

Shebbear Community School  
Draft Minutes from the Part One Governing Body Meeting  
held on Monday 24th November 2025 at 6.30 p.m.

**17/2025 Welcome; receive and sanction apologies for absence:**

Miss R Curtis (Staff 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)  
Mr J Lake (Parent Governor)  
Mr R Monaghan (Parent Governor)  
Mr J Quance (Co-opted Governor)  
Mrs S Woollacott (Parent Governor)  
Mrs S Hawker (clerk).

The meeting was quorate; apologies were received and sanction from Mrs L Duggan (co-opted governor - apologies received late); Mr D Hurley (co-opted governor); and Mrs P Kirby (Local Authority governor). These were sanctioned by governors present.

**18/2025 Declarations of Pecuniary Interest:**

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

**MONITORING AND ACCOUNTABILITY**

**19/2025 Co-Head Teacher's report (circulated in advance on Governor Hub):**

This included:

**Attendance:** Mrs R Evans reported that this continues to be a focus and she has now done the paperwork to issue fines to two families (one was rejected, the other issued) and has two more to do however she observed that the process is very time laborious. She will continue to monitor

Mrs Gough explained that we have recently consulted with all families regarding term dates for next year to try to minimize term time holidays being taken. The majority favoured a longer May half term and this is something that we can look at. Mr Quance asked if this would be the best use of non pupil days and, again, this is to be taken into consideration. They will be brought to the next meeting.

**Safeguarding:** Mrs Gough reported that there has been one call to the MASH consultation line. Nearly all governors have completed the Governor Hub online safeguarding training and many took part in the safeguarding quiz for staff and governors. She emphasized how important it is within our school and that governors have a part to play to ensure that we have a holistic approach. She added that we had had an excellent 'Safety Week' last week, covering many different aspects of safety including farm safety which was delivered by Mr Quance and Mr Andrew (former chairman).

**Areas of Responsibility:** There are still some gaps and Mr Lake noted that he had yet to be allocated an area and was happy to do whatever the co-headteachers felt would be a best fit for him. English and Foundation subjects both need to be monitored. It was suggested that he monitors Foundation subjects and our new co-opted governor will monitor English.

**Learning Walks:** These are to happen before Christmas and will be reported at the next meeting as appropriate.

**20/2025 Governors' Reports:**

Mr Quance had submitted a report following his attendance monitoring visit, which was circulated in advance on Governor Hub for all to read.

Mrs C Evans had submitted a report following her safeguarding monitoring visit, which was circulated in advance on Governor Hub for all to read.

Mr Monaghan gave a verbal report following his assessment visit; he liked the system that Mrs Gough has been putting into place using Bromcom Assessment and felt that it would be extremely useful for all.

There were no actions arising from any of these visits.

**21/2025 Clerk's Report:**

She attended the Clerks' Update training in September and her reported is on Governor Hub, circulated in advance, together with the slides. Mrs R Evans queried that she had been told that OfSTED are running behind, as she had recently heard that they were up to date. As the training session was nearly two months' ago, it is likely that it was accurate information at that time but had changed. Mrs C Evans asked what exactly the governors' role would be in OfSTED? Mrs Gough replied that governors would be expected to answer any questions from HMI and said that safeguarding would make the difference between us remaining as a Good school or going into Special Measures.

GDPR: We are due our annual audit and she is liaising with our DPO to arrange this.

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.

**22/2025 Financial Reports:**

**School Budget Share:** A monitor report was taken to the Resources meeting earlier this month and has been submitted to Devon County Council. There have been some coding problems with the system, and so for the last two weeks no information has come down from County which means that she did not have up to date information available for this meeting. The latest budget summary was circulated in advance of the meeting showing the forecast position for the next five years. The meeting moved into Part 2 to discuss some known forthcoming events that would impact on this.

**Extended Schools:** It has recently been announced the Breakfast Club will be funded at £25 per day plus £1.00 per pupil attending from April 2026. This will make it more viable for us, and this is welcome news. We are currently waiting for the funding based on last term's count to be received in the budget, and have recently had a headcount week on which next term's funding will be based. Numbers have increased to around 20 daily and it is very popular and well received. Hopefully she will be able to bring an accurate forecast to the next Resources meeting, finance systems allowing. It may be that we will have to consider increasing from three days to five days a week in order to be eligible for the funding at a future time.

**Audit:** She is in the process of completing an audit which has focused on petty cash, reconciliation and ordering/invoicing amongst other areas. She will be meeting the auditor via TEAMS on Thursday and hopefully the audit report will be available to bring to the next Resources meeting.

There have been no significant changes to the Capital Fund (02), Unofficial School Fund or Extended Schools Fund (03) since the last meeting.

23/2025 Committee Structure, Terms of Reference and Governor Appointments:

Mr Quance suggested that Hannah Heywood be appointed as a Co-Opted Governor to fill our remaining vacancy, and she would be willing to do so. Hannah is well known to many of us as she is Mr Quance's niece, a past pupil and currently has two children at Little Bears Pre-School. Her husband has recently taken up the role of Chairman at Little Bears Pre-School. Mr Quance then withdrew from any further discussion, declaring an interest.

Afer a brief discussion, Mrs Woollacott proposed that Mrs Heywood be appointed, and this was seconded by Mr Goode and agreed by all. Hannah will be the English governor, as above.

**ACTION: CLERK TO DRAW UP THE NECESSARY PAPERWORK AND LIAISE WITH MRS HEYWOOD. SH**

24/2025 Approval of Minutes from the Previous Meeting(s) circulated prior to the meeting:

The Part One minutes of the governing board annual general meeting held on the 29<sup>th</sup> September 2025 were agreed by governors present and signed as correct by the chairman.

The Part One minutes of the Resources meeting held on Thursday 6<sup>th</sup> November 2025 were agreed by governors present and signed as correct by the chairman.

The minutes from the Support Partnership meeting held on the 21<sup>st</sup> October 2025 were noted by governors present; there were no questions.

The Part Two minutes were read and agreed at the confidential section of this meeting, there was no other business for the Part Two section of the meeting therefore there are no minutes.

25/2025 Matters Arising from the Previous Meeting(s):

OfSTED training - to be put on the agenda for the next meeting.

There were no other matters arising from any of the minutes.

**ACTION: OFSTED TRAINING TO BE ON NEXT AGENDA. SH**

26/2025 Policy Adoption/Review:

The following policies had been looked at by the Resources committee and recommended for adoption:

Admissions 2026 and 2027; Maternity; Staff Leave and Absence; Health and Safety.

Mr Quance proposed that these all be adopted, seconded by Mrs Woollacott, agreed by all.

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

Educational Visits; Resolution (Grievance) (model policy); PE; Emergency Plan, School Vision and Behaviour Principles.

Again, Mr Quance proposed that these be adopted, seconded by Mrs Woollacott and agreed by all.

The Equality Evidencing was not available and will be brought to the next meeting.

**ACTION: STATUTORY POLICIES TO BE PUT ONTO THE SCHOOL WEBSITE (SH)**

27/2025 Items Brought Forward by the Chairman:

**Draft Letter to DCC:** Mr Goode explained that he has drafted a letter to DCC, expressing concern and frustration about the way the new finance system has been letting us down and about the cumbersome audit process. He will circulate this to governors. It was agreed to send this to Jack Newton, Julian Wooster, Donna Manson and Cllr Julian Brazil.

**Year 3 and 4 Residential:** Panda class are hoping to go to Rock and Rapid next May under the leadership of Mrs Wood. This will be a two day, one night trip and has been very successful in previous years. Mrs Woollacott proposed that this go ahead, seconded by Mr Goode and agreed by all.

**Chairman's observations:** Mr Goode shared with governors how impressed he has been with the behaviour of the children every week for swimming (he drives the minibus) and also at the Remembrance Service recently held in the village. Mr Quance reiterated the latter, thanking both Mrs R Evans and Mrs Gough for attending with the children on Sunday.

**Term Dates 2026/2027:** This was discussed during the Co-Head Teacher's report, above, and will be brought to the next meeting for agreement.

**Christmas:** The chairman asked governors if, in time honoured tradition at Shebbear, they would kindly give any donations towards the buying the children's Christmas gifts to the clerk. He also added that we needed to know if any governors would like to join the children for the Christmas dinner on Thursday 18<sup>th</sup> December - please let the clerk know as soon as possible.

**Net Capacity Assessment:** The chairman mentioned that this is a new initiative and we will be visited in tranche 2. We wait for more details.

28/2025 Correspondence (available on GovernorHub, except for the Wayleave item):

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

**Torrige District Council (Environmental Health Office):** We have recently been visited by them as we now employ our own kitchen manager. Overall this was a good report, however he made some observations regarding work that needs doing to maintain it to a good standard and to ensure the highest health and safety standards. This will include replacing the floor covering in the next year and some painting works, together with replacing a seal by the main sinks. The clerk will arrange the necessary work/quotes. The report has been shared with the kitchen manager.

**ACTION: CLERK TO ARRANGE FOR QUOTES/NECESSARY WORK TO BE COMPLETED. SH GOVERNANCE**

29/2025 Impact from this meeting:

The governing body has:

- \*agreed for the Year 3 and 4 residential next May to enable the personal development and social skills of Panda class children;
- \*considered forthcoming funding implications (Part 2) and considered the impact of these on the education of the children at our school;
- \*acknowledged the software issues with the finance system and challenge that this is having on decision making and forward planning.

30/2025 Dates and Times of Next Meetings:

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

**Full Governing Body:** Monday 2<sup>nd</sup> February and Monday 30<sup>th</sup> March 2026 both at 6.30 p.m.

**Resources Committee:** Friday 23<sup>rd</sup> January and Friday 20<sup>th</sup> March 2026 at 10.00 am.

Mr Quance proposed that we move into Part Two to discuss any confidential items. Seconded by Mrs Woollacott, agreed by all. After the Part Two section of the meeting the Chairman thanked governors for attending and declared the meeting closed at 8.12 p.m.