

# DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Full Governing Body

DATE

05/10/2020

## GOVERNOR ATTENDANCE

	Type	End of Term	05/ 10/ 20 20	07/ 12/ 20 20	01/ 02/ 20 21	29/ 03/ 20 21	26/ 04/ 20 21	17/ 05/ 20 21	12/ 07/ 20 21	Date Resigned
HEATHER POUSTIE	Headteacher	Ex-officio	P							
PAUL EVMY	LA	10/2022	P							
SIMON BARNES	Co-opted	10/2021	P							
OLIVER LAITY	Co-opted	3/2024	S							
SANDRA CARTWRIGHT	Co-opted	10/2021	P							
PAUL REYNOLDS	Co-opted	12/2021	P							
CRAIG VEAL	Staff	12/2023	P							
GILL QUANTRELL	Co-opted	12/2023	P							
RUTH DENNIS	Co-opted	10/2024	P							
KATE EAMES	Co-opted	10/2024	P							
CHRIS WINFIELD	Parent	7/2022	P							
KEITH MOORE	Parent	10/2023	P							
VACANT	Parent									

VACANT	<b>Parent</b>								
VACANT	<b>Parent</b>								
ALEX KIRKBRIDE	<b>Parent</b>	<b>10/2019</b>	<b>S</b>						<b>18/10/2019</b>
CLAIRE MOORS	<b>Co-opted</b>	<b>10/2019</b>	<b>P</b>						<b>18/10/2019</b>

**P** – Present

**S** – Sanctioned

**A** – Absent

**L** – Late arrival

**Visitors: None**

Chaired by	<b>Keith Moore</b>	Clerked by	<b>Pete Osborne</b>
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Agenda:

FGB 01/2021 Attendance and associated matters  
 FGB 02/2021 To agree the Minutes of the last meeting  
 FGB 03/2021 To discuss any matters arising from the minutes and not on this agenda  
 FGB 04/2021 Urgent business brought forward at the discretion of the Chair  
 FGB 05/2021 Division of Agenda  
 FGB 06/2021 Declaration of interests  
 FGB 07/2021 Election of the Chair and Vice Chair  
 FGB 08/2021 Finance  
 FGB 09/2021 SIP and Learning  
 FGB 10/2021 Personnel  
 FGB 11/2021 Data Protection  
 FGB 12/2021 Collaboration  
 FGB 13/2021 Safeguarding  
 FGB 14/2021 Governors

FGB 201005

FGB 15/2021 Committees  
 FGB 16/2021 Policies  
 FGB 17/2021 Information provided by the Clerk  
 FGB 18/2021 Matters for the next agenda  
 FGB 19/2021 Date of next meeting

### ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
01/2021	Notify Babcock and amend GIAS	Clerk	asap
02/2021	Minutes to website	Clerk	asap
07/2021	Notify Babcock of the appointment of the chair and vice chair and amend GIAS	Clerk	asap
08/2021	Purchase the necessary Phonics resources as agreed	Heather Poustie/Kay Dicken	asap
08/2021	Ascertain whether the costings can be spread over the duration of the contract	Heather Poustie/Kay Dicken	asp
09a/2021	Add the draft SIP to the agenda for the LW Committee meeting on 16 November 2020	Clerk/Heather Poustie	01/11/2020
10b/2020	Agree date for the Pay Committee meeting in late November 2020	Clerk	asap
14a/2021	Produce a draft objective on strategic resilience	Keith Moore	01/11/2020
14c/2021	Provide the HT with the names of the Governors at the meeting to be attached to the Safeguarding consent signature document.	Clerk	asap
14d/2021	Advertise for parent governors with a closing date for nominations of Tuesday 3 November 2020. Nominations to be sent to the clerk by email. The request for nominations should also include the fact that parents/carers with business experience would be especially welcomed.	Heather Poustie/Clerk	asap

14e/2021	Forward Register of Business Interests. Forms to Governors for completion and return to the Clerk as pdfs	Clerk/All	asap
14h/2021	Ensure that the website is updated.	Heather Poustie	asap
14h/2021	Obtain Governor bios and photographs to be added to the website and ensure that Governor information is up to date.	Clerk	asap

FGB 01/2021	<p>To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors</p>	<p>The meeting commenced at <b>1834</b></p> <p>Visitors: <b>None</b></p> <p>Apologies: Oliver Laity and sanctioned</p> <p>The quorum for this meeting is <b>5</b> governors.</p> <p>This was a remote meeting.</p> <p>Keith Moore welcomed the new Governors to the meeting and invited them to introduce themselves. The existing Governors then introduced themselves.</p> <p>Appointment of Governors:</p> <p>The following were appointed as Co-opted Governors</p> <p>Ruth Dennis Kate Eames</p> <p>Chris Winfield agreed to transfer his existing role as a Co-opted Governor to Parent Governor.</p>	
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		The Clerk is to notify Babcock and amend GIAS	<b>Clerk</b>
FGB 02/2021	To agree the Minutes of the last meeting held 13 July 2020	Agreed and signed. Copy to Headteacher and to be placed on website	<b>Clerk to place on website</b>
FGB 03/2021	To discuss any matters arising from the minutes and not on this agenda	The following were actions from the last meeting that are not on this agenda: a. Investigate the introduction of coloured wristbands for staff to indicate when they may have problems - Paul Reynolds/ Heather Poustie. Heather had met with staff and they had thought that this would be too public a measure but this will be reviewed.	
FGB 04/2021	Urgent business brought forward at the discretion of the Chair	<b>Anti-bullying Policy.</b> Paul Every had previously suggested some amendments to the policy and having met with Dave Lee, they will be incorporated and the Policy brought to the next LW Committee meeting.  <b>Gill Quantrell.</b> Gill advised that the company that she is currently working with on secondment has invited her to join them as a full-time employee. It has been agreed that she will leave the school at the beginning of November 2020. Keith Moore and Heather Poustie both thanked Gill for her work with the school and the governing body.	
FGB 05/2021	Division of Agenda. Consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information (Part 2 Matters)		<b>None</b>
FGB 06/2021	Declaration of interests. Governors are invited to declare any personal or prejudicial interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting		<b>None</b>

FGB 07/2021	Election of Chair and Vice Chair	<p>The following were elected:  Chairman - Keith Moore  Vice Chair – Simon Barnes</p> <p>Clerk to notify Babcock and amend GIAS</p>	Clerk
FGB 08/2021	Finance	<p>The LW Committee (18 September 2020) had discussed the gap analysis for post lockdown catch-up and had realised there was a requirement for phonics and associated resources, Heather Poustie had raised this matter at the BM Committee (28 September 2020) but the cost had not been finalised. The BM Committee asked that the final costing be provided to the FGB at this meeting so that agreement could be given to the purchase.</p> <p>We have secured a 25% discount and have approached the Learning Academy Partnership English Hub, Torbay. If we are successful in asking for their support; we may be able to access additional free training and a financial contribution estimated to be between £3000 - £6000. There is also an additional small discount that would be applied if liaising with an English Hub. The quote includes teacher handbooks, teaching resources, reading book sets, books to be taken home. Resources total value £7,098.13. Online training and support £3800 or Face-to-face training and support £3400 (negotiating discount) TOTAL £10900/£10400. This expenditure was agreed.</p> <p><b>A governor said that the DfE guidance is to use remote learning when needed and asked how this phonics provision would sit alongside the remote learning contingency plan, and whether the books would be available to be sent home. Also, are these new books identical to those already in school and would this purchase see the school developing into the future. Heather Poustie supplemented her report in the papers for the meeting</b></p>	<p><b>Heather Poustie/Kay Dicken</b></p> <p><b>Heather Poustie/Kay Dicken</b></p>

		<p>by explaining in more detail about the usage and the parent workshops. She also provided examples of systems that have been in use in the school and the actions that can be taken using the new resources to enable catch-up.</p> <p>It was also suggested that the costings be spread over the five years of the contract but it was believed that this is not possible. However, Heather Poustie will discuss this with Kay Dicken.</p> <p>A governor asked whether teaching staff had had an opportunity to see this in action and it was said that there had been visits to see the system in practice in a range of schools. Becky Hughes has spoken with team leaders in school and followed up the points they raised in a remote meeting with the phonics lead in another school where RWI have been very successful in raising standards. Heather Poustie has arranged a meeting for our EYFS lead and the Early Reading/Phonics lead from a school that have the same ethos of continuous provision as Decoy, to discuss delivery in EYFS.</p>	
FGB 09/2021	SIP and Learning	<p>a. Update on the SIP and agree on SIP priorities. Heather Poustie explained that much thought had been given to the development of the SIP following the full re-opening of the school and there is a draft SIP being prepared. This will be presented to the LW Committee meeting on 16 November 2020.</p> <p>b. Timetable series of governor monitoring visits for the year, linked to the SIP priorities. Paul Every advised that he had contacted all Governors with visit responsibilities and online meetings will be arranged with appropriate teaching staff around the half term holiday. A report to the LW Committee and the FGB will follow. <b>A governor asked whether the SIP focussed on education in the classroom or does it look at the school corporately, particularly when considering</b></p>	Heather Poustie

		<p><b>the objectives emanating from the strategy meeting in 2019. Heather Poustie explained that the SIP includes communication, the Covid-19 arrangements and the continuing opening of the school.</b></p> <p>c. Curriculum development with input from L&amp;W committee. Heather Poustie advised that much work has taken place with subject leads since re-opening and this has identified any gaps. The curriculum is being paired back to enable catch-up to take place, with the full curriculum being delivered by Summer 2021. Additionally, there are a number of areas, such as reflecting multi-cultural Britain, which also require to be absorbed into the curriculum.</p>	
FGB 10/2021	Personnel	<p>a. Arrangements for the HT performance management process, appointment of outside adviser and appraisal governors. Ensure at least one member of the appraisal panel has (will undertake) relevant training. The HT performance management panel was agreed as below, with the meeting scheduled to take place on 5 November 2020:</p> <ul style="list-style-type: none"> <li>● Keith Moore</li> <li>● Simon Barnes</li> <li>● plus the external advisor</li> </ul> <p>b. Membership and date of the Pay Committee</p> <p>Members</p> <ul style="list-style-type: none"> <li>● Oliver Laity</li> <li>● Kate Eames</li> <li>● Paul Reynolds</li> </ul> <p>Date of meeting – Clerk to agree date with the members.</p>	<b>Clerk</b>
FGB 11/2021	Data Protection	The trace and contact privacy notice had been agreed with the BM Committee and training is being attended on 7 October 2020 to consider the implications for remote learning.	



FGB 12/2021	Collaboration	The group is meeting virtually on 8 October 2020 to look at the RSE curriculum and other matters.	
FGB 13/2021	Safeguarding	Heather Poustie advised that the safeguarding update was as previously shared with both committees. No questions were raised by the Governors.	
FGB 14/2021	Governors	<p>The following matters were considered:</p> <p>a. Set board objectives for the year. Keith Moore advised that possibly both he and Simon Barnes may leave the Board at the end of the Academic Year and he proposed four Objectives:</p> <ol style="list-style-type: none"> <li>1) To ensure that new governors are inducted to enable them to take a full part in the Board Business.</li> <li>2) To use best endeavours to fill the remaining vacancies</li> <li>3) To ensure that the Lead Staff/Governor matrix works properly</li> <li>4) To identify potential candidates to fill the Chair and Vice Chair roles and also the Committee Chairs</li> </ol> <p><b>A governor asked how governors could be advised of urgent changes that need to be made due to Covid-19. Keith Moore agreed that strategic resilience should also be considered and possibly included in the objectives and he will produce a suggested item.</b></p> <p>b. The Governors Code of Conduct (August 2020) was agreed.</p> <p>c. Ensure all board members have read KCSiE and the clerk will provide the HT with the names of the Governors</p> <p>d. Governor vacancies and recruitment. There are currently 3 Parent Governor vacancies. These are to be advertised with a closing date for nominations of Tuesday 3 November 2020. This will enable any election required to be</p>	<p><b>Keith Moore</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>

		<p>completed before the next FGB. Nominations to be sent to the clerk by email. The request for nominations should also include the fact that parents/carers with business experience would be especially welcomed.</p> <p>e. Update and sign Register of Business Interests. The Clerk will forward the forms to governors and they are to return pdfs to the Clerk.</p> <p>f. Delegation of Lead Governor roles to committees. This links into the lead staff/governor matrix which is included in the Objectives above 14a3). Chris Winfield volunteered to move from LW to the BM Committee so that both new Governors could be assigned to the LW Committee. Chris will maintain his Lead Governor responsibilities for science, maths and data for now.</p> <p>g. Policy review schedule. This was agreed</p> <p>h. Information on the review of the school website. Oliver Laity had provided a report on the contents of the website and had highlighted where action is required. Heather Poustie will ensure that the website is updated. The Clerk is to obtain Governor bios and photographs to be added to the website and ensure that Governor information is up to date.</p>	<p><b>Clerk</b></p> <p><b>Heather Poustie</b></p> <p><b>Clerk</b></p>
FGB 15/2021	Committees	<p>Governors were invited to ask questions on the minutes of the following committees:</p> <p>a. Learning &amp; Wellbeing Committee (18 September 2020) – there were no questions but Paul Every asked if Chris Winfield would consider completing the visits that he had agreed to carry out and he is happy to take them on after half term but if either Ruth Dennis or Kate Eames would prefer to take them on the he would be happy to hand them</p>	

		over. b. Business Management Committee (28 September 2020)..- there were no questions.	
FGB 16/2021	Policies	The following policies/document were agreed/ratified as shown: a. Child Protection Policy and Safeguarding Policy - the policy was ratified. b. Behaviour Principles – Agreed c. Teacher's Appraisal Policy - Agreed d. Accessibility Plan – deferred to a future meeting after amendment.	
FGB 17/2021	Information provided by the Clerk	The training programme for the Autumn Term had been distributed and the Clerk will forward it to the new governors. Governors are asked to let the clerk know of their training requirements so that they can be booked.	
FGB 18/2021	Matters for the next agenda	The following matters were agreed for the next agenda: <ul style="list-style-type: none"> <li>● Headteacher's Report</li> <li>● Finance</li> <li>● SIP and Learning</li> <li>● Data Protection</li> <li>● Personnel</li> <li>● Collaboration Working Group</li> <li>● Safeguarding.</li> <li>● Governors</li> <li>● Committee Reports <ul style="list-style-type: none"> <li>a. Learning &amp; Wellbeing Committee</li> <li>b. Business Management Committee</li> </ul> </li> <li>● Policies and other documents:</li> </ul>	
FGB 19/2021	Date of next meeting	<b>Monday 7 December 2020 at 1830</b>	

The meeting closed at **2019**

**Signed as a true record**

Signed	Date:
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### **Collaboration Project**

The primary schools involved are:

1. Bishopsteignton Primary School
2. Bradley Barton Primary School
3. Canada Hill Community Primary School,
4. Chudleigh CE VC Community Primary School,
5. Decoy Community Primary School,
6. Denbury Community Primary School,
7. Kingskerswell C of E Primary School,
8. Starcross Primary School,
9. The Grove School
10. Abbotskerswell Primary School.

**Subject Staff and Governor Leads** (as at 23 March 2020)

<b>Subject</b>	<b>Staff Member</b>	<b>Governor (lead/deputy)</b>
Assessment	Heather Poustie	
Community, Staff and Parental Links	Heather Poustie	Keith Moore
Computing/SCITT	Stephen Ball	Oliver Laity
Curriculum	Dave Lee	Sandra Cartwright
Design Technology/Display and Environment	Emma Pryde	
Early Years Foundation Stage	Cassie Smith (Temp)	Gill Quantrell
Key Stage 1	Helena Thomsett (Temp)	Gill Quantrell
Educational Visits Co-ordinator (EVC)	Toby Strick	
Extended School	Tanya Bull	
Finance	Kay Dicken	Oliver Laity/Keith Moore
Geography	Rachel Lawton	
GDPR	Kay Dicken	Paul Reynolds
Health & Safety	Kay Dicken	Paul Reynolds
History	Sarah Fraser	
KS2 (Lower)	Yvonne Morrell	
KS2 (Upper)	Becky Hughes	
Library	Emma Lidbury	Simon Barnes
Literacy	Becky Hughes	Paul Every
Maths	Yvonne Morrell	Chris Winfield
Modern Foreign Languages (MFL)	Lee Cheeseworth	
Music	John Smith	
PE	Craig Veal	Oliver Laity
Performance Arts (Art/Dance/Drama)	Emily Simpson	

Performance data	Heather Poustie	Chris Winfield
PSHE (SRE)	Cassie Sinclair	Sandra Cartwright
RE	Helena Thomsett	Sandra Cartwright
Pupil Premium Grant	Heather Poustie/Vicky Stables	Simon Barnes
Safeguarding Lead	Heather Poustie	Sandra Cartwright/Paul Every
Science	Charlotte Hodgson/Amanda Donnai	Chris Winfield
SENDCo	Vicky Stables	Paul Every/Sandra Cartwright
Volunteers and work experience	Helen Cammack	Paul Reynolds