



Mary Tavy and Brentor Community School

Minutes of the Full Governing Board Meeting – 05.10.2023

Item	Item/comments/notes																
Procedural Matters																	
1.	<p>Welcome and Apologies for Absence The meeting opened at 17.11. There were no apologies.</p> <p>Present:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #4a4a8a; color: white;"> <th style="width: 25%;">Co-opted Governors</th> <th style="width: 25%;">Parent Governors</th> <th style="width: 25%;">Staff Governors</th> <th style="width: 25%;">LA Governor</th> </tr> </thead> <tbody> <tr> <td>Tim Collingwood</td> <td>David Pestridge</td> <td>Clare Davies – Head Teacher</td> <td></td> </tr> <tr> <td>Philipa Denley</td> <td></td> <td></td> <td style="background-color: #4a4a8a; color: white;">Clerk</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="background-color: #4a4a8a; color: white;">Kerri Higham</td> </tr> </tbody> </table> <p>Welcome guests, JS, RO, HH, DG, JM, and MC, attaining to deliver his last report as an outgoing governor.</p> <p>DP welcomed guests who had been invited to attend the meeting as they had shown interest in joining the governing board. DP provided background information on the work of the governing board over the past 12 months, including the service level agreement with DMAT and the decision to remain a maintained school which followed.</p> <p>RO asked what led to the decisions to remain maintained rather than join DMAT.</p> <p>DP stated all felt the support was not in place, the cost was too high and the growing community negativity towards DMAT were all factors. However, the National narrative remains, schools should join with other schools in a federation/trust by 2030.</p> <p>DP gave an overview of what the governing board is and aims for. DP stated Mary Tavy and Brentor Community Primary School is a fabulous school and has never been in a better position during his time. CD stated social media presence has helped increase the number of children on role. CD reiterated the importance of maintaining the number of children entering the school in reception to remain a three-class structure.</p>	Co-opted Governors	Parent Governors	Staff Governors	LA Governor	Tim Collingwood	David Pestridge	Clare Davies – Head Teacher		Philipa Denley			Clerk				Kerri Higham
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2.	<p>Declaration of pecuniary interests -</p> <p>No new declarations were made pertaining to this meeting.</p>																
3.	<p>The minutes of the last meeting -</p> <p>Governors agreed the minutes of the extraordinary meeting as a true and accurate record.</p>																
4.	<p>Matters arising not on the agenda and actions from the last meeting</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a4a8a; color: white;"> <th style="width: 10%;">Item</th> <th style="width: 70%;">Action</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">5</td> <td> <p>TC – GDPR. Research has indicated every school must have a data protection policy and must appoint a representative and review annually. Publish the privacy notice. Website still has BE on it.</p> <p style="color: red;">Action – Update Privacy Statement</p> </td> <td style="text-align: center; vertical-align: middle; color: red;">CD</td> </tr> <tr> <td></td> <td> <p>DP – Accessibility Policy, no changes other than update the date.</p> <p style="color: red;">Action - KH change the date to 2023.</p> </td> <td style="text-align: center; vertical-align: middle; color: red;">KH</td> </tr> <tr> <td></td> <td> <p>DP – SEND (Special Educational Needs and Disability), Safeguarding policies. No changes</p> </td> <td></td> </tr> </tbody> </table>	Item	Action		5	<p>TC – GDPR. Research has indicated every school must have a data protection policy and must appoint a representative and review annually. Publish the privacy notice. Website still has BE on it.</p> <p style="color: red;">Action – Update Privacy Statement</p>	CD		<p>DP – Accessibility Policy, no changes other than update the date.</p> <p style="color: red;">Action - KH change the date to 2023.</p>	KH		<p>DP – SEND (Special Educational Needs and Disability), Safeguarding policies. No changes</p>					
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Monitoring, Accountability and Strategic Items																	
6.	<p>Headteacher report –</p> <p>CD reported the school's results are significantly above the national average based on the last 2 years of SAT's results. 100% was achieved in the last phonics screening check.</p>																



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	<p>RO commented how extraordinary this was given the school had a Ukrainian visitor with no English when they arrived.</p> <p>Pupil Premium funding had not been replaced the school must justify the spend from PP funded children. Two recent requests for Educational Health Care Plans were refused, a charity had been approached to help support the children.</p> <p>The School Development Plan was written prior to involvement with DMAT, much of it became irrelevant during this time as the trust had an overall plan of its own. It now needs to be rewritten. Current data suggests outcomes should remain excellent with accelerated progress from children joining from other schools. A renewed national push for increased attendance following Covid-19 is being implemented, currently the school average is 87% with the target nationally set at 70%. An on-site nursery is a long-term consideration for the school with Stay & Play sessions for parents a pre-school child in the shorter term. This would be with the aim of giving more visibility to our Early Years offer which would hopefully feed into applications to join us in reception.</p> <p>MC – School Development Plan/School Improvement Plan</p> <p>Having worked on the last SDP (School Development Plan) reiterated the importance of this document as it details how the governing board hold themselves to account and how they will work to achieve aims and improve over time. It will be a document Ofsted pay close attention; the board should always be able to prove how they are working towards the agreed aims.</p> <p>Safeguarding, infrastructure. Last one a year ago. Positive document. Must be honest document. Governors strategic, might need more detail. Accomplish a lot from the last SDP. Did not update the document last year due to DMAT. Move from Word to Excel. What to do and how to do it. What is the risk if you do not do it. Prioritise based on risk versus financial cost. Improve subjects outside core, consider training, resources. Better OFSTED more choice regarding Trusts. Capture where children are coming from. CD needs support to create and update documents. Recommends cover this item at every meeting. Good to motivate and show progress. Drive improvement and change.</p>
7.	<p>Health and Safety -</p> <p>Water fountain – Accidents which have caused significant injury involving the water fountain. All voted to have the fountain removed.</p> <p>Action – KH to remove</p> <p>Yellow anti-slip outdoor paint for steps – The paint indicating the edge of each step was inadvertently removed during pressure washing.</p> <p>Action - TC will source new paint.</p> <p>Light fittings - KH explained current issues with lighting in Our Lady of Devon. All light fittings throughout the school need to be replaced with modern LED lighting CD explained the school have a budget £10,000 to spend on structural projects, will cost around £7,000 to replace lights throughout the school.</p> <p>Action – CD to arrange for work to be carried out.</p> <p>Night storage heater - CD suggested the removal of night storage heater and replacement with modern alternative using the remaining budget.</p> <p>Action - TC to get quote to change heaters.</p>
8.	<p>Governor visits –</p> <p>PD visits every week to voluntarily assist in classrooms and support pupil progress. PD is also the Link Governor for Safeguarding and will make a report at the next FGB meeting. MC made his last visit as a governor on Thursday 28th September.</p> <p>Currently, due to numbers in position, the board has not assigned Link Governors for individual subject areas. Information on the subject will be circulated by the Clerk before the next FGB meeting.</p> <p>The Clerk report no legislative changes currently.</p>



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9.	<p>Governing Board structure -</p> <p>DP indicated the ‘Instrument of government’ document which sets out the structure for the governing board which can consist of; 9 voting members plus Clerk made up as 3 parent governors, 3 co-opted governors, one Local Authority governor, one staff governor plus the headteacher. These nine have a voting right on the Full Governing Board as well as any Committee they sit on. In addition, the board may have any number of associate members. These members can sit on committees and vote within that committee but do not have a voting right at full Governing Board.</p> <p>The structure remains the same for this academic year.</p>
10.	<p>Attendance Improvement Officer –</p> <p>Recent changes to the handling on attendance now means the onus is on the school to challenge and deal with attendance, historically cases of persistent absences have been passed to the Local Authority. These changes mean CD now inherits the title ‘Attendance Improvement Officer and it is now her job to challenge the parents/carers of children who are persistently absent (under 90% attendance). CD will need to support in discussions with parents and a co-signatory of letters sent to them in relation. KH stated Devon County Council have provided template letters to assist moving forward. HH indicated that she would be happy to assist in this area should she be voted into the board.</p>
11.	<p>Expectation for meetings -</p> <p>The Clerk recommended meeting dates be set at the beginning of the year to allow diaries to be filled and ensure maximum attendance. Attendance must be recorded and published on the school website. Governors should ensure they send apologies if they are unable to attend a meeting. As a small school one FGB meeting per half term is more than acceptable with additional committee meeting held between FGB meetings.</p> <p>DP explained that currently the board uses working groups rather than committees to carry out work. The Clerk recommended this be reconsidered and would circulate information to support this position. If committees were formed a minimum of three governors/associate members would be required for quorum, the Clerk recommended four governors to ensure a quorate meeting can always go ahead even if one member is unable to attend. Governor visits to school should be timely, for example to coincide with an upcoming committee meeting.</p> <p>A reminder was given that all reports, updates, and questions should be circulated in writing to all members at least seven days before a FGB meeting.</p> <p>All governors agreed FGB meetings should be open to the wider school community. Clerk suggested a reminder of this be placed in the school Newsletter.</p> <p>Action – CD to incorporate this information into an upcoming newsletter.</p> <p>A reminder that discussions pertaining to individual children/parents/carers or staff must take place in a closed ‘Part 2’ meeting.</p>
12.	<p>Correspondence -</p> <p>No correspondence was received.</p>
Vote	
13.	<p>Procedure for election of Chair/Vice Chair -</p> <p>DP indicated he would be happy to stand as Chair for another academic year. TC proposed DP, seconded by PD – All in favour.</p>



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	<p>PD indicated she would be happy to stand as Vice Chair but wanted the Board to be aware her term expires in May. A further election will need to take place at the end of PD term. CD proposed PD, seconded by DP – All in favour</p> <p>Election of new governors - All visitors invited to observe the meeting were happy to take positions on the Board with JS indicating she would be happier to be an associate member with a view to becoming a Governor later.</p> <p>DP proposed to Co-opt HH as the Local Authority governor, seconded by PD – All in favour</p> <p>TC proposed to co-opt RO, seconded by DP – All in favour</p> <p>DG and JM take open unopposed seats as parent governors.</p> <p>JS agreed to become an Associate Member</p> <p>All members were asked to consider their role with a view to discussing succession planning at the next full governors meeting.</p>
14.	<p>Impact – DP expressed his belief that, with a now full governing board, the outcomes for the children will be further improved and can only be beneficial to the strategic leadership of the school.</p>
Next meeting	
15.	<p>Date of next FGB meeting – Thursday 9th November 2023 – 5pm at school Resources meeting – Thursday 19th October 2023 – 3pm at school</p>
The meeting ended at 19.33	