

Shebbear Community School
 Agreed Minutes from the Part One Governing Body Annual General Meeting
 4th October 2021 at 7.00 p.m.

1/2021 Welcome; receive and sanction apologies for absence:

Mr N Alford (Head Teacher)
 Mr A Goode (Co-opted Governor) (Vice Chair)
 Mr J Quance (Co-opted Governor)
 Mrs A Bernstone (Parent Governor)
 Mrs T Brock (Parent Governor)
 Mrs G Cooper (Co-opted Governor)
 Mrs C Coward (Co-opted Governor) (Chair)
 Miss R Curtis (Staff Governor)
 Miss N Derwin (Co-opted Governor)
 Mrs P Kirby (Local Authority Governor)
 Mrs S Woollacott (Parent Governor)
 Mrs S Hawker (clerk).

The meeting was quorate. Despite our best efforts to accommodate his joining by Zoom, technology let us down and Mr J Richards (Parent Governor) was unable to join the meeting. It was agreed to tender and accept his apologies.

Mrs Coward welcomed back Mr Alford, following his bout of ill health. She then welcomed Mrs Woollacott to her first meeting and ensured that she knew everyone; Mr Quance volunteered to act as her mentor.

2/2021 Declarations of Pecuniary Interest:

Governors undertook the annual update and signing of their declarations of interest paper forms. The clerk asked if they could also complete this online via the GovernorHub site by the end of the week as well as making the declaration - via GovernorHub - that they have read the Keeping Children Safe in Education Part One document (updated September 2021).

MONITORING AND ACCOUNTABILITY

3/2021 Head Teacher's report:

Mr Alford reported that all children had returned to school and it felt like we are back to normal. We have welcomed a lovely new Reception cohort and everyone has come to school with a good attitude to learning. The new class structure is in place and the new DfE Baseline Assessment has already been completed and the outcomes submitted. The school is not able to access the exact outcomes but they will be used in the future to measure progress to the end of Year 6.

As a result, he advised that this would be the last year that Year 2 SATS would be undertaken and used as a progress measure.

We have already received a number of visitors to school this term through Diversity Week and the Appledore Book Festival. We also welcomed Rabbi Claude, via Zoom, as this term we are teaching Judaism across the whole school. He also confirmed the following:

- *The Covid Risk Assessment has been updated and is available on GovernorHub. Staff continue to voluntarily self-test;
- *Performance Management reviews across the school for teaching staff are completed. The Head Teacher's performance management review will be held before half term;
- *Koala Class are hoping to have a residential visit to London next year;
- *We are currently exploring the best way to deliver the tutoring programme and will have this up and running as soon as possible;

Safeguarding: The policy has been updated, see below. Annual staff training has taken place.

JQ - shared that there was a lovely comment on Facebook from one of our Diversity Week visitors, praising the children and saying what a credit they were to both themselves and the school.

Q: Is this the first year for Baseline for Year R when they enter school? JQ

Mr Alford said yes.

Q: How can they monitor from Year R to Year 6 - how will it work? JQ

Mr Alford explained that we do not actually receive the results from the Baseline Assessment, although Mrs Wood felt that the children did as well as we would have expected, however he thinks that there will be some type of standardised score against which the children will be judged e.g. below /above average progress.

Q: What happens if children move schools? SW

Mr Alford said the same as happens now - schools will transfer information including any statutory assessments along with teacher assessments

Q: Will we have to report the Year 6 SATS results this year as such a small cohort? If not will that be detrimental to us? ND

Mr Alford reported that the DfE have informed schools that KS2 SATs outcomes will not be published in 2022 (due to the impact of the pandemic). However, the results will be made available to the school, LA and Ofsted.

4/2021 Governors' Reports:

Preparing for OfSTED - Mrs Coward, Mrs Kirby and Mr Goode

Mr Goode submitted this report on behalf of the three governors who attend the training session. The main point taken from the training was that, as governors, the important thing is that we know where to find information when asked by OfSTED - it doesn't all have to be retained in your head.

Mrs Coward has posted on GovernorHub the updated discussion document from Neil Swait's visit last year, and he is due to visit again before half term. This document will be updated regularly.

She said that the thing that we need to work on most is challenge - how do we know the curriculum is working? We must ask questions at meetings. She drew governors' attention to the Q cards that are produced by Devon Governor Services and are on GovernorHub.

JQ: Commented that it has been really hard to do this via Zoom, he found it difficult to ask questions as a lot of the time signal quality was very poor. He encouraged governors to do the job properly now that we are back to having face to face meetings.

Mr Alford reminded governors that the majority of information that they need to know can be found in the School Evaluation Form (SEF) and the School Development Plan (SDP), both of which are available on GovernorHub and will be updated throughout the year.

5/2021 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.

She advised that the documents from the Clerks' Update held early this term were on GovernorHub.

She confirmed that we have had one data breach since the last full Governing Body meeting. This was reported to our DPO who advised how best to handle the incident. It was not reported to the ICO.

She asked if governors wanted to receive hard or online copies of the Governance Today magazine from now on. All governors, bar one, are happy to read it online. She will order two hard copies.

Signed Chair of Governors

Dated

6/2021 Financial Reports:

Sport Report:

Mrs Evans is in the process of completing this for 2020/21 and it is nearly ready to go on our website in order to comply with our statutory requirements. The report will go to the next Resources meeting.

STRATEGIC ITEMS

7/2021 Approval of Committee Structure and terms of reference and membership:

As discussed above, Mrs S Woollacott has replaced Mrs L Marshall as a parent governor.

The clerk confirmed that Mrs Kirby's term of office as a Local Authority governor ends in November - Mrs Kirby confirmed that if governors wished for her to continue for another term of office she would be happy to do so. Mrs Cooper proposed that Mrs Kirby be put forward for another term of office, seconded by Mr Goode and agreed by all.

a) Meeting structure, Committee Membership and Terms of Reference for 2021/22:

Suggested membership and terms of reference for each committee had been circulated beforehand and it was agreed that for 2021/22 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. As for this year, the meetings will be held on Mondays and the Head Teacher's report 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, Mr J Richards, Mrs A Bernstone, Mrs G Cooper and Mrs C Coward with Mrs Hawker to clerk.

c) First Committee & Complaints:

Mr A Goode, Mr J Quance, Mr J Richards, Mrs A Bernstone, Mrs P Kirby with Mrs Hawker to clerk.

d) Second Committee & Appeals:

Mrs T Brock, Mrs G Cooper, Mrs S Woollacott with Mrs Hawker to clerk.

e) Pay Committee:

The same as the Resources Committee, with the exception of Mr J Quance as he is married to a member of school staff. Care has been taken to ensure that those governors do not sit on the Appeals Committee also, although duplication on other committees is unavoidable in a school of our size.

Terms of reference were circulated prior to the meeting for all committees, plus individual lead governor appointments. Mrs Coward proposed that the governing body adopt the meeting dates and terms of reference, as circulated, seconded by Mr Goode and agreed by all.

Governor Appointments:

a) SEND Governor:

Miss N Derwin kindly agreed to act as the SEND governor replacing Mr Goode who had agreed to hold the position for an interim period.

b) Child Protection Governor:

Mrs 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.

d) Pupil Premium and Children in Care:

Mrs Coward agreed to continue as the Pupil Premium governor and Children in Care governor.

e) Early Years:

Mrs Coward also agreed to continue as the Early Years governor.

f) Sex and Relationships:

Mrs Woollacott agreed to continue as the Sex and Relationships governor.

g) Head Teacher Performance Management (HTPM) governors:

Mrs Coward, Mr Goode and Mrs Kirby all agreed to be Head Teacher Performance Management governors. The date for the HTPM is Thursday 21st October 2021.

h) Wellbeing Governor:

Mrs Bernstone agreed to be the well being governor.

i) Numeracy/Literacy Governor:

Mrs Brock agreed to be the numeracy/literacy governor.

Mr Goode proposed the above governor appointments be agreed, seconded by Mr Quance and agreed by all.

Q: Is the website going to be updated? Several governors are appearing on it who are no longer governors. JQ

The clerk responded that she is in the process of completing this and that the statutory parts of the website relating to governance have been updated. Mr Alford confirmed that he would like to update the photo section and he will take photos at the next meeting to upload.

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.

8/2021 Approval of Minutes from the Previous Meeting(s):

The Part One minutes of the Resources meeting held on the 22nd July 2021 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.

9/2021 Matters Arising from the Previous Meeting(s):

There were no matters arising from those minutes.

10/2021 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.

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

Admissions 2021 and 2022: As circulated by Devon County Council.

Pay: This is the updated model policy from HR ONE.

Positive Behaviour: Mr Alford explained that this has been reviewed and updated to reflect behaviour and attitudes to learning in school. Sample children's work books were shown to governors, demonstrating the improvement in presentation.

Relationships and Sex Education (RSE): Mr Alford reminded governors that this became a statutory requirement to teach twelve months ago and parents were consulted at that time. He intends to consult with parents again, particularly as there were few responses last time as during lockdown. He explained that topics such as same sex relationships must be taught and there will be a unit of work on this following the half term break. He explained that the school uses SCARF materials which is a scheme of work covering all aspects of PSHE and RSE. This is also linked to assembly themes throughout the year.

Looked After Children (LAC): Even though we currently have no LAC on roll, this policy was reviewed in line with our policy review cycle. Mrs Kirby proposed that Mr Alford be appointed the designated Looked After Children teacher, seconded by Mr Quance and agreed by all present.

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

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

Mrs Cooper asked if it would be possible for governors to be sent information about what is happening in school. The clerk, and other governors, advised that the weekly newsletter along with items is sent out regularly to the dedicated governor email addresses. Mrs Cooper confirmed that she would look there from now on in.

Mr Quance commented, whilst discussing Admissions above, that there is a lot of planning approved in Shebbear - towards a 100 houses. He felt strongly that developers should be making a contribution towards the school however until we are full with children resident in our catchment area, they currently don't have to do this. Numbers are forecast to rise in the next year and we will be mindful of his comments.

11/2021 Items Brought Forward by the Chairman:

OfSTED Preparation:

This was covered earlier in the meeting. Mr Alford reiterated that we are currently preparing for our next inspection, but we don't know when it will be. As a result of the pandemic, there has been an extension of up to six terms from the normal four year cycle meaning our inspection is likely to be by the end of 2022 at the latest. It is safe to assume that safeguarding and the curriculum will feature heavily on the inspection agenda.

Mr Alford explained that the school continue to work hard on refining the curriculum and are working with the children to help them learn more and remember more. A key tenant of this is the use of retrieval practice which includes low stakes quizzing, spaced learning and questioning techniques. NA reported that there was evidence in pupil responses to suggest that these techniques were beginning to have an impact.

School Development Plan: The school improvement plan is on GovernorHub with wellbeing added as a development area.

Q: Is this tied up with the points raised on the last OfSTED inspection or is this a whole new focus?
GC

Mr Alford explained that areas for improvement remain from the last inspection, however the framework has changed with a shift away from a focus on school results and data and a move towards the curriculum (including the wider one) and children's ability to retain information and build cultural capital.

Mrs Bernstone commented that there was a greater emphasis on confidence building and offering wider opportunities.

Mrs Brock added that, compared to many other schools, she considers that we offer a good range. Our provision during lockdown was very strong, with the school sticking to timetables, daily live lessons and ensuring that the children's learning was disrupted as little as possible.

Mr Alford said that the School Development Plan includes mental health and wellbeing across the school and suggested that it becomes a regular agenda item and a governor appointed to work with NA on this. He also drew governors' attention to the School Evaluation Form (SEF) on GovernorHub which offers a snapshot of where we are as a school and is a vital document to be familiar with.

Training:

Mrs Coward reminded governors that we need to undertake regular training. Mrs Kirby commented that once all the skills matrices were in the clerk would be able to identify any areas or gaps that need addressing. Mrs Woollacott confirmed that she is booked onto the New Governor Training.

Actions Taken Under Chairman's Orders:

Mrs Coward explained that at the end of last term there were a number of decisions that had to be taken whilst Mr Alford was absent under Chairman's Orders. In order to ensure that all governors were completely aware and in order to be transparent these were as follows:

*Year 3 & 4 residential visit in September 2021 -

*Staffing contracts from September 2021 already discussed in earlier GB meetings e.g. Part 2 April 2021 when discussing class structure and Part 1 April when agreeing the school budget for the financial year to include an additional 16 hours TA support.

*SEN TA hours.

*Updated Covid risk assessment.

*HT blended return to work (part time in school/part time working from home)

She thanked Mr Goode for his help and support, particularly during the summer holidays with a number of repair jobs and locking and unlocking the school. The clerk added her sincere appreciation.

DfE Connect the Classroom:

Having been accepted on this programme to have our Wi-Fi provision upgraded, we now have three quotes for consideration:

RM - £9956.09

Scomis - £2166.64 plus £2466.45 (Total £4633.09 + VAT)

Stone - £4184.40 (+ VAT)

After some discussion, Mr Goode proposed that we put forward the Scomis quote as our preferred supplier as it wasn't the most expensive, plus Scomis are very familiar with our school and offer a good level of support and after care. Seconded by Mrs Kirby and agreed by all.

12/2021 Correspondence:

Devon Governor Services - Checklist - sent to all governors and available on GovernorHub. It was noted that it is the governing body's responsibility to ensure that a register of declaration of interest is kept for school staff as well as the governors.

Term Dates 2022/23: Mr Alford has discussed this with staff and proposed the following dates: Non pupil - 1st and 2nd September, 3rd January, 23rd June, 24th July. Occasional - 26th June and 25th July. Mrs Brock proposed that these be adopted and circulated, seconded by Miss Derwin and agreed by all.

Signed Chair of Governors

Dated

Additional Bank Holiday 2021/22 for Queen's Jubilee: Mr Alford suggested that we take 21st June 2022 which will make the existing three day weekend a four day weekend. Miss Derwin proposed that this be adopted and circulated, seconded by Mrs Coward and agreed by all.

ACTION: REVISED TERM DATES FOR 2021/22 BE CIRCULATED TO PARENTS AND ON WEBSITE, PLUS TO DEVON COUNTY COUNCIL. THE SAME FOR TERM DATES 2022/23. (SH/NA)

Natasha's Law: Mr Alford drew governors' attention to the change in the requirements to list ingredients on packaged food, explaining that this could have an impact on future cake sales etc.

GOVERNANCE

13/2021 Election of Chair and Vice-Chair:

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

Mrs C Coward self-nominated; there were no other nominations. Mr Quance proposed that Mrs Coward is elected as chairman. This was seconded by Mrs Brock and agreed by all. Mrs Coward resumed the chair.

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

Mr Goode self-nominated; there were no other nominations. Mrs Kirby proposed that Mr Goode is elected as vice-chairman. This was seconded by Mrs Cooper and agreed by all.

14/2021 Impact from this meeting:

We have ensured that safeguarding measures are in place to safeguard all members of our school community via policies and procedures.

15/2021 Dates and Times of Next Meetings:

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

Full Governing Body: Monday 15th November 2021 @ 7.30 p.m. (now Mon 29th Nov. 2021)
Monday 7th February 2022 @ 7.00 p.m.
Monday 4th April 2022 @ 7.00 p.m.
Monday 4th July 2022 @ 7.30 p.m.

Resources Committee: Monday 18th October 2021 @ 7.00 p.m. (moved to Mon 15th Nov. 2021)
Monday 14th March 2022 @ 7.00 p.m.
Monday 23d May 2022 @ 7.00 p.m.

Pay Committee: Monday 15th November 2021 @ 7.00 p.m.
Monday 4th July 2022 @ 7.00 p.m.

Mr Quance proposed that we move into Part Two to discuss any confidential items for this meeting, seconded by Mrs Kirby and agree by all;

After the Part Two section of the meeting the Chairman thanked governors for attending and declared the meeting closed at 9.45 p.m.