

Action list for FGB meeting 13/7/22

Action	Action description	By who	By when	Complete
Emergency plan	Undertake emergency plan	TP/school	AGM	
Website	Amend and update information	Staff	Once have control of the website. Training required by some staff	
Regarding SIP	Include SEND and PP figures (comparisons with national figures)	LS/TP	AGM	
SEND handover	Meeting required	TS & AQ	ASAP	
Vice chair required	Email governors	LS	end of term	Email sent 21/7/22
Sub committees	Roles and responsibilities - email to FGB	LS	end of term	Email from helpdesk - statutory roles: safeguarding and SEND 20/7/22
Meeting dates	Give availability where possible	LS	end of term	Email sent 20/7/22
Analysis of new kitchen arrangements	Report of summer term now with Dart Fresh	TP/JK	AGM	
Skills audit	Remind all governors to complete form	LS	end of term	Waiting for RB
Policies	Governors not at FGB to read and agree/disagree with policies	Feedback to LS	end of term	LS emailed governors - waiting for RK and AQ 20/7/22

**SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY
T&L COMMITTEE MEETING**

Date/Time: Wednesday 13th July 2022 at 6.30pm			Location: SMCPs		
Attendees	Initials	Category	Attendees	Initials	Category
Tom Parkin	TP	Ex	Ivor Smith	IS	Co-opted
Chris Brown	CB	Co-opted (Chair)	Beverley Adams	BA	Local Authority
Tris Marchington	TM	Deputy head			
Toby Shaddick	TS	Parent			

In attendance	Initials	
Liz Shaw	LS	Clerk
Glenys Law	GL	interested in becoming a governor

	Agenda Item	Details	Action
Procedural items			
1	Apologies	Andrew Quayle, Laura Lockwood and Rhoda Bailey	
2	Business interests	None	
3	Mins from previous meeting	Agreed	
4	Actions	<ol style="list-style-type: none"> 1. PP and SP info - autumn term 2. KCSiE - all governors to have read part 1 before Sept 2022. 3. Governor visits 14th July 2022 with T.M. CB has not undertaken a learning walk before. BA asked if there was a focus for the walk, something from the SIP? T.M advised teaching and learning within the school and the curriculum. BA advised that it was good to have a focus, otherwise the visit can be overwhelming. BA & T.M agreed to discuss further before the start of the walk, as both had different expectations of the walk. 4. LL to meet with TP. TP is happy to conduct catch up over the telephone. 5. Website/social media/assessments - all to be discussed during the meeting. 6. Emergency Plan - TP advised this is usually undertaken at the start of the academic year, including lockdown procedures. CB asked if the plan had changed due to the additional buildings. TP explained that some things had changed, all staff were aware of their roles and what to do. The children do need a run through. CB asked if the plan will be tested before the AGM? TP advised the plan will have been executed in the first two weeks of term. 	
5	Received correspondence	None	
6	Items brought forward	None	
Safeguarding			
7		<p>LL not at the meeting, but had not advised of any issues.</p> <p>CB - any concerns?</p> <p>TP - none. Members aware of one particular pupil, mentioned previously and the work and staffing that have supported the pupil. 0-25 team have awarded further funding and it is unlikely that the pupil will return to the school in September. Pupil will be placed in specialist provision.</p> <p>CB - will SMCPs incur any costs for the specialist provision?</p> <p>TP - the school has incurred costs to support two TAs, as initial funding was insufficient. With new funding costs for specialist provision will not affect school.</p>	
8	KCSiE	Covered previously - all governors to have read part 1 by September.	
Health & Safety			

9	Site visit and report completed	<p>Door jam was reported as damaged and required replacing. These are not a legal requirement and not all doors in the school have them, but school will now fit all doors with them.</p> <p>TP updated that the fence is being replaced - awaiting confirmation that fence panels have arrived. The facias over the main hall were due to be replaced over the summer, this has now been pushed back to October half term. This will mean scaffolding around the building. The firm has been advised that further delays will not be acceptable. Issues with supply.</p>	
Monitoring and accountability			
10	Headteacher report	<p>TP - rebranding underway and website up and running.</p> <p>TS - looks nice</p> <p>BA - governors is misspelt</p> <p>TP - the information and wording was cloned directly from the old website and staff slowly going over the information to ensure it is correct.</p> <p>BA - mention of Google Classroom, but could not find this on the website</p> <p>TP - Google classroom is accessed by the pupils & their parent/carer, given a login to access work online, not available through the website. Schools developed platforms for homework/home learning.</p> <p>TS - able to show BA the Google Classroom on his phone, via his own parental login.</p> <p>CB - governor section is out of date. LS has emailed JT with the information.</p> <p>TP - advised that the school don't yet have control of the website, training to be undertaken and agreed some areas need sorting.</p> <p>CB - will the school have ownership this term?</p> <p>TP - hoping too, as classes need sorting and updating for the new year. The new school values are in a nice format and the feedback for the video has been good.</p> <p>CB - agree, looks nice, but no shot of the new building</p> <p>TP - agreed, his response too. Want to include photos of the new building.</p> <p>TP - school gate consultation, wanted to ensure governors were aware of the plan to stop vehicles from entering the school grounds boundary just before the roundabout.</p> <p>IS - how are pupils going to be dropped off?</p> <p>TP - 8.45-9.10 there will be no access for vehicles, there has been a long problem with parking, cars running while parents walk to classrooms. Want to ensure children arrive safely, avoid anti social parking. Other vehicles turn at the school, lorries drive over the land, just want to take control of the school property.</p> <p>TS - do you need to speak with the council about access?</p> <p>TP - No. Aware there will be the initial 'hiccup', parents have been informed via newsletter and information on the schools gates.</p> <p>TS - is the information on the school social media?</p> <p>TP - no, could include this. The consultation has been out for a while and only one person has expressed about access. We would ideally like to have the 'gate' in place before September</p> <p>Trim trail and EYFS playground</p> <p>Multi Academy Trust (MAT) report: TP spoke with teaching staff at staff meeting this week about MAT membership, as may affect their employment. Staff appeared happy with information given, some staff were aware of Tarka Learning Partnership. All need more information and they are suggesting we work with them over the next 12 months to find out about each other.</p> <p>IS - will this create additional work for anyone?</p> <p>TP - no, short term opportunity to investigate them.</p> <p>IS - will they audit you?</p> <p>TP - for the 12 months they will be checking us out.</p>	

		<p>BA - governor roles/responsibilities are massively reduced, no influence over finances.</p> <p>TP - under this MAT the head retains the school budget to use as before.</p> <p>CB - academy trusts have their own trustees, our role will be to push back, keep an eye on.</p> <p>TP - spoke with CB & AQ. I know some of the heads, and have worked with them over the years. SMCPs will have to eventually join a MAT and I want to ensure we have a choice, the longer we leave it, the less choice we will have. Tarka Trust for me is the sensible option and they have lots of schools wanting to join. I want to ensure the best deal for our pupils. We have an opportunity to work with them for 12 months, we will get to ask questions, the CEO will give a presentation, visit local governing boards, with no commitment to join.</p> <p>CB - nothing to sign for the probationary period? Do they have a framework? As the governing board we want to know what goes on. You have declared your position, the governors as a small working party will contact other MATs and discuss options.</p> <p>TP - Tarka Trust are interested in our school, they see our eco focus as unique.</p> <p>CB - we fit their profile</p> <p>BA - it would be remiss of us not to explore other options. We need to research.</p> <p>TS - we need to understand what you want from other MATs</p> <p>IS - we need to have control over the budget.</p> <p>TP - agreed, we need to have a list of what we want. I am not saying we will join the Tarka Trust, but we need to investigate. Four years ago we were going to join a MAT, but pulled as concerned it would prevent the new building going ahead.</p> <p>TS - if we join now, will this change phase 2 of the build?</p> <p>TP - no, will not change phase 2.</p> <p>CB - future building will be attractive to MATs. This investigation is a two way street, they need to meet our needs. We need a working party, probably 3 governors to access and research other MATs..</p> <p>BA - happy to join</p> <p>TS - would like to join, may struggle with visits and time off during the day.</p> <p>CB - we can start with the three and see how we progress</p> <p>TP - term dates confirmed. Change of deputy head from September, Rosie Warrington will be joining us.</p> <p>CB - did a governor sit on the interview panel?</p> <p>TP - I did ask if anyone was interested in attending the process.</p> <p>IS - I think the request was at a meeting and CB was absent.</p> <p>CB - what is the policy regarding governor involvement in interviews?</p> <p>TP - interviews are part of the day to day management of the school. Governors are not required on an interview panel. Good practice is for a governor to be present, but not always practical.</p> <p>CB - I think for an SLT position it should be good practice for a governor to attend.</p> <p>T.M - Timescales were tight for the deputy interview. The process happened just before Easter and we were aware of five other schools looking for deputy heads, we wanted to ensure we had the best applicants.</p>	
10	SATs results	<p>TP - the impact of Covid has been high, we do have a level of children where parents are not invested in their education and we know the research that shows the gap for disadvantaged children is only getting larger.</p> <p>To put results in context, 20-25% of year 6 pupils did not join in reception, joined 'in year' from another school/area. This does have an</p>	

		<p>impact on their education and the growth of 'in year' starters will only increase as the town continues to grow.</p> <p>TS - is the other school full?</p> <p>TP - they are at capacity and do not want any further expansion</p> <p>Maths - above national average</p> <p>Science - above national average</p> <p>Writing - this is disappointing, significantly below. Every four years Devon schools are moderated and we were picked this year. The teacher assessment is not sufficient when moderated and it is known that school moderated receive lower scores. Disappointing as the other results are good. The teachers have made amazing progress with pupils this year. Focus for next year writing and spelling (previously brought up by Ofsted)</p> <p>CB - the combined scores of 43% is a concern, particularly as pre pandemic results were always at national average or better.</p> <p>TP - have mentioned the issues with writing before, disengaged families etc. Interventions have not always been able to take place if staff/pupils have been unwell.</p> <p>EYFS - scores above national average. Covid has impacted younger children more, year 2 pupils have never had a 'normal' year at school. Phonics scores are likely to be lower than average.</p> <p>CB - will there be assessment data for EYFS at the AGM?</p> <p>TP - yes - staff undertaking assessments this week.</p> <p>Writing and spelling will be a focus for next year.</p>	
11	School Improvement Plan	<p>TP - Evolving document, data will change and be amended, further update in September. School evaluation looking at strengths and weaknesses - action plans available from September. You will be able to click on the action plan and view them individually.</p> <p>CB - would be good to have figures for SEND and PP, to have some context of national average, to see the challenges you face.</p> <p>TP - school aspirations are high. Will put the plan in governor folder.</p>	
12	Attendance	<p>TP - attendance at 93.8%, our aim is 96%, would prefer 97%. Covid is still having an impact on attendance figures, working with JK to put systems in place for September.</p> <p>BA - attendance appears to be a Devon issue. Attended a webinar and the speaker said it was an issue in Devon.</p> <p>TP - its the rural nature of the environment, lack of interest in education equates to a lower achieving group.</p> <p>CB - North Devon has the highest rates of deprivation in the county and we are having to deal with the issues that deprivation brings with it. Pre pandemic levels were better than the national average.</p> <p>TP - holidays are taking pupils out of school. We are declining the holidays, but DCC is not going down the route of issuing fines at present. The SIP aims to improve attendance.</p> <p>IS - what plans are in place if pupils are off with Covid?</p> <p>TP - not using online learning as we did during lockdown etc, as the cases and numbers off are intermittent.</p> <p>TS - pupils could still use the learning plans on the website</p> <p>IS - wasn't sure if information was on Google Classroom</p> <p>TP - As self isolation is now only 3 days, work is not provided. If more children are absent with Covid, we will need to have a plan. Would be good to have work online. Need to consider this for the autumn term.</p>	
13	Approve Statement of Control	<p>LS checked with JK - statement of control brought up at Resources meeting and was agreed that no longer required</p>	

14	Receive reports from governors	Governor learning walks taking place 14th July. BA, CB with T.M TS - SEND handover did not happen, needs to arrange a meeting with AQ.	
15	Admissions	DCC link to admissions for each school. LS has emailed to request the new school logo is used.	
16	Agree process for next term's appointment of chair and vice chair, including term of office.	<p>CB, happy to stand for chair again, needs to be nominated. TS - nominate CB BA - second nomination CB to remain chair.</p> <p>ACTION: email governors for vice chair, as required. Will need to be elected at AGM.</p> <p>CB - thanked GL for attending. Another interested party had shown interest through an advert on Inspiring Governors, LS has emailed, awaiting reply. CB attended training for recruiting governors, and did not open up any further avenues. Need to use social media, community groups etc. It is in all our interest that we reach out and encourage engagement. TS - is RB continuing CB - remaining on the board</p> <p>ACTION - itemise roles within committees.</p> <p>GL - Jason Wragg may wish to rejoin, left as work frequently took him out of area. CB - could he join online? Could offer hybrid meetings - mix of in person and online. GL to ask.</p>	
17	Feedback on governor training	<p>BA - curriculum training; making a difference to disadvantaged children - quite good. Ofsted training for governors. CB - Ofsted training - Ofsted likely to be harder on schools, no outstanding to be given. They will look at the website (first thing they view), so this needs to be up to date. Also took away from training is that governors need to have good knowledge of SIP, not necessarily in depth; the sub committees need greater understanding of their areas. BA - safeguarding understanding is essential for an Ofsted visit.</p>	
18	Review benchmarking from T&L	Covered	
19	Review members of FGB - develop strategy for filling vacancies	Discussed	
20	Agree dates for FGB and all meetings for the year ahead	<p>Provisional dates in folder CB - does not always have to be on a Wednesday.</p> <p>ACTION: dates sent again and governors to give availability if possible.</p>	
21	Review progress school has made, recognise and celebrate	<p>BA - impressed by the variety of sporting events and commitment from staff. TP - gold award for sporting activities achieved for the 4th year, the school is now eligible to go for the platinum award. TS - Ultimate Adventure offers good experience, plus the residential trips and extra curricular activities. TP - school and staff provide over and above, this impacts positively on all pupils. Community involvement through things like Race for Life are valuable. Morale reflects the ethos and atmosphere of the school. Successful year in developing teacher knowledge and working with them to develop their practice - taking ownership of their own learning and progress. Will continue this next year,</p>	

		CB - celebrate making it through the pandemic. Celebrate the school's environmental efforts.	
22	Website	CB - did not highlight the school's environmental credentials TP - info on school's social media, agrees that needs to be on both. Still waiting to receive ownership of the new website to up date information.	
23	Social media	CB - looked at other schools in the area and can see that SMCPs is posting almost every day. Is it worth putting the newsletter on the social media page? TP - people do engage via the page. Stay away from controversial items, can turn comments off. Will put a link to the newsletter from the page.	
24	Budget monitor	Budget is healthy, although certain jobs are still required i.e. fascia boards, carry forward will be reduced. TS - is the kitchen working out? TP - was a difficult start, as we are responsible for staffing the kitchen and the chef broke her wrist two weeks into the summer term. We had to simplify the menu. Food has been better, less waste. Will get JT to do an analysis of the kitchen. IS - will you have a second assistant in the kitchen to step up? TP - the assistant did take over, but we still required further support, it would be good to get a TA certified in food hygiene, to be able to assist in case of an emergency.	
25	Trim trail and National Lottery T&Cs	TP - to be part funded by school budget and PTA funds. PTA funds are healthy and hoping to reinvigorate the PTA again. £5000 from school budget for the trim trail. IS - what is the difference between the two firms and differing costs? TP - Pentagon offers a more professional finish and service. Sovereign offered a cheaper flooring, which would not last as long. TS - a sub base would be needed to support longevity TP - EYFS playground, costing of approx. £25000. National Lottery bid being placed for approx £10000. T&Cs to be agreed - agreed by governors.	
26	PP & SP	discuss in autumn term T&L	
27	Skills audit	governors to return forms to LS by end of term. ACTION: email reminder	

Policies			
28	Capability policy	IS - agreed, just need to confirm delegation for hearings. TP has updated this. Policy agreed 20th July 2022	
29	PSHE & RSE	BA agreed, very comprehensive.	
30	Education of Looked after Children in school	TS agreed at T&L. TS & TP to meet	
31	ECT	how often to review - ask T.M. Policy agreed.	
32	KCSiE	read before Sept, likely to be some form of online assessment to complete	
33	H&S	email RK to read and agree	
34	Charging and remissions	email AQ to read and agree	
35	Whistle blowing	Agreed. Need to amend dates for academic year	
36	DBS policy	email LL to read and agree. LL agreed policy 20th July 2022	
37	Admissions policy	Confirmed - see agenda item 15	
38	Data Protection policy	email LL to read and agree. <u>LL advised that until a DPO is named can not sign off policy 20th July 2022.</u>	

39	Home school agreement	RB agreed, but suggested an update that included an environmental element that reflected the school ethos and new values	
	Impact		

Meeting closed at 9pm
Next meeting dates: AGM