

Shebbear Community School  
Draft Minutes from the Part One Governing Body Annual General Meeting  
held on the 9<sup>th</sup> October 2023 at 7.00 p.m.

1/2023 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 P Kirby (Local Authority Governor)  
Mr A Skuse (Parent Governor)  
Ms E Trace (Co-opted Governor) (co-opted by governors at this meeting)  
Mrs S Woollacott (Parent Governor)  
Mrs S Hawker (clerk).

The meeting was quorate. There were no apologies were received. There are currently three vacancies: one Staff Governor and two Co-opted Governors.

2/2023 Declarations of Pecuniary Interest:

All pecuniary interest forms were updated and interests duly declared; the clerk will update as necessary in Governor Hub. Governors need to log into Governor Hub to confirm they have read the Keeping Children Safe in Education Part One document (updated September 2023), the Child Protection and Safeguarding Policy and the Governors Code of Conduct Policy.

### STRATEGIC ITEMS

3/2023 Governor Recruitment:

Mr Goode welcomed Mr Skuse to the meeting as the new parent governor to replace Mr Tibble. He also welcome Ms Trace who had also shown interest in joining the Governing Board. He asked Ms Trace to leave the room for a short while, which she did.

He explained that we currently still have two co-opted vacancies and asked governors to give consideration to co-opting Ms Trace onto the Governing Board. After a little discussion Mrs Kirby proposed that Ms Trace be co-opted, seconded by Mr Quance and agreed by all. Ms Trace was then invited to come back to the meeting and to join the Governing Board. Mr Goode welcomed her.

Miss Curtis has come to the end of her term of office and the staff election process is currently being undertaken. Initially no one had come forward, however we understand that a member of the teaching staff will stand. This appointment should be in place in time for the next meeting.

Mr Goode reiterated that this leave us with one co-opted vacancy to fill and asked governors to give some consideration to this.

### MONITORING AND ACCOUNTABILITY

4/2023 Head Teacher's report:

Mr Alford gave a verbal report, starting by saying how well the six 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 in the new Cabin. The canopy has been built in the summer holidays and all in all it is working well. Years 1 and 2 are back in Teddy class and not in the Hall.

**Performance:** Mr Alford had put the School Development Plan (SDP) onto Governor Hub ahead of the meeting. He told governors that our KS2 progress scores were Reading -0.8, Writing +1.0 and Maths +0.2 with 0.00 being 'expected'. Reading clearly needs to improve and this has been addressed through the SDP. There were no questions.

**Safeguarding:** He reported that there have been no incidents involving sexual behaviour or language, nor cases of harassment. There was one behaviour incident and one safeguarding incident and these have both been formally recorded. We currently have five Looked After Children in school all of whom have settled well and are making progress.

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:** Whole school attendance for this academic year so far is 96.2%. Teddy class has currently recorded the best attendance to date at 97.??, with Panda class recording 97.14% and Koala class at 95.38%. There is now a section on the weekly newsletter reporting current attendance rates and the DfE document 'Should My Child Come To School' has been circulated to all families.

**Head Teacher's Performance Management:** He confirmed that this has been completed and a report from the Pay and Performance committee will follow later in this meeting.

**Staff Development:** He was pleased to report that Mrs Quance is at the end of her Early Years course with the Assessor visiting recently. She has done really well with this demanding course and Teddy Class with reap the benefits of her training. Mrs Evans is starting a National Professional Qualification in Literacy Leadership (NPQLL), with Mrs Gough undertaking a Dyslexia course which will then enable her to carry out screening for children which is necessary before they are referred for further assessment.

**School Development:** The Local Authority visited recently to review phonics and Early Years provision, and made lots of positive comments about our current practice - our Twinkl Phonics scheme is now well embedded. Mrs Fuller is taking responsibility for early reading and phonics and will work to address any issues arising from the visit which will be in the School Development Plan. Our School Improvement Partner - Julie Stevens (whilst Jo Dymond is absent) is visiting on the 1st November. The School Development Plan is on Governor Hub with key areas this year being writing; medium/lower ability maths (as focussing on higher ability maths worked really well as demonstrated by the KS2 maths progress score); and attendance.

**After School Club:** This is into its second year with Miss Curtis continuing to run it. We have five regulars with a few who are more on an 'as and when' basis. Mrs Bernstone and Ms Trace both commented that their children love it.

**Other Events in School:** Already this term we have held Bikeability training for the Year 6 children and welcomed two authors into school through the Appledore Book Festival. We have enjoyed a very wet whole school trip to Paignton Zoo and have scheduled parents' evening for after half term.

He concluded by reminding governors to read the Child Protection and Safeguarding Policy, together with the KCSIE update. He confirmed that all staff received safeguarding training at the beginning of this term and had signed to confirm that they had read a number of safeguarding documents. Further to the OfSTED Inspector's comments, five staff members have had their DBS checks updated with more to be done next April. He asked if governors would be willing for us to pay for staff to be on the update service (£13 a year per staff member) which has to be within 29 days of a new DBS check being received. Mr Goode proposed that this is done, seconded by Mrs Kirby and agreed by all.

**Q:** Should governors also have them updated and is there a cost? JQ

**A:** This is something that we can look at once the new governors have them in place. £2.50 each. NA

#### 5/2023 Governors' Reports:

Mrs Woollacott has attended two training sessions recently: *Governing the Finances and Governance Update*. She gave a brief verbal report from both, with her full written reports having been available on Governor Hub a week before this meeting. She commented on how complicated school funding was, comprising of many different budgets and pots with varying restrictions on how and when they can be spent. She also explained to governors the role of the Virtual School (who support Children in Care) and said that initially it had been started as a temporary project, but this has now been extended to 2025. She also advised that other 'headlines' include a new governor handbook is due out this term; there is a big focus on attendance, as discussed at the last meeting; and the 32.5 hour week has been put back to September 2024.

Mrs Bernstone also visited the school to conduct a safeguarding monitoring visit before the school holidays and was very happy with what she had seen, including the visitor signing in book and the Single Central Record. This report will be posted onto Governor Hub and the clerk apologised that she hadn't put it on before the meeting.

#### 6/2023 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 Governor Hub. 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.

#### 7/2023 Financial Reports:

**Sport Report:** Mrs Evans has completed this for 2022/23 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:** Mr Alford has completed this and it is available on Governor Hub. This will also be put onto the website. He reported that the 3.5 class structure is working more effectively than the three class structure and strategies employed can support all children, not only pupil premium children. We are concentrating on quality first teaching and the report reflects this.

**Extended Schools:** The clerk reported that this continues to be sustainable with five regular children attending. We have an amount in excess of £1000 in 'reserve' should this be needed at a future time to cover costs such as redundancy if the club were to cease trading.

**Q:** [How do we know that this is correct, is there supporting paperwork to substantiate this?](#) JQ

**A:** Yes, this can be provided to the next Resources meeting. SH

**School Fund:** The accounts are currently being prepared for audit and these will be taken to the next Resources meeting.

**Finance Policy:** This has been slightly updated, please see Policies below for approval.

**FRS:** The FRS including month 5 and part of month 6 data was circulated to Governors via Governor Hub before the meeting; this shows that we are now forecasting a lower carry forward, however this is mainly attributable to the forecast pay rise costs which are nearly double that initially budgeted. There were no questions about this and the clerk confirmed that she would bring an up to date one to the next Resources meeting.

## STRATEGIC ITEMS

8/2023 Approval of Committee Structure and terms of reference and membership:

### **a) Meeting structure, Committee Membership and Terms of Reference for 2023/24:**

After a brief discussion it was agreed that for 2023/24 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 as this suits the majority better than the Monday/Thursday structure 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, Ms E Trace and Mrs S Woollacott with Mrs Hawker to clerk.

**c) First Committee:** Mr A Skuse, Mrs A Bernstone, Mrs P Kirby and Mrs S Woollacott with Mrs Hawker to clerk.

**d) Second/Appeals/Complaints Committee:** Mr D Hurley, Mr J Quance, Mrs T Brock and Ms E Trace with Mrs Hawker to clerk.

**e) Pay Committee:** Mr N Alford, Mr A Goode, Mrs A Bernstone, Mrs P Kirby and Mrs S Woollacott with Mrs Hawker to clerk.

Mr Quance proposed that the governing body adopt the committee structure above and terms of reference, once updated as above, seconded by Mrs Kirby and agreed by all.

### **Governor Appointments:**

**a) SEND Governor:** Mrs Brock 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, Mr Goode and Mr Quance kindly agreed to be the Co-Health and Safety and Fire Safety governors.

**d) Pupil Premium and Children in Care/Looked After Children:** Mr Goode was appointed as the Pupil Premium governor and Children in Care/Looked After Children 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 continue as the Head Teacher Performance Management governors.

**h) Wellbeing Governor:** Mrs Bernstone agreed to be the Wellbeing governor.

**i) English Governor:** Mr Skuse agreed to be the English governor.

**j) Maths Governor:** Ms Trace agreed to be the Maths governor.

Mr Goode 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 that necessary business will be discussed.

**9/2023 Approval of Minutes from the Previous Meeting(s):**

The Part One minutes of the Governing Body meeting held on the 10th July 2023 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.

The Pay & Performance committee meeting took place immediately before this meeting, therefore no minutes were available and these will come to the next meeting. The committee looked at the Draft Pay Policy and recommended that the governing board should adopt it; Mr Alford confirmed that all teacher appraisals have been completed. Confidential items will be discussed in the Part Two section of this meeting.

**10/2023 Matters Arising from the Previous Meeting(s):**

The clerk had updated the Quinquennial report action sheet to reflect work carried out during the holidays, she has notified South West Norse (formerly NPS) of this so that the information in Connect can be updated.

Mr Quance asked that a 'thank you' to Mr Goode be minuted, as he does such a lot to help the school - that many would not realise - and this is very much appreciated by the whole school community.

**11/2023 Policy Adoption/Review:**

**Draft Model Pay Policy 2023:** This is the updated model policy from HR ONE, which is currently being finally agreed by all the necessary bodies involved.

**Governors' Code of Conduct:** This is the NGA policy.

**Safeguarding and Child Protection Policy (see Head Teacher's report above):** This is the revised model policy from Babcock and reflects the changes in the updated Keeping Children Safe in Education Part 1 document. Mr Alford is the Children in Care/Looked after Children designated teacher.

**Staff Code of Conduct:** This has been reviewed and updated by Mr Alford and circulated to staff.

**Finance (see Finance above):** This remains current for the time being with only the date changing.

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

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

**12/2023 Items Brought Forward by the Chairman:**

**Training:** The chairman reminded governors that training is an essential part of being a governor. The clerk confirmed that Mr Skuse is already booked onto the New Governor training in November and hoped that Ms Skuse would be able to join him. Any training should be booked by the clerk and governors were asked to let her know if there were any sessions they would like to attend. The termly checklist has a breakdown of available sessions.

**Term Dates 2024/25:** The Devon County Council term dates for 2024/25 were on Governor Hub for information. Mr Alford intends to circulate these to all staff for their comments and input and their responses will be collated and the suggested dates brought to the next meeting.

**ACTION: STAFF TO BE ASKED FOR THEIR COMMENTS FOR TERM DATES 24/25 (NA).**

**Intruder Alarm System Upgrade:** For a number of years, when we have had the intruder alarm annual service, the poor performance of the keypad has been mentioned. We have received a quote from M&E Masters to upgrade and include the Cabin on the system, this is on Governor Hub, and is in the sum of £1,192.70. After some discussion Mr Goode proposed that we ask them to carry out this work, seconded by Mrs Bernstone and agreed by all.

**ACTION: CLERK TO ARRANGE FOR THIS WORK TO BE CARRIED OUT DURING SCHOOL HOLIDAYS (SH).**

**RAAC:** We have received a letter (on Governor Hub) confirming that there is no RAAC at Shebbear Community School. We have an inspection by South West Norse earlier this term which clarified this.

**School Oven:** Unfortunately, the school oven is not working. We have contact Bartletts to see what the problem is, but due to new regulations coming into force in January 2023 they will not do this until the gas fittings are brought up to standard. We have a quote from them in the sum of £2697.50 for this work (however as it is 14 years old there is doubt about obtaining replacement parts). We have also asked them and KJ Refrigeration to provide a quote for the cost of a new electric oven - all of these quotes are on Governor Hub. There will also be cost implications for removing the old gas oven and ensuring that the electricity supply in the kitchen is large enough to support an electric oven. The cheapest quote from Bartletts is for £3972 plus £624 installations costs. The cheapest quote from KJR is for £2110 plus £450 for removal of the gas oven. On top of both of these is the potential cost of upgrading the electrical supply to the kitchen. Governors agreed that it would make sense to change the oven, bearing in mind the costings above, how difficult the existing one is to light and the ever-changing demands of the gas regulations. Mrs Bernstone proposed that buy a new electric oven, seconded by Mrs Brock and agreed by all.

**ACTION: CLERK TO ORGANISE THE REMOVAL OF THE EXISTING GAS OVEN TOGETHER WITH THE INSTALLATION OF A NEW ELECTRIC OVEN AND UPGRADE OF ELECTRICAL SUPPLY (SH).**

**Cabin and Playground Projects:** Both projects were completed in the summer holidays and have really made a big difference, with the playground markings cheering up the playground. Mr Alford asked that at a future date a monitoring visit be carried out so that governors can report on the impact of the investment to ensure that they are satisfied that the money has been well spent

13/2023 Correspondence:

There was no correspondence for discussion, items requiring attention having been discussed elsewhere in the meeting. Items of correspondence from Devon Governor Services, such as the weekly Governance Alert and Maintained Checklist are on GovernorHub and have also been emailed to governors, as has information about the Partnership Open Week.

**GOVERNANCE**

14/2023 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 Kirby seconded that Mrs Bernstone be elected as vice-chairman and this was agreed by all.

**ACTION: CLERK TO COMPLETE FORM Hs AND SUBMIT TO DEVON GOVERNOR SERVICES (SH)**

15/2023 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 and a governor monitoring visit;
- \*recruited two new governors to help ensure that the governing body can continue to focus on holding the head teacher to account; monitoring the finances and set the strategic direction of the school;
- \*maintained the 3.5 class structure for a further academic year ensuring all children receive the best possible education at our school;
- \*authorised the purchase of a new electric oven to ensure that all children have the option of a hot meal every day.

16/2023 Dates and Times of Next Meetings:

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

<b>Full Governing Body:</b>	To be confirmed
<b>Resources Committee:</b>	To be confirmed
<b>Pay Committee:</b>	To be confirmed

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 Bernstone and agreed by all.

After the Part Two section of the meeting the Chairman thanked governors for attending and declared the meeting closed at 8.45 p.m.