

Shebbear Community School  
Minutes from the Part One Governing Body Annual General Meeting  
12<sup>th</sup> September 2019 at 7.00 p.m.

**0/2019 Present:**

Mr N Alford (Head Teacher), Mr B Bowler, Mr J Franklin, Mr A Goode, Mr J Quance (Associate Governor), Mrs A Bernstone, Mrs C Coward, Miss N Derwin, Mrs G Fowler, Mrs P Kirby, Mrs L Marshall and Mrs S Hawker (clerk).

The meeting was quorate.

**1/2019 Apologies**

Apologies were received from Miss R Curtis, these were sanctioned by governors present. Mrs G Cooper was absent and no apologies were received.

**2/2019 Election of Chairman:**

In line with our agreed procedure, the clerk invited nominations for the position of chairman.

Mrs C Coward self-nominated; there were no other nominations. Mrs Marshall proposed that Mrs Coward be elected as chairman. This was seconded by Mrs Fowler and agreed by all. Mrs Coward took the chair.

**3/2018 Election of Vice-Chair:**

In line with our agreed procedure, the clerk invited nominations for the position of vice-chairman.

Mrs Kirby self-nominated; there were no other nominations. Mr Bowler proposed that Mrs Kirby be elected as vice-chairman. This was seconded by Mrs Fowler and agreed by all.

**4/2018 Declaration of Pecuniary Interests, Skills Audit, Code of Conduct and Governor Recruitment:**

The Declaration of Pecuniary Interest forms were circulated to governors for their annual check and update. No new declarations were made. The skills audit was last carried out on the 1<sup>st</sup> October 2018 and so this was deferred to the next meeting/committee meetings.

The National Governors' Association Governors 'Code of Conduct, which was adopted last year, was drawn to governors' attention.

The clerk advised that Miss Curtis was happy to move from co-opted governor to staff governor to fill the gap left by Mrs Presswell leaving earlier in the year. Miss Derwin - also a member of the school staff and a parent - is willing to stand as a co-opted governor. Mrs Kirby proposed that the governing body appoint Miss Derwin to the position of co-opted governor, seconded by Mrs Fowler and agreed by all present. Miss Derwin was invited to join the meeting.

**5a/2019 Minutes:**

The Part One minutes of the previous meeting held on the 8<sup>th</sup> July 2019 were agreed by governors present and signed as correct by the chairman.

5b/2019 Matters Arising:

**Data Protection Officer:**

Mr Alford confirmed that he had contacted the Dartmoor MAT at the end of last term, however he had been asked to make contact again this term due to the timing of the summer holiday period.

**ACTION: MR ALFORD TO CONTACT DARTMOOR MAT AGAIN REGARDING DPO PACKAGE.**

**School Improvement Plan:**

The School Improvement Committee discussed areas for inclusion on the School Action Plan for 2019/20, see minute reference 9/2018 below.

**Governorhub:**

The clerk had this up and running before the summer holidays. There are still a couple of governors who need to sign up and this will be done before the next meeting. Overall governor feedback is very positive, everyone is finding the system easy to use and navigate.

**ACTION: ALL GOVERNORS TO BE ON GOVERNORHUB BEFORE THE NEXT MEETING.**

6/2019 Head Teacher's Report (circulated previously to the meeting on OneDrive and Governor Hub):

Mr Alford started his report by stating that we have 62 children on roll. He discussed the attendance figures for 2018/19 which were below target at 95.39% overall. There were three children with under 90% attendance, and he advised that he had met with the Educational Welfare Officer already this term who will be working with one family to improve this.

He explained to governors that the two non-pupil days at the beginning of this term had been very useful and included a review and update of the school marking and feedback policy which focuses on giving more direct feedback during lessons. This would be reviewed at half term. **Mrs Coward asked how marking will be recorded** and Mr Alford explained that the children's progression would be an indication of success. He commented that a recent survey indicated marking is the number one reason for teachers leaving the profession.

He continued by referring to the Key Stage 2 SATs results (previously taken to the School Improvement Committee at the end of last term), which overall were positive results for the school, saying that our results are all at or close to National standards however, as always, with such small cohorts one child can make a huge difference to our results. He commented that our children achieving a higher standard had significantly increased, however there is still work to be done to ensure that good progression continues.

The School Improvement Plan has some more work to be actioned at staff meetings, and he invited governors to act as lead governors on the different aspects as per agenda item 7(h). **Mr Franklin asked Mr Alford to be a little more specific about what he actually would like from the governors**, and Mr Alford explained that governors need to hold him to account and this can be done in various ways such as monitoring, asking questions or receiving corroboration from others, such as subject leaders or our School Improvement Partner, Jo Dymond, who will be next visiting on the 1<sup>st</sup> October.

He concluded by advising governors that staff had received updated safeguarding training at the beginning of this term and that a number of documents have been circulated to all staff to ensure that they are aware of changes in the Keeping Children Safe in Education document, the Safeguarding and Child Protection Policy, plus the staff Code of Conduct policy has also been circulated.

He further confirmed that Mrs Evans will be undertaking Level 3 Child Protection training in November so that we have two Deputy Designated Safeguarding Leads to ensure that we always have someone on site should an incident arise.

**7/2019 Matters Brought Forward by the Chairman:**

**a) Meeting structure, Committee Membership and Terms of Reference for 2019/20:**

Suggested membership and terms of reference for each committee had been circulated beforehand and after some discussion it was agreed that for 2019/20 the governing body would operate a full governing body/one committee (Resources) structure with half termly full Governing Body meetings (6.30 p.m.) and termly Resources meetings (7.00 p.m.) to be reviewed at Easter. The meetings will be held on Mondays and the Head Teacher's report taken to the second meeting of each term, proposed by Mrs Coward, seconded by Mrs Kirby and agreed by all present. Statutory committees would also need to be set up. The following was agreed:

**i) Resources:**

Mr N Alford, Mr A Goode, Mr J Quance, Mrs A Bernstone, Mrs G Cooper, Mrs C Coward and Mrs G Fowler with Mrs Hawker to clerk.

**ii) First Committee & Complaints:**

Mr A Goode, Mr J Quance, Mrs A Bernstone, Mrs G Cooper, Mrs G Fowler, with Mrs Hawker to clerk.

**iii) Second Committee & Appeals:**

Mr J Franklin, Mrs P Kirby, Mrs L Marshall with Mrs Hawker to clerk.

**iv) Pay Committee:**

The same as the Resources Committee, with care taken to ensure that those governors do not sit on the Appeals Committee also.

Mrs Fowler proposed that the governing body adopt the above committee structure and terms of reference, as circulated, seconded by Mrs Kirby and agreed by all.

**b) Governor Appointments:**

**i) SEN and Children in Care Governor:**

Mrs G Fowler kindly agreed to continue as the SEND governor until her term of office expires in April 2020. Mr Franklin offered to also be the Co-SEND governor and to then take on from Mrs Fowler.

**ii) Child Protection Governor:**

Mrs Bernstone kindly agreed to be the Safeguarding and Child Protection governor.

**iii) H&S Governor:**

Mrs P Kirby and Mr Goode kindly agreed to continue as the Co-Health and Safety and Fire Safety governors.

**iv) Pupil Premium and Children in Care:**

Mrs Coward agreed to continue as the Pupil Premium governor and to take on the Children in Care governor role.

**v) Early Years:**

Mrs Coward also agreed to continue as the Early Years governor.

**vi) Sex and Relationships:**

Miss Derwin volunteered to be the Sex and Relationships governor.

Mr Bowler proposed that governors agree these appointments, seconded by Mr Alford and agreed by all.

**c) Annual Cycle of Business:**

The contents were discussed, noted and agreed - these will need to be amended to reflect our new operational structure however the same business will be discussed.

**d) Policies:**

**i) Pay Policy:**

This is not yet available from HROne as it is currently being agreed by the Unions.

**ii) Finance Policy:**

This was agreed at the last meeting. It will be updated to reflect the change of Chairman.

**iii) Safeguarding Policy:**

The model Safeguarding Policy had been circulated prior to the meeting and is the Babcock LDP revised version released this term. Mr Alford and Mrs Hawker have personalised the model policy for our school for governors to adopt and to publish on our website. Mr Alford drew governors' attention to the addition of 'County Lines' which he has added himself as there is no mention of it in the model policy and our use of the CPOMS online recording system. Mrs Coward proposed that this be adopted, once updated with the details agreed at this meeting, seconded by Mrs Kirby and agreed by all.

**ACTION: CLERK TO PUBLISH ON SCHOOL WEBSITE ONCE UPDATED WITH  
SAFEGUARDING GOVERNOR DETAILS.**

**iv) Governors' Code of Conduct:**

This is the model policy from the National Governors Association, which was adopted by governors last year. No changes have been made, and all governors are aware of the policy. Mrs Kirby proposed that governors continue to adopt this policy, seconded by Mr Goode and agreed by all.

**e) Safeguarding:**

This had already been covered earlier in the meeting during the Head Teacher's report, including attendance figures for 2018/19.

**f) GDPR:**

The clerk confirmed that there had been no breaches to her knowledge since the last meeting.

Appointment of a DPO was covered earlier in the meeting under Matters Arising.

**g) Strategic Direction:**

It was agreed to hold a 'vision' exercise at the next meeting to help inform the strategic direction. Mrs Coward asked everyone to give this some thought and to come to the meeting with ideas for inclusion.

**h) Draft School Improvement Plan:**

Mr Alford had circulated the School Improvement Plan prior to the meeting and asked governors to volunteer to monitor different sections. The following governors volunteered to monitor sections:

RIP 1 - Mrs Coward

RIP 2 - Mrs Coward

SIP 3 - Mrs Marshall/Mrs Coward

SIP 4 - Mrs Coward

SIP 5 - Miss Derwin

SIP 6 - Mrs Kirby

SMP 1 - Mrs Bernstone

SMP 2 - Mr Goode

**i) Governor Monitoring Visits:**

Mr Alford explained that he would like governors to come in and do more monitoring visits and suggested that perhaps everyone could come in and listen to the children read and to monitor maths fluency at least once. **Mrs Marshall asked him how envisaged the format of these visits,** and Mr Alford explained that he would like governors to sit down with pupils taken from across the three

classes and to talk with them and listen to their reading. By the end of Year 2 they should be fluent readers and mathematicians. Mrs Marshall and Mrs Coward both offered to help to monitor reading, with Miss Derwin offering to monitor maths. Mr Alford to include focused visits on the School Improvement Plan.

Mrs Bernstone commented that at the school she works in, they had learnt that one child can have 4000 more words in their vocabulary than another by the end of Key Stage 1 - the difference being reading.

She explained that the children at the school where she works completed a questionnaire, which gave some interesting results and helped them to identify gaps and improvements that could be made to the books in their library to help raise reading standards. She mentioned audio books and Miss Derwin confirmed that we do have some of those in school.

Miss Derwin left the meeting at 8.40 p.m

**j. What have we done at the meeting to improve outcomes for our children?**

\*We have discussed monitoring visits to ensure that the school improvement plan is

\*We have established a strong safeguarding culture;

\*We have ensured that the governing body is arranged in such a way to deliver its three core functions effectively, utilising the various skill sets of the different governors to maximum effect via committees and individual responsibilities.

8/2019 Correspondence:

**a) Term Dates for 2020/21:**

After consultation with staff, Mr Alford proposed the following:

Non Pupil Days: 2<sup>nd</sup> and 3<sup>rd</sup> September; 6<sup>th</sup> January; 22<sup>nd</sup> June, 23<sup>rd</sup> July (twilights)

Occasional Days: 20<sup>th</sup> December; 19<sup>th</sup> June

Mrs Fowler proposed we adopt these dates, seconded by Mrs Kirby and agreed by all.

**ACTION: CLERK TO CIRCULATE AND PUBLISH 19/20 TERM DATES ACCORDINGLY.**

9/2019 Items for Ratification from the School Improvement Committee held 12<sup>th</sup> July 2019:

The minutes had been circulated prior to the meeting and were accepted by governors and signed as correct by the chairman. It was agreed that the Key Questions would go onto the agenda for the next full governing body meeting.

10/2019 Dates and Times of Next Meetings:

It was agreed that the Head Teacher and clerk would arrange dates and circulate them to all governors.

Before the meeting ended, Mr Alford thanked Mr Bowler - who was attending his last meeting as a governor - for all of his time, work and commitment to the school over the last fifteen years and presented him with a small gift on behalf of the governing body. Mr Quance seconded these thanks.

Mrs Kirby proposed that we move into the Part Two section of the meeting, seconded by Mr Goode and agreed by all.

The meeting ended at 8.50 p.m.