

Shebbear Community School  
Draft Minutes from the Part One Governing Body Meeting  
Monday 25<sup>th</sup> March 2019 at 7.00 p.m.

32/2018 Present:

Mr N Alford (Head Teacher), Mr B Bowler (Chairman), Mr J Franklin, Mrs G Cooper, Mrs C Coward, Mrs G Fowler, Mrs P Kirby, and Mrs S Hawker (clerk). The meeting was quorate.

33/2018 Apologies:

Mrs L Marshall, Miss R Curtis and Mr J Quance (Associate Member) sent their apologies; governors were happy to accept and sanction these. Mrs H Page and Mr A Goode were absent.

34/2018 Declaration of Pecuniary Interests:

No new declarations were made

35/2018 Minutes:

The Part One minutes of the meeting held on the 28<sup>th</sup> January 2019 were agreed by governors present and signed as correct by the Chairman.

36/2018 Matters Arising (that are not covered by further agenda items):

There were no matters arising from the previous minutes; all actions had been undertaken.

37/2018 Head Teacher's Report (circulated previously to the meeting on OneDrive):

Mr Alford advised that numbers had remained consistent so far this year with a very low turnover of pupils. He reported that we were now expecting six new entrants in September.

He confirmed that he had recently attended Educational Visits training and was happy that we had good procedures in place and followed best practice advice. Mrs Evans continues to be the Educational Visits Co-ordinator. He emphasised that:

\*school trips should be happening and not stopped because of health and safety red tape;

\*the most important feature is competency of staff and good quality planning;

\*common sense needs to prevail;

\*there are no staff to pupil ratios except in the case of early years;

\*we are not obliged to do risk assessments (but not having completed one may leave you subject to criticism were something to go wrong)

\*anything off-site is an off-site visit (including using the village hall) and

\*school needs to be clear on where responsibility lies for an event e.g. is it a school event (an after school match) or a PTA/external provider event (even if on the school site)

He is still sourcing more fencing quotes for the fence that Little Bears have requested and intends to go to a parish council meeting, with a Little Bears representative, to see if they may be able to help with the cost.

He provided a copy of the draft OfSTED new framework which indicates that they will not be looking at internal data; he commented that he and Mrs Gough were hopeful that the Year 6 results would be in line with expectations. We have recently purchased a new online learning resource - Spellzone - which the children seem to like. This has replaced the Spellodrome system.

He circulated and talked through the new Early Years Foundation Stage action plan which was produced following Jo Dymond's recent visit.

He said that he had recently attended a meeting at Horwood Newton Tracey school with the other partnership heads. All involved are very happy to continue to work closely together however are adamant that they do not wish to enter into a Federation. He further confirmed that he was visiting Holsworthy Primary School and was working with them, Halwill, Ashwater and St Giles on the Wood primary schools on book scrutiny. He continues to work hard to get the school featured in the local press.

Science week is currently in full flow with a great visit, today, from Wonderstruck which really engaged and enthused the children.

### 38/2018 Matters Brought Forward by the Chairman:

#### a) School Budget 2019/20:

The proposed school budget had been circulated to governors before the meeting. This includes a number of assumptions that were discussed in the Part Two section of the meeting. The budget is balanced for 2019/20, however is not balanced for the three year period. An alternative plan was available in the Part Two section of the meeting that would deliver a three year sustainable budget, however the clerk explained that Finance Services will accept a one year sustainable budget initially as there are currently a number of unknowns around school funding (such as how much of the teachers' pension contributions will be funded and for how long). However they will request an updated version in the Autumn term. Mrs Cooper proposed that governors adopt the one year budget as presented, allowing for the clerk to double check that all staffing information is accurate and this has the greatest impact, and this was seconded by Mrs Coward and agreed by all. The Best Value Statement and the Statement of Internal Control were also submitted for governors' approval and signed.

**ACTION: CLERK TO DOUBLE CHECK STAFFING FIGURES FOR ACCURACY AND THEN TO PUBLISH THE SCHOOL BUDGET FOR 2019/20.**

#### b) Safeguarding:

##### (i) To receive a report from Safeguarding Course Mr Franklin:

Mr Franklin's report had been circulated to governors before the meeting, which he then went through explaining the governors' role and responsibilities in regard to safeguarding and child protection. He asked a number of searching questions of the Head Teacher to which he received satisfactory answers. He concluded his verbal report by saying that he felt the school has mechanisms in place that go a long way to making him feel we are fulfilling our statutory duties.

##### (ii) To receive a CPOMS demonstration from Mr Alford:

Mr Alford then showed governors the online reporting system (Child Protection Online Management System CPOMS) that we use. All staff can access this to record concerns, with himself and Mrs Gough as Designated and Deputy Safeguarding Leads having access to the whole site. He stressed that this does not replace verbal communication between staff, but is a secure central point to hold information and to produce report and chronology when needed. Many schools are now using it. Mr Bowler asked if there was any conflict with GDPR, to which Mr Alford responded that it was fully compliant. Mrs Kirby asked how long Child Protection records are kept for and this would depend very much on secondary schools policy as we always pass the records on to the receiving school.

##### (iii) To appoint a new Safeguarding governor:

As Mrs Page will come to the end of her term of office before the next meeting, Mrs Kirby proposed that Mr Franklin take her place as the Safeguarding governor. This was seconded by Mrs Fowler. Mr Franklin is happy to do this, but with the proviso that this be reviewed at the end of the summer term.

#### c) Electricity - contract renewal:

The clerk advised that our electricity contract is due for renewal in the autumn term and we are being offered the chance to extend the existing one by a one year period, although rates are not yet available. She has taken advice from Audit and Devon Procurement Services and found some rates from different providers. Unfortunately the better rates are only offered if you pay by direct debit and this is not an option currently available to us. Devon Procurement also advised that we should not enter into a three year contract in the current climate. The clerk has discussed this with both Audit and Devon Finance Services. After some discussion Mrs Cooper proposed that we extend the current contract for a one year period, seconded by Mrs Kirby and agreed by all.

**ACTION: CLERK TO EXTEND THE CURRENT ELECTRICITY CONTRACT THROUGH LASER FOR A ONE YEAR PERIOD FROM THE AUTUMN TERM.**

**d) To receive report from Chairs' Update 19/03/2019 (Mr Bowler):**

Mr Bowler's report had been circulated to governors before the meeting. He advised that there was a problem with maladministration of SATs. He also provided a list of Key Questions for governors regarding the curriculum - primarily in connection with OfSTED inspections. It was agreed that this be tabled at the next School Improvement committee meeting. Mr Alford showed the draft consultation document again, demonstrating that the proposed focus will be on schools having a strong curriculum and the knowledge development of pupils. There is limited reference to data in the new framework although the outcomes of statutory assessments will still be important.

Mr Bowler said that the main message from the update was intent, implementation and impact - we need to be sure that we are clear about all three.

**ACTION: KEY QUESTIONS TO BE TAKEN TO SCHOOL IMPROVEMENT COMMITTEE MEETING ON THE 10<sup>TH</sup> MAY.****e) To arrange monitoring visits for the Summer Term 2019:**

Mr Bowler, Mr Franklin and Mrs Coward - 3<sup>rd</sup> April 2019 at 10.00 a.m. - site security follow up visit.  
Mrs Coward and Mrs Kirby - 24<sup>th</sup> April 2019 at 10.00 a.m. - presentation in children's books.

**f) Annual family questionnaire:**

The draft questionnaire was made available to governors for their approval; following on from the safeguarding report from Mr Franklin it was agreed that a couple of internet safety questions should be included to ensure we are giving parents the opportunity to let us know if they need any additional support from school to help their children be safe online.

**ACTION: HEADTEACHER AND CLERK TO DRAFT SOME ADDITIONAL QUESTIONS ABOUT INTERNET SAFETY TO INCLUDE ON THE QUESTIONNAIRE AND BRING TO THE NEXT MEETING. QUESTIONNAIRE TO BE CIRCULATED IN THE SUMMER TERM.****g) Complaints Toolkit:**

The new model Toolkit is available from the Devon Governor website, which takes into account the recent guidance from the DfE. The clerk will personalise this for our school and bring it to the next meeting for approval.

**ACTION: CLERK TO PERSONALISE THE COMPLAINTS TOOLKIT, INCLUDING TWO POLICIES, FOR OUR SCHOOL AND BRING TO THE NEXT MEETING.****h) GDPR:**

The clerk reported that there had been no breaches since the last meeting and that she had completed the annual review of practice checklist on the Information Commissioner's site which indicated an overall rating of 'green'.

Mr Alford confirmed that we are still exploring options for an alternative DPO, however are waiting for responses to our enquiries. If we appoint through Babcock this will cost £3,500 a year, other external providers are quoting £1,000; we are still investigating lower cost local provision such as the Dartmoor MAT or a reciprocal arrangement with Little Bears Pre-School, whilst remaining mindful that the DPO needs to be a suitably qualified person.

**i) Strategic direction - what have we done for our children at this meeting?:**

- We have ensured we are compliant with our roles and responsibilities to keep the children safe;
- We have familiarized ourselves with the proposed new OfSTED framework to ensure that we are developing the best curriculum for our children;
- We have agreed the budget to ensure that with resources we have we are giving the children at our school the best possible education;
- We have arranged for governors to visit school to monitor site security (safeguarding) and the presentation in the children's books (raising standards).

## 39/2018 Correspondence:

Devon Governor Services - Governance Today;

Dawn Stabb (DCC) - budget letter

Mr Bowler - advising that he does not intend to stand as a governor when his current term of office ends in September 2019.

40/2018 Matters Arising from the Resources meeting held 11<sup>th</sup> March 2019:

The minutes from this meeting had been circulated to governors before this meeting and contents noted, they will be signed as correct by the committee chairman at the next Resources meeting as he was not at this meeting.

There were no matters arising from these minutes that needed to be discussed as they had been covered earlier in this meeting.

41/2018 Matters Arising from the School Improvement meeting held 15<sup>th</sup> March 2019:

The minutes from these meetings had been circulated to governors before this meeting and contents noted. They were signed as correct by the chairman, once Mrs Kirby had been listed as attending the meeting.

There were no matters arising from these minutes that needed to be discussed as they had been covered earlier in this meeting.

## 42/2018 Dates and Times of Next Meetings:

Full Governing Body: Monday 20<sup>th</sup> May 2019 at 7.00 p.m.  
Monday 8<sup>th</sup> July 2019 at 7.00 p.m.

School Improvement: Friday 10<sup>th</sup> May 2019 at 9.30 a.m.  
Friday 14<sup>th</sup> June 2019 at 9.30 a.m.

Resources: Monday 10<sup>th</sup> June 2019 at 7.00 p.m.

Pay: Monday 8<sup>th</sup> July 2019 before/to follow the full Governing Body meeting

These are available as separate files on OneDrive and will be populated with paperwork nearer the time of each meeting. The clerk will email governors a reminder approximately one week before each meeting.

Mrs Kirby proposed that we move into the Part Two section of the meeting, seconded by Mrs Coward and agreed by all. The Chairman declared the meeting closed at 9.25 p.m.