

## Shebbear Community School

## Agreed Minutes from the Part One Governing Body Meeting

11<sup>th</sup> July 2022 at 7.15 p.m. held via Zoom (Mr Alford has tested Covid Positive)

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

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

The meeting was quorate.

Apologies were received from Mrs Bernstone (Parent Governor) and Mrs Woollacott, these were sanctioned by governors present. Apologies were received from Mrs Coward (Co-Opted Governor), these were not sanctioned by governors present.

2/2021 Declarations of Pecuniary Interest:

All declarations remain current:

Mr Goode - family member working in school;  
 Mr Quance - family member working in school;  
 Mrs Bernstone - works at Shebbear College;  
 Mrs Woollacott - parish clerk for Buckland Filleigh and Shebbear Parish Councils.

**MONITORING AND ACCOUNTABILITY**

3/2021 Head Teacher's report:

**Statutory Assessments:**

Mr Alford was pleased to report that the school has performed well across the various statutory tests this summer:

EYFS - 58% of the children achieved GLD 7/12), just below the national average from 2019 of 71%, however we have had one child only recently join us.

Year 1 Phonics - 87.5% of children achieved the pass mark of 32.

Year 2 SATs - 78% passed reading, 89% passed writing and 78% passed maths.

Year 4 Multiplication - this is the first year this has been statutory and the children achieved excellent results with 5/11 children getting 100% and the lowest mark was 20/25 - still 80%. Mr Alford praised the work that Mrs Evans has done with the children in this area, and also the Times Table Rockstars package had helped tremendously during lockdown.

Year 6 SATs - 100% passed reading, 100% passed writing, 100% passed spelling and grammar (SPAG), 80% passed maths. Again, he is really pleased with these results.

Mr Goode commented that the Phonics was a really good result, and didn't reflect the comments made by OfSTED during the recent Inspection. Mr Alford responded that he believed the comment to have been made more around the Reception children. Years 1 and 2 had been taught using the old scheme. We have some training planned with the new Twinkl scheme and we intend to review it in the autumn.

Signed .....

Dated .....

**Safeguarding:**

Mr Alford updated governors on safeguarding throughout the year, this is included in the report that was circulated before the meeting on GovernorHub. Following OfSTED comments and advice, he has now incorporated cases of sexual harassment into the report, included follow up actions such as speaking to parents.

He advised that OfSTED were happy with recruitment procedures, with the only area that we may wish to change being updating some of the older DBS checks.

**OFSTED Report:**

This has now been circulated to the parents and school community and is on our website. It will soon be available from the OfSTED website too. He thinks the report reads well and agrees that an area for improvement is to 'stretch' the more able children.

**Q:** Do you think that measures in place for the Early Years are working, or is it too early to tell? JQ

**A:** Too early to really tell, but I do believe that they have and are helping and had a good impact. NA

Mr Alford continued that going forward areas to focus on are monitoring reading carefully; looking at the new Phonics programme and how it is taught to make sure it is the right one for us (and work on this has already begun); and we also need to get more children achieving GLD at maths.

He asked parent governors present how they felt that it read from a parental perspective.

Mr Richards said that he thought that it read well and seemed quite positive.

Mrs Brock said that she was very pleased with the report and said that both of her children had been very happy at Shebbear Community School.

**Attendance:** The whole school attendance currently stands at 92.7%, which is significantly lower than last year. Mr Alford advised that attendance across the whole country is low and it will be interesting to see where our figure sits in relation to this.

**4/2021 Governors' Reports:**

There were no governor reports tabled for this meeting. Mr Goode asked that if any governors had a specific area of responsibility that visits must be arranged for the first half of the autumn term.

**5/2021 Clerk's Report:**

Mrs Hawker reported that there have been no GDPR breaches since the last meeting. Mr Goode added that we are restricting the areas that the Flower Show can have access to due to GDPR requirements. He is in the process of fitting locks to classrooms which will be off-limits. The Flower Show will have access to the Library area, the Hall and the School Kitchen.

She reminded governors that there is a lot of very useful information in the Governance Alerts which are sent to governors weekly including a variety of training courses which she encouraged governors to consider attending to increase their knowledge and skill base.

**6/2021 Financial Reports:**

The June FRS report (already discussed by Resources Committee) was made available to all governors. The clerk advised that governors should keep a close eye on the Repairs and General Supply cost centres, particularly, as they are both already quite spent up despite it being early in the year.

There were no questions regarding the report.

**STRATEGIC ITEMS**

Signed ..... Chair of Governors

Dated .....

<b>7/2021 Approval of Committee Structure and terms of reference and membership:</b>
<p>Mr Goode comes to the end of his term of office as a Co-Opted Governor on the 31<sup>st</sup> August 2022.</p> <p>Mr Goode withdrew from the meeting.</p> <p>Mr Quance proposed that Mr Goode be asked to continue for a further term of office, seconded by Mrs Cooper and agreed by all present.</p> <p>Mr Goode joined the meeting again and was happy to learn that he has been Co-Opted again.</p>
<b>8/2021 Approval of Minutes from the Previous Meeting(s):</b>
<p>The Part One minutes of the full Governing Body meeting held on the 23<sup>rd</sup> May 2022 and the Extraordinary meeting held on the 4<sup>th</sup> July were agreed by governors present, once a copied paragraph was removed, and will be signed as correct by the chairman at the earliest opportunity.</p> <p>There were no Part Two minutes for this meeting.</p> <p>The Part One minutes of the Resources meeting held on the 13<sup>th</sup> June 2022 were agreed by governors present and will be signed by the chairman at the earliest opportunity.</p> <p><b>ACTION: MR GOODE TO SIGN THE MINUTES AT THE EARLIEST OPPORTUNITY. AG/SH</b></p>
<b>9/2021 Matters Arising from the Previous Meeting(s):</b>
<p>There were no matters arising from the previous meetings for discussion that were not covered elsewhere in the meeting.</p>
<b>10/2021 Policy and Risk Assessment Adoption/Review:</b>
<p>The following policies/procedures/statements were tabled before the meeting on GovernorHub:</p> <p>Finance Policy - Mr Quance proposed this be adopted, seconded by Mrs Cooper and agreed by all.</p>
<b>11/2021 Items Brought Forward by the Chairman:</b>
<p><b>After School Club:</b></p> <p>As requested at the last meeting, a draft Agreement had been prepared and circulated to governors before this meeting.</p> <p><b>Q: Do we have the right to close the club if it is not subscribed? GC</b></p> <p><b>A: Yes, this is covered in the bottom section of the Agreement. NA</b></p> <p><b>Q: Is 15 the right number of places? JQ</b></p> <p><b>A: This was only a draft, but on reflection I think that 12 would be appropriate. NA</b></p> <p>Mr Quance also pointed out a small typo (if not is) and said could the wording regarding late collection have the word persistently removed and be changed from 'could be' to 'will be'. Agreed.</p> <p><b>Q: How far in advance will parents pay? JQ</b></p> <p><b>A: We think that up to a month in advance is reasonable to request, however places must be booked and paid for in advance of the session. NA</b></p> <p><b>ACTION: AGREEMENT WORDING TO BE AMENDED, AS DISCUSSED. SH/NA</b></p> <p><b>Equality Policy:</b></p> <p>Mr Alford has been looking at this and explained to governors that it is based on nine characteristics. Our policy is due to be reviewed next Spring. To date, we have not had to consider this too much and he said that OfSTED were very positive about the work that we have done in this area. It is the governors responsibility to ensure that we comply with all legislation and we do this well. He will review the objectives between now and policy review.</p> <p>Mr Goode commented that he feels that we have done a good job and that our children have a good cultural understanding, considering the rural area in which we live.</p>

**Work During the Summer Holidays:**

The clerk reported that the long-awaited Legionella risk assessment would be taking place during the first non-pupil day of the holiday period, as agreed following the Health and Safety audit earlier this year. We are also hoping that the final fan coils will arrive so that the heating installation can be completed in Panda class before we return in September.

Adrian Lee has provided quotes to repair the stone boundary wall (£680) and to repair and re-decorate the external front section of the building to include the entrance foyer and Koala class (£1240).

Mrs Brock asked if it would be possible to get more quotes, the clerk advised that she was happy to try, however she had approached another builder who was completely booked up for the next twelve months, she also pointed out that we are very close to the end of term, therefore not giving much time to get a builder to quote and issue an order. After some discussion, Mr Goode suggested that another quote be obtained and that governors allow Mr Alford and Mrs Hawker to award the job based on cheapest price. Mrs Kirby proposed that we do this, seconded by Mr Richards and agreed by all.

**ACTION: CLERK TO SOURCE ALTERNATIVE QUOTES AND JOB TO BE ALLOCATED TO WHICHEVER BUILDER IS THE CHEAPEST. IDEALLY, WORK TO BE CARRIED OUT DURING THE SUMMER HOLIDAYS.**

We have sourced and received a quote from Topan Fencing to replace the whole of the fence around the 'school corner' perimeter of the playground. This would cost £7770.79, which all agreed we could not afford from our Capital budget at the current time. Mr Goode has asked the clerk to contact Devon County Council to see if they would provide any additional funding but, to date, we have not heard from them. The clerk advised that under the terms of the Finance Policy, we would need to source some additional quotes and she has contacted another fencing contractor but has not heard back from them.

**What have we done well this year?:**

- \*Survived OfSTED and received a pleasing report (Mr Goode)
- \*Maintained a full Governing Body throughout the year (Mr Quance)
- \*Achieved good data this year, post Covid, which is testament to us all (Mr Alford)

**12/2021 Correspondence:**

There was no correspondence for this meeting.

**GOVERNANCE****13/2021 Approval of Chair and Vice-Chair's terms of references and election of Chair/Vice Chair:**

Not required at this meeting.

**14/2021 Impact from this meeting:**

- \*We have confirmed and firmed up arrangements to start an after school club next term, once we receive the go ahead from our Devon County Council Finance Officer.
- \*We have actioned ways forward following our Good OfSTED report.

**15/2021 Dates and Times of Next Meetings:**

There are no dates yet agreed for the next meetings. The next meeting will be the Annual General Meeting which will be held late September/early October.

After the Part Two section of the meeting the Chairman thanked the staff for all of their hard work over the last 12 months, particularly during the OfSTED week. He then thanked governors for attending and their work over the year and declared the meeting closed at 9.15 p.m.

Signed ..... Chair of Governors

Dated .....