

Shebbear Community School  
 Agreed Minutes from the Part One Governing Body Annual General Meeting  
 held on Monday 29th September 2025 at 6.30 p.m.

**1/2025 Welcome; receive and sanction apologies for absence:**

Miss R Curtis (Staff Governor)  
 Mrs L Duggan (Co-opted Governor)  
 Mrs R Evans (Co-Head Teacher)  
 Mr A Goode (Co-opted Governor) (Chair - elected at this meeting)  
 Mrs L Gough (Co-Head Teacher)  
 Mrs P Kirby (Local Authority Governor)  
 Mr J Lake (Parent Governor)  
 Mr R Monaghan (Parent Governor)  
 Mr J Quance (Co-opted Governor)  
 Mrs S Woollacott (Parent Governor)  
 Mrs S Hawker (clerk).

The meeting was quorate; apologies were received and sanction from Mrs C Evans (parent governor);  
 Mr D Hurley (co-opted governor was absent (apologies received late)

Mr Goode welcomed Mrs Evans and Mrs Gough to their first meeting as Co-Head Teachers.

**2/2025 Declarations of Pecuniary Interest:**

Governors need to log into Governor Hub to record all interests, pecuniary and non-pecuniary, as well as making the declaration - via GovernorHub - that they have read the Keeping Children Safe in Education Part One, the Child Protection/Safeguarding policy and the Governor Code of Conduct policy documents (all updated September 2025).

**STRATEGIC ITEMS**

**3/2025 Governor Recruitment:**

Mr Goode welcome Mr Lake to his first meeting as a parent governor. Introductions were made. Mr Monaghan offered to act as mentor for Mr Lake. He also welcomed Mrs Woollacott back for her second term of office. We still have a vacancy for a Co-Opted Governor.

**MONITORING AND ACCOUNTABILITY**

**4/2025 Co-Head Teacher's report (given verbally, to be on Governor Hub after the meeting):**

This is a new look report as advised by their mentor Head Teacher. Mrs Evans and Mrs Gough gave a short verbal report, including:

**Attendance:** Mrs Evans reported that already our attendance figures are below target due to term time holidays (unauthorised) taken at the beginning of term. She elaborated on persistence absence and we need to explore ways of reducing this, including fining.

**Safeguarding:** All staff have undertaken Level 2 online safeguarding training and read KCSIE Part 1. This is available for governors to read on GovernorHub, together with the Child Protection policy and Governor Code of Conduct policy, as above. There have been two Front Door calls to school this term and one Public Protection Notice (PPN). No peer-on-peer abuse has been reported. DSL is Mrs Gough.

Mr Goode drew governors' attention to safeguarding training available on GovernorHub and asked that governors complete this and let the clerk have the certificate.

They outlined CPD already undertaken by staff this term and events that have happened in school.

Mrs Gough had prepared the SEND statement to go on to the website; Mr Goode asked that the acronym OAIP be included in the glossary at the end. This was circulated on GovernorHub before the meeting.

They have updated our progress and identified gaps in the School Development Plan which they will address and this will be tabled at a subsequent meeting.

The Co-Head Teachers are drawing up a schedule for monitoring visits, and asked governors to take responsibilities in the following areas which align with the new OfSTED framework:

Attendance and Behaviour - Mr Quance volunteered

Early Years - Mrs Woollacott volunteered

Finance - Mr Goode volunteered

SEND/Inclusion - Mrs Duggan volunteered

Achievement - Mr Monaghan volunteered

Co-Head Teachers' Performance Management: Mrs Kirby, Mr Goode and Mr Hurley to continue

RSE/PHSE - Miss Curtis volunteered

Health & Safety - Mr Quance, Mr Goode and Mrs Kirby to continue

Safeguarding - a governor was not appointed at the meeting, as it was felt that Mrs C Evans would be a natural fit due to her profession. The clerk will ask her.

These were added to the report which will be posted on Governor Hub.

**ACTION: CLERK TO ASK MRS C EVANS IF SHE WOULD BE SAFEGUARDING GOVERNOR. SH**

5/2025 Governors' Reports:

There were no reports for this meeting.

6/2025 Clerk's Report:

The clerk reiterated the message about training, explaining that there is a lot available on GovernorHub that governors can do to upskill themselves. The Skills Matrix for 2025 isn't yet available, so she will simply ask new governors to complete them and feed them into last year's.

She is attending the Clerks' Update training session tomorrow and will report to the next meeting.

GDPR: There has been one very small breach which has been reported and managed well.

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 of any training needs. Mr Quance asked if any training could be arranged as a group or with other schools as he finds it hard to do online training. Mrs Gough said she would ask at the next DISP meeting if other schools would be interested.

7/2025 Financial Reports:

**Sport Report:** Mrs Evans has completed this for 2024/25 and it was on our website at the end of last term to comply with statutory requirements. It is available on GovernorHub.

**Pupil Premium Report:** Another statutory report that needs to be on the website by the end of this calendar year. Mrs Gough is currently working on this.

**Extended Schools:** The latest Power BI figures were tabled ahead of the meeting. However, this does not currently have all staff costs, nor the Breakfast Club funding included and the clerk is in the process of sorting this out to have more accurate information. This will go to Resources.

**Capital Funding:** The carry forward from last year (£3261.86) was confirmed in the holidays and we also have our allocation of £4821. We have spent £5146 and therefore have £2937 available. Possibly the new external doors could be allocated against this as part of our security project.

**School Budget Share:** Again, the carry forward (£50,633.13) from last year was confirmed in the holidays and tabled ahead of the meeting. A new FRS style report has been supplied by County and this will come to the next Resources meeting. We need to report by the 24th October.

**School Fund:** The latest bank statement was circulated ahead of the meeting showing that we currently have £2206.88 in the account. The clerk will prepare the accounts for audit and liaise with Mrs Smith.

**ACTION: CLERK TO PREPARE FINANCIAL REPORTS FOR THE RESOURCES MEETING. SH  
CLERK TO PREPARE UNOFFICIAL SCHOOL FUND ACCOUNTS AND ARRANGE FOR AUDITING.  
SH**

#### 8/2025 Committee Structure, Terms of Reference and Governor Appointments:

**a) Meeting structure, Committee Membership and Terms of Reference for 2025/26:**

Suggested terms of reference for each committee had been circulated beforehand and it was agreed that for 2025/26 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 continue to be held on Mondays. Statutory committees would also need to be set up. We also have the additional Joint Management Support Partnership (JMSP) committee. The following was agreed:

**b) Resources:**

Mrs R Evans, Mr A Goode, Mr J Quance, Mr R Monaghan, and Mrs S Woollacott with Mrs Hawker to clerk.

**c) First Committee & Complaints:**

Mrs C Evans, Mr J Lake, Mrs P Kirby and Mrs S Woollacott with Mrs Hawker to clerk.

**d) Second Committee & Appeals:**

Mr D Hurley, Mr R Monaghan, Mr J Quance and Mrs L Duggan, with Mrs Hawker to clerk.

**e) Pay Committee:**

Mrs L Gough, Mr A Goode, Mrs P Kirby, Mr R Monaghan, space with Mrs Hawker to clerk.

**f) Support Partnership Committee:**

The draft terms of reference had been circulated ahead of the meeting, based on the agreement signed last term. Only one governor representative is required in addition to the Chair. Mrs R Evans, Mrs L Gough, Mr A Goode and Mr J Quance to represent Shebbear.

Governor Appointments (were covered during the Co-Head Teachers' report, with the exception of):

g) Pupil Premium and Children in Care: Mr Goode was formerly appointed as the Pupil Premium governor and Children in Care governor.

h) Wellbeing Governor: Mrs Bernstone had been the wellbeing governor.

Mr Quance proposed that the governing body adopt the committee structure above and this to be circulated together with the relevant terms of reference, once updated seconded by Mrs Kirby and agreed by all.

**Annual Cycle of Business:**

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

<b>9/2025 Approval of Minutes from the Previous Meeting(s):</b>
<p>The Part One minutes of the full governing board meeting held on the 14<sup>th</sup> July 2025 were agreed by governors present and signed as correct by the chairman.</p> <p>The Part Two minutes were read at the confidential section of this meeting.</p>
<b>10/2025 Matters Arising from the Previous Meeting(s):</b>
<p>Mr Quance asked if we had received the report from Tina Jackson. The Co-Head Teachers confirmed that we had, however due to some of the information contained therein it would not be appropriate to bring it to the meeting at the current time.</p> <p>Mrs Woollacott asked if a new CIO had been set up for Little Bears. Mrs Evans confirmed that she has meet with Mrs Sutherland and Mrs Spicer and that this is the next step forward to be done. She will arrange a date and let Mr Monaghan know.</p> <p><b>ACTION: MRS EVANS TO ARRANGE A DATE FOR A CIO MEETING. RE</b></p>
<b>11/2025 Policy Adoption/Review:</b>
<p><b>Safeguarding Policy:</b> This is the revised model policy from Devon County Council and reflects the changes in the updated Keeping Children Safe in Education Part 1 document.</p> <p><b>Governors' Code of Conduct:</b> This is the most up to date NGA policy.</p> <p><b>Attendance Policy:</b> This is the most up to date model policy template provided by Devon County Council and includes the new coding requirements.</p> <p><b>Model Pay Policy:</b> Again, this is a Devon model policy.</p> <p>Mrs Kirby proposed that all of the above policies be adopted en bloc by governors, seconded by Mrs Woollacott and agreed by all.</p> <p><b>ACTION: SAFEGUARDING AND OTHER STATUTORY POLICIES TO BE PUT ONTO THE SCHOOL WEBSITE (SH)</b></p>
<b>12/2025 Items Brought Forward by the Chairman:</b>
<p><b>Training:</b> Mr Goode explained to governors that as this is an OfSTED year potentially, with a number of changes, it is important that governors undertake training.</p> <p><b>Monitoring visits:</b> Mrs Evans and Mrs Gough will arrange a schedule of monitoring visits with a focus on each of the new OfSTED areas. Mrs Gough explained that all visits would require governors to monitor safeguarding/behaviour etc. and that these are a collective responsibility.</p> <p><b>Work completed in the summer holidays:</b> The new external doors have been fitted and the staffroom refurbish is looking very good.</p> <p><b>Strategic Direction:</b> This is to be an agenda item for the next meeting.</p> <p><b>ACTION: THE CO-HEAD TEACHERS TO DECIDE A SCHEDULE OF MONITORING VISITS. RE/LG</b></p>

13/2025 Correspondence (available on GovernorHub, except for the Wayleave item):

**Devon Governor Services:** Termly Checklist and weekly Governance Alert (all circulated to governors).

**Single Elliott Mobile Class Report:** This has been arranged by SW Norse on our behalf. The Inspector was surprised at the good condition that this temporary classroom still enjoys. The report suggests a couple of low urgency maintenance works which the clerk will arrange in due course, once we have a clear idea of where we are with the budget.

**Tree Surgeon's Report:** This is also arranged centrally. The report identified that there are two ash trees that need attention along the playing field hedge. This is included in our report as our children use the field and we have a duty of care to ensure it is safe to use. The clerk confirmed that she has let the Playing Field committee know and will liaise with them regarding works.

**Wayleave:** As we have a telegraph pole on site, the clerk is investigating a possible Wayleave payment. Mr Lake suggested that this would not be a huge sum of money, however agreed that it was appropriate to investigate this further.

## GOVERNANCE

14/2025 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. **Mrs Kirby** 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.

**Mr Quance** self-nominated; there were no other nominations. **Mrs Woollacott** seconded that Mr Quance be elected as vice-chairman and this was agreed by all.

15/2025 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;

- \*Agreed to take a more proactive approach to training and monitoring visits in order to be 'OfSTED ready';

- \*Agreed a structure of responsibilities and committees to deliver the three core functions of the governing board.

16/2025 Dates and Times of Next Meetings:

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

**Full Governing Body:** Monday 24th November at 6.30 p.m.

**Resources Committee:** Thursday 16th October at 10.00 a.m.

Before we moving into Part 2, Mrs Woollacott asked if we could have OfSTED training - this will be added to the next agenda.

Mrs Kirby proposed that we move into Part Two to discuss any confidential items. Seconded by Mrs Woollacott, agreed by all.

After the Part Two section of the meeting the Chairman thanked governors for attending and declared the meeting closed at 8.17 p.m.