

Shebbear Community School
 Agreed Minutes from the Part One Governing Body Meeting
 held on Monday 2nd February 2026 at 6.30 p.m.

31/2025 Welcome; receive and sanction apologies for absence:

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)
 Mr J Lake (Parent Governor)
 Mr J Quance (Co-opted Governor) (Vice Chair and chaired this meeting at the request of the Chair)
 Mrs S Woollacott (Parent Governor)
 Mrs S Hawker (clerk).

The meeting was quorate; apologies were received and sanction from Mrs P Kirby (Local Authority governor) and Mr R Monaghan (Parent Governor). These were sanctioned by governors present. Mr D Hurley has tendered his resignation with effect from the 19th January 2026.

Mr Quance welcomed Mrs Heywood to her first meeting.

32/2025 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

MONITORING AND ACCOUNTABILITY

33/2025 Co-Head Teacher's report (circulated in advance on Governor Hub):

This included:

Vision Statement: The co-headteachers have revised this, feeling the one agreed at the last meeting was too long - see matters arising below.

Attendance: Mrs R Evans was pleased to report that this has improved and is currently on 96.5%; we were fortunate to avoid the illnesses that affected many schools before Christmas.

SEND Recruitment: Mrs Gough advised that we are currently trying to recruit 1:1 teaching assistants, however the first round of advertising produced no applications. We are currently using Agency staff, as suggested by Devon County Council. She confirmed that we are aiming to recruit two, which we are.

Safeguarding: Mrs Gough thanked everyone who had completed the recent safeguarding quiz. Mrs C Evans reiterated that governors needed to really put this to the top of their agendas. A good point about the quiz is that if you answer incorrectly it tells you the right answer, helping to ensure that all governors have a thorough and accurate understanding.

Wellbeing: This has recently taken place with the children feeling safe, included, welcomed, and part of the community. The Mental Health Schools Team will be visiting soon to work with us to take a whole school approach.

Enrichment: A variety of enrichment activities have taken place. Mr Goode commented that the Christmas performance was the best one he had seen here for a while.

School Improvement Plan: This has been divided into three sections: Rapid Improvement; School Improvement and Premises/Maintenance improvement. It covers the period from 2025 - 2028, with the immediate focus being on the rapid improvement section. All governors when undertaking learning walks will be asked to indicate to which area their visit applies, to pre-populate with two or three relevant questions to focus on and to complete the monitoring report form.

Q: What is 'scaffolding'?

A: It is the best possible progress with the least possible input.

Head Teacher Performance Management (HTPM): Following Mr Hurley's resignation, we need a governor for this. Mrs Woollacott was proposed by Mr Quance and seconded by Mr Lake, all agreed. The clerk will try to source training for her as all HTPM governors should have attended this.

ACTION: HTPM TRAINING TO BE ARRANGED FOR MRS WOOLLACOTT. SH

34/2025 Governors' Reports:

Mrs Woollacott had submitted a report following her Early Years monitoring visit.

Mrs Duggan had submitted a report following her SEND monitoring visit.

Mrs C Evans had submitted a report following her safeguarding monitoring visit.

Miss Curtis had submitted a report following her wellbeing monitoring visit.

Mr Lake had submitted a report following his Foundation Subjects monitoring visit.

These were all on Governor Hub and each governor verbally fed back. There were no questions arising from any of these visits.

Mr Quance and Mr Goode would like to arrange a health and safety monitoring visit.

35/2025 Clerk's Report:

Training: Mrs Hawker attended the Clerks' Update training in January and her report is on Governor Hub, circulated in advance, together with the slides.

GDPR: We are due our annual audit and she continues to liaise with our DPO to arrange this. There have been no breaches since the last meeting.

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.

36/2025 Financial Reports:

School Budget Share: A monitor report was taken to the Resources meeting indicating that we are currently on track with our predicted carry forward. An indicative budget calculator summary for 2026/27 was circulated in advance of the meeting. Mrs C Evans queried the figure against Secondary is included, however this is in Block 1 not Block 2.

Pupil Premium Report: Mrs Gough has completed this and asked governors if they wished to make any additional financial concessions for pupil premium families, such as uniform. After some discussion, all agreed that there is good quality pre-loved uniform readily available and that any requests for trips or swimming are voluntary contributions.

In regard to after school clubs, Mr Goode suggested we seriously think about the cost of after school club provision for pupil premium families, and proposed that we charge 50% with effect from the summer term 2026. Mrs C Evans seconded this and it was agreed by all.

The report is on the school website, as a statutory document.

ACTION: PP CHILDREN TO ONLY BE CHARGED 50% FOR AFTER SCHOOL CLUBS WITH EFFECT FROM THE SUMMER TERM 2026.

37/2025 Committee Structure, Terms of Reference and Governor Appointments:

Following Mr Hurley's resignation, we are again needing to recruit a co-opted governor. As discussed above, Mrs Woollacott will take on the role of head teacher performance management governor.

Mr Quance offered to mentor Mrs Heywood and suggested that she be appointed to committees to fill any gaps left by Mr Hurley. This was agreed by all.

We need to appoint a Looked After Children/Post Looked After Children governor and Miss Curtis volunteered to do this, proposed by Mr Qance and seconded by Mrs R Evans.

Following advice received from Devon Governor Services, the SEND governor terms of reference have been updated and circulated via Governor Hub. Mrs Gough proposed that these be adopted, seconded by Mrs Woollacott and agreed by all.

38/2025 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 24th November 2025 were agreed by governors present and signed as correct by the chairman.

The Part One minutes of the Resources meeting held on 23rd January 2026 were agreed by governors present and signed as correct by the committee chairman.

The minutes from the Support Partnership meeting held on the 10th December 2025 were noted by governors present; there were no questions.

There were no Part Two minutes for this meeting.

39/2025 Matters Arising from the Previous Meeting(s):

School Vision: After the last meeting, the co-head teachers revised the school vision as they felt it was too wordy. All governors were happy with the proposed, revised version and Mrs Woollacott proposed adoption, seconded by Miss Curtis, agreed by all.

Full Audit Report: This has now been received; the clerk advised that audits have been suspended for this term due to the current pressure on admin staff. This was welcome news.

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

40/2025 Policy Adoption/Review:

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

Computer	Anti-Bullying inc. Cyberbullying	Relational Behaviour
Shared Parental Leave	PSHE	EYFS
Finance	SEND	Climate Action Plan
Mobile Phone		

Q: When will the first Baseline Assessment cohort come through? A: 2027

Mrs Woollacott proposed all policies/documents be approved and adopted, seconded by Mr Goode and agreed by all.

41/2025 Items Brought Forward by the Chairman:
Draft Letter to DCC: This has been sent to Julian Wooster and Jack Newton. No response so far.
Term Dates 2026/2027: The co-head teachers had submitted their proposal ahead of the meeting. They suggest extending the May half term, following consultation with parents, and having two training and two occasional days arranged either side to make a nearly two week break. One training day to be at the beginning of the spring term 2027 and the remaining two to be at the very end of the summer term 2027. Mrs C Evans proposed that these be adopted and circulated, seconded by Mr Lake and agreed by all.
ACTION: TERM DATES TO BE CIRCULATED TO PARENTS, PUT ON WEBSITE AND SUBMITTED TO DEVON COUNTY COUNCIL. SH
OfSTED Training: There is a Devon Governor Services online training session on the 24 th March at 12 noon for an hour. Governors were encouraged to do this either at home, or are welcome to come into school. Please let the clerk know if you would like to be booked onto this.
There is also a session to be held at Winkleigh Primary School in the evening on Tuesday 3 rd March - please let the clerk know if you are interested in attending.
ACTION: GOVERNORS TO CONFIRM IF THEY CAN ATTEND OFSTED TRAINING.
42/2025 Correspondence (available on GovernorHub, except for the Wayleave item):
Devon Governor Services: Termly Checklist and weekly Governance Alert (all circulated to governors).
GOVERNANCE
44/2025 Impact from this meeting:
The governing body has: *agreed term dates for the next academic year, including an extended May half term break to encourage fewer term time holiday absences; *agreed a reduced rate for after school clubs for pupil premium families, effective from the summer term 2026; *discussed governor visit monitoring forms to ensure more rigorous and effective governor visits to support the school development plan actions.
45/2025 Dates and Times of Next Meetings:
The next scheduled dates are as follows: Full Governing Body: Monday 30 th March 2026 at 6.30 p.m. Resources Committee: Friday 20 th March 2026 at 10.15 am. Support Partnership: Wednesday 4 th February 2026 at 2.00 p.m., Wednesday 1 st April 2026 at 2.00 p.m. Wednesday 20 th May 2026 at 2.00 p.m., Wednesday 8 th July 2026 at 2.00 p.m.
46/2025 Additional Items, not on the agenda:
Mrs Gough asked for governors' advice regarding support staff long service days; after some discussion it was agreed that the co-headteachers are best placed to agree these - or not.
Mr Lake asked about the dental health programme. The co-headteachers responded that it may be useful to the children, but other schools have reported difficulties with implementing the scheme and we don't have capacity at this time.
There were no Part Two items for discussion in this meeting.