

Shebbear Community School
 Agreed Minutes from the Part One Governing Body Annual General Meeting
 held on the 13th October 2022 at 7.00 p.m.

1/2022 Welcome; receive and sanction apologies for absence:

Mr N Alford (Head Teacher)
 Mr A Goode (Co-opted Governor) (Chair - elected at this meeting)
 Mr D Hurley (Co-opted Governor)
 Mr J Quance (Co-opted Governor)
 Mrs A Bernstone (Parent Governor) (Vice-Chair - elected at this meeting)
 Mrs T Brock (Parent Governor)
 Mrs G Cooper (Co-opted Governor)
 Mrs P Kirby (Local Authority Governor)
 Mrs S Woollacott (Parent Governor)
 Mrs S Hawker (clerk).

The meeting was quorate. Apologies were received from Miss Curtis (Staff Governor) and Miss Derwin (Co-opted Governor) these were sanctioned by governors present. Mr J Richards (Parent Governor) was absent and no apologies were received.

2/2022 Declarations of Pecuniary Interest:

No new pecuniary interests were declared. Governors need to log into Governor Hub to record these, as well as making the declaration - via GovernorHub - that they have read the Keeping Children Safe in Education Part One document (updated September 2022).

STRATEGIC ITEMS

3/22 Resignation and Appointment of Governors:

Mr Goode advised that Mrs Coward (Co-opted Governor) had tendered her resignation from the position of Chair and the governing body. District Councillor David Hurley had agreed to fill the vacancy if governors would like him to.

Mr Hurley left the room.

Mr Alford explained that Cllr Hurley had been suggested, and had met with himself and Mr Goode to find out a little more about being a governor. Mr Quance proposed that he be asked to join the Governing Body as a Co-opted Governor to replace Mrs Coward, seconded by Mrs Kirby and agreed by all present.

Mr Hurley was invited to re-join the meeting. Mr Goode welcomed him to the governing body. The Clerk will arrange a mutually convenient time to meet with him for induction.

MONITORING AND ACCOUNTABILITY

4/2022 Head Teacher's report:

Mr Alford gave a verbal report, starting by saying how well the nine children have settled into Reception. The class structure has helped their good start to school life providing a very small class size for morning teaching.

Safeguarding: He advised that behaviour in school had improved and reported that there have been no incidents involving sexual behaviour or language, nor cases of harassment.

There has been one safeguarding disclosure and staff involved reported this speedily. The report was followed up and there was no need for any further action to be taken.

He confirmed that the Child Protection and Safeguarding Policy has been updated and this is available on Governor Hub for governors. This is to be ratified and adopted later in this meeting. Mrs Cooper asked if personal numbers had been used - they have not.

Attendance -The whole school attendance is currently at 94.93% with Koala class having the lowest. The absence request 'holiday' form is making a re-appearance and these are being assessed for authorisation in line with common sense guidelines. It is noticeable that it is the same families as last year who have lower attendance. There is a massive push from the DfE about attendance currently and we need to be vigilant in monitoring it. Until now we have been very lenient about fining parents and he asked governors if they thought we should be doing this more.

JQ: Is this up to us?

NA: No, it is the Educational Welfare Officer who would do this, however we can report families.

JQ: I think that if you have not authorised a request and the children are not in school then they should be monitored and referred if thresholds are met.

NA: When making a decision I refer to the current attendance and that of last year if necessary.

GC: There is no point in making a referral if fines are not implemented by Devon County Council.

AB: I think that children who are consistently absent for one reason and another are more of a concern than a one-off holiday in term time.

NA: I agree. We are expecting the new Bill to be more rigorous and unforgiving of absence. In analysis, it is reasonable to say that the current Year 6 were the worse year group to engage in home learning, and perhaps it is no coincidence that Koala have the lowest attendance currently. This is something that will be monitored throughout the school year.

AG: Have we set the attendance target for 2022/2023 yet?

NA: No, not as yet - we can set it now.

AG: I propose that it is set at 96.5%, seconded by Mrs Kirby, and agreed by all.

JQ: We also need to be mindful of reasons for persistent absence, such as bullying.

ACTION: TERM DATES TO GO TO DCC, ON WEBSITE AND CIRCULATED TO PARENTS NA/SH

School Development: Mr Alford continued by confirming that he had met with the performance management governors and Neil Swait the external advisor to complete his performance management review. He added that Mrs Quance is undertaking an Early Years course and that Mrs Evans has had some non contact time to carry out a PE audit. The summary and detailed School Development Plans were circulated previously to the meeting on GovernorHub and governors had noted these.

Extended Schools - this has had a good start, and the clerk read out a report in Miss Curtis's absence. As early days, there is limited financial data available, however signs show that the club is currently self financing. A report will come to the next Resources meeting, once we have at least two months trading under our belt.

We have already received a number of visitors to school this term, welcoming authors Chloe Inkpen and Justin Edwards through the Appledore Book Festival. Year 6 children are completing the Bikeability Level 1 and 2 this week and next week. Also this term Teddy class have had a library visit, we have attended a multi skills festival and will be visiting Shebbear College for tag rugby. The Harvest Festival was this morning and well attended. Revd Warren joined us for this.

He invited the clerk to update the governors on the School Money system which she did, explaining that it does not necessarily save much in the way of admin time however it was primarily bought to make it easier for parents to make payments. The transition to using it for daily school dinner ordering has been a bit challenging, however this is improving week by week and we have now got to the stage whereby we no longer ask children for meal choices when taking the register.

Mr Alford told governors that he had had a 'Keeping in Touch' phone call meeting with Jo Dymond (School Improvement Partner) today, however as we have had OfSTED he suspects that her attention will be more on the schools who are yet to be inspected.

Finally, he was delighted to let governors know that we have received a very generous donation in the sum of £20,000 from Mr Ackland with possible projects to be discussed later in the meeting.

Signed Chair of Governors

Dated

5/2022 Governors' Reports:

There were no report for this meeting.

6/2022 Clerk's Report:

The clerk urged governors to complete and return their skills matrix if they haven't already done so to allow her to bring the collated responses to the next meeting. Hard copies were circulated to those who preferred them.

She advised that the documents from the Clerks' Update held earlier this term were on GovernorHub. She had written a short report from the training session which focussed governors' attention on key points: attendance; behaviour; uniform; pupil premium spending and monitoring; and online recruitment checks. For many of these there is updated guidance and/or model policies to come.

She confirmed that we have had no data breaches since the last full Governing Body meeting.

She continues to circulate weekly emails from Devon Association of Governors and the checklist from Devon Governor Services. She encouraged governors to let her know training needs.

7/2022 Financial Reports:

Sport Report: Mrs Evans has completed this for 2021/22 and it was on our website at the end of last term to comply with statutory requirements. It is available on GovernorHub.

CFR: Governors had already seen this report; the latest one will go to the next Resources meeting.

Extended Schools: See earlier in the meeting.

School Money: See earlier in the meeting.

STRATEGIC ITEMS

8/2022 Approval of Committee Structure and terms of reference and membership:

a) Meeting structure, Committee Membership and Terms of Reference for 2022/23:

Suggested dates and terms of reference for each committee had been circulated beforehand and it was agreed that for 2022/23 the governing body would continue to operate a full governing body/one committee (Resources) structure with half termly full Governing Body meetings and termly Resources meetings. This year, the meetings will be held on Mondays/Thursdays and the Head Teacher's written report will be taken to the second meeting of each term. Statutory committees would also need to be set up. The following was agreed:

b) Resources:

Mr N Alford, Mr A Goode, Mr J Quance, Mrs A Bernstone, Mrs G Cooper, Mrs P Kirby and Mrs S Woollacott with Mrs Hawker to clerk.

c) First Committee & Complaints:

Mr A Goode, Mrs A Bernstone, Mrs G Cooper, Mrs P Kirby and Mrs S Woollacott with Mrs Hawker to clerk.

d) Second Committee & Appeals:

Mr D Hurley, Mr J Richards, Mr J Quance*, Mrs T Brock and Miss N Derwin with Mrs Hawker to clerk.

***ACTION: CLERK TO CHECK MR QUANCE CAN BE ON THIS COMMITTEE DUE TO BEING MARRIED TO A STAFF MEMBER, TOGETHER WITH BEING A POSSIBLE HTPM GOVERNOR.**

e) Pay Committee:

Mr N Alford, Mr A Goode, Mrs G Cooper and Mrs P Kirby with Mrs Hawker to clerk.

Mr Quance proposed that the governing body adopt the committee structure above and circulated meeting dates (once the 6th November had been amended to the 7th for Resources) and terms of reference, as circulated, seconded by Mr Goode and agreed by all.

Governor Appointments:

a) SEND Governor: Miss N Derwin was re-appointed as the SEND governor.

b) Child Protection Governor: Mrs A Bernstone kindly agreed to continue as Safeguarding and Child Protection governor.

c) H&S Governors: Mrs P Kirby and Mr Goode kindly agreed to continue as the Co-Health and Safety and Fire Safety governors and Mr J Richards was added too.

d) Pupil Premium and Children in Care: Miss N Derwin was appointed as the Pupil Premium governor and Children in Care governor.

e) Early Years: Mrs S Woollacott agreed to be the Early Years governor.

f) Sex and Relationships: Mrs A Bernstone agreed to continue as the Sex and Relationships governor.

g) Head Teacher Performance Management (HTPM) governors: Mr A Goode, Mr D Hurley and Mrs P Kirby all agreed to be Head Teacher Performance Management governors. The clerk to check to see if all three need to be trained and, if so, arrange accordingly. Also see if Mr Quance is eligible too.

ACTION: CLERK TO CHECK TRAINING REQUIREMENTS AND ARRANGE IF NEED BE.

h) Wellbeing Governor: This was not decided at this meeting

i) English and Maths Governor: Mrs Brock agreed to be the English and maths governor.

Mrs G Cooper proposed the above governor appointments be agreed, seconded by Mrs P Kirby and agreed by all.

Annual Cycle of Business:

The document is available on GovernorHub and contents were noted and agreed - these reflect our new operational structure ensuring the same business will be discussed. All were happy with this.

9/2022 Approval of Minutes from the Previous Meeting(s):

The Part One minutes of the full Governing Body meeting held on the 11th July and the Resources meeting held on the 13th June 2022 were agreed by governors present and signed as correct by the chairman. The Part Two minutes were read at the confidential section of this meeting.

10/2022 Matters Arising from the Previous Meeting(s):

The clerk reported that a cheaper building quote (Paul Blackman) had been sourced for the boundary wall and external entrance but, as yet, work has not started. She continues to chase the builder.

Mrs Cooper asked if the heating system was working and was it saving money/units. It was agreed that it is too early to really know and it was suggested that in March this is reviewed.

ACTION: AT EITHER RESOURCES OR THE FULL GOVERNING BODY MEETING IN MARCH A REPORT REGARDING HEATING COSTS/USAGE TO BE BROUGHT TO THE GOVERNING BODY.

11/2022 Policy Adoption/Review:

Safeguarding Policy: This is the revised model policy from Babcock and reflects the changes in the updated Keeping Children Safe in Education Part 1 document.

Governors' Code of Conduct: This is the most up to date NGA policy.

School Code of Conduct: This has been reviewed and updated by Mr Alford.

Pay: This is the updated model policy from HR ONE, governors noted that pay scales had not yet been approved and could be subject to change.

Finance: This has been brought back to the governing body as following sourcing of recent quotes it has become clear that the limits need to be revised in line with building cost increases.

Mr Quance then proposed that all of the above policies be adopted en bloc by governors, seconded by Mrs Kirby and agreed by all.

ACTION: SAFEGUARDING AND OTHER STATUTORY POLICIES TO BE PUT ONTO THE SCHOOL WEBSITE (SH/NA)

12/2022 Items Brought Forward by the Chairman:

Playground Proposal: As mentioned earlier in the meeting, we have been given a donation of £20,000 and Mrs Evans has sourced some playground and trim trail quotes. The clerk has produced an at a glance sheet to make comparison easier, together with a budget. She has tried to source another fencing quote (see last meeting), however has not been successful so far.

GC: What does the school want to do with the money?

JQ: Should we be spending on niceties when budgets are getting tighter? There is a lot of building work planned and would we need this money if we were to have to supply more classrooms?

AG: No, Devon County Council would be obliged to help if pupil numbers increased so much that we need another classroom.

DH: It would be nice to see a project.

NA: Agreed, it would be nice to spend it on a project and our playground needs to be improved. There are reservations about a trim trail - mainly around health and safety, supervision and limited use during the winter months - but all children would benefit from a re-surfaced playground and the boundary fence needs replacing. The additional bonus would be that this would add visual impact and all could see the improvements easily.

JQ: What length of guarantee are the companies offering? Will Mr Ackland be happy with this?

NA: As far as I understand Mr Ackland has not added any conditions to the spend, however I will contact him with this proposal to see if he would be happy for the money to be spent in this way.

GC: I would prefer playground markings etc rather than the trim trail - could Resources look at this in more detail at the next meeting?

ACTION: MR ACKLAND TO BE APPROACHED TO SEE HE IS IN FAVOUR OF PROPOSAL (NA)

ACTION: GUARANTEES TO BE CHECKED AND TAKEN TO RESOURCES (SH)

ACTION: AN ADDITIONAL FENCE QUOTE TO BE SOURCED IF POSSIBLE (SH)

Training: Governors were reminded that training is an essential part of being a governor. The clerk will source New Governor and Performance Management training as necessary for Mr D Hurley.

Mr Alford advised that he is sourcing some governor safeguarding training, possibly a joint session with other schools. Mr Quance commented that face to face training is better if possible, with which Mr Goode and Mr Hurley both agreed. Mrs Bernstone has recently undergone some safeguarding training in her workplace and would let the clerk have certificates for her file.

ACTION: CLERK TO FILE CERTIFICATES (SH/AB) AND TO SOURCE GOVERNOR TRAINING.

13/2022 Correspondence:

Term Dates 2023/24: Mr Alford has discussed this with staff and proposed the following dates: Non pupil - 4th and 5th September, 2nd January, 17th June, 24th July. Occasional - 25th and 26th July. After some discussion [Mr A Goode](#) proposed that these be adopted and circulated, seconded by [Mrs G Cooper](#) and agreed by all.

ACTION: TERM DATES FOR 2023/24 BE CIRCULATED TO PARENTS AND ON WEBSITE, PLUS TO DEVON COUNTY COUNCIL (SH/NA)

Village Hall Lease: Governors have seen the email from NPS which arrived during the holidays advising that the Village Hall solicitor would like to insert a mid-term clause to revise the lease after five years. After a lot of discussion, governors were strongly not in favour of this for the following reasons:

- *This has not been necessary in the past, the lease has always been for a ten year period;
- *The lease has already been increased by a considerable amount;
- *The school pays for the grass cutting of the playing field on top of the car parking rent;
- *The school is also responsible for the boundary wall which only sustains damage through users of the playing field;
- *The school pays an additional amount to use the Hall on an ad hoc basis, if free, as does the SSSG for fund raising events;
- *There is a lack of maintenance and upkeep of the car park - we have asked for line markings, a disabled bay and a light to be fitted in the past, none of which have happened. There are frequently potholes and there is overgrown vegetation which encourages bad parking and restricts the space available.

[Mr D Hurley](#) proposed that this be taken back to Devon County Council for the above reasons, after all they will suffer the problem of parking on the roads if this is not resolved, [Mr A Goode](#) seconded this and said that we are not in favour of a mid-term clause. All agreed.

ACTION: CLERK TO RESPOND TO NPS WITH THE ABOVE POINTS.

School Funding Consultation: Mr Goode attending the consultation briefing; in short Devon County Council are trying to get as close to the national funding formula as possible which is around £4405 per pupil. There are huge funding problem with the High Needs, and the proposal is that the Growth Fund surplus is used to try to rectify this. Governors agreed that they were willing for Mr Goode and Mr Alford to respond to the consultation on their behalf.

ACTION: MR GOODE AND MR ALFORD TO RESPOND TO THE FUNDING CONSULTATION.

GOVERNANCE

14/2022 Election of Chair and Vice-Chair:

In line with our agreed procedure, the clerk invited nominations for the position of chairman.

[Mr A Goode](#) self-nominated; there were no other nominations. [Mr Quance](#) seconded that Mr Goode be elected as chairman and this was agreed by all. Mr Goode resumed the chair.

In line with our agreed procedure, the clerk invited nominations for the position of vice-chairman.

[Mrs Bernstone](#) self-nominated; there were no other nominations. [Mrs Brock](#) seconded that Mrs Bernstone be elected as vice-chairman and this was agreed by all.

Signed Chair of Governors

Dated

15/2022 Impact from this meeting:

The governing body has:

- *ensured that safeguarding measures are in place to safeguard all members of our school community via policies and procedures;
- *looked at improving the playground facilities to help impact on positive playtimes plus improve the external appearance of the school;
- *successfully recruited a co-opted governor following Mrs Coward's resignation;
- *reviewed the extended schools provision and heard that this is a well received and positive addition to the school day.

16/2022 Dates and Times of Next Meetings:

Clerk to upload the updated document onto GovernorHub. The next dates are as follows:

Full Governing Body:	Monday 28 th November 2022 at 7.00 p.m. Thursday 26 th January 2023 at 7.00 p.m. Thursday 23 rd March 2023 at 7.00 p.m. Thursday 11 th May 2023 at 7.00 p.m. Monday 10 th July 2023 at 7.00 p.m.
Resources Committee:	Monday 7 th November 2022 at 7.00 p.m. Monday 27 th February 2023 at 7.00 p.m. Thursday 27 th April 2023 at 7.00 p.m. Monday 12 th June 2023 at 7.00 p.m.
Pay Committee:	Thursday 13 th October 2022 (immediately after AGM) Monday 10 th July 2023 at 6.45 p.m.

Dates for the year to be circulated to all governors.

Mrs Kirby proposed that we move into Part Two to discuss any confidential items for this meeting, seconded by Mrs Cooper and agreed by all.

After the Part Two section of the meeting the Chairman thanked governors for attending and declared the meeting closed at 9.30 p.m.