

Shebbear Community School
 Agreed Minutes from the Part One Governing Body Meeting
 held on Monday 30th March 2026 at 6.30 p.m.

47/2025 Welcome; receive and sanction apologies for absence:

Mr J Chamberlain (Co-opted Governor - appointed at this meeting)
 Miss R Curtis (Staff 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 Quance (Co-opted Governor) (Vice Chair)
 Mrs S Woollacott (Parent Governor)
 Mrs S Hawker (clerk).

Mr G Lobbett (educational consultant)

The meeting was quorate; apologies were received and sanction from Mrs L Duggan (co-opted governor) and Mrs C Evans (parent governor). Mr J Lake and Mr R Monaghan (parent governors) were absent with no apologies tendered (these were received after the meeting). These were sanctioned by governors present.

Mrs P Kirby has reached the end of her term of office as a Local Authority governor and has decided to not stand again. We will send our thanks and appreciation to her as she has been a governor at the school for many years.

48/2025 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

49/2025 Governor appointments:

We were pleased to see Mr Chamberlain at the meeting, who would be willing to join the Governing Board. Mr Quance proposed that governors co-opt Mr Chamberlain, seconded by Miss Curtis and agreed by all present. The clerk will arrange a time to meet with him after the Easter break for an induction.

50/2025 Presentation by Gary Lobbett:

Our Partnership Support school (East-the-Water) contacted Mr Lobbett who kindly agreed to come to our meeting to discuss with governors how best to deliver their three core functions, strategic questioning and the new OfSTED framework.

He had prepared a Power Point presentation (slides to be circulated after the meeting) and held a question and answer session. He kindly remained for the rest of the Part One meeting to give advice and support whilst observing the governing board in action.

He left at the end of the Part One meeting and the chairman thanked him very much for giving up his time to train the governing board - all found it very interesting and useful.

51/2025 Co-Head Teacher's report (circulated in advance on Governor Hub):

This had been submitted to governors in advance on GovernorHub.

Mrs Heywood asked if there was evidence to show that Read Write Inc is making a positive impact on the children's learning and outcomes?

Mrs Evans responded definitely yes. She has just assessed for the third time and all children have made significant progress, also demonstrated by Mrs Woollacott's monitoring visit report. She and Mrs Quance have attended training recently and this was useful and will help with effective future delivery. An unexpected knock on has been the improvement in behaviour and the efficiency of the system and this has the potential to be adopted in the older two classes.

Mr Lobbett asked if we had recently moved to RWI? Mrs Evans explained we had and said that this had been a really good investment and the data is showing that we are moving in the right direction.

Mrs Woollacott asked if Y4 was an area of concern with regard to attendance and, if so, how was this being addressed?

Mrs Evans responded that this cohort had had significant unauthorized holiday, however have acceptable overall attendance of 96%+ now.

Mr Quance asked how persistent absence is being addressed?

Mrs Evans replied that we had one child with persistent absence however having met recently with the parent we are able to understand and address the issue and are hopeful that this will improve now.

Mrs Gough added with the recently agreed change to our standard term time dates for next year this will allow parents the opportunity to take a holiday without paying premium prices which we hope will have a positive impact on reducing family holidays during term time.

Mr Goode asked for the rationale behind the wellbeing club?

The co-headteachers explained that children have asked for more clubs and not all children enjoy outside play. Mrs Wood runs this during a lunchtime and they can colour, jigsaw etc. We are working with the MTAs to find clubs that they can possibly run during lunchtime.

Mr Quance commented that both Co-Headteachers are doing a lot, how do they intend to prioritise for next term and what should they concentrate on?

Mrs Gough said that hopefully all of the recruitment issues will have been resolved, which has been a huge focus this term. They intend to focus on analysis and strategic planning long term in conjunction with the SIP. Mrs Evans added that at the forefront is always what is best for the children.

This term has been challenging, however the lower end of the school has received consistency in timetabling and we are secure that we have a robust timetable that supply staff can follow with the children all knowing and understanding what they do and when. This was demonstrated by her discussion with Year 2 earlier today.

52/2025 Governors' Reports:

Mrs Woollacott had submitted a report following her Read Write Inc monitoring visit.

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

Mr Quance had submitted a report following his Health & Safety monitoring visit with Mr Goode and the SBM.

Mr Quance's attendance monitoring visit was given verbally as the clerk had not uploaded it onto Governor Hub.

Mr Monaghan had submitted a maths monitoring visit which Mrs Evans talked through.

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

53/2025 Clerk's Report:

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.

54/2025 Financial Reports:

School Budget Share: A proposed draft budget was looked at by Resources committee and this was brought to this meeting, circulated in advance on Governor Hub. Staffing was discussed in Part Two. This budget shows a balanced budget for the next three years, however there are still some question marks around pay increases and whether Sports funding will continue. As we do not have to submit this to Devon County until 30th June it was agreed to wait until the next meeting before agreeing it for next year.

We have been advised today that we will be given £5200 as part of the Government SEND and inclusion funding - this is not yet reflected in our budget.

Mrs Heywood asked why the forecast for years 4 and 5 shows a declining amount - this is because pupil numbers are harder to forecast and so the SBM errs on the side of caution, and also staff pay increases are included however only 0.82% has been allowed as a budget share income increase.

55/2025 Committee Structure, Terms of Reference and Governor Appointments:

As discussed earlier in the meeting, Mr Chamberlain was co-opted onto the Governing Board.

Mr Quance has noted that Mr Goode's term of office ends this August and proposed that the Governing Board write to the Local Authority to appoint him to our Local Authority governor vacancy, with effect from the 1st September 2026. Mrs Gough seconded this proposal and with Mr Goode agreeing to stand for a further term of office, all agreed.

Looking at the committees, Mr Goode proposed that we add Mrs Heywood to the Resources committee to ensure that we are quorate for future meetings, seconded by Mrs Woollacott.

It was agreed to add Mr Chamberlain to either the First or Second Committee, depending on where we had fewest governors.

ACTION: CLERK TO WRITE TO THE LOCAL AUTHORITY TO APPOINT MR GOODE AS LOCAL AUTHORITY GOVERNOR WEF 1ST SEPTEMBER 2026

56/2025 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 2nd February 2026 were agreed by governors present and signed as correct by the chairman.

The Part One minutes of the Resources meeting held on 20th March 2026 were agreed by governors present and signed as correct by the committee chairman.

Confidential minutes from the Resources meeting were discussed in the Part Two section of this meeting.

57/2025 Matters Arising from the Previous Meeting(s):

There were no matters arising from any of the minutes.

58/2025 Policy Adoption/Review:

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

Feedback and Assessment

ICT and Acceptable Use

Teacher Appraisal (model policy)

Mrs Gough apologized for the ICT and Acceptable Use policy returning to governors, but she has made a couple of changes as we actually do need to be able to access social media in school for administration purposes. This has now been more clearly worded, as has clarity around emailing whilst in class.

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

59/2025 Items Brought Forward by the Chairman:

OfSTED Training: Three governors attended the training session led by David Chaplin at Winkleigh - slides are available on Governor Hub for those unable to attend. This was an interesting session and a valuable learning experience.

Five governors were able to attend the Devon Education Services online training session and, again, found this to be very useful.

150 Years Old: Our school will be 150 in 2027 and it was agreed that this should be celebrated in some way or another - possibly an open day with past pupils and staff being invited back and certainly to have a community celebration event. The school opened on the 18th June and next year this will fall on a Friday which we will earmark in the diary.

ACTION: BOOK THE 18TH JUNE 2027 IN THE DIARY FOR OUR COMMUNITY CELEBRATORY 150 YEARS EVENT; START TO THINK ABOUT HOW TO PROMOTE AND CELEBRATE. ALL.

60/2025 Correspondence (available on GovernorHub:

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

GOVERNANCE

61/2025 Impact from this meeting:

The governing body has:

*Discussed the requirements of the new OfSTED framework to ensure that it is addressing key areas and ensuring the best education for the children at our school;

*Discussed the impact of the new Read, Write, Inc phonics scheme, evidencing that the children are learning well and making good progress and that the investment has been value for money and is supporting educational goals and learning extremely well at the lower end of the school.

62/2025 Dates and Times of Next Meetings:

The next scheduled dates are as follows:

Full Governing Body: Monday 11th May 2026 and Monday 6th July both 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.