	Chair

Agenda Number	Details of discussion	Decision or Action
1	Welcome & Apologies AB welcomed everyone to the meeting. All governors were present. AB highlighted the value of an additional meeting to reflect on the governing body's practice over the last year and to ensure that no aspects had been missed. AB asked for governors to contact her with their views on this, and also possible times they might be available to meet at the end of this term or start of next.	Action: All to contact AB regarding additional meeting and possible times
2	Declaration of Interests No declarations of interest regarding matters on the agenda were made.	
3	The Minutes of the Previous Meeting Governors noted that despite the minutes having been recorded in readiness for typing the recording had failed to upload. Governors review the brief minutes available. Governors approved the minutes of 19th May 2022, part 1, pending an addition regarding a class observation that was conducted by SC. Matters arising: • <i>MP to pass information SCo to support change of MH&WB monitoring role (MP and SCo) – ongoing.</i> • <i>MP to pass on Safeguarding Role to SC (MP / SCo) – completed.</i> • <i>Forward information regarding CIF bid to governors as able (PW) – pending.</i> • <i>Agenda review of the finance section of the risk register for the July meeting (KP) – completed.</i> • <i>To discuss course booking with clerk (AB) - completed.</i> RS advised she would send course booking information to SCa • <i>Identify possible new governors (All) – AB advised a potential new governor had been identified and she would follow this up.</i> • <i>Place notice in Ide Times requesting expressions of interest in being a governor (AB) – completed.</i>	Action: RS send course booking information to SCa. Action: AB follow up potential new governor.
4	Finance <u>Premises Review:</u> AB informed governors that she had highlighted the request for additional information regarding premises maintenance at the recent Chair's Forum meeting. Governors noted the premises plan which was previously circulated and available on Teams, but highlighted there was not attached plan indicating future actions. RS advised the premises manager was currently producing a more detailed plan which would include costings for proposed work and refurbishments to support forward planning. Governors noted the fire safety work had been given a six-month timeframe for completion, with a cost allocation of £4,000, but almost a year had elapsed since the need was first identified. RS advised that the premises plans and associated costs would be taken to the Trust Finance and Resources Committee for review and allocation of funds. Governors noted the value of volunteers to undertake some maintenance tasks and asked what work volunteers were allowed to undertake and what guarantees were	

	required, RS advised that contractors required the appropriate qualifications for health and safety work and Devon County Council (DCC) had an approved list of contractors. RS advised that the premises manager would report to the governing body on a termly basis and undertake site walks with the Headteacher, and governor if available, twice a year, RS agreed to ask the premises manager to liaise with the school regarding this. SCA agreed to be the contact point for this. Governors asked if some of the school building was listed, AP confirmed this. Governors asked what the impact of this would be, AP advised it would need to be accounted for in the premises plan. Governors asked how the building having listed status would impact upon priorities, RS advised that health and safety work would be planned but external permission was required before this could be done. Governors noted there was a named parish councillor for the school, Laura Bell. AP advised the Trust administrators had contacted the parish council regarding marketing the school, governors noted no contact had been received from the parish council.	Action: RS ask Premises Manager to arrange site visit with school and governors.
5	Safeguarding Update AP reported that SW and herself had recently completed a refresher course on safer recruitment. Three teachers had been recruited this term and all safeguarding checks had either been completed or were in progress and new staff had received their safeguarding induction meeting. Governors noted that updates to the whole staff had continued with safeguarding questions of the week which used resources from Babcock and NSPCC. Governors noted there had been no new referrals to the multiagency safeguarding hub (MASH) but one racial incident had occurred in school. The DCC protocol was followed regarding this, the incident reported and addressed, and confirmation received that all appropriate action had been taken. The school had also linked with parents and a behaviour plan was in place. AP reported two incidents recorded as “harmful sexual incidents” on the child protection online management system (CPOMS) which had been addressed. Adaptations had been made to the personal social health and economic education (PSHE) teaching to address this and the school had worked with parents in both cases. Governors noted that from the safeguarding audit completed at the start of the year two identified actions were outstanding: the identification of the local Police youth worker and for the school to have a policy regarding how to support individuals coping with the impact of the suicide of an individual close to them. RS advised the Trust would develop a Trust wide policy for this. AP advised safeguarding retained a high profile within the school and information had been made available in Makaton to ensure it was accessible to all children. Governors noted the inclusive practice. <u>Rainbow Flag Update:</u> AP reported staff had been working on this project over the last year and had passed the first section of the award. AP agreed to send the report on this from staff to all governors. Governors noted the next focus of the project would be inclusivity and would involve displays, website information and coffee mornings and that all members of the school community were invited to participate. AP advised that three parents were involved in reviewing certain policies to ensure the policy was fully representative and appropriate. Governors asked whether Ide was one of the first schools in Devon to undertake	Action: AP send Rainbow Flag report to all governors

	the award, AP confirmed this. Governors asked whether the information had been sent to the local press, AP advised this had been done but to date nothing had been printed. Governors discussed methods of linking with the local press and methods of engaging parents with the Rainbow Flag project. Governors asked why there had been an increase in the number of school level safeguarding concerns recorded, AP advised this figure showed the number of issues recorded on CPOMS but no reason had been identified for the increase. Governors noted 19 issues were recorded in the autumn term and 29 in the spring term. Governors asked whether there were any particular issues that needed to be addressed, AP advised there were not, and that bullying and peer to peer abuse issues were tracked separately. Governors asked whether it was thought the issues might be a result of the pandemic, AP advised that longer term tracking would be required to establish this. Governors asked whether there was ongoing review for identified children, AP confirmed that vulnerable children were closely monitored, and SCo highlighted that increased staff vigilance had caused an increase in reports made.	
6	Staff and Pupil Wellbeing Update AP reported there had been positive health news for one member of staff. Governors noted that staff had been invited to the governors meeting with a view to recruiting a new staff governor but to date this had been unsuccessful. AB noted she had also emphasised the importance of the staff governor role. AP advised there was a positive feel within school following the increased level of activities such as sports days, trips and productions. Governors noted the positive events and the impact of the pandemic upon parental involvement with the school. Governors noted that a parent workshop was planned for the start of the year for each class to attempt to increase parental engagement with the school.	
7	Headteacher's Report Governors noted this had been previously circulated and was also available on Teams. AP highlighted the number of children on roll (NOR) had been consistent at 132 for the last two terms although the cohort joining in September was small so marketing of the school was required to increase pupil numbers to the school and preschool. Governors noted the NOR in September was predicted as 129, with 31 children in preschool, AP noted this was incorrectly stated in the Headteacher's report as 21. Governors noted that not all the 31 children would enter reception year in September 2023 therefore NOR remained low. RS highlighted that the current published admission number (PAN) was 20 which meant the school had to take to this number if sufficient children applied, but 20 was not sufficient to make a full class of 30 children but was sufficiently large to provide challenges in class structure. RS suggested that the reduction of the PAN to 15 allowed the school flexibility in future planning as more children could be accepted if the school had capacity. Governors agreed to discuss this further in September. AP highlighted the following progress against the school improvement priorities: <u>Phonics</u> – The “Little Wandle” scheme took time to embed but all staff had received training. Phonics and reading were monitored weekly with catch up sessions being provided where necessary to ensure children remained on track. Governors noted that not all year one children had passed the phonics screening. Governors asked whether there were any year two retakes this year, SW confirmed this and advised that two children did not pass the retakes but were being monitored closely and	Action: Agenda discussion of PAN for next meeting

	gaps being addressed. Governors asked whether any changes to test preparation had been identified that would support children taking the test going forwards, SW advised that increased preparation of what the test entailed especially around the part of the test that didn't use real words would be introduced. Governors asked what involvement there had been for parents of the children who found it challenging, SW advised that letters had been sent home but more work could be done to direct parents to the support materials provided by Little Wandle. Governors asked whether a parent session was planned for year one children going forwards, SW confirmed this. <u>Attendance</u> – Governors noted the low attendance due to Covid related issues in the Autumn and Spring term and the low attendance in the summer term due to illness. AP advised the school was closely monitoring attendance, liaising with parents, and sending letters home when children were late. Previously holidays carried over due to Covid had been authorised, but this was no longer happening. Governors asked whether any fines had been issued, AP confirmed this. <u>Subject Leadership</u> – AP advised that all teachers were now leading a subject and the timetable had been adjusted to allow some release time to support this. Work was being done to develop a consistent monitoring format, subject leadership training and the school was linking with Trust sessions to prepare subject leaders for Ofsted inspection requirements. <u>Early Years Foundation Stage (EYFS)</u> – Governors noted the appointment of a new staff member earlier in the year and subsequent release time to allow the staff member to develop this area. AP advised curriculum plans were in place across preschool and reception classes, and the physical environment was much improved. Governors noted that 81% of the children had achieved the expected level of development (ELD). RS highlighted the significant improvement in the EYFS provision and results within the school. Governors noted the recent external statutory test results as detailed within the Headteacher's report. Governors asked whether any cohort scores were below the national average, RS noted that key stage one results were still measured against the 2019 average. AP advised that she felt the year one results would be low. Governors asked whether parents of year 2 children were aware of the statutory tests, AP advised that parents were informed but the tests were deliberately kept low key for the children. Governors discussed the impact of increased anxiety levels for the children. AP advised that the resources for the current year one children would use next year were being reviewed to ensure they provided the appropriate level of support for the children. Governors asked what options were being considered, AP advised options included "No Nonsense Grammar" and the "Write Stuff". RS noted the "Write Stuff" had been used to good effect in other Trust schools and it had been adapted by the schools to support the needs of the children. Governors asked if there was a writing version of "Little Wandle", SW advised this was not available. Governors asked how it was determined whether the low results were due to the ability of the cohort or an issue with the teaching of material, AP advised that close monitoring of progress, knowledge of each child's starting points and performance in EYFS, and monitoring of work were all reviewed to inform this. RS advised the performance of the teachers were also reviewed. Governors noted the progress of children with special education needs and disability (SEND). AP advised that the progress of these children in maths had dropped, and this would be investigated. AP reported that the school would be using the "White Rose" scheme of work next year which used workbooks to improve	
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	consistency and support learning. Governors asked whether children were able to keep these workbooks, AP confirmed this. RS noted there was also strong online learning support available for this scheme. Governors asked whether there was a wide range of resources available for White Rose, AP confirmed this. Governors asked how well the scheme worked for mixed age group classes, AP advised the scheme was designed around mixed age classes and the books linked closely to the teaching plan. AP advised that children would receive face to face teaching and then complete a workbook challenge whilst the other age group were being taught. Governors thanked AP for her report.	
8	Governor Visits Report AB reported she undertook a visit with staff regarding information technology (IT) leadership. AB noted that the visit was very positive, showed clear use of class books and she advised the visit report was pending. Governors noted visits regarding geography and physical education would be deferred to the start of next term, but that it was hoped to schedule a visit to EYFS before the end of term. MP advised she had a visit regarding IT scheduled for the following day and a further visit the following week.	
9	Risk Register Update Governors asked who identified the financial risks, RS advised that the Trust Board felt the risk register for local governing bodies was overly complicated and were reviewing the format.	
10	Policy Review Governors noted no policies were presented for review. RS advised that the Trust Administrator was developing a schedule showing all school specific policies. Governors asked how they would access the policies, RS advised they were currently posted into the Staff ELAT folder on Teams but over the summer governor hub would be developed as a storage venue for the policies. Governors asked whether renewal dates would be included within the schedule, RS confirmed this.	
11	Governor Training Update SCa noted he wanted to complete the governor induction course. AB noted the high quality of governor training provided by the National College. RS advised that general data protection regulation (GDPR) training, the training regarding the 2022 Keeping Children Safe in Education (KCSiE) and training regarding pupil exclusion would all be useful courses for governors to complete. <i>AP left the meeting at 7.20pm.</i>	
12	Links to parents & Community Governors noted the significant increase in additional activities and AB encouraged governors to attend when able. Governors noted the value of “make a difference day” and discussed the reinstatement of these to address some general maintenance issues. Governors asked how many active members Friends of Ide School (FIS) currently had, JW advised there were currently two committee members but a pool of approximately six people who would help. Governors discussed strategies to recruit additional FIS members including leaflets given at the meet the teacher days at the start of term, advising all parents they were	

	automatically members when their child joined the school and advertising event dates well ahead of time.	
13	Communication with the Trust Board AB advised she had attended the Chairs Forum on 30.6.22 and that she had requested a list for governors of “Who’s Who” within the shared services team. Governors noted the invitation to the Trust Away Day on 13th July 2022 and noted that AB, MP and SCA were planning to attend.	
14	Matters brought forward by the Chair Governors noted there were no items brought forward by the Chair and no items for discussion under part two of the meeting.	
15	Future Meeting Dates SW left the meeting at 7.39pm. Governors noted dates for the meeting of next academic year would be advised but agreed that 5.30 on Thursday was the preferred meeting time, pending agreement from AP and SW. Governors agreed KP would forward the dates to all when able.	Action: KP liaise with SW and AP and finalise meeting schedule and send to all.

The meeting closed at: 7.42pm.

Date/Time of next meeting	TBC	Location	Hybrid - at school and via Microsoft Teams
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Actions Identified in the meeting 11th July 2022:

Agenda Item	Action	Item lead(s)	Timescale
3	MP to pass information SCo to support change of MH&WB monitoring role.	MP & SCo	
3	Forward information regarding CIF bid to governors as able.	PW	
3	Send course booking information to SCA	RS	
3	Follow up potential new governor.	AB	
4	Ask Premises Manager to arrange site visit with school and governors.	RS	
5	Send rainbow flag report to all governors	AP	
7	Agenda discussion of PAN for next meeting	AB / KP	
15	Liaise with SW and AP and finalise meeting schedule and send to all.	KP	