

## SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY AGM

FGB MEETING – Part I Minutes							
Date/Time: Wednesday October 2021				Location: South Molton Primary School			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Tom Parkin	TP	Head teacher		Toby Shaddick	TS	Parent	
Andrew Quayle	AQ	Chair		Beverly Adams	BA	LA	
Chris Brown	CB	Vice Chair		Tris Marchington	TM	Virtually	
Laura Lockwood	LL	Co-opted					
Lorraine Kennealy	LK	Parent					
Paul Widgery	PW	Co-opted					

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk

	Agenda Item		Action
<b>PROCEDURAL ITEMS</b>			
1	Welcome and Apologies	RB, IS and HS unable to attend - T M attending virtually.	Sanctioned
5	Chair	New chair elected - CB elected unopposed. AQ elected as Co-opted governor - nominated by LK and 2nd CB. CB requested the role of VC to be rolled over to FGB in December to give the newer members a chance to settle in and for everyone to have time to think about roles available.	
2	Business interests	All governors checked their business interests - LK, LL, CB, AQ all updated their business interests	
3		Updated by all governors	
4	Skills audit	LK has returned hers, JK to send out to all governors to complete and return please. It is available in the governors folder of google drive but <b>JK will also send it as an attachment for anyone struggling to access the drive.</b>	
6	Goggle drive	JK/TP to check the sharing permissions and add the new governors to the policy folder. CB to chair T&L meeting next meeting with the first item on the agenda to be electing a new chair for the committee. LL - New safeguarding governor taking over from CB. JK to book training for LL once confirmed a suitable training date.	
7	Code of practice	All ok and agreed for another year.	
8	Governor induction	JK check the dates of the new governor induction training. Also check the info sent out to new governors to ensure sending the most recent information for them. Have a teacher and governor event - after school - a Christmas event? <b>TP will think about date and activity.</b>	
9	House keeping	JK explained to governors - how to add items to an agenda, importance of meetings being quorate - attendance, receiving correspondence, confidentiality and part two procedure.	
	HT appraisal	Committee decided for HT appraisal panel. Date set for HT appraisal - Wednesday 24th November - TP will email out a time.	
10	update from HT	Exmoor building opening a success there was a small ceremony with chair of DCC, Dawn Stabb - head of education for Devon. They enjoyed the event and liked the outdoor environment. TP would like to open to parents to come and look around. David Chaplin is visiting. TP will put the report on the drive once DC has visited and add to discuss it to the T&L agenda. There will be a focus on curriculum for DC visit. He will be working with curriculum/subject leaders to support the changes in roles and framework.	

		<p>Early reading and phonics are key areas. This is currently not our strongest area - literacy was also a focus to help action plans. Cornerstones curriculum Not covering enough but T M is working with cornerstones to ensure coverage and tracking and ensuring in depth knowledge. Challenge is increasing the workload of teachers but trying not to.</p> <p>Governors to discuss cornerstones in T&amp;L - T M.</p> <p>TP discussed residential plans for the academic year. PGL for year 3, Pinkery for years 4,5 and 6.</p> <p>Sports competitions/events underway cross country and football. EYFS visits taking place with TP - started showing new reception 2022 families around today.</p> <p>PAN this year is still 30 for 2022 but will then increase to 45 going forward.</p>	
	SIP	<p>TP will email SIP areas to governors to discuss. TP discussed the areas of SIP with governors to expand on each area prior to it being sent out.</p> <p>Governors can take their time to review the SIP and contribute/discuss. TP would like comments etc from governors and would then like to bring the SIP to FGB in December.</p> <p>CB - Does it include outcomes/targets?</p> <p>TP- Yes it will include these, its a 5 year plan but can be broken down to shorter time scales.</p> <p>CB - does it need to be signed off?</p> <p>TP - No,if SLT and governors agree it, that's fine.</p> <p>AQ - core function - Hold to account head and SLT - This gives the map to show direction.</p> <p>TS - How is covid?</p> <p>TP - Explained the procedures in place now and what is happening in schools now with covid.</p> <p>Attendance is now being monitored again so TP will begin bridging it to meetings again.</p> <p>Discuss SIP focus in committee meetings.</p>	
11	Governor visits	<p>Governor induction - Needed for LL, PW, BA, TS and IS</p> <p>CB and LL will carry out a visit for safeguarding and a wellbeing visit - after the half term.</p> <p>AQ to get in touch re a SEND visit.</p>	
12	Governor training	<p>3rd November - intro to curriculum - BA</p> <p>LL - safeguarding</p> <p>TS - SEN</p> <p>OFsted - after Christmas - worth everyone looking at it.</p>	
13	Newsletter	CB will write something for the governors for the newsletter.	
Policies			
14	Behavior policy	All fine - check correct review date	
15	Disciplinary policy	All fine - check review date correct	
16	Charging and remissions	All fine - check review date is correct	
17	Health and safety	All fine - check review date is correct	
18	Safeguarding Policy	CB has sent a few questions through - JK to respond and amend/update as needed.	
19	Emergency plan	Update to current details - utilities etc and ensure JT details on there.	
20	Governors allowances and expenses	All fine - check review date is correct.	
21	Impact	Governors agreed that electing a new chair and new governors will impact and also the governors involvement in SIP.	

Meeting closed at 8.30pm.