

Shebbear Community School
 Agreed Minutes from the Part One Governing Body Meeting
 4th April 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 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 from Mrs Coward (Co-Opted Governor, Chairman), these were not sanctioned by governors present.

Apologies were received from Miss Derwin (Co-Opted Governor), these were sanctioned by governors present.

2/2021 Declarations of Pecuniary Interest:

All declarations remain current.

Mrs S Woollacott declared a new interest as she is now the clerk to Shebbear Parish Council.

MONITORING AND ACCOUNTABILITY

3/2021 Head Teacher's report:

Mr Alford had submitted his written report in advance of the meeting via Governor Hub. He added to this verbally, confirming that attendance is currently well below the level of this time last year with several children off today with a variety of infections (including Covid), although it has increased since the last meeting (NA shared the data). There has also been an increase in holiday requests. He understands that attendance figures are low across the country and that it isn't restricted to Shebbear.

AG: Recently read a document saying that attendance is at 86% across the country as a whole.

AB: Confirmed that the situation is exactly the same at Shebbear College.

Mr Alford continued, saying that we still have cases of Covid-19 in school, however these seem to be at a rate of one or two children at a time, we are not seeing the spread of infection that we did in the autumn term.

He drew governors' attention to the SEN report on GovernorHub from our SendCo Mrs Gough.

He confirmed that we have a couple of new supply teachers that we can use if teaching staff are absent; these have been recruited to the same high safeguarding standard that we use to recruit our other staff members. Mr Alford confirmed that both he and Mrs Hawker have undertaken Safer Recruitment training recently. He has also helped Little Bears with their recent recruitment process to ensure that safeguarding levels are maintained for the children even before they begin at our school.

He commented that the data figures show a mixed picture across the school with variations between year groups. However a number of children are on the cusp of achieving ARE which if achieved, will paint a better picture of overall attainment. He reported that pupils are making progress across the school and cited the example of phonics development in Year 1 which has been tracked carefully in advance of the phonics screening test in June. This shows a number of children have made accelerated progress over the year in some cases, from a low starting point. Strategies remain in place to mitigate the long term effects of disruption over the last two years. NA cited a recent article by Amanda Spielman (HM Chief inspector) about the impact on language development. This has been noticeable at the lower end of the school but the curriculum has been tailored to support opportunities for talk and language development.

In other year groups, there has been evidence of progress seen in books, assessments and pupil discussions which indicate that the impact of Covid restrictions are beginning to subside.

He confirmed that the children in Years 2 and 6 have having SATs booster classes in order to help the children prepare for the tests next term. As noted above, assessments show that the Year 1 children are making some really good progress in phonics with 75% projected to pass the test this year which would be in line with the national average.

The Year 4 children will be taking the multiplication tables tests and the trials today indicated that these results would be good.

He confirmed that Jo Dymond (School Improvement Partner, Babcock LDP) is visiting on the 26th April to provide an assessment of how well we are currently doing.

He drew governors' attention to the report from Amanda Burrows (on Governor Hub) who liked the phonics scheme that we have chosen. There are also lesson observation monitoring reports which include some points for improvement. These have been shared with staff along with development points and actions from a recent round of observations. VW is in the process of reviewing the computing curriculum to ensure it remains appropriate and meets the needs of the children in this increasingly computing literate world. She is also reviewing the hardware and software needs along with staff training requirements.

He confirmed that the teaching staff have had two collaborative staff meetings with other local schools which were really positive and useful, with plans for further Head Teachers and SENDCos collaborative meetings next term. The meetings have focused on developing middle leaders.

We have enjoyed having a student placement from MarJons, who has been really good, strong student and this has allowed the class teacher to undertake some other tasks, including helping to support colleagues with implementing the literacy curriculum.

With regard to school wellbeing, he commented that as we are back to normal now this has had a positive effect on wellbeing for the pupils. Amongst other things, it has allowed the normal mixing of pupils as well as wider opportunities citing the trip to Bodmin Jail for Koala pupils and Bodmin Steam Railway for Panda pupils last week, and the pantomime visit last December. We will continue to provide as many enrichment opportunities for the children as we can, as these are such a good thing for their wellbeing.

Finally, he added that he had a meeting with Dan Morrow the CEO of the Dartmoor MAT, which whilst interesting did not change his current view on joining a MAT.

Q: Have we lost some children due to migration? JQ

A: Yes, a couple of families have relocated away, however we have also had two families join us. NA

4/2021 Governors' Reports:**Record of Impact – Safeguarding Training – Mrs Woollacott**

This report is on GovernorHub and was submitted in advance of the meeting. Mrs Woollacott reported that this was an interesting session and, although she has undertaken safeguarding in the past, it was useful to refresh this and bring her knowledge up to date.

5/2021 Clerk's Report:

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

She reminded governors that there is a lot of very useful information in the Governance Alerts which are sent to governors weekly. We have continued to subscribe to Devon Governor Services and GovernorHub for another year.

6/2021 Financial Reports:

The clerk had prepared an FRS report for March and also an updated one from today to show the latest projected carry forward figure of £32083 which were submitted to governors before the meeting.

The detailed and summary draft budget for 2022/23 had been placed on GovernorHub for governors' information and does not include the full funding for the child who joined the school today, nor the up to date projected carry forward above.

Q: Are 6 hours enough for the Educational Psychologist? JQ

A: After chatting this through with the SENDCo, she believed that for this year we only needed one block of 6 hours for the children we have. SH

Mr Quance proposed that, following the two small amendments outlined above, we submit this budget to Devon County Council by the 1st May. Seconded by Mrs Kirby, and agree by all.

ACTION: CLERK TO AMEND BUDGET ACCORDINGLY AND SUBMIT TO DCC BY 1/5/22.

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):

The Part One minutes of the full governing body meeting held on the 7th February 2022 were agreed by governors present and were signed as correct by the chairman. There were no Part Two minutes for this meeting.

The Part One minutes of the Resources meeting held on the 14th March 2022 were agreed by governors present and were signed as correct by the chairman. The Part Two minutes will be tabled at the next Resources meeting as they relate to discussion around the budget and, specifically, Devon Norse costs.

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

Q: Have all the actions been carried out from the last meeting? GC

A: Yes, all actions have been carried out. SH

Village Hall Car Park Lease:

The clerk explained that she has spoken to both NPS and also the Village Hall committee. NPS advise that this is a reasonable cost. Devon Finance Services have confirmed that we will not receive any further money in our budget to offset the increased amount of £700. The clerk has negotiated with the committee to move the date from June to April, which means that in 21/22 we have paid £1583 instead of £1900 (pro rata), which means that we have £300 to put towards the increase for 22/23, thus minimizing the impact for the first year. Governors accepted this.

Heating and VELP Loan:

The clerk advised that we are unable to use any other expenditure to make up the shortfall of the VELP loan and so it will stand at the current expenditure on the heating system of £23,516. Once the outstanding works are completed in the next financial year, we can apply for a further VELP loan to cover the cost of the total works, or we can choose to fund this from Capital or School Budget Share. It was agreed that Resources can look into this at their next meeting.

Defibrillator:

Mr Quance has sourced a Devon County Councillor grant in the sum of £500 from Cllr. Morrish, which will cover the majority of the cost (£807). After some discussion, Mrs Woollacott agreed to approach Cllr Saywell to see if he may be able to help as well.

ACTION: CLLR SAYWELL TO BE ASKED FOR GRANT ASSISTANCE. (SW)

10/2021 Policy and Risk Assessment Adoption/Review:

The following policies/procedures/statements were tabled before the meeting on GovernorHub:

- Attendance - updated policy to include Covid related absences and sub-coding
- Dinner Money Arrears - current policy, not amended.
- Home School Agreement - current, not amended.
- Prospectus 2022/23 - currently in the process of being updated

Q: Are there more photos to go in the prospectus? JQ

A: Yes, all photos of children who have left have been removed and new ones are to be inserted. SH

Q: Is £35 too much to wait for chasing dinner money arrears? JQ

A: This is the same amount as before, if we make it too low than a disproportionate amount of admin time will be spent on this. Email/text reminders are sent weekly and with the new School Money online payments system this should prevent any arrears occurring. NA

Q: Have you had to make any referrals to the EWO in regard to attendance? AB

A: No, not as yet, however there a plans to meet with the EWO next term to discuss attendance. NA

Mrs Bernstone proposed that all of the above be adopted, with the caveat that the dinner money policy be reviewed in the autumn term to include a section about online payments. Seconded by Mrs Brock and agreed by all present.

ACTION: POLICIES TO BE SIGNED BY THE CHAIRMAN; STATUTORY POLICIES TO BE PUT ONTO THE SCHOOL WEBSITE. (AG/CC/SH)

11/2021 Items Brought Forward by the Chairman:

Self-evaluation:

This item had been deferred from the last meeting as we had hoped that Mrs Coward would be able to lead this for us. Mr Goode asked that all governors complete it individually, please, and send it to the clerk by the end of May

ACTION: ALL GOVERNORS TO COMPLETE THE SELF EVALUATION FORM AND RETURN TO THE CLERK BY THE END OF MAY.

Online Parental Payments System:

Mr Alford referenced this in his written Head Teacher's report. After exploring a number of systems, we have chosen to use School Money which is part of the Teachers2Parents texting service that we already use. This was going to be the most cost effective option for us and is used successfully by other local schools. We are hoping to have it set up and ready for trial during the second half of the summer term, with a view to going as cashless as possible from September.

School Development Plan (SDP) (update analysis and budget sheet):

Mr Alford referred to the updated SDP, which was circulated on Governor Hub, going through the individual points and explaining to governors where we currently are in regard to the progress being made in achieving these objectives. There was a discussion about SIP point 6 and the fact that the easing of restrictions is allowing improved opportunities to build pupil confidence. For example, meeting visitors to the school.

AB: suggested that perhaps the children could do assemblies for each other

NA: agreed that he would like to involve them in making presentations, for example the School Council

Mr Alford explained that the curriculum planning is working well on the two year rolling programme and, notwithstanding the two lockdowns where plans had to be adapted for home learning, it means that units where there is planning already in place, are coming around again and while they need adjusting to meet the needs of the children, they don't need to be written from scratch thereby supporting work/life balance as well as providing an organised and well sequenced curriculum which allows pupils to build knowledge over time.

Children's behaviour remains good, however this continues to remain a focus, particularly as so much classroom time has been lost in the last two years.

Parent Survey (40 families of 51 responded):

Mr Alford shared the results and analysis of the recent parental survey on Governor Hub before the meeting. The main focus was online payments, school dinners and extended provision.

It was clear that parents are very much in favour of being able to make payments online and we have addressed this by exploring a number of systems. We have chosen to use School Money which is part of the Teachers2Parents texting service that we already use. This was going to be the most cost effective option for us - with no additional commission charges - and is used successfully by other local schools. We are hoping to have it set up and ready for trial during the second half of the summer term, with a view to going as cashless as possible from September. Governors were pleased to see that Mr Alford had taken positive action with this, concurring with the decision to use School Money.

He reported that it is border-line as to whether we have enough children who need breakfast/after school provision as we have to be mindful that we cover the additional costs, which could include recruiting a new member of staff or external provider. He intends to look at this more closely over the Easter period. The clerk advised that governors need to be aware that any extended services would be the responsibility of the governors and could not be run through budget share.

Q: What would happen in the case of bus children, should they wish to attend? GC

A: For the time being this would not be an issue as we only have one bus family who would not need this provision.

Mr Alford continued, discussing responses to the school dinner part of the survey. The main reason for lack of take-up are the food options available and the fact that children are fussy eaters.

Q: How many are FSM/UIFSM? GC

A: Due to the relatively small numbers involved, the responses haven't been broken down and sub divided so I cannot say. NA

Work in the Easter Holidays:

The clerk confirmed that the electrician is coming in to do a variety of tasks, but she has not yet heard from David Jeffery about the heating works.

After some discussion, Mrs Cooper proposed that we see if Adrian Lee would be available to carry out the work in the staffroom (see quote and previous minutes), seconded by Mrs Kirby and agreed by all.

ACTION: ADRIAN LEE TO BE CONTACTED REGARDING RE-PAINTING THE STAFFROOM/PROVIDING ADDITIONAL CUPBOARDS IN THE BEAR CAVE. Sh

Admission Arrangements:

Andrew Brent from Devon County Council has provided the updated admission policies for 2022 and 2023 to go on the school website. Governors have chosen, for the time being, to leave our PAN as it is.

ACTION: UP TO DATE ADMISSION POLICIES TO GO ON THE SCHOOL WEBSITE. SH

12/2021 Correspondence:

Langtree Community Primary School - consultation letter to stakeholders regarding their proposed federation with Bishop's Tawton Primary School.

Q: Do we have to consider each and every one of approaches such as this? GC

A: Yes, we do have a legal responsibility to do the right thing for the pupils at our school. AG

Governors wished to make no response to this consultation

GOVERNANCE

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 absent.

14/2021 Impact from this meeting:

*Policies have been reviewed, including admission and the school prospectus.

*The responses from the recently circulated parental questionnaire have been considered and action taken and agreed to introduce an online parental payment system.

15/2021 Dates and Times of Next Meetings:

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:

Full Governing Body: Monday 23rd May 2022 at 7.00 p.m.
Monday 4th July 2022 @ 7.30 p.m.

Resources Committee: Monday 23rd May 2022 @ 7.00 p.m. - to be re-arranged

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

There were no items for the Part Two section of the meeting.

After the Part Two section of the meeting the Chairman thanked governors for attending and declared the meeting closed at 9.26 p.m.