



Withycombe Raleigh C of E Primary School

Full Governing Board Meeting (FGB) – Part 1 Minutes							
Date/Time	Tuesday 30 November 2021 at 7.00pm	Location		School Hall			
Attendees		Attendees		Attendees		Attendees	
Nick Pearce (NP)	Chair	Ono Olmedo (OO)		Jane Saunders	Clerk		
Sue Humphries (SH)	Vice Chair	Anna Sands (AS)		Kathryn Lee (to end 18.21.22)	Asst Head		
Emma Jones (EJ)	Head	Jane Speake (JS)					
Antonia Burrows (AB)		Audrey Williams (AW)					
Laura Dudman (LD)		Clare Hollingsworth (CH)	Assoc Member				

Ref	Item	Action / Decision	By whom
16.21.22	<p>CH opened the meeting with prayers.</p> <p>Apologies: Apologies from Jon Maxwell-Batten, Patrice dos Santos Rosello, Fr Robert Sellers, Emma Rogers, Will Newport and Mike Smith were received and sanctioned.</p>	Decision	All
17.21.22	<p>Declarations of Interest: None.</p>		
18.21.22	<p>SIAMS: Kathryn Lee delivered a presentation on SIAMS, after which the governors were given the opportunity to ask questions. Questions related to the 'Windows, Mirrors, Door' model and the promotion of Courageous Advocacy; providing evidence of spiritual development and the GRACE values; the work evidenced in the Covid-19 Reflection Audit and parental engagement with the Vision and Values. It was noted that all governors are expected to have a good understanding of the Vision, Values, Provision and Impact as outlined in the Two - Page SIAMS Summary document (on Drive).</p>	Action	All
19.21.22	<p>Minutes: The minutes of the FGB meeting of 14 September 2021 were approved as an accurate record.</p>	Decision	All

Ref	Item	Action / Decision	By whom
20.21.22	<p>Correspondence and Clerk's Report:</p> <p>Clerk advised that all completed Declaration of Business Interests forms had been received; Section 128 Barred List checks completed 15/09/21; Revised Meeting Dates schedule had been circulated and that email reminders would be sent to Governors yet to complete GDPR training. Nicola Hart's (former Clerk) work on these tasks was acknowledged.</p> <p>Clerk reported that Babcock's weekly Governance updates were not being received and that this was being chased.</p> <p>Correspondence from East Devon CAB re project offering caseworker style support from parents was received and noted.</p> <p>EJ reported on complaints from local residents regarding inconsiderate parking in the school vicinity and ongoing efforts to address the issue.</p>	Action	Clerk
21.21.22	<p>Committee Minutes:</p> <p>Resources Committee (minutes 05/10/21 and draft minutes 16/11/21 on Drive). OO highlighted progression of building projects and the implications of the predicted fall in EYFS intake next year. EJ explained need to attract parents of Foundation children to school and high number of tours being undertaken was noted. EJ also advised that Published Admission Number (PAN) is 90 and as such school has to admit up to 90 children each year, leading to possible issues re class sizes and staffing if number is less than this.</p> <p>Teaching and Learning Committee (minutes 12/10/21 on Drive). SH also gave a verbal report on meeting on 23/11/21). SH suggested new strategic role of Governor responsible for Wellbeing (Children and Staff). It was suggested this area falls within the remit of the T & L Committee.</p> <p>CH reported on DCC SEND Review which took place on 23 November 2021. SEND Information Report November 2021 (on Drive) was received and noted.</p>	Action	SH
22.21.22	<p>Headteacher Report:</p> <p>Headteacher's Report November 2021 (on Drive, copy attached) was received and noted. Governors inquired about additional measures and support required due to staff illness/absence/workload pressures. EJ advised shortage of supply cover, staff being flexible; release time for staff can be authorised where possible/required; measures in place re Covid cases - currently work being emailed to children at home; contact ongoing with Public Health Devon as Covid measures being re-introduced.</p>		
23.21.22	<p>Safeguarding:</p> <p>CPOMs Report of Incidents November 2021 (on Drive) was received and noted.</p> <p>AB reported on Accidents/Incidents (yearly report to be produced) and progress re Travel Plan (work ongoing).</p>	Action	AB/NP
24.21.22	<p>School Development Plan (SDP):</p> <p>Progress on SDP in Headteacher's Report was noted.</p> <p>The revised Governor Monitoring Visits Policy and Form were noted. Governors were reminded to arrange their visits in accordance with the Policy.</p>	Action	All

Ref	Item	Action / Decision	By whom
25.21.22	<p>Policies: Disciplinary Policy was noted and ratified. Draft Equality Policy was considered. It was noted that this was a standard DCC Policy but that Equality Objectives were specific to the school. LD emphasised the need to address equality in all school policies; EJ added that Vision and Values should also be embedded in all policies. OO supported including pupil voice in decision making. JS noted the lack of diversity on the FGB and it was agreed that representation needed to be improved. Equality Policy & Equality Objectives were approved; work ongoing on meeting Equality Objectives. Pay Policy was reviewed and adopted. It was suggested that any changes to a standard DCC policy or to a previous policy could be highlighted more clearly eg in a different colour. Admissions Policy was reviewed and adopted. Pupil Premium Strategy Statement December 2021 and Pupil Premium Key Information Strategy Statement. It was noted that a new form had been issued which must be completed and published on the website before the end of December. The Statements were reviewed and ratified.</p>	<p>Decision</p> <p>Action Decision Action</p> <p>Decision</p> <p>Decision</p> <p>Decision</p>	<p>All</p> <p>All All Working Gp</p> <p>All</p> <p>All</p> <p>All</p>
26.21.22	<p>Skills Matrix: It was noted that the Skills Matrix 2021 had been completed and uploaded to the Drive but that a date had not yet been set for the Working Group to meet. Governors had expressed an interest in training on school finances. It was suggested that in the first instance AS would contact Amanda Pope re informal training for governors on school finances. Clerk advised next Babcock course on Finances in January 2022 (online). SH expressed an interest in this - Clerk to obtain details.</p>	<p>Action</p> <p>Action</p> <p>Action</p>	<p>SH/JS/ Clerk</p> <p>AS</p> <p>SH/Clerk</p>
27.21.22	<p>Christian Distinctiveness: Covered under 18.21.22.</p>		
28.21.22	<p>Term dates 2022/23: Proposed Term dates 2022/23 were reviewed and agreed.</p>	Decision	All
29.21.22	<p>East Devon Church Schools Partnership (EDCSP): NP and EJ reported on meeting held on 15/11/21 (draft minutes on Drive). It was explained that EDCSP is a loose partnership involving WRPS, St Martin's C of E Primary and the Otter Valley Federation. Diocese is asking schools to investigate Multi Academy Trust (MAT)/Academy process. NP had inquired if school could form its own MAT but Diocese had suggested that as 17 existing Trusts have church schools joining one of these would be more likely route. A list of the MATs in the region had been received. It was noted that DfE, DCC and the Diocese appear to have different views on the future direction. It was agreed that governors needed to research the MATs (finances, Ofsted, websites etc) in the region in order to be informed and prepared for any future action/decisions on the issue. It was agreed to set up a Working Group comprising NP, EJ, OO, SH and JS to undertake research; it was also suggested that Sue Lockwood could be invited to meet with the Group.</p>	<p>Decision Action</p>	<p>All NP/EJ/OO/ SH/JS</p>
30.21.22	<p>Chair's Business: The resignation of Naomi Burles as a co-opted governor was noted, resulting in there being 2 current vacancies to be filled by co-option. Anyone from the local or business community could be considered, with financial knowledge or experience being advantageous. It was reported that the Pay Committee had met on 19 October 2021 (Pay Policy and teachers' salaries approved; headteacher's salary reviewed).</p>	Action	All
31.21.22	<p>Next FGB meeting: Tuesday 1 February 2022 at 7.00pm. The meeting ended at 9.30pm.</p>		