

Shebbear Community School
After Minutes from the Part One Governing Body Meeting
23rd May 2022 at 7.00 p.m. held at the School

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)
Mr J Richards (Parent Governor)
Mrs A Bernstone (Parent Governor)
Mrs T Brock (Parent Governor)
Mrs G Cooper (Co-opted Governor)
Miss N Derwin (Co-Opted 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 not received from Mrs Coward (Co-Opted Governor, Chairman), this absence was not sanctioned by governors present. Mr Goode advised that we have received an email from Mrs Coward, requesting that she be allowed to step down as Chair until the end of this academic year, however she would like to still remain as a governor.

Apologies were received from Mrs Brock (Parent Governor) and Miss Curtis (Staff Governor), these were sanctioned by governors present.

Mr Quance asked if Mr Goode would be willing to self-nominate, which he was. Mr Quance proposed that Mr Goode be elected Chair, seconded by Mrs Kirby and agreed by all.

Mr Goode asked if a governor would be prepared to be step forward to be Vice-Chair - Mr Richards nominated himself, and this was seconded by Mrs Kirby and agreed by all.

2/2021 Declarations of Pecuniary Interest:

All declarations remain current.

MONITORING AND ACCOUNTABILITY

3/2021 Head Teacher's report:

School Improvement: Mr Alford advised that Jo Dymond, our school improvement partner, had visited on the 26th April and he had placed the report onto Governor Hub for governors' information. She spent some time in each class and conducted mock inspection interviews with each subject leader. These all went well and she was impressed with the depth of knowledge and how their confidence has grown within the subject leader roles. This was really pleasing to hear. She conducted a learning walk with a Maths focus and saw many positive aspects such as positive attitudes to learning. During the afternoon session she spent time looking at phonics, Early Years and, again, saw positives, but also gave some suggestions of things that we need to look at in more depth.

Q: Is this the full report or has some of it been redacted? JQ

Mrs Cooper commented that this was very constructive.

A: The report has been redacted due maintaining individuals' confidentiality and to ensure that all processes and procedures are respected. NA

Q: Could governors be used more in school, for example hearing readers? JQ

A: Yes; children become more confident reading to non-school adults and we have worked hard to build the children's confidence to do this without feeling shy or inhibited.

Attendance: Mr Alford commented that reaching target would be hard work this year, having been affected by Covid, chicken pox and other bugs. He has recently met with our Education Welfare Office (EWO) and she felt that we are doing a very reasonable job at keeping on top of it.

Current figures are as follows (target is 96.5%):

	December 2021	April 2022	May 2022
Teddy	89.54	93.63	93.63
Panda	88.4	91.83	92.54
Koala	86.41	90.34	91.3
Disadvantaged (PP)	91.19	92.09	90.83
SEND	88.1	91.7	92.49

Actions taken include letters to parents as well as careful monitoring. It is noticeable that the holiday requests have hugely increased compared to the last two years.

Q: Have you authorised any holiday requests? JQ

A: Some, taken into account carried over holidays due to Covid, weddings, children's attendance. Each is considered individually. NA

Q: If a holiday request is unauthorised, but they still go on holiday is the EWO involved? JQ

A: No - her advice is to only involve her if the attendance is an issue. NA who added, that many schools are in the same position as we are.

Research in Education: Mr Alford drew governors' attention to the document he has put onto Governor Hub which is currently a big focus for OfSTED. The recent training session by Amanda Burrows (Babcock) focused on this, for example retrieval practice to help the children remember what they have been taught.

Little Bears OfSTED: Mr Alford said that as a member of the ICO he had been asked to sit in on the feedback, the outcome is currently confidential, however he did observe that the Inspector had focused on their equivalent of the Governing Body asking how involved they are and do they know their responsibilities e.g. supporting staff work life balance .

SATs: Mr Alford reported that both Year 2 and 6 have undertaken SATs recently, the Year 6 children having had the benefit of Booster sessions which have been run this term. Mr Goode came in to conduct a monitoring visit to ensure that the administration was correct: for example, papers stored in a locked cupboard. He was pleased to report that everything was in order.

Q: What happens if one child is absent, as was the case this year? ND

A: A timetable variation is applied for, as long as the absence falls into one of the accept categories, which this one did. NA

Mr Alford said that the KS1 tests were taken last week, and these are not reported to DCC/DfE but the results inform the teacher's assessment. We will know the thresholds after half term, but the indications are that the children have performed well.

The Year 4 multiplication tables screening will be completed after half term, as well as the Year 1 phonics. Pupils in Reception will be assessed by the class teacher to decide if they have met a 'Good Level of Development'.

Other School Activities: Mr Alford continued:

*we have two Ukrainian pupils on roll, both of whom seem to have settled in well;

*we are doing lots of sport to make the most of the summer term weather;

*we have Arts Week this week, including a visit from a Pottery to make Jubilee plates;

*we continue to work collaboratively with other schools - Mrs Gough has a SENDCo meeting soon; the Head Teacher is to visit other schools to support and challenge in conjunction with Jo Dymond.

Signed Chair of Governors

Dated

Equality Objectives: We carried out the audit earlier this year, however need to continue to monitor this regularly, particularly as we have been advised that this is currently an OfSTED focus by Devon Governor Services. Therefore Mr Alford intends to focus on one objective for each meeting and include it as a regular agenda item. For this meeting, he focused on diversity - which can be a challenge for our school due to its location - however we raise the children's awareness and teach this through displays, books, class texts, Twinkl resources used, SATs practice papers, Black History month, assemblies, LGBT unit of work; online visitor sessions; school trips, staff training (unconscious bias).

After School Club: Mr Alford advised that we have a small core of daily support for this and he would like to pursue its viability further. He would not intend to run a breakfast club initially as this can be more difficult to staff. This prompted a lengthy and lively discussion, however in the absence of any actual costings governors asked Mr Alford to investigate further and to provide costings so that this can be discussed at the next Resources meeting.

Q: I would like to know more about the governors' responsibility for the club, should it not prove to be viable. GC

ACTION: MR ALFORD TO PROVIDE MORE INFORMATION, INCLUDING PROJECTED FIGURES AND COSTINGS FOR THE NEXT RESOURCES MEETING.

4/2021 Governors' Reports:

SATs Monitoring Visit 10th May 2022 - Mr Goode - which was available on GovernorHub. This had already been discussed earlier in the meeting.

Mr Goode reminded governors that if they have a particular area of responsibility, they should be coming into school for monitoring visits.

Q: How often should governors come into school to monitor? SW

A: Twice a year. AG

5/2021 Clerk's Report:

Mrs Hawker reported that there have been no GDPR breaches since the last meeting.

She has attended the Clerk's Update training run by Devon Governor Services, and her report from that was submitted to GovernorHub. She drew governors' attention to the service offered by Devon Governor Services for them to come to a meeting to help us with the strategy and vision for the school. It was agreed that this could be useful and the autumn term would be a good time to do this. She also encouraged governors to consider attending some of the training on offer, if only to make good use of our subscription.

She reminded governors that there is a lot of very useful information in the Governance Alerts which are sent to governors weekly.

6/2021 Financial Reports:

The clerk had prepared a current FRS report however cautioned governors that as we are so early into the financial year that it really was a snapshot, showing only six weeks.

We have carried over approximately £3700 in Capital funding, and have not yet received notification of this year's allocation although it is believed to be similar to that of previous years (£4000). It was agreed that Resources committee would discuss plans for this funding at their next meeting.

STRATEGIC ITEMS
7/2021 Approval of Committee Structure and terms of reference and membership:
Mr Goode asked the clerk to check the current committee structure, now that he is Chair, to ensure that we remain compliant and there are no anomalies.
ACTION: CLERK TO CHECK COMMITTEE STRUCTURE
8/2021 Approval of Minutes from the Previous Meeting(s):
The Part One minutes of the full governing body meeting held on the 4th April 2022 were agreed by governors present and were signed as correct by the chairman. There were no Part Two minutes for this meeting.
9/2021 Matters Arising from the Previous Meeting(s):
There were no matters arising from the previous meetings for discussion that were not covered elsewhere in the meeting.
10/2021 Policy and Risk Assessment Adoption/Review:
<p>The following policies/procedures/statements were tabled before the meeting on GovernorHub:</p> <p>Positive Behaviour; Governor; Vexatious Complaints; Complaints; School Vision</p> <p>Q: Is the school vision on display in the school? AB Yes, in lots of places! NA</p> <p>Q: Are we able to provide music lessons again? ND This is currently being looked into. NA</p> <p>Governors had no further questions nor comments regarding these documents and Miss Derwin proposed they all be adopted. Seconded by Mrs Kirby, agreed by all. Chairman to sign them and, as necessary, they are to be put onto the website.</p>
11/2021 Items Brought Forward by the Chairman:
<p>Self-evaluation:</p> <p>This item had been deferred from the last meeting when Mr Goode asked that all governors complete it individually, please, and send it to the clerk by the end of May for this meeting. The majority of governors have done so, although Mr Goode pointed out that there are gaps and a lack of indication of sources of evidence. Generally, governors feel that they have a good awareness of what happens in school and of their responsibilities, however it is evident that there is some work to be done to ensure that governors have clarity and an understanding of where to find evidence to substantiate this. Mr Goode suggested that this remain as an agenda item.</p> <p>School Improvements:</p> <p>It was agreed to delegate this discussion to the next Resources meeting.</p>
12/2021 Correspondence:
Devon Governor Services - Checklist (including training available).
GOVERNANCE
13/2021 Election of Chair and Vice-Chair:
Please see above.

Signed Chair of Governors

Dated

14/2021 Impact from this meeting:
<p>*Governors are actively exploring extended school provision to offer a more comprehensive service to families that need out of school hours care for their children;</p> <p>*Governors have carefully considered the report of the School Improvement Partner (Jo Dymond) and are taking action to address points raised (see also Part 2 minutes);</p> <p>*Governors have scrutinised pupils' attendance and discussed ways to maximise this to ensure that all pupils reach their full learning capacity;</p> <p>*Governors have approved policies to ensure that statutory requirements are met.</p>
15/2021 Dates and Times of Next Meetings:
<p>Mr Quance commented that it was a long time until the next meeting (7th July), therefore it was agreed to hold the next meeting on the 23rd May and to move the Resources meeting. The next dates are as follows:</p> <p>Full Governing Body: Monday 4th July 2022 @ 7.30 p.m.</p> <p>Resources Committee: Monday 13th June 2022 @ 7.00 p.m.</p> <p>Pay Committee: Monday 4th July 2022 @ 7.00 p.m.</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>