



Tuesday 3rd March 2020 @ 6pm

Please note: This meeting is open to the public. Meeting dates are published in the school newsletter and on the website. If you would like to attend please notify the Clerk to the Governors.

CHAired BY: Liam Cottrell	LC	CLERKed BY: Kirsten Wake	KW
PRESENT: Caroline Down (CD), Darren Newland (DN), Kirsten Wake (KW), Laura Handel (LH), Liam Cottrell (LC), Liz Beckett (LB), Lynnette Selbie (LS), Matt Morgan (MM), Matt Page (MP), Nick Nottley (NN), Pat Dickinson (PD), Sue Gawman (SG), Tim Bonney (TB)			
APOLOGIES: None			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
LG19/20_12	<p><u>Apologies for Absence</u></p> <p>Harriett Roberts has resigned as parent governor.</p> <p>There were no other apologies for absence.</p>	
LG19/20_13	<p><u>Attendance & Governors Business/Pecuniary Interest Register</u></p> <p>Governors present signed the Attendance Sheet.</p> <p><u>Interests declared</u> – No interests declared.</p>	
LG19/20_14	<p><u>Vision – Where are we now?</u></p> <p><u>Matters arising from the meeting – 7th January</u> Staffing structure is available on eschools, in the policies section. An updated governor roles document has been published on the website.</p> <p><u>Minutes of the last meeting – 7th January</u> Approved and signed by the Chair.</p>	<p>COMPLETED</p> <p>COMPLETED</p> <p>DECISION</p>

Item Ref.	Minutes	Action
LG19/20_15	<p><u>Governance – What still needs to be done?</u></p> <p><u>Coronavirus Update</u> LS reported that updates are regularly received from Devon County Council. Reported to governors the precautions which have been taken.</p> <p>Q1. Have there been any bullying incidents reported at school, relating to coronavirus? (CD) A. LS confirmed that there had been no incidents.</p> <p>Q2. If school had to be closed, what would the plans for home learning be? (TB) A. LS reported that the school emergency plan would be used.</p> <p>Governors were asked, by the Chair, to direct any questions from parents to the office.</p> <p><u>Development Plan</u> No updates have been made to the development plan.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p>
LG19/20_16	<p><u>Lead Governors</u></p> <p><u>Reports</u></p> <ul style="list-style-type: none"> <u>Quality of Education</u> <p><u>Curriculum</u> LC asked for governors to consider the reallocation of the curriculum monitoring responsibilities, to increase the number of governors monitoring this area. Governors discussed ways of splitting the role. LS clarified that the governors' role will be to monitor how effectively subject leaders are checking the progression of their subject areas across the school. Governors agreed to discuss a reorganisation of the structure at the next FGB.</p> <p>LC reported the type of questions he had asked in his monitoring report. LC has suggested to some teachers that he will go on a school visit to see the impact of curriculum maps and talk to the children to gain evidence.</p> <p><u>SEND</u> CD gave a summary of her monitoring sheet. She highlighted the matter of the SENCO role and the budgetary questions she has submitted.</p> <p>Q3. Would it be possible to share a SENCO with another school? (CD) A. LS confirmed that discussions will take place with other schools to explore any opportunities.</p> <p><u>Reading</u> MM reported on his monitoring of the development of fluency in reading across the school. He reported that teacher knowledge of reading material has now been added as an appraisal target. Teachers are being encouraged to model a love for reading, so that they read whilst children are reading in class. Teachers are also encouraging children to read an increasing range of books. New books have been ordered to improve resources.</p> <p>Q4. Are teachers reading aloud to their class? (PD) A. MM confirmed they are reading aloud from two different books everyday.</p>	<p>c/f FGB</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

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	<ul style="list-style-type: none"> <u>Behaviour and Attitude</u> NN gave a summary of his monitoring. <u>Personal Development</u> LB gave a summary of her monitoring. <p><u>RSE</u> It has been agreed that the document covering social and moral learning needs to be updated.</p> <p>LB to attend the Relationship and Sex Education consultation with parents.</p> <p><u>Online safety</u> LB spoke to a cross section of children, who were all familiar with the 'zip it, block it, flag it' system. Some had told their parents that they needed to update their security on social media, so they had applied the message to their home situation.</p> <p>MP reviewed the lesson and assembly planning for online safety. He noted that the Online Safety Policy was due for renewal in September, and asked whether that should be reviewed. MP to follow up with CH.</p> <ul style="list-style-type: none"> <u>Leadership and Management</u> DN and LS to agree dates for review. <p>LS reported that RAG rated SSIP is now available on eschools.</p> <p><u>CPD</u> LS confirmed that she keeps a record of all staff CPD information, including inhouse training.</p> <p>Q5. Is there a call up record for mandatory training? (NN) A. LS confirmed that we do keep a record of first aid and safeguarding expiration dates. SG keeps the first aid training record and CD reviews the safeguarding training record as part of her monitoring.</p> <p><u>Headteacher appraisal</u> LC asked governors to consider whether they felt the Chair should be involved in the headteacher appraisal, or whether the Vice Chair and one other governor might take on this role. Governors discussed the pros and cons. Governors agreed to set an agenda item for the next FGB to discuss further. Appeals process for headteachers – KW to investigate.</p> <p><u>Safeguarding</u> One minute guides on safeguarding issues have been disseminated to teaching staff. Q6. How are the guides disseminated to support staff – particularly MTAs? Question to be added to the headteachers report.</p> <p>LB reported that she has gained her Level 3 safeguarding certificate.</p> <ul style="list-style-type: none"> <u>Early Years</u> PD gave a summary of her monitoring sheet. 	<p>ACTION LB</p> <p>ACTION LB</p> <p>ACTION MP</p> <p>ACTION DN/LS</p> <p>CHALLENGE</p> <p>c/f FGB ACTION KW</p> <p>CHALLENGE ACTION LS</p>

Item Ref.	Minutes	Action
	Meeting closed 7.15pm	

DATE OF NEXT LEAD GOVERNORS MEETING: Tuesday 9th June 2020

These minutes are agreed

*Without amendment / with the following amendments (*please delete as appropriate):

Signed:

Dated: