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**MEETING 126 – PART 1 - MINUTES of Full Governing Board Meeting  
24<sup>th</sup> of October 2024 at 5:15pm**

Attendee	Initials	Arrival / Departure	Attendee	Initials	Arrival / Departure
Amanda Burrows	AB	5.10pm 7.35pm	Ben Mitchell	BM	5:15pm 7:35pm
Jennie Harvey	JH	5.10pm 7.35pm	Jo Worsey	JW	5:15pm 7:15pm
Lorraine Ovey	LO	5.15pm 7.35pm	Justin Elliott	JE	5:30pm 7:35pm
Martin Bevan	MB	5.15pm 7:35pm	Jenni Sellick	JS	5:30pm 7:25pm
Craig Banyard	CB	5:30pm 7:15pm	Katherin Horder	KH	5:30pm 7:15pm
Apologies	Initials	Reason	Apologies	Initials	Reason

FOCUS		
	<ul style="list-style-type: none"> <li>Ensuring clarity of vision, ethos, and strategic direction</li> <li>Holding the Headteacher to account for educational performance of the school and its students</li> <li>Overseeing the financial performance of the school and making sure its money is well spent</li> </ul>	
126.326	<b>Apologies</b>	No apologies given.
126.314	<b>Declaration</b> Pecuniary/non- pecuniary interest	No declaration of interests from any governors.
125.315	<b>Minutes</b>	All governors approved minutes. Unanimous vote.  Part one- Unanimous vote, approved.  Part two- Unanimous vote, approved.
125.315	<b>GDPR</b>	JH reports about an IT breach which is contained but ongoing. JH will report to BM after the meeting.
125.316	<b>Premises, Health &amp; Safety</b>  <b>Spot Checks Premises Updates</b>	MB- Nothing to report.  MB send apologies as he has not got around to Team Teach sign-off.

125.317		<b><u>Finance</u></b>	<p>AR let's all governors know Ocean Cottage is a little delayed and the standard of finish has not been up to standard.</p> <p>The first unexpected delay was when building regulations saw the plans of what the space would be used for and said we had to get one particular type of door. The school approached 22 different window companies, but the door did not exist. After 9 weeks they contacted the building regs, but no such door existed meaning they were nine weeks behind. The doors secured are £9,000 cheaper than the suggested ones. The school should have had ownership of the cottage on the 1<sup>st</sup> of September but still have not. There is a fee of £200 a day to the builder for not having completed on time, as it stands it is 37 days late. AR spoke to the architect, and he has assured AR it will be signed off tomorrow. The school has saved £9,000 on doors and £9,000 on the reduction on the delay. Meeting with architect tomorrow, AB offers to attend the meeting depending on the time.</p> <p>AB sends thanks to JH and AR for following it up through the process.</p> <p>AR speaks over finances and no governors had any question.</p> <p>AR lets Governors know DCC are struggling with funding allocation, because we have a change in government, and everything is changing this has not been released. No figures been given to AR. DCC can go into the programme to look into the budget of the school at any point.</p> <p>AR explains Devon Audit Partnership reports. The audits are now done in three different strands, one each year and you must upload all the documents and meet the criteria for each strand, for example, HR. This year's Audit was passed with highest grade of Substantial Assurance. AB wanted to thank AR for her hard work and credit to her and her team.</p>
125.318		<b><u>Safeguarding</u></b>	<p>AB-KCSIE is keeping children safe in education. All governor to sign this at the next meeting in December.</p> <p><b>ACTION-Sign off in December.</b></p>

125.319	Behaviour & Attendance data review of previous academic year & targets for current academic year	<p>NK and KN introduce themselves to the board.</p> <p>NK speaks over the document and the increase in the incidents and serious incidents. NK things this are due to staff becoming more confident in recording issues as they arise. NK explains it's vital for staff to report incidents.</p> <p>The staff explain the figures and data informing Behaviour and Attendance. The figures are presented for all to see and have been circulated prior to the meeting. <b>ACTION- NK to show this years against last year's graph at a future meeting.</b></p> <p><b>MB asks if there's anything you need from governors. NK responds "If any governor ever come across any useful information or expertise, it would be great if they could share their knowledge."</b></p> <p>NK talks over attendance- target is 91%. Illness is still the main reason for absence. Transport has had an impact this term on absences. NK gave two examples of students and the improvement they have had with the help of school. <b>CB asks KN If both students carried this on into the new year, KN responds "Yes there is a big improvement."</b></p> <p>AB and all governors thank NK and KN for their work and time to present to governors.</p>
	<b><u>Governor development Plan</u></b>	<p>AB shows governors the GDP and the vision we need to put together working alongside the SDP.</p> <p>AB wants Governors to put together a vision statement. AB asks all governors to write down key words that strike them the most using the Empower based statement from the website which is the school's mission statement.</p> <p>AB collects all notes in from Governors. AB will put together several statements for discussion at the next meeting in order to create a Governor vision statement which complements the schools. All governors agree.</p>
125.319	<p><b><u>Policies</u></b> for FGB information</p> <p>Remote Education (Was home learning) DHT</p> <p>Access To Reading-AHT SEND</p> <p>Emergency time off for Dependant/Staff Leave</p>	<p><u>Discussed the process of policy reviewing.</u></p> <p><u>Agreed again that FGB will only review statutory policies and that a responsible governor, (who holds the most relevant portfolio) will be informed of others as they are reviewed.</u></p> <p><u>Discuss the possibility of reviewing all the statutory policies in one meeting, as an extra-ordinary meeting potentially in January.</u></p> <p><b>ACTION- LH to prepare a spreadsheet to incorporate ALL policies including statutory policies for discussion at December meeting</b></p>

	<p>&amp; Absence inc Emergency Time- SBM</p> <p>Administration of medicines-SBM</p>	<p>Look at all other statutory policies and see if would be feasible to do them in one meeting each year. <b>ACTION-LH to check with Maria if this is possible.</b></p> <p><b>ACTION- JH to speak to SLT about when a meeting with all these policies will work.</b></p>
	Academisation - SPT	<p>JH- Updates Governors on academisation. JH goes over the process of exploring different trusts to the new governors to make them aware of where the school is.</p> <p>JH met GC, RZ with BM. They attended the school did a presentation for staff. All staff have been offered to email questions or have face to face talks. JH now has questions to take back to GC.</p> <p>JH explained to staff we are trying to secure the future of the school.</p> <p>SLT staff and parents where the three audiences but unfortunately no parents attended the meeting. JH will offer a zoom only meeting with parents.</p> <p>AB asks how BM found the meeting. BM said it was very informative for staff. CB asks if JH could put together the questions anonymously and distributed to all staff and good for governors to understand the worries or queries.</p> <p>JW had to leave meeting 19:25</p> <p>BM asks JH the next steps, JH we will be starting the due diligence.</p> <p><b>JW how long does it take. JH responded "Two terms, so it could be April."</b></p> <p><b>ACTION for JH to speak to regional group and to mop up staff that weren't in attendance of the meeting.</b></p>
125.320	<b><u>Governors Business</u></b>	<p>AB asks JW, JS, KH and JW need to have a think about when they can attend the new governor course.</p> <p>New governors, Lampard email address. DBS checks to be completed.</p> <p>New constitution was approved in writing by DCC to AB</p>

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