

Shebbear Community School  
Agreed Minutes from the Part One Governing Body Meeting  
held on the 28<sup>th</sup> November 2022 at 7.00 p.m.

17/2022 Welcome; receive and sanction apologies for absence:

Mr N Alford (Head Teacher) (via Zoom)  
Mr A Goode (Co-opted Governor) (Chair)  
Mr D Hurley (Co-opted Governor)  
Mr J Quance (Co-opted Governor)  
Mrs A Bernstone (Parent Governor) (Vice-Chair)  
Mrs T Brock (Parent Governor)  
Mrs G Cooper (Co-opted Governor)  
Miss R Curtis (Staff Governor)  
Miss N Derwin (Co-opted Governor)  
Mrs P Kirby (Local Authority Governor)  
Mrs S Woollacott (Parent Governor)  
Mrs S Hawker (clerk).

The meeting was quorate. Mr J Richards (Parent Governor) was absent and no apologies were received; this absence was not sanctioned by governors.

18/2022 Declarations of Pecuniary Interest:

Pecuniary interests were declared:

Mr J Quance - married to a staff member working in school  
Mr A Goode - a family member works in school  
Mrs S Woollacott - parish clerk to Buckland Filleigh and Shebbear parish councils  
Mrs A Bernstone and Miss N Derwin - work at Shebbear College  
Mr D Hurley - Torridge District councilor  
Mr N Alford - Little Bears Pre-School committee member (advisory capacity)

Governors need to log into Governor Hub to record these, as well as making the declaration - via GovernorHub - that they have read the Keeping Children Safe in Education Part One document (updated September 2022).

## STRATEGIC ITEMS

19/22 Resignation and Appointment of Governors:

There were no resignations or appointments of governors for consideration at this meeting.

## MONITORING AND ACCOUNTABILITY

20/2022 Head Teacher's report:

Mr Alford explained that he was currently focusing very intently on attendance, and was currently preparing individual reports for each child which will be sent to parents. He stressed that a lot of the children have very good attendance, however a minority is affecting the overall figures.

Q: It sounds like a great initiative to write to everyone, however will those families take much notice?  
JQ

A: There is a clear correlation between attendance and low achievement. Otherwise there is the legal route whereby fixed term notices or fines can be issued which cannot be ignored. NA

Q: At the very least this could make parents feel uncomfortable - are you referring to occasions of absence or number of days? AB

A: Each individual case. NA

He confirmed as part of his safeguarding report that there have been no sexual harassment incidents or issues to report on.

Please see Part 2 minutes for further points from the Head Teacher's report.

<b>21/2022 Governors' Reports:</b>
<p>Mrs S Woollacott - monitoring visit report from Teddy Class dated 23<sup>rd</sup> September 2022.</p> <p>Mr D Hurley - New Governors Induction training - 15<sup>th</sup> November 2022.</p>
<b>22/2022 Clerk's Report:</b>
<p>The clerk thanked governors for completing the skills matrix (see below).</p> <p>She confirmed that we have had no data breaches since the last full Governing Body meeting.</p> <p>She continues to circulate weekly emails from Devon Association of Governors and the checklist from Devon Governor Services. She encouraged governors to let her know of any training needs.</p> <p>Mr Goode advised that safeguarding training for governors has been arranged for the 8<sup>th</sup> February* and we are currently in the process of arranging governor monitoring training for all governors, following comments made at the OfSTED feedback and conversations he has had with Jo Dymond. This will be arranged and the date circulated as soon as possible.</p> <p><b>ACTION: CLERK TO ARRANGE GOVERNOR MONITORING TRAINING. SH.</b></p>
<b>23/2022 Financial Reports:</b>
<p><b>Revised Budget:</b></p> <p>The clerk explained that Devon Finance Services have asked all schools to submit a revised budget, circulated to governors, following the staff pay and energy cost increases which, currently, are not going to be funded centrally and will need to be met from existing budgets. They are hoping to be able to make a case for more funding by demonstrating how many schools will be facing a financial deficit. This will be an ongoing work in progress, particularly as the staff pay awards are yet to be paid, and will continue to be updated to the end of this financial year.</p> <p>For further discussion regarding the revised budget, please see Part 2 minutes.</p>
<b>STRATEGIC ITEMS</b>
<b>24/2022 Approval of Committee Structure and terms of reference and membership:</b>
<p><b>Wellbeing Governor:</b></p> <p>This was not allocated at the AGM. Mr Goode kindly offered to do this as Chair. Mrs Kirby proposed that he do so, seconded by Mr Quance and agreed by all.</p>
<b>25/2022 Approval of Minutes from the Previous Meeting(s):</b>
<p>The Part One minutes of the full Governing Body annual general meeting and Pay &amp; Performance meeting held on the 13<sup>th</sup> October 2022 and the Resources meeting held on the 7<sup>th</sup> November were agreed by governors present and signed as correct by the chairman. The Part Two minutes were read at the confidential section of this meeting.</p>
<b>26/2022 Matters Arising from the Previous Meeting(s):</b>
<p>The Village Hall chair had been in contact to explain why it has been suggested that there is a five yearly review period written, and this to give both parties opportunity to raise any issues that they may have. She assures us that it is not to review the amount charged. Governors expressed surprise that she felt this would be needed as, historically, we have had these types of conversations on an as and when basis, not waiting for five years to raise any issues. Legally, it sounds like this is something that cannot be refused so there is little we can do.</p>

Signed ..... Chair of Governors

Dated .....

## 27/2022 Policy Adoption/Review:

**Behaviour:** This is based on the revised DfE guidelines and suggested model policy which Mr Alford has made personal to our school. The guidance now says that schools can be responsible for pupil behaviour outside school if wearing school uniform.

Q: Does the exclusion process only happen after regular warnings? GC

A: Not necessarily. NA

C: Presumably this policy has been written with all schools in mind, so some bits may not be as relevant to us as other schools.

C: Thank you, Mr Alford, for all of your work on this. AG

**Attendance:** This is also a revised policy, based on the model policy available from Devon County Council which is based on the DfE new guidelines and requirements. There is a push on improving attendance across the country as a whole, in order to improve achievement. It was agreed that it would be good to have an Attendance Governor and Mr Quance proposed Mrs Bernstone, seconded by Mr Goode and agreed by all. Mrs Bernstone was happy to do this alongside her role as Safeguarding Governor.

**Menopause:** This is a new policy; it is recommended good practice to have one.

**RA22 Whole School Risk Assessment:** This has been updated.

Mrs Kirby then proposed that all of the above policies/documents be adopted en bloc by governors, seconded by Miss Derwin and agreed by all.

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

## 28/2022 Items Brought Forward by the Chairman:

### Playground Project:

Mr Alford confirmed that he has contacted our benefactor, but has yet to hear back.

**Fencing:** Two quotes have been received and discussed by Resources Committee. Fox Fencing quote the sum of £8795 with Topan quoting the sum of £8488 together with a number of 'add-ons' which may apply. After some discussion Mrs Cooper proposed that we ask Fox Fencing to carry out the work in the February half term, seconded by Mrs Woollacott, agreed by all.

**ACTION: CLERK TO ARRANGE THIS WORK FOR FEBRUARY HALF TERM. SH**

**Playground markings:** Mrs Woollacott mentioned that possibly some repairs are needed as she had spent some time looking around whilst waiting to collect her children. After some discussion it was established that some of these areas are around manhole covers or on paths, which will have to be dealt with separately to the potential re-surfacing.

Q: Are we aware of any other local schools which have used these contractors that we could visit or speak with? JQ

A: No, however we can ask the companies involved to provide us with details which we can let governors have if they wish to arrange to visit or speak with them. NA

Governors agreed this would be good, with Mrs Cooper and Miss Derwin commenting that it is a lot of money to spend for works that only come with four year guarantees.

**ACTION: CLERK TO LIAISE WITH COMPANIES TO SEE IF THERE ARE OTHER LOCAL SCHOOLS THAT CAN BE VISITED OR SPOKEN WITH. SH**

**Skills Matrix:**

All completed matrices have now been collated and this had been circulated to governors in advance of the meeting. It was felt that this would form a useful basis for discussion when Devon Governor Services deliver their training session.

**Telephone System Upgrade:**

Due to BT not supporting copper lines in the future, all businesses are encouraged to upgrade their telephone systems. In time, domestic customers will need to do this too. Mr Alford and Mrs Hawker have begun to obtain quotes to see how much additional cost this will be and have one more company to speak with. Quotes already obtained are available on GovernorHub and, as we have some time before this has to be done (Autumn 2023) this is something that we will discuss more fully at the next meeting.

**Governors' Christmas Donations:**

Mr Goode asked governors to let the clerk have any donations towards the cost of the children's Christmas book. The clerk asked if governors were happy for us to let parents know that this is something that they do for the children every year, as only recently have some staff members learnt that they are funded directly due to the generosity of the governors. Governors were happy for this to be more widely known and circulated.

**ACTION: ACKNOWLEDGEMENT AND THANKS TO GOVERNORS TO GO ON THE NEWSLETTER. NA/SH.**

**29/2022 Correspondence:**

The following correspondence was circulated in advance of the meeting via GovernorHub:

DfE Benchmarking Report - this was noted, but is always a little out of date (this is 2021/22). We come out a little high for our per pupil spend, but it was noted that we have the lowest pupil numbers in the comparator group which will impact on these numbers. Overall, we see that we are broadly in line with the other schools, despite our lower numbers, which is pleasing and indicates that we are delivering value for money.

South West Norse Glazing Survey Quote - this is something that arose from our Health and Safety audit in the Spring term. They are quoting £520 for an updated risk assessment. Governors felt that this was quite a lot of money and the clerk was asked to source another quote for comparison.

**ACTION: SOURCE AN ALTERNATIVE GLAZING SURVEY QUOTE. SH**

Plandscape - notification of price rise for 2023/24 - £2877.73. This was not entirely unexpected and has been budgeted for. We are currently in contract. Mr Quance asked if it would be possible to contact them to discuss adding on cutting the road hedge around school corner, which is something that he has done for a number of years but would feel happier if it was done through official school channels. Mrs Bernstone proposed that this be added onto the existing contract, seconded by Mrs Kirby and agreed by all.

**ACTION: CLERK TO ARRANGE TO ADD SCHOOL CORNER ROADSIDE GRASS CUTTING TO THE EXISTING CONTRACT. SH**

**GOVERNANCE****30/2022 Election of Chair and Vice-Chair:**

This was not required at this meeting.

### 31/2022 Impact from this meeting:

The governing body has:

- \*ensured that safeguarding measures are in place to safeguard all members of our school community via policies and procedures;
- \*looked at improving the playground facilities to help impact on positive playtimes plus improve the external appearance of the school;
- \*considered the benchmarking report to ensure we are providing good value for our pupils in line with similar schools;
- \*updated policies to improve school attendance and behaviour, as per DfE guidelines

### 32/2022 Dates and Times of Next Meetings:

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

**Full Governing Body:** Thursday 26<sup>th</sup> January 2023 at 7.00 p.m.  
Thursday 23<sup>rd</sup> March 2023 at 7.00 p.m.  
Thursday 11<sup>th</sup> May 2023 at 7.00 p.m.  
Monday 10<sup>th</sup> July 2023 at 7.00 p.m.

**Resources Committee:** Monday 27<sup>th</sup> February 2023 at 7.00 p.m.  
Thursday 27<sup>th</sup> April 2023 at 7.00 p.m.  
Monday 12<sup>th</sup> June 2023 at 7.00 p.m.

**Pay Committee:** Monday 10<sup>th</sup> July 2023 at 6.45 p.m.

Mrs Kirby proposed that we move into Part Two to discuss any confidential items for this meeting, seconded by Mrs Cooper and agreed by all.

After the Part Two section of the meeting the Chairman thanked governors for attending and declared the meeting closed at 9.30 p.m.