



		Present: Mrs J Dimond (JDi), Mr W Isaac (WI), Mrs E Jordan (EJ), Mrs J Knight (JK), Mrs V Kyberd (VK), Mrs L Legg (LL), Rev J Putnam (JP), Mr J Tristram, (JT)& Mrs J Davey (JD) (clerk)	Action By	Time scale
1		<b>Apology received and accepted</b> - CT, SK and SJ - all accepted.		
2		<b>Pecuniary Interest:</b> Governors were invited to declare any relevant Pecuniary Interest at that point or if it became apparent that there was one later in the meeting.		
3		<b>Minutes of last meeting and matters arising - 21st September 2023</b>		
3	1	<b>Vice-Chair Update</b> - WI agreed to become Vice-Chair for the period of one term which means that he is presently the Vice-Chair.		
3	2	<b>Website Survey</b> - This was sent to all parents twice but only 4 responses were received. Governors drew the conclusion that parents were neither thrilled with the website nor disliked it enough to comment. Lengthy discussion took place and LL advised governors that it was scheduled as a discussion at the next staff meeting for teachers to update their class pages. They have been asked to provide content and up to date photos to JD. It was agreed that a complete overhaul for the website was probably not necessary at the moment. It was agreed to delegate the monitoring of the website to the Curriculum & Learning Committee and will form an agenda item when felt necessary.		
3	3	<b>Full Governing Board Meetings - Open to the public?</b> As requested at the last meeting, JD has made enquiries to Devon Governor Services who have given advice about how a FGB could look like if it was open to the public. The advice was that dates would have to be set for the whole academic year so that the public have enough notice. It was agreed that this may be a challenge if meeting dates have to be changed. Anyone could turn up to a meeting and governors would have to allow them in as the meetings are 'open'. The GB would have a right to exclude the public from certain discussions. NB. Anyone can request to be invited to attend. It was agreed that future meetings would not be made open to the public but the Board would continue to publish approved full governing board minutes on the website. Committee minutes would not be published.		
3	4	<b>Governor Curriculum Responsibilities -</b> A list of possible governor responsibilities had been suggested at the Curriculum & Learning Committee and the list had been circulated to all governors in advance of this meeting. All governors accepted the responsibility role assigned to them . Design Technology was not listed but it was agreed the governor responsibility will be WI working with CT, as staff. MFL is not listed with a member of staff and it was confirmed this is LL.		
3	5	<b>Attendance Update for the last academic year -</b> Governors had asked for this information at the last meeting but it was not available. It was reported that the school attendance target for 2022/23 was 97% and attendance was actually 94.3%.		

		Governors were happy with this figure but will work towards increasing it for 2023/24.		
<b>4</b>		<b>Finance</b>		
<b>4</b>	<b>1</b>	The resources committee had met just before this full governing board meeting and the following items discussed and reported by the Chair of the Committee, JP.		
<b>4</b>	<b>2</b>	<p><b>2023/24 School Budget Share - Monitor</b></p> <p>A carryforward into 2024/25 is predicted as £52,564 which is unchanged since the budget was first set in March 2023.</p> <p><b>2023/24 Foundation Stage Unit Monitor</b></p> <p>This shows a predicted carryforward of £20,025 which is unchanged since when the budget was set.</p> <p><b>2023/24 After School Provision Monitor</b></p> <p>A carryforward of £5,650 is predicted at the end of the year which is reduced from the previous carryforward. It was agreed at the Resources Committee that JD will find out how much we need to hold back for potential redundancies.</p> <p>The full governing board ratified the monitors as recommended by the Resources Committee.</p> <p><b>Unofficial School Funds</b></p> <p>The Resources Committee reported that the bank account has had to be changed and is now with Lloyds Bank. Governors gave approval for this change. The school is holding a cheque for just over £3,000 which will be banked as soon as possible.</p> <p>The external auditor has been agreed as Mrs Sam Paveley. This was ratified by the full governing board.</p>		
<b>5</b>		<b>Curriculum &amp; Learning</b>		
<b>5</b>	<b>1</b>	The minutes of the meeting held on 10th November were shared with the full committee.		
<b>5</b>	<b>2</b>	<p><b>Data</b> - The method of how data is reported to governors was discussed at that meeting at length and examples provided. Suggestions were made and CT will take these on board and provide something new for the Curriculum &amp; Learning Committee for the next meeting, using matrices (as currently used by staff) anonymised, plus more detailed data from MARK (online system) for 'deep dives'.</p> <p><i>Governor question - VK - Does the tracking show children are exceeding expectations over 100%.</i></p> <p>LL confirmed that it did, as matrices show progress across the full range of test/assessment results.</p>		

		<p><i>Governor question - VK - Does the tracking support reviews of subjects?</i></p> <p>LL confirmed that it does for the core subjects. Maths, Reading, Writing, SPAG. Different methods are used for foundation subjects.</p>		
<b>6</b>		<b>Self Evaluation Form/School Improvement Plan (SIP)</b>		
<b>6</b>	<b>1</b>	<p>LL reminded governors that the SEF is written at the start of the academic year and the SIP is based on that. LL has produced a one page cover for the SIP which can be shared with parents/carers and put on the website. Governors will have sight of this before it goes live publicly.</p> <p>LL reminded governors that detail to go with the overview sheet is within the action plans which come from the subject leader. This is available to all governors.</p>		
<b>7</b>		<b>Headteacher's Report</b>		
<b>7</b>	<b>1</b>	This was distributed in advance to governors and has been discussed as part of the committees.		
<b>8</b>		<b>Safeguarding</b>		
<b>8</b>	<b>1</b>	<p>LL reported that a child had been internally excluded twice and also externally excluded twice for a total of 2 ½ days.</p> <p><i>Governor question - JDi - Are these exclusions likely to continue?</i></p> <p>LL said that the reasons for the child's behaviour is clearer and the family will receive support as a result. A MASH referral was made and the child will probably become a 'Child in Need'.</p> <p><i>Governor question - EJ - As a school, are we doing everything we can to help the child and family?</i></p> <p>LL confirmed we were and that the family are not on their own and will receive support from external agencies. LL has had daily communication with the social worker.</p> <p>WI and JDi still need annual safeguarding update which will be arranged.</p> <p><i>Governor question – JK – Is Equality and Diversity training mandatory?</i></p> <p>LL confirmed Equality and Diversity training is not mandatory but we do it annually as good practice.</p>		
<b>9</b>		<b>Christian Distinctiveness -</b>		
<b>9</b>	<b>1</b>	<b>Ethos Group</b> - The Group has met and CT will forward the minutes to all governors. The governor representative will be SJ, as she is Foundation Governor, instead of JK.		
<b>10</b>		<b>Governor Visits</b>		
<b>10</b>	<b>1</b>	JDi visited to look at English and SEND provision in Year 3 and 4.		

		JDi shared a report with the governors and was positive about what she observed.		
<b>11</b>		<b>Governor Training</b>		
<b>11</b>	<b>1</b>	JK has undertaken Headteacher Appraisal training. SJ is booked on to attend the Diocese Induction Training.		
<b>12</b>		<b>Policies and Paperwork</b>		
<b>12</b>	<b>1</b>	The following policies were reviewed and approved by the Curriculum & Learning Committee:  Homework Policy  Religious Education (RE) Policy  Changes and Relationships Policy  Data Protection Policy - this needs to have the name of the Data Protection Office changed and was otherwise approved.		
<b>12</b>	<b>2</b>	The following policies were reviewed and approved by the Resources Committee:  Charging & Remissions Policy  Maternity Policy  Managing Staff Sickness & Absence Policy  Disclosure Policy		
<b>12</b>	<b>3</b>	<b>Policies needing further discussion include:</b>		
<b>12</b>	<b>4</b>	<b>Menopause Policy</b> - This is a new policy. Governors gave approval for this.		
<b>12</b>	<b>5</b>	<b>Curriculum Statement</b> - The existing statement was shared with the C & L Committee but requires input from the school staff. This will be taken to a staff meeting and will come back to the C&L Committee in due course.		
<b>12</b>	<b>6</b>	<b>Assessment &amp; Reporting Policy</b> - The existing policy was shared with the C & L Committee but requires input from the school staff. This will be taken to a staff meeting and will come back to the C&L Committee in due course.		
<b>12</b>	<b>7</b>	<b>Equality Duty</b> - This requires quite a bit of work and will come back to governors in due course.		
<b>12</b>	<b>8</b>	<b>Behaviour Policy &amp; Behaviour Principles</b> - The model Behaviour and Discipline Policy is completely different to the school's Behaviour Policy meaning that this will need to be reviewed and revised in more detail. The rewards and consequences need to go in the policy as well as stand alone information. This will be shared with staff and will be brought back to governors in due course.  <i>Governor question - JDi - Is there a policy for staff discipline?</i>		

		She was advised that there is a staff conduct policy which is held on file and is subject to the review cycle but this is not published on the website. Governors can have sight of it if they wish.		
<b>13</b>		<b>What have we achieved for the children?</b>		
<b>13</b>	<b>1</b>	It was agreed that the re-introduction of committees to work alongside the governing board had started off really well and will benefit the children as governors' time is being better spent and they can focus on things that are more beneficial for the children.		
<b>14</b>		<b>Dates of meetings:</b>		
<b>14</b>	<b>1</b>	Previously set as: Thursday, 25th January - 5.30pm Thursday, 7th March - 5.30pm Thursday, 9th May - 5.30pm Thursday, 27th June - 5.30pm  it was agreed to make all FGB meetings at 5.30pm for this academic year.		
		<b>The meeting closed at 7.10pm</b>		