

Shebbear Community School  
Agreed Minutes from the Part One Governing Body Meeting  
29<sup>th</sup> November 2021 at 7.00 p.m. via Zoom

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)  
Miss R Curtis (Staff Governor)  
Mrs S Woollacott (Parent Governor)  
Mrs S Hawker (clerk).

The meeting was quorate. In the absence of Mrs Coward, Mr Goode acted as chairman.

Apologies were received and sanctioned from Mrs Coward (Co-Opted Governor, Chairman), Miss Derwin (Co-Opted Governor), Mrs Kirby (Additional Co-Opted Governor - awaiting confirmation of term of office from Devon County Council).

Mr J Richards (Parent Governor) was absent, no apologies were received.

2/2021 Declarations of Pecuniary Interest:

All governors have signed their annual declaration on GovernorHub, together with the KCSiE.

There were no new declarations to be registered.

**MONITORING AND ACCOUNTABILITY**

3/2021 Head Teacher's report:

Documents had been put onto GovernorHub ahead of the meeting for governors to read in advance.

The recent surge in positive Covid-19 cases in school and the area (Torridge currently has the highest rate in the whole country) has had a significant impact on attendance figures which as at the 18<sup>th</sup> November 2021 were 92.12%. We need to set the attendance target for 2021/22 and Mr Alford proposed that this remain as the same as last year: 96.5%. Mr Quance seconded the proposal and this was agreed by all governors present.

Mr Alford explained that we have gone back to class bubbles, staff testing more regularly, face masks being worn, separate lunchtimes/assemblies/playtimes. Additionally, the Christmas Fair and school Christmas Play have both been postponed or re-arranged.

**Q: I am very concerned about this and want to know why you did not choose to close the school? What about the duty of care to staff, grans/grandads and the wider community? JQ**

**A:** Because we were not allowed to do so by Public Health England (PHE) as we did not meet the thresholds required for school closure. We were given advice, which we took, however it was made clear that if we choose to simply close, against their advice, we would have to answer to the Regional Schools' Commissioner. If staffing levels had dropped further we would have contact them again, but we were able to remain open. Staff were brilliant in picking up additional hours and being flexible.

**AG: I understand that many schools were in a similar situation.**

**AB: The College also took PHE advice, which was the same - cases had to reach a certain level before school closure can be considered, which is a very much a last choice resort.**

Mrs Gough, SENDCo, had provided a SEND report which Mr Alford expanded on: our SEND numbers have increased from last term and we now have one child who has an Education and Health Care Plan (EHCP). There is currently a waiting list of 23 months to see a Speech and Language therapist, and this could impact on pupils at the lower end of the school.

Mr Alford gave summary school data, confirming that the Reception Baseline Assessments had all been completed earlier in the term and that the Y2 Phonics tests had been completing with 100% of the children reaching the required threshold level. He then expanded year group by year group:

Y1 and Y2 - these children missed a large chunk of last year and have not had a 'normal' start to their school life. Plans are in place to ensure they catch up (see separate report).

Y3 and Y4 - these are both stronger year groups (particularly Y4) and the weaker children within these year groups are making better progress now.

Y5 - we have identified these children as our weakest year group and across the school their engagement during lockdown with online learning was the lowest. They are really benefitting from the smaller class numbers this year.

Y6 - our smallest year group all of whom are boys. They are on target to reach the National average in their SATs next year.

He discussed disadvantaged children, who are of mixed abilities, but there is some good progress being made, with exceptional progress in Year 1.

He confirmed that he has recently undertaken a learning walk (see separate report) and teachers have recently updated the curriculum content following the class restructure. The current letters and sounds programme we use is no longer supported by the DfE so we are looking for a new scheme which will undoubtedly involve cost.

The Connect the Classroom is slow to make progress as our favoured quote (Scomis) was considered to be too low. Scomis have revised and resubmitted their quote directly and we are waiting to hear if funding for the upgrade will be approved.

Mr Alford confirmed that he had recently met with the four girls in Koala Class (see separate report) as he is aware that this class is very 'boy heavy' and at times they may feel pushed out a little bit.

TB: I am impressed that you identified this as a potential problem and that you took the time to meet with the girls to ensure that they felt valued.

JQ: Congratulations on doing this, although as the only 'bloke' in school were you the best person to do this? Were they happy to speak to you?

NA: The same thought crossed my mind, but actually it proved a really nice exercise to do. Equal opportunities in class are very important and boys can takeover and marginalize girls. Our girls are mild mannered and academically can struggle occasionally so it is important that they are heard and recognized in the school.

Mr Alford then discussed catch up tutoring which will start in the New Year. Mrs Fuller is currently working two additional mornings in Teddy Class to focus on the Reception children.

SATs are back on next year.

Finally, he confirmed that he and Mrs Bernstone met and discussed some wellbeing ideas for the school community. Due to the Covid outbreak, any plans have been scuppered recently however in the New Year this can become a focus again, as will the governor monitoring visits that were postponed.

## 4/2021 Governors' Reports:

## Safeguarding - Mrs Bernstone

The report is on GovernorHub for governors to read and Mr Alford's report has also covered it. One thing that is a challenge for us is tailoring safeguarding to rural farming communities which by the nature of the sites involved can be very dangerous.

## New Governors - Mrs Woollacott

The report is on GovernorHub for governors to read. Mrs Woollacott had some questions from her training course:

Q: How do we identify pupil premium pupils and how is the funding used?

This was answered by the pupil premium report that was circulated to governors.

Q: What was the outcome of the talk Mr Alford had with the girls?

Again, this had been covered by Mr Alford's report, above.

Q: How is the staff supported? Do they feel part of a team? How is this monitored?

Mr Alford responded that he would like to think that staff feel supported, he is always available to speak to and open to ideas, suggestions or concerns. He tries to show flexibility as much as possible.

*JQ: Agreed, citing the example of Mrs Quance being able to take time to drive their eldest daughter to University recently.*

Mr Alford added that staff appraisals would reflect if the staff feel supported.

## 5/2021 Clerk's Report:

Mrs Hawker confirmed that she had recently had the GDPR audit from our DPO GDPR Sentry, however had not yet received the report. This would come to the next meeting.

She advised that there is new statutory guidance about school uniforms and that schools must publish their uniform policy on the school website. This will be covered later in the meeting.

As always, weekly Governance Alerts and sent to all governors and also emails from Devon Association of Governors. She reminded governors that training is available, much of it free from Governor Services and to let her know if anyone would like to be booked onto a training course.

## 6/2021 Financial Reports:

**FRS:** The updated report was made available on Governor Hub before the meeting. All were happy with this report and agreed that it should be forwarded to Devon County Council Finance Team, proposed by Mr Goode and seconded by Mrs Cooper.

**Virements:** The report showed a couple of cost centres which had no money, including the Curriculum and Repairs cost centres. After some discussion, Mr Goode proposed that the sum of £4000 be vired into the Curriculum cost centre to ensure that we were resourced fully to the end of the Spring Term. This was seconded by Mr Quance and agreed by all. In regard to the Repairs cost centre, we will wait until the next meeting and monitor the situation at that time.

**Pupil Premium Report:** Mr Alford had provided this report on the new template for governors in advance of the meeting. He commented that we have a relatively small amount of money to report on, which gives us very little scope for how it is used across the year. However, we have lots of examples across the school of children making good progress. This will now go onto the school website.

Mr Goode thanked Mr Alford for all of his work on the report which he felt was a very interesting document.

STRATEGIC ITEMS
7/2021 Approval of Committee Structure and terms of reference and membership:
There were no items for discussion for this section of the meeting, all having been determined at the previous meeting.
8/2021 Approval of Minutes from the Previous Meeting(s):
<p>The Part One minutes of the Annual General meeting held on the 4<sup>th</sup> October 2021 were agreed by governors present and will be signed as correct by the chairman at the earliest opportunity. The Part Two minutes were read at the confidential section of this meeting.</p> <p>The Part One minutes of the Resources meeting held on the 15<sup>th</sup> November 2021 were agreed by governors present and will be signed by the chairman at the first opportunity. The Part Two minutes were read at the confidential section of this meeting.</p> <p>The Pay Committee that was scheduled for before the start of this meeting was not quorate; we are hoping to hold it at the end of this meeting.</p>
9/2021 Matters Arising from the Previous Meeting(s):
<p>Mr Alford confirmed that the majority of the heating system had now been replaced with only Panda Class waiting for works to be completed. He thanked Mr Goode for all of his help with unlocking and locking the school and project management over the summer holidays which was very much appreciated.</p> <p>As discussed at the Resources meeting, the RA22 Whole School Risk Assessment was brought to this meeting - please see below for details.</p>
10/2021 Policy and Risk Assessment Adoption/Review:
<p><b>Safeguarding Policy:</b> This is the latest revised model policy from Babcock and paragraph 46 has been rewritten to make this section more clear. This needs to be put onto the school website.</p> <p><b>Uniform Policy:</b> As mentioned above, this is a new statutory requirement and a new policy for us which needs to go on the school website. Mrs Woollacott commented that as a parent she finds the price to be good and the quality fine. Mr Alford added that we do try to be reasonable with our expectation around uniform, being mindful of the cost of items. We use a local company, and have done for years, and have built up an excellent relationship with them.</p> <p><b>Accessibility Plan:</b> Mrs Gough has updated this, governors had no questions or comments to make.</p> <p><b>Staff Appraisal Policy:</b> This has been updated, governors had no questions or comments to make.</p> <p><b>RA22 Whole School Risk Assessment:</b> Governors noted the contents and had no questions or comments to make.</p> <p><b>RA24B Security Risk Assessment:</b> Again, governors had no questions nor comments to make.</p> <p>Mrs Cooper proposed that all of the above be adopted, seconded by Mrs Brock and agreed by all.</p> <p><b>ACTION: SAFEGUARDING AND UNIFORM POLICIES TO BE PUT ONTO THE SCHOOL WEBSITE. (SH)</b></p>

## 11/2021 Items Brought Forward by the Chairman:

**Work required in school:** Looking ahead, Adrian Lee has provided a quote for works in the staff room and the Bear Cave to partly provide some additional storage space and to also provide a clutter free area for staff to help with wellbeing. This would total £2300. To provide an instant hot water tap would cost £750 (Roger Ashton quote), and in the questionnaire circulated by Mr Alford, staff were in favour of Covid appreciation money being spent on something for the staffroom.

It has been noted that following the installation of the heating system, there will be some making good required, particularly where radiators have been removed and installed elsewhere. The clerk has been in contact with David Jeffery and is hoping that RES Devon will return in the Christmas holidays to complete the work. Once we know how much repair work they will do we will know what we need to fund from our budget which will need to be a priority ahead of the staff room improvements.

Mr Goode suggested that we look at this for the February half term, once we have a clearer idea of what is required. He asked how the heating was and Mr Alford said that initially it had been very good, but did not seem to be working as well as it did. The clerk has contacted the contractor about this.

**Attendance Target 2021/22:** This was covered in the Head Teacher's report above.

**Little Bears Pre School:** Mr Alford explained that he had been approached by Little Bears to see if the school would at a future time be interested in amalgamating. This was discussed in the Part Two Resources meeting on the 15<sup>th</sup> November, but is now Part One as it has been discussed at committee by Little Bears. Mr Alford was clear that he would only consider this if firstly a qualified teacher was in place to teach the Foundation stage and that it would be financially sustainable. Little Bears are also concerned about the financing. Academically, from a teaching and learning point of view, this would potentially work well but it needs to work financially. We have contacted Devon County Council with a view to finding out more about the process and also with a view to changing our planned admission number (PAN) and forecast future numbers and we are waiting to hear back from Andrew Brent on this.

**Q: Could the classrooms be moved around? How many children can we accommodate in each class? GC**

Mr Alford said that in theory we could, although in practice this may be more difficult. Our PAN is currently 10 but the capacity of the school is 84 meaning that Years 5 and 6 could be at 15 and Years 3 and 4 at 12 each, as per the email from Andrew Brent regarding our capacity. We can have different admission numbers for different year groups.

He added that we need to be mindful that with the current class structure we are limited to 10 per year group in the KS1/Foundation stage class as the maximum number is 30.

**GC: Commented that we possibly shouldn't plan for more than 10 per year group across the school, to allow for any migration.**

**AG: Suggested we wait to hear back regarding the S106 funding and forecast numbers.**

**Skills Matrix:** The clerk is working on collating these, unfortunately the additional work that the recent Covid outbreak has caused has impacted on the time available to do everything else.

**Governor Christmas Donations:** As is traditional at Shebbear, governors are asked to make a donation towards the cost of providing each child with a Christmas gift. We intend to give every child a book and have allowed a budget of £1.50 per child. All donations to be given to the clerk please.

## 12/2021 Correspondence:



Email from Andrew Brent, Devon County Council, as discussed above.
<b>GOVERNANCE</b>
13/2021 Election of Chair and Vice-Chair:
This was not required for this meeting. Mr Goode had taken the chair as Mrs Coward was unavoidably detained.
14/2021 Impact from this meeting:
<p>*The impact on the older girls of being in a boy heavy class has been considered to ensure that their voice is heard and they are not overlooked.</p> <p>*We have considered the strategic future of the school through class structure and possible amalgamation with Little Bears Pre School.</p> <p>*We have looked at the school provision for the disadvantaged pupils to ensure that we are doing all we can to help them succeed and achieve well.</p> <p>*We have addressed our responsibilities by approving a new uniform policy in line with recent statutory legislation, thus ensuring fairness, affordability and consistency for our families.</p> <p>Mrs Brock asked what the protocol was for returning to school after Covid, she mentioned that there was confusion amongst the parents about what should be done and that different people had received different advice.</p> <p>Mr Quance commented that after having Covid you had to wait 90 days before doing a PCR test as the antibodies can still be in your system.</p> <p>The clerk explained that different families have been offered varying advice as we have had a number of different scenarios: children with Covid, siblings without Covid but shielding, some with no PCR results but a positive LFD etc. Therefore each case has had to be treated individually.</p> <p>Mr Alford added that we had encouraged people to talk to us so that we could offer the best advice for each individual circumstance.</p>
15/2021 Dates and Times of Next Meetings:
<p>Clerk to upload the updated document onto GovernorHub. The next dates are as follows:</p> <p><b>Full Governing Body:</b> Monday 7th February 2022 @ 7.00 p.m. Monday 4th April 2022 @ 7.00 p.m. Monday 4th July 2022 @ 7.30 p.m.</p> <p><b>Resources Committee:</b> Monday 14th March 2022 @ 7.00 p.m. Monday 23d May 2022 @ 7.00 p.m.</p> <p><b>Pay Committee:</b> Monday 4th July 2022 @ 7.00 p.m.</p>
<p>Mr Quance proposed that we move into Part Two to discuss any confidential items for this meeting, seconded by Mrs Bernstone and agreed by all.</p> <p>Mrs Coward was able to join us for the Part Two section of the meeting and also allowed us to be quorate for the Pay and Performance Meeting which was held immediately afterwards.</p> <p>After the Part Two section of the meeting the Chairman thanked governors for attending and declared the meeting closed at 9.35 p.m.</p>

Signed ..... Chair of Governors

Dated .....