

Shebbear Community School
 Agreed Minutes from the Part One Governing Body Meeting
 7th February 2022 at 7.00 p.m. held at the School and also on 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) (Zoom attendee)
 Mrs T Brock (Parent Governor)
 Mrs G Cooper (Co-opted Governor)
 Miss R Curtis (Staff Governor)
 Miss N Derwin (Co-opted Governor) (Zoom attendee)
 Mrs S Woollacott (Parent Governor)
 Mrs S Hawker (clerk)
 Mrs R Evans (Teacher and literacy co-ordinator)
 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) and Mr J Richards (Parent Governor) who was unable to join through the Zoom link.

Mrs Kirby left the meeting.
 Mr Quance proposed that the governing body appoint Mrs Kirby as a LA Governor, seconded by Mrs Cooper and agreed by all.
 Mrs Kirby re-joined the meeting.

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:

Mr Alford gave his report verbally, as agreed as part of the strategy to help his work/life balance, however to begin with he had invited Mrs Evans, Literacy Co-ordinator, to address the governors to explain the 'Seven Aspects of Reading' document which outlines the school's strategy for ensuring pupils learn to read (document available on GovernorHub).

Mrs Evans explained to governors how reading was the most important subject to be taught in school as it underpins everything else that we are doing - particularly as the children move through the school. It is a very important fundamental basic skill and governors need to be aware of this, perhaps by arranging a monitoring visit to observe reading and phonics. The school has recently adopted the Government approved Twinkl phonics scheme to replace the previously used Letters and Sounds. This scheme was chosen but primarily because it provided a very structured approach with good quality resources. Mr Alford added that we intend to liaise with Little Bears Pre-School to see if they would consider incorporating the programme into their teaching as well. Mrs Evans stressed that the teachers track the children's progress and expectations at each level, explaining that as a small school we are able to quickly identify any children who are not making expected progress and, as a result of that identification, can then put in additional support and resources to accelerate their learning.

Q: Would the children move on to the next week if they are struggling one week? ND

A: Yes, no child would be left behind, but they would be identified as needing extra support. RE

Q: Do all of the children take home the same minibook?

A: Yes, however they can have free choice from a different selection of home books to supplement this. RE

Mr Alford added that over the last two years we have invested heavily in buying books that match the sounds the children are learning. He added that with the revised class structure, if a child or year group is identified as falling behind the school is well placed to allow for additional support including, as an example, the chance for the Year 1 pupils to repeat some of the reception programme.

Q: There seems to be an emphasis on a lot of work being done at home by parents. What if parents can't read - is there a safety net or mechanism in place if they struggle? JQ

A: Children can be immediately identified as having limited home support through their reading records and those cases they will read to an adult in school three times a week. There are always children who will be disadvantaged, but we try to identify these as quickly as possible and give opportunities to offer the additional support they need. Being a small school and knowing our families really well helps with this. RE

Q: Do you impress upon the older children that it is nice and okay for their parents to read to them? TB

A: Yes, it is so important to continue to be read to. Particularly for dads to read to boys and generally for the children to hear expression and have vocabulary explained. RE

Q: Have you considered using the mobile library? TB

A: Yes, we have done this in the past, however this has been more challenging in recent times. The difficulty is partly with books being returned on time (and the school being charged) and also the limited number of books and space on the library van. We have discussed with the van to be available immediately after school so children can go with their parents/carers RE

Q: Going back to the 7 aspects of reading, how do we know that this is working for our children? RC

A: We know through the rigorous assessment process we follow. This shows that the children are progressing and, if not, they are picked up for intervention. Twinkl phonics allows for assessment every two to three weeks. With our small cohorts it is easy to spot and children who are struggling. We assess reading twice a term in KS1 and 2 and have guided reading sessions each week to further assess progress. This reduces the chances of anyone slipping through the net. RE

Mr Alford added that the children work their way through the book band levels until they become 'free readers'. If we do find a child is struggling it could be for another underlying reason and then we can refer to and involve outside agencies.

Q: Whatever you do in life you need to read well - are the children made aware of this ? JQ

A: Yes, most certainly. The difficulty can come when children think they are good enough readers and stop trying to progress further. This is not always helped by some popular fiction not being challenging enough for stronger readers (David Walliams, Tom Gates etc) so children are directed to try different books by teachers using the school library. NA

Mr Alford thanked Mrs Evans for joining the meeting and she left. He continued with his report:

Attendance: The three week wave of positive Covid cases last November has impacted negatively on attendance figures and we are looking intently at the data. Currently we have figures of 91.66% in Teddy, 90.81% in Panda and 88.48% in Koala. These will go up week by week, but it is unlikely that we will reach our overall attendance target this year, particularly as the coding has changed. Mr Alford is in the process of writing individually to parents whose children have low attendance having taken Covid absences into account. Few of these are pupil premium children.

Q: Have you removed the 'Covid weeks' for comparison? JQ

A: Yes, we have tried this but the end result remains the same with regard to targets which will hopefully be resolved the longer the year goes on.

Safeguarding: Mr Alford outlined the following:

*We have new staff lanyards with photos and Shebbear Community School printed on the ribbon. Thank you to Mrs Bernstone who arranged this for us through Shebbear College.

*Mr Alford has recently conducted an audit of our CPOMS system to ensure all records are up to date and actioned as necessary.

*We are recruiting for supply teachers and teaching assistants, using the same rigorous procedures as we would for permanent staff members. We have recruited two supply teachers and, subject to references, one supply teaching assistant through this process.

*Tomorrow is Safer Internet day and some helpful documents have been emailed to parents to help them keep their children safe online.

Health and Safety Audit: This took place last Thursday, thank you to Mrs Hawker for all her hard work to ensure that we had a good audit. We have not yet received the report back, but anticipate that we will score above 90% with few items needing to be addressed. He reported that all staff are currently undertaking food hygiene training.

Assessments: These were carried out last week and he is looking forward to the pupil progress meetings with staff next week to discuss the results.

Subject Monitoring: Mrs Fuller has completed some maths monitoring. The latest monitoring identified an improved enthusiasm for maths across the school which is encouraging and reflected in improvements seen in their work.. Mrs Evans has completed a literacy monitoring with progression a focus - documents are available on GovernorHub.

PE and Sport Provision: Unfortunately Saints Southwest has been unable to provide a specialist for this half term, and it is not looking likely for next half term either. Mrs Evans sourced a golf professional - Ross Daniel - from the Royal North Devon Golf Club who has been working with the children this half term. The school has received a number of positive comments that the children have enjoyed learning this new skill. We have played in two competitive football matches and also have an after school dance club on Thursdays.

School Improvement: Mr Alford outlined the following:

*Amanda Burrows (Babcock) is now visiting immediately after half term having had to cancel her previous planned visit due to Covid.

*Becky Evans led a Phonics training session for teaching assistants on the non-pupil day in January.

*We have a student in full time after halfterm, working in Panda. He has been in on Mondays and Tuesdays this half term.

Wellbeing across the school: A number of initiatives have taken place this half term:

*Staff enjoyed a lunch together on the non-pupil day in January.

*The whole school enjoyed their visit to the pantomime at the end of last term.

*This week is Children's Mental Health Week and we have arranged for the school kitchen to make cupcakes as a morning break surprise for all of the children.

*Everyone is invited to wear a scarf to school on Friday as part of this week (voluntary donations to a children's mental health charity).

*Staff have been invited to take part in various wellbeing sessions as part of a SWIFT well-being event next week. Sessions include coping with stress and cooking healthy meals.

Q: Do you think that governors help or hinder you? JQ

A: Help; it is a matter of getting the right balance of support and practical help. Challenge is important too and it is good to have trust both ways. NA

4/2021 Governors' Reports:
<p>Monitoring Visit - Mr Quance and Mrs Woollacott. Both monitoring visit reports are available on GovernorHub.</p> <p>Mr Quance mentioned that his enthusiasm for the governor role had been re-ignited following the first visit actually in school for many months. He would be interested to carry out an afternoon visit next time. Mrs Woollacott commented that it was great to see how all the staff could identify exactly where children were at and said that it felt well-organised. She looks forward to re-visiting again soon.</p>
5/2021 Clerk's Report:
<p>Mrs Hawker has attended the Clerks' Update session and her report is available on GovernorHub, indicating areas that OfSTED are likely to focus on when they visit.</p> <p>The GDPR audit report from GDPR Sentry, our DPO, has been received and is on GovernorHub. It was agreed that there are no real action points for us to address, however advice given is to encourage due diligence at all times to minimize any breaches.</p> <p>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. She confirmed that Miss Curtis, Mr Goode and Mrs Kirby are all booked onto Health and Safety training next week.</p>
6/2021 Financial Reports:
<p>SFVS: The completed report was submitted to governors in advance of the meeting. Mrs Kirby proposed that this be signed and sent to the Audit Team to submit on our behalf, seconded by Miss Curtis and agreed by all.</p> <p>ACTION: SFVS REPORT TO BE SIGNED AND SENT TO AUDIT. AG/CC/SH</p> <p>FRS: The updated report was made available on Governor Hub before the meeting. All were happy with this report acknowledging that we are now so close to year end that there is little to change.</p> <p>Benchmarking: The DfE Benchmarking document was submitted to governors before the meeting, together with the same document from last year. This was noted.</p>
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 29 th November 2021 were agreed by governors present and were signed as correct by the chairman. The Part Two minutes were read at the confidential section of this meeting. The Part One minutes of the Pay and Performance meeting held on the 29 th November 2021 were agreed by governors present and will be signed by the chairman at the first opportunity.
9/2021 Matters Arising from the Previous Meeting(s):
Little Bears Pre-School -The clerk had a conversation with Fran Butler before Christmas, please see her report of this conversation on GovernorHub. Mr Alford added, that he would prefer to incorporate the pre-school into a four class structure (with one class being a foundation unit) which Ms Butler indicated was probably not financially viable for a school of our size.

Signed Chair of Governors

Dated

After some discussion, it was agreed that as both educational establishments are awaiting OfSTED visits that it would be sensible to concentrate on those visits for the time being and revisit this conversation after that time.

Mr Quance reported that despite the promise, so far nothing has been forthcoming from the College regarding their proposed development and potential benefits for our school. Mr Alford commented that the Head Teacher is moving on in the summer and no contact has been made from them to us. Mr Goode suggested this should be taken up directly with the Bursar and/or Chair of Governors.

10/2021 Policy and Risk Assessment Adoption/Review:

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

- Mobile Phone Policy Statement
- Equality
- Health & Safety
- SEND
- Charging and Remissions
- RA21 Curriculum R/A

Q: There is no mention of children in the Mobile Phone Policy Statement - should there be? GC

A: The statement was originally written in response to a question about the mobile phone policy for visitors and staff, however this is a good point. Children should not bring mobile phones to school and if any are found they are kept safely in the school office until the end of the day. This will be added to the policy statement. NA

The clerk drew governors' attention to the Equality Objectives review, which is a statutory requirement for governors. Governors were pleased to note that we are addressing our three objectives as a result of curriculum and assembly planning, amongst other strategies.

Mrs Kirby proposed that all of these documents be adopted, including the Mobile Phone Policy Statement once the addition has been included, seconded by Mr Quance and agreed by all.

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:

Skills Matrix: The clerk thanked everyone for completing these and the collated results are on GovernorHub. The vast majority of areas are green, with the main red item being a lack of experience amongst governors of serving on another governing body or being chairman. Mr Quance commented that it is quite hard to score yourself and feels that most people will be harsh on themselves. The clerk advised that the weakest area appears to be with training, and encouraged governors to attend sessions if at all possible to enhance and upskill the governing body as a whole.

Self-evaluation: As the meeting started late, it was agreed to defer this to the next meeting.

Health and Safety Audit: This was covered in the Head Teacher's report, above.

12/2021 Correspondence:

Plandscape - annual price increase. Mr Goode commented that this appears to remain good value for money, not least as the school has built a good relationship with the contractor.

NPS - proposed increase of £700 per annum to the lease of the car park from the Village Hall from £1900 to £2600 per year. This was discussed at length, with the clerk explaining that the lease runs for 10 years and is now overdue for renewal. We have received an invoice at the new rate, however we have not received confirmation that this has been legally agreed. The clerk further advised that the additional funding would not be put into our budget and would have to be found. Mr Goode proposed that we pursue a reduction in this proposed increase, seconded by Mrs Brock and agreed by all. It was further agreed to explain this to the village hall treasurer.

ACTION: CLERK TO CONTACT THE VILLAGE HALL TREASURER AND ALSO NPS FOR CLARITY OF THIS SITUATION AND TO SEEK RESOLUTION AT MINIMUM COST TO THE SCHOOL BUDGET.

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:

*Governors have a clear view of how reading is taught across the school which detailed information will help to inform decision making around budgets and staffing to ensure the best outcomes for all;
*Attendance has been discussed and Mr Alford has the support of the governing body to work with the families for whom attendance is not reaching a satisfactory level. As explained in the weekly newsletter, one day a week missed equates to a whole year across the Primary phase. It is imperative that all children attend regularly to ensure that 'every lesson, every day' counts and has impact on learning;
*Various policies have been agreed to help safeguard the children and staff and to ensure that equality objectives are being reached.

15/2021 Dates and Times of Next Meetings:

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

Full Governing Body: Monday 4th April 2022 @ 7.00 p.m.
Monday 4th July 2022 @ 7.30 p.m.

Resources Committee: Monday 14th March 2022 @ 7.00 p.m.
Monday 23d May 2022 @ 7.00 p.m.

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

Mr Quance proposed that we move into Part Two to discuss any confidential items for this meeting, seconded by Mrs Cooper and agreed by all. Miss Curtis and Miss Derwin left the meeting.

After the Part Two section of the meeting the Chairman thanked governors for attending and declared the meeting closed at 9.50 p.m.