

**AGENDA FOR THE MEETING OF  
THE FULL GOVERNING BOARD**

**DATE :2<sup>nd</sup> April 2025 at 6pm**  
**VENUE : School**  
**Agenda circulated: 28<sup>th</sup> March**  
**2025**



<u>Membership</u>	<u>Initials</u>	<u>Category</u>	<u>Term of Office</u>
Alan Monger	AM	Headteacher	HT
Adam Hill	AH	Chairman	Parent
John Simmons	JS	Vice Chairman	Parent
Patricia Back	PB	Governor	Co-opted
Val Smith	VS	Governor	LA
Neil Payne	NP	Governor	Co-opted
Linda King	LK	Staff Governor	Staff
Neil Madders	NM	Governor	Co-opted
Vacancy	-	Governor	Co-opted
Sunita Chauhan	SC	Associate Governor (no voting rights)	Associate
Jenny Coombs	JC	Clerk to the Governing Board	

Ref	AGENDA ITEM	Preparation notes & meeting aims	Lead	Time	Doc
<b>PROCEDURAL ITEMS</b>					
020425/1	Welcome, Introductions & apologies for absence	<i>Welcome all members. Any governors unable to attend should inform clerk prior to the meeting.</i>	Chair	5 mins	
<p>Present: AH, PB, AM, JS</p> <p>Action: Apologies received from:            Linda King - family commitments            Val Smith - apologies previously given as she was going to be away.            Neil Payne - work commitments</p>					

Sunita Chauhan - no reason given -

All sanctioned.

Neil Madders - expecting late arrival - remained absent - no apologies received.

JR left the meeting at 18:19 after the finance section of the agenda (minuted separately).

020425/2	Declaration of Interest	<i>Governors must declare any conflict of interest which they are aware of before / or becomes apparent during the meeting.</i>	Chair	5 mins	
Action	No declarations of interest declared.				
020425/3	Confidentiality Statement and Attendance	<i>All those present to sign to confirm understanding of confidentiality and attendance</i>	Chair	5 mins	
Action	All present signed an attendance form and confidentiality statement.				
020425/4	Pecuniary Interest Forms	<i>A significant number of governors have not yet completed their details, pecuniary interests and KCSIE statements on governor hub. A reminder to do this please asap</i>	Clerk	5 mins	
Action:	<b>JC to resent link to all governors requesting / reminding them to do this</b>				

### FULL GOVERNING BOARD

020425/12	Agree and organise an annual skills audit.	<i>Governors are reminded that they need to complete annual skills audit – reminder email with link was sent out by clerk 26.3.25</i>	Clerk	5 mins	
Action	Only AM has so far completed the skills audit. <b>JC To email a copy out individual copies to all governors to complete and return prior to next meeting</b>				
020425/13a	Agree Minutes from FGB meeting held 12022025 Also part 2 minutes.	<i>Please forward any inaccuracies or queries to the Clerk no later than 48 hours before the meeting. Minutes available in FGB 02042025 folder</i>	Chair	5 mins	

	All agreed.			
	JC to send all documents physically to governors as well as link them going forward.			
020425/13b	<p>Matters Arising from 12022025 meeting</p> <p>- Governors to logon to Governor Hub following the link sent out by the clerk. Update personal information, pecuniary interests and also sign to say that they have read KCSIE.</p> <p>-Governors to trial doing attendance through google forms for next meeting</p> <p>-Governors to go onto google drive: Governors/Skills Audit/Spring 2025. Make a copy of the NGA Skills audit and add initials to name. To be completed by 21032025 JC to collate these in time for next FGB on 02042025</p> <p>-AH / JS still need to review strategic plan</p> <p>Review / update School Online safety - filtering and monitoring policy</p> <p>SEN policy - have areas of governor responsibility been clarified?</p> <p>-Governors to check Monitoring cycle and arrange visits when appropriate with curriculum subject leads (asking for support from AM if unsure or not done a visit before)</p> <p>- JC to speak with NP and JS re restarting / ensuring compliance</p>	<p>Pecuniary interests still need to be done by most governors. Carry forward and JC to resend links to those that need to do it - to be completed before next meeting</p> <p>Leave for moment as governors having difficulties with google drive.</p> <p>Most governors did not do this = JC to send forms individually to governors by email - to be returned to clerk in time to collate before next meeting.</p> <p>- AH to make a date with JS to do this</p> <p>AM has personalised a copy of an online safety policy from the Key which is on the drive. Governors to read and come to next meeting ready to approve.</p> <p>SEN policy - PB not yet met with SC to discuss further governor responsibilities around SEN. PB to bring update to next meeting and arrange meeting with SC to discuss.</p> <p>PB got date in diary to come in for English. Safeguarding visit will take place shortly after easter break.</p> <p>JC and NP/JS to organise a suitable time</p>	Chair	10 mins

	<p>Governors to look at Autumn term data on the drive.</p> <p>Governors to let PTFA know if they would like to / are able to help with general maintenance day.</p> <p>AM to follow up with Tina Jackson regarding her SIP report from November's visit</p> <p>NM to find old questions AM to speak to JC about converting into google forms.</p> <p>JS to meet with AM to see how PP strategy is enacted in school</p> <p>AM to personalise complaints policy pack and to bring back to next FGB for final approval by board</p> <p>AM to organize Safeguarding training for NM</p>	<p>Ongoing.</p> <p>AM reported that this day happened last week and was very successful</p> <p>AM now received this report from Tina.</p> <p>NM absent at this meeting. 3 questionnaires will go out - JC and AM to catch up regarding this.</p> <p>JS/AM to organise for after Easter break.</p> <p>This has now been done. Complaints policy approved.</p>			
<b>MONITORING AND ACCOUNTABILITY</b>					
020425/14	<p>Monitor progress against the governance section of the SDP (self-evaluation and impact on school improvement). Update on the monitoring cycle</p>	<p><i>Governors to ensure they are familiar with latest SDP (on drive)</i></p> <p><i>Governors to ensure they are aware of monitoring cycle and who is monitoring which area (check document with governor responsibilities in the 020425 folder)</i></p>	Head	5 mins	SDP
<p>Action: no ruther monitoring yet. Governors were reminded to come in and monitor. PB is coming in for English after Easter.</p>					
020425/15	<p>Spring Term Data</p> <p>Monitor the curriculum in respect of special needs provision including More Able pupils</p> <p>Monitor pupil progress against School Development Plan / Action</p>	<p>Governors to analyze spring term data and come prepared to ask strategic questions. Look at trends, vulnerable groups etc.</p>	Head	10 mins	

	Plan / levels of expected progress from entry			
Action:	Spring term data will be put on the drive. <b>Governors are to ensure they have looked at data before meeting and prepare any questions.</b>			
020425/16	Monitor arrangements for school visits /residential		Head	5 mins
Action:	Years 2, 3 and 6 residential will be held next term. All have been input onto evolve.			
020425/17	Heads Report	Governors to read heads report before meeting if possible and come prepared with strategic questions to challenge. Make use of Q cards to assist if you are unsure.	Head	15 mins
Action	<p>AM presented his heads report which governors had been given the opportunity to read prior to the meeting.</p> <p><b>Q - Attendance</b> - You have listed actions for some significant cases. How are you ensuring attendance is prioritised and, in general, children attend wherever possible?</p> <p>Attendance is monitored 2 weekly. Home visits, inclusion team involvement where necessary.</p> <p><b>Q - Are there any positive rewards for attendance or some other measures to encourage high attendance?</b></p> <p>There are no formal rewards, however the culture encourages attendance in assemblies and in class. Positive relationships are established and children generally attend because they want to. Visual timetables are used and discussed with children along with things that are going to happen. Assemblies at end of term / before weekend talk about coming back next week / next term.</p> <p><b>Q - It may be useful to have a % attendance without anyone who is on an attendance support plan, for example or what % of children are at 96% and above?</b></p> <p>This will be provided going forward.</p> <p><b>Vulnerable groups</b></p> <p><b>Q - EAL</b> - This group is growing - now 4.3% of the school. Does the school have a specific EAL strategy? If so, what are the headlines? How are we supporting these children and families?</p> <p>SC is the EAL lead and county provide some EAL support but it depends on the language spoken - Malayalam, Russian etc School is mindful of EAL families when there are events e.g. red nose day and to tell parents specifically to ensure they understand what is required.</p>			

**Q - GDPR** - I see the two incidents, thanks. Could you expand on the detail of the learning. Was there training on the use of BCC, for example?

Admin sent an email to a few parents but forgot to BCC them. Staff contacted AM immediately and spoke to the data controller. Staff are reminded annually and are told if unsure to speak to AM.

**Q - Pupil demographics** - I noted a large proportion of the school cohort is boys - 58% to 42% girls. Has the school changed any of its curriculum/operations/foci because of this? Is it something that is considered?

Yes this is considered in the planning and reading if it will engage boys without putting girls off.

**Q** - How does your data compare boy / girl in progress measures?

4 year old boys are more physical and this is likely to engage them so the focus on some years is that, but it's not true year on year. In reception there is no difference in grades. No significant patterns. Had more boys over the last 2-3 years out of kilter with the demographic.

**Q - Behaviour** - This is reflected in that all Red Card incidents have been boys with over half the incidents in Year 2. Have the 'under the water line' reasons for this behaviour been explored?

Work closely with class teachers and parents to address issues. Red cards are reported to parents.

**Q - Data error?** On the Pastoral numbers table, in year 2, there is 1 EHCP listed, but then 0.00%. For your information to amend only!

Now corrected.

**Q - Staffing - ECTs** - Could you give us an update on how the ECTs are getting on with induction and long term meeting the teacher standards? What does their support/mentoring look like and how impactful has it been?

There are 2 formal observations each term and outcome has been very positive and exceeding standards. SC is mentor and they meet weekly and AM is tutor. Assessments are based on lesson observations. ECT working very hard and doing very well.

**Q** - Have we had any governors monitoring the ECT programme?

So far governors have not monitored this area however ECT are very much engaging with the programme. Governors expressed a desire to monitor this as it was felt it was something that would be scrutinised by Ofsted.

**AH to speak to SC about a visit to hold the programme to account.**

	<p><b>Q - What does the multiskills club do?</b></p> <p>Tallan, our sports coach comes in and provides sports coaching in school. He runs an after school club. Multiskills teaches a variety of different skills - football, catching, throwing and skills needed to successfully play games - run and pass, dribbling ball etc. He also acts as a midday supervisor and plays games with children</p> <p>Q - School council and house captains - how is that going?</p> <p>Lot of responsibility on the children but they have run some really good competitions - art, sports, multiskills, Easter competition. All run by the older children with SC and AM watching.</p>				
020425/18	Safeguarding update		Head	5 mins	
Action:	nothing extra see data on heads report				
STRATEGIC ITEMS					
020425/19	Review current partnership working and strategic plan for the school.	Alan to report update on DISP. Partnership working group to report and update board.	Head / chair	5 mins	
Action:	<p><b>Q - Given the current improved budget picture - what next? What is the progression of DISP?</b></p> <p>AM reported that DISP was going from strength to strength and that it was naturally progressing. Relationships were naturally developing. All heads in the group were in similar positions and more collaboration opportunities were evolving.</p> <p><b>Q - Is there a weakness / strength between other schools involved?</b></p> <p>AM reported that DISP is a very select group of schools with similar ethos and all maintained Devon schools with like minded head teachers. Schools can choose how much they wish to participate e.g. MED theatre project schools could choose whether to join in or not. No school is "better" than another they are all on different stages of the journey but share common values. A lot of our values that we don't want to lose are common to other schools as well. Joint staff meetings are gaining momentum There had been joint staff meetings at Bow which is a similar school to Hatherleigh.</p> <p>The Partnership working group summarised their findings and it was decided that the work of the group was completed for the time being. Having researched local MATs it was felt that none completely upheld all our values. The group felt that federation maybe a possibility in the future and that county were favourable to this. However, for now governors decided that they wanted to pursue working closer with other schools in DISP as this was working well and developing. Governors would like to hear more about the benefits of DISP and would like this added as a standing agenda item.</p>				

	AM thanked the group for a well informed piece of work but everyone felt that this group had now reached a natural pause in its work.				
	JC to add DISP update to agenda for future meetings				
POLICIES					
020425/20	New Complaints Pack from DCC (DCC issued new guidance and advising boards to adopt – governors to read and feed back comments at meeting)	The board agreed to adopt DCC complaints policy pack last meeting. AM has now personalized this. Governors to check they are happy to approve the personalized version	chair	5 mins	
Action: Governors approved the personalised DCC complaints pack.					
GOVERNING BOARD					
020425/21	Governor vacancies and training update	<i>Consideration to be given to current vacancies (one co-opted). Governors encouraged to attend training.</i>	Clerk	5 mins	
Action: Currently there is 1 co-opted governor vacancy however the board are expecting Rochelle to agree to fill this.					
Training course link is available at the end of the heads report - <a href="https://devoneducationservices.co.uk/trainingconferences/">https://devoneducationservices.co.uk/trainingconferences/</a>					
Governors to see if there are any courses that may benefit them and inform clerk if they wish to attend.					
020425/22	Impact of meeting – John Simmons to sum up.	<i>This item will be rotated amongst Governors and will go towards an impact statement for the GB at the end of the year.</i>	JS	5 mins	
Governors approved the complaints policy and scrutinised the end of year budget position. The work of DISP was commended and the board have decided to monitor and support this further with regular meeting updates.					
020425/23	Date & Time of next meeting	Extraordinary budget meeting date TBC	Chair / clerk	5 mins	
Action	EGM - Date to be confirmed once JR has completed the work on preparing the next budget. Next FGB - 21052025 @ 1800				

Finish: 19:18 meeting finished.