Shebbear Community School
Draft Minutes from the Part One Governing Body Annual General Meeting
held on Monday 28th September 2026 at 6.30 p.m.

1/2026 Welcome; receive and sanction apologies for absence:

Miss R Curtis (Staff Governor)
Mr J Chamberlain (Co-opted Governor)
Mrs C Evans (Parent Governor)
Mrs R Evans (Co-Head Teacher)
Mr A Goode (Local Authority Governor) (Chair - elected at this meeting)
Mrs L Gough (Co-Head Teacher)
Mrs H Heywood (Co-opted Governor)
Mr R Monaghan (Parent Governor)
Mr J Quance (Co-opted Governor)
Mrs S Hawker (clerk).

The meeting was quorate; apologies were received and sanctioned from Mrs L Duggan (co-opted governor), Mrs S Woollacott (parent governor) and Mr J Lake (parent governor), all were sanctioned by governors present.

2/2026 Declarations of Pecuniary Interest:

Governors need to log into Governor Hub to record all interests, pecuniary and non-pecuniary, as well as making the declaration – via GovernorHub – that they have read the Keeping Children Safe in Education Part One, the Child Protection/Safeguarding policy and the Governor Code of Conduct policy documents (all updated September 2026), if they have not already done so.

Interests recorded are:
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

**STRATEGIC ITEMS**

3/2026 Governor Recruitment:

The clerk reminded the governors present that we still have a vacancy for a co-opted governor. Any suggestions would be helpful.

**MONITORING AND ACCOUNTABILITY**

4/2026 Co-Head Teacher's report (on Governor Hub before the meeting):

All governors had read the report before the meeting.

**Attendance:** Mrs Evans reported that the year had started well.
*Q: How do attendance figures for SEND and pupil premium children compare to last year?*
A: Very good, our EHCP children are rarely off; it is also quite early in the year to be able to able to make accurate comparisons. LG

**Safeguarding:** All staff have undertaken Level 2 refresher safeguarding training, allergy training and read KCSIE Part 1, this is evidenced through signed declaration sheets.

Signed: …….. Dated: ……

**School Improvement Plan (SIP):** This covers the period 2025-2028 and this year continues to building on the progress made last year with four Rapid Improvement Areas of focus:

| Curriculum | Achievement | Inclusion | Early Years |
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Mr Quance proposed that governors adopt this plan for the 2026/2027 academic year, seconded by Mrs Heywood and agreed by all. This will be a regular feature of the co-head teachers' report.

*Q: How is the school balancing significant continued professional development commitments with wellbeing?*
A: We try to ensure staff training is during working hours, with staff having dedicated time to check emails and time in school to work on courses. Teachers are paid, covered or have time in lieu when undertaking CPD outside contracted hours and we have a dedicated non pupil day for report writing RE.

*Q: How will the NQPH programme support school improvement and do you have capacity to do this?*
A: This is an 18 month course and both co-head teachers have been accepted. We need to see how this impacts on our school and to make sure that it is relevant to us through having professional conversations with tutors and other attendees. It will increase workload by approximately 2 hours a week. RE

*Q: We hear a lot about the SEND and disadvantaged children, but how to we challenge the more able students?*
A: We never put a ceiling on their learning. Through the year opportunities arise, such as drama workshops for curriculum enrichment and we always try to challenge in class. Some of the schemes of work we use have additional enrichment built in and, of course, one of the benefits of mixed age classes is that children can work with a year group above them if they need to be challenged further. LG

*Q: What emerging areas of strength have been identified by the Reception Baseline?*
A: We have only just completed this, and there will be nothing available documentation until November. Our Reception intake seem to be starting from a strong base and are very keen to learn, and their phonics are secure. Continuous provision is working well and it has been a strong start to the term.

**SEND:** The annual report for the website was circulated in advance of the meeting.
*Q: Where are we with the Inclusion Strategy Report which needs to be on the website by the end of this term?*
A: This has been started and Mrs Gough has been working on this with the Business Manager. Other schools have been liaised with and scaffolding and three other areas form the basis for the report. LG

**ACTION: Inclusion Strategy Report to be published on the website by 31/12/2026. LG**

5/2026 Governors' Reports:

There were no reports for this meeting.

The new governor monitoring visit template is on Governor Hub, under Head Teachers' report for this meeting. This clearly links the focus of visits to the School Improvement Plan.

6/2026 Clerk's Report:

She is attending the Clerks' Update training session tomorrow and will report to the next meeting.

**Finance Audit:** This has been received and was circulated on Governor Hub before the meeting. This is green overall, with just two small items to address: minutes showing that governors have seen the contracts register regularly and the SIP is formally adopted. Both these items have now been addressed and governors were happy to return the report to Devon Audit Services with these comments.

**GDPR Audit:** This has also been received and is a good audit reflecting the hard work of staff, with little in the way of 'actions' to address.

**Skills Matrix:** Governors recently completed these for audit so this will be looked at again next year.

The co-head teachers thanked the clerk for her work in delivering two good audits.

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. interested.

7/2026 Financial Reports:

**Pupil Premium Report:** Another statutory report that needs to be on the website by the end of this calendar year. Mrs Gough is currently working on this. She advised that with the changes to eligibility for free school meals, there is an impact on our budget as Expanded pupils will not attract Pupil Premium funding, unless previously in receipt and under Ever 6 funding.

**Extended Schools:** The clerk had prepared a report for Breakfast and After School Clubs which show that both are currently covering their costs. The After School Club carried forward £4321.88 from last year and this may be needed if numbers dwindle in order to keep the service going.

**Capital Funding:** The carry forward from last year (£282.23) was confirmed in the holidays and we also have our allocation of £4720. We have spent £13278.47, however have grant and other monies (see matters arising) and this will be transferred across the cover the shortfall.

**School Budget Share:** Again, the carry forward (£71263.90) from last year was confirmed in the holidays and tabled ahead of the meeting. A new FRS style report has been supplied by County and this was tabled at the meeting indicating that all is currently on track, however the clerk will prepare another one to go to the next Resources meeting. We need to report by half term.

**School Fund:** The latest bank statement was circulated ahead of the meeting showing that we currently have £1353.53 in the account. The clerk will prepare the accounts for audit and liaise with Mrs Smith.

**Sport Funding:** This has been updated by Mrs Evans and Mrs Hawker and was tabled in advance of the meeting. We are receiving funding to cover us to the end of the financial year and we have contracted LJD Coaching to continue until at least then. Some of the funding will be used for the outdoor play equipment, however the breakdown is clear in the report.

**Budget Summary:** An updated budget summary was tabled ahead of the meeting showing that we are currently forecasting a balanced budget for three years. This will continue to be updated as various funding changes are known (pupil premium, UNIFSM, pupil numbers, grants etc)
*Q: Will the Shebbear College SEN Unit impact on us? A: Too early to say, but only Y5 upwards.*

**CLERK TO PREPARE UNOFFICIAL SCHOOL FUND ACCOUNTS FOR AUDITING. SH**

8/2026 Committee Structure, Terms of Reference and Governor Appointments:

**a) Meeting structure, Committee Membership and Terms of Reference for 2026/27:**
Suggested terms of reference for each committee had been circulated beforehand and it was agreed that for 2026/27 the governing body would continue to operate a full governing body/one committee (Resources) structure with half termly full Governing Body meetings and termly Resources meetings. This year, the meetings will continue to be held on Mondays. Statutory committees would also need to be set up. The additional Joint Management Support Partnership (JMSP) committee has now ended. The following was agreed:

**b) Resources:**
Mrs R Evans, Mr A Goode, Mr J Quance, Mr R Monaghan, Mrs H Heywood and Mrs S Woollacott with Mrs Hawker to clerk.

**c) First Committee & Complaints:**
Mrs H Heywood, Mr J Lake, Mr R Monaghan and Mrs S Woollacott with Mrs Hawker to clerk.

**d) Second Committee & Appeals:**
Mr J Chamberlain, Mrs L Duggan, Mrs C Evans and Mr J Quance with Mrs Hawker to clerk.

**e) Pay Committee:**
Mrs L Gough, Mr A Goode, Mr J Lake, Mr R Monaghan with Mrs Hawker to clerk.

Governor Appointments were covered during the Co-Head Teachers' report, and remained as the year before, with the exception of:

**f) Food Governor** – Mrs S Woollacott

**g) School Improvement** – all governors

**h) Wellbeing Governor** – Mrs C Evans

**i) Attainment Governor** – Mr R Monaghan

**j) Head Teacher Appraisal Governors** – Mr A Goode and Mrs S Woollacott. We would ideally like one other governor for this panel, if interested please let the clerk know to arrange training.

Mr Quance proposed that the governing body adopt the committee structure and the roles and responsibilities as outlined above and this to be circulated together with the relevant terms of reference, once updated seconded by Miss Curtis and agreed by all.

**Annual Cycle of Business:**
The document is available on Governor Hub and contents were noted and agreed – these reflect our operational structure ensuring the governing board statutory business will be discussed. All were happy with this.

9/2026 Approval of Minutes from the Previous Meeting(s):

The Part One minutes of the full governing board meeting held on the 20th July 2026 were agreed by governors present and signed as correct by the chairman. As we were not quorate the planned Pay and Performance committee meeting did not take place.

The Part Two minutes were read at the confidential section of this meeting.

10/2026 Matters Arising from the Previous Meeting(s):

**Outdoor Play Equipment:** This has been ordered and is coming during Safety Week on 16th- 19th November. The Clerk had circulated an update table of funding, including two donations/grants agreed this week: ShebFest - £1500 and The Balsdon Trust - £1000. This means that we have left than £500 to find from the school budget which is great news, even if it has been hard work to get the money together.

11/2026 Policy Adoption/Review:

The following policies were tabled in advance of the meeting:

**Admissions 2028; Attendance; Governor Code of Conduct; PSHE inc RSE; Handwriting; Acceptable Behaviour (the last two have been amended and updated recently)**

Miss Curtis proposed that all of the above policies be adopted en bloc by governors, seconded by Mrs C Evans and agreed by all.

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

12/2026 Items Brought Forward by the Chairman:

**Koala Class Residential – London 2027:** Mrs Gough asked governors if they would give their permission for her and Mr Younger to take the Year 5 and 6 children on the London residential next June. The initial costings are showing that it could cost £433 per child – which is the most expensive that we can recall – mainly because the cost of accommodation is more, particularly as for safeguarding reasons we intend to have the entire floor for Shebbear, however this comes at an additional cost. This figure does not include a possible transport grant from the Houses of Parliament (HoP) which would bring the cost down to around £350, assuming the HoP visit happens; despite being booked, last minute events can change this.

Mrs Gough explained that she would try to source some other funding to help reduce the cost and asked governors how they felt about using some School Fund money to put towards it. After some discussion, Mr Quance proposed that a maximum of up to £750 could be used, with no parents paying more than £375, this was seconded by Miss Curtis and agreed by all. Mrs Gough explained that once we knew exactly how many children would like to go we will be able to provide more accurate costs.

**Little Bears Shed Request:** Little Bears are seeking permission to site a shed within their section of the school grounds. They have also recently had a hygiene inspection and need to replace the kitchen and some lights. Mrs Gough proposed that governors agree to all of this, seconded by Mr Quance. Q: Has the process for the lease agreement started? A: Not yet, as Paula McCrae did not include a code when asking for this to be reinstated.

**Strategic Plan:** As tabled at the last meeting, this will now be a regular agenda item. After some discussion, it was agreed for this to be effective it would need to work alongside the School Improvement Plan. Going forward we will link governor visits to this to report on the relevance to certain sections of our strategic plan.

**Safeguarding:** All governors should have read KCSIE, the code of conduct and the Safeguarding/Child Protection policy and signed on Governor Hub. Any outstanding signings need to be done as soon as possible. All staff have received safeguarding training and read KCSIE and sign off sheets evidence this.

**Training:** The chair of governors reminded everyone that Devon Governor Services offer a lot of training courses and encouraged governors – particularly those with responsibility areas – to try to attend the relevant training for their area.

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| 13/2026 Correspondence (available on GovernorHub, except for the Wayleave item): |
| **Devon Governor Services:** Termly Checklist and weekly Governance Alert (all circulated to governors). |
| **GOVERNANCE** |
| 14/2026 Election of Chair and Vice-Chair: |
| In line with our agreed procedure, the clerk invited nominations for the position of chairman.<br><br>Mr A Goode self-nominated; there were no other nominations. seconded that<br>Mr Goode be elected as chairman and this was agreed by all. Mr Goode resumed the chair.<br><br>In line with our agreed procedure, the clerk invited nominations for the position of vice-chairman.<br><br>Mr Quance self-nominated; there were no other nominations. seconded that Mr Quance be elected as vice-chairman and this was agreed by all. |
| 15/2026 Impact from this meeting: |
| The governing body has:<br>*Ensured that safeguarding measures are in place to safeguard all members of our school community via policies and procedures;<br>*Agreed the School Improvement Plan for 26/27, with a particular focus on the Rapid Improvement Plan;<br>*Agreed enrichment opportunity for Koala class by approving the residential for 2027;<br>*Agreed a structure of responsibilities and committees to deliver the three core functions of the governing board. |
| 16/2026 Dates and Times of Next Meetings: |
| Clerk to upload the updated document onto GovernorHub. The next dates are as follows:<br><br>**Full Governing Body:** Monday 24th November at 6.30 p.m.<br>**Resources Committee:** Thursday 16th October at 10.30 a.m.<br>**Pay & Performance Committee:** Monday 19th October at 10.30 a.m. |
| Mr Quance proposed that we move into Part Two to discuss any confidential items. Seconded by, Mr Goode and agreed by all.<br><br>After the Part Two section of the meeting the Chairman thanked governors for attending and declared the meeting closed at 8.15 p.m. |