

Shebbear Community School
Agreed Minutes from the Part One Governing Body Meeting
held on Monday 18th May 2026 at 6.30 p.m.

63/2025 Welcome; receive and sanction apologies for absence:

Mr J Chamberlain (Co-opted Governor)
Miss R Curtis (Staff Governor)
Mrs L Duggan (Co-Opted Governor)
Mrs C Evans (Parent Governor)
Mrs R Evans (Co-Head Teacher)
Mr A Goode (Co-opted Governor) (Chair)
Mrs L Gough (Co-Head Teacher)
Mrs H Heywood (Co-opted Governor)
Mr J Lake (Parent Governor)
Mr J Quance (Co-opted Governor) (Vice Chair)
Mrs S Woollacott (Parent Governor)
Mrs S Hawker (clerk).

The meeting was quorate; apologies were received and sanctioned from Mr R Monaghan (parent governor).

64/2025 Declarations of Pecuniary Interest:

Mr J Quance - Chairman of Shebbear Parish Council and uncle of Hannah Heywood
Mr A Goode - Shebbear Parish councillor
Mrs H Heywood - niece of Jason Quance
Mrs S Woollacott - clerk to Shebbear and Buckland Filleigh Parish Councils
Mr J Chamberlain - Shebbear Parish councillor

MONITORING AND ACCOUNTABILITY

65/2025 Co-Head Teacher's report (circulated in advance on Governor Hub):

This had been submitted to governors in advance on GovernorHub and covered attendance, safeguarding, school improvement, SEND and safeguarding.

Safeguarding: Mrs Gough asked governors their views on school including photos featuring pupils on the website and in newsletters, as with the advances in technology these images can be 'lifted' and tampered with and then used to hold the school and parents to ransom. After short discussion, Mr Goode suggested looking at County guidance and taking advice from our DPO: GDPR Sentry. (SMP1)

ACTION: TAKE COUNTY/GDPR SENTRY ADVICE REGARDING PHOTOS.

Relationship Education has been updated and parents are to be consulted on the changes. Mrs Woollacott queried what will parents be consulted on? Mrs Gough responded that we would do whatever was indicated in the statutory guidance. Pupil wellbeing continues to be a focus and all children have completed a survey with collated results available on Governor Hub. (SIP2)

Attendance: Mr Quance observed that we still have some persistent absentees and asked what is being done to make this better? Mrs Evans replied that a chronology is completed for all children each half term, including their three-year average, to help us look for patterns. She also uses the Attend framework. She advised that no one is continuing to decline and all are slowly improving. She holds meetings with parents to discuss persistent absenteeism. In comparison to other schools our attendance is very good and we continue to work with parents to improve this. Mrs Duggan asked if the children were siblings or separate families? Mrs Evans answered separate families. (SMP3)

Restrictive Interventions: Mr Goode asked for more information regarding restrictive interventions? Mrs Gough advised that we now, legally, have to put it in writing to parents if we have used it.

66/2025 Governors' Reports:

Mrs Heywood had carried out an English monitoring visit covering the basic English curriculum, a Read Write Inc observation and they a Panda class observation focusing on the Write Stuff learning resource, book observations and an overall review - her report will be available on Governor Hub shortly. She will visit again on the 10th July to focus on how the school monitor/assess progress in English, what is the school doing to support pupils who are not where they should be and how do we know this support is working and pupil voice in writing improvement throughout the school. (RIP1)

Mr Chamberlain has attended the new governor training and observed that there is clearly a preference for schools to be academies or federations - advantages of this can possibly include budget, benchmarking and shared resources.

Mrs Duggan had carried out a SEND monitoring visit and will return to focus on pupil voice. (RIP2 and RIP4)

Mr Quance had observed SATs administration and was satisfied that staff involved acted in line with the guidance.

All except Mrs Heywood's were all on Governor Hub and each governor verbally fed back. There were no questions arising from any of these visits.

67/2025 Clerk's Report:

GDPR: The annual audit has now been arranged for 15th July. This report will come to the first meeting of 2026/27. There have been no breaches reported since the last meeting.

Training: Slides from the Clerks' Briefing are available on Governor Hub and cover a range of recent legislation and initiatives which she brings to governors' attention. She continues to circulate weekly emails from Devon Association of Governors and the checklist from Devon Governor Services. She encouraged governors, as always, to let her know of any training needs.

68/2025 Financial Reports:

School Budget Share: The final budget was submitted in advance of the meeting on Governor Hub for governors to study ahead of this meeting. It retains the three-class structure and includes forecast intake numbers whilst continuing to remain 'balanced' for the next three years. We are still uncertain as to what is happening with sport funding however this budget had included it for the time being in the absence of any information. The final monitor report was also available, showing the proposed carry forward from 2025/26 in the sum of £71264 - this is being kept for predicted falling roles to maintain the current structure for as long as we can to keep small class sizes for the benefit of the children's education. The draft budget had been discussed at the previous meeting and Mr Goode proposed that governors adopt this budget and submit it to County, seconded by Mrs Woollacott and agreed by all. (SMP2)

Wraparound Care: Breakfast club is now offered five days a week, in line with the government guidance. Generally, the uptake is good across the week and the funding has improved from April. After School Club continues to run for three afternoons. Both are currently financially sustainable.

69/2025 Committee Structure, Terms of Reference and Governor Appointments:

We have recently had two governors resign, both of whom were Head Teacher appraisal governors. Currently Mr Goode and Mrs Woollacott are appraisal governors, Mr Quance is trained, but it would be useful to have another governor trained to ensure that we have enough for next year - please contact the clerk if you are willing to do this.

ACTION: CONTACT THE CLERK IF YOU ARE ABLE TO UNDERTAKE HEADTEACHER APPRAISAL TRAINING.

There is also a gap on the Pay Committee; Mr Quance proposed that Mr Chamberlain be appointed to this committee, seconded by Miss Curtis and agreed by all.

70/2025 Approval of Minutes from the Previous Meeting(s) circulated prior to the meeting:

The Part One minutes of the governing board meeting held on the 30th March 2026 were agreed by governors present and signed as correct by the chairman.

The minutes of the Support Partnership meeting held on 1st April 2026 were available for governors to read on Governor Hub.

71/2025 Matters Arising from the Previous Meeting(s):

Further to our letter asking East the Water Primary School if they would be willing to continue or extend this Partnership to offer support to the Co-Head Teachers, however they are also entering the OfSTED window and whilst happy to continue support from September would prefer this to be an ad hoc and not a formal arrangement (RIP2).

There is a sum of money built in to the budget to allow for this support.

72/2025 Policy Adoption/Review:

The following policies/documents were brought to this meeting for consideration and approval:

Staff Leave and Absence

Handwriting

Smoke Free

Use of Restrictive Interventions

Final Resolution (Grievance)

Prospectus 2026/2027

Mr Quance proposed that all policies and documents above be approved and adopted, seconded by Mr Lake and agreed by all.

73/2025 Items Brought Forward by the Chairman:

Little Bears Lease: We are aware that there is currently no lease in place between us and the Pre-School which lapsed during the period when the school was going to take it on. Mr Quance asked if we have to use South West Norse to draw up the lease, which we think that we probably have to and will be more cost effective than an external solicitor. Mr Lake asked *why there had been the change of plan and why didn't the pre-school become part of the school?* The main reason was that it was not financially viable at the time and would have negatively impacted on the school budget. Mrs Woollacott proposed that we look into setting up a new lease and asked the clerk to start dialogue with Devon County, seconded by Mrs C Evans and agreed by all.

ACTION: CLERK TO DISCUSS A NEW LEASE WITH COUNTY. SH

74/2025 Correspondence (available on GovernorHub:

Devon Governor Services: Termly Checklist and weekly Governance Alert (all circulated to governors).

Scomis: Advising that they will no longer support schools from the end of July and we need to find an alternative provider for our IT support. Bromcom support will continue.

North Devon IT: Related to the above, our existing technician has indicated that he may be able to continue to offer an independent service to our school – it was agreed that we need more details to ensure that this would be a like for like replacement, and the clerk will speak to him regarding this and take to the next Resources meeting.

ACTION: CLERK TO LIAISE WITH LEWIS HOLT TO DISCUSS IT SUPPORT FROM SEPTEMBER 2027. SH

GOVERNANCE

75/2025 Impact from this meeting:

The governing body has:

*Agreed the budget for the next financial year, ensuring that class sizes remain small and that we continue to provide the best possible education for all of our children on roll whilst remaining sustainable for future years.

*Received reports from monitoring visits carried out by governors, helping to inform their understanding of how statutory responsibilities are addressed and the core curriculum is delivered in class and the effect that it has.

76/2025 Dates and Times of Next Meetings:

The next scheduled dates are as follows:

Full Governing Body: Monday 6th July at 6.30 p.m.

Resources Committee: Thursday 4th June 2026 at 10.15 am.

Support Partnership: Wednesday 20th May 2026 at 2.00 p.m., Wednesday 8th July 2026 at 2.00 p.m.

Pay & Performance: Monday 6th July at 6.00 p.m.

Mr Quance proposed that governors move into Part Two, seconded by Andrew Goode and agreed by all.