

AGENDA FOR THE MEETING OF THE FULL GOVERNING BOARD

| <p>DATE :21st May 2025 at 6pm VENUE : School Agenda circulated: TBA May 2025</p> |  | | |
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| <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 |
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| Jenny Coombs | JC | Clerk to the Governing Board | |

STAFF PRESENTATION

| Ref | Agenda Item | Preparation notes | Lead | Time |
|----------|---|--|------|------------------------------|
| 210525/1 | EYFS at HCPS | Kim Tucker to present to governors on what EYFS provision looks like at HCPS. Governors may wish to use Q cards to help construct strategic questions relevant to the talk | KT | 18:00 - 18.30 30 mins |
| Action: | Kim Tucker (EYFS teacher) presented to governors about EYFS provision at HCPS. Governors thanked Kim for an interesting and informative | | | |

presentation and asked the following questions:

How are Early Learning Goals (ELG) that haven't been met accessed in year 1 and are there more children not meeting them than in previous years?

Children that haven't met all ELG under EYFS curriculum will be given opportunities for these to be developed through access to continuous provision.

KS1 and EYFS teachers meet in order to moderate work and provision is based on the identified needs of the children going up. Any additional support comes from within the school and interventions will carry on into KS1 making use of additional adults effectively within budget constraints. This year's reception cohort were born in the middle of covid lockdowns and notably have lower starting points. There were no baby groups available for socialisation and support for parents.

Which age groups do you feel were worst affected by covid?

Support for parents of children in this cohort suffered and many didn't get their 2 year old checks, meaning that some issues were late being picked up and the subsequent waiting lists for support have become huge. There is now over a 2 year wait for Speech and Language support. However, Covid affected all year groups and there is an increase in SEMH needs amongst older children. The affects of covid lockdowns are long lasting. It is also notable that parent attitudes to education have changed since covid. Education is not valued as much, engagement is not as much and there was a big spike in Elective Home Education. Some children have not returned to school.

With lower numbers this year reaching a Good level of development (GLD) will some children remain in EYFS? How long before they will be ready to access the national curriculum and how do you backfill?

No, however teachers in Year 1 will need to adapt their teaching to meet the needs of the learners. Children will need to be offered experiences and interventions to help support the gaps in their development. Some of this may need to be built into classroom practice. For some children progress maybe very slow and it can take a long time to close gaps. OAIP helps towards inclusive schools. We agree with inclusion and enabling children to be in mainstream schools but there needs to be funding to do it and provide the support needed.

PROCEDURAL ITEMS

| Ref | Agenda Item | Preparation notes | Lead | Time |
|----------|--|--|------|--------|
| 210525/2 | Welcome, Introductions & apologies for absence | <i>Welcome all members. Any governors unable to attend should inform the clerk prior to the meeting.</i> | AH | 5 mins |
| Action: | <p>In the absence of both the chair and vice chair, Neil Payne was chosen to chair the meeting. It was decided as key governors were unable to attend to postpone the finance part of the meeting and approval of the budget. A separate meeting will be arranged when all governors are able to attend.</p> <p><u>Absent:</u> AH - work commitments JS - family commitments PB - teaching abroad VS - family engagement</p> | | | |
| 210525/3 | Declaration of Interest | <i>Governors must declare any conflict of interest which they are aware of before / or becomes apparent during the meeting</i> | AH | 5 mins |
| Action: | No declarations made | | | |
| 210525/4 | Confidentiality Statement & attendance | <i>All those present to sign to confirm understanding of confidentiality and attendance</i> | AH | 5 mins |
| Action: | Governors present signed to confirm this. | | | |
| 210525/5 | Election of new co-opted governor | Rochelle Wonnacott - governors to consider Rochelle's application to be a co-opted governor and vote | AH | 5 mins |
| Action: | A vote was held and there was an unanimous decision to vote Rochelle on board as co-opted governor | | | |


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| | Proposed: Seconded: Unanimous agreement. | | | |
| 210525/6 | Agree minutes of meeting held 02042025 | Governors to agree minutes of last meeting - any amendments needed to notify clerk 48 hours before | AH | 5 mins |
| Action: | Minutes approved with no amendments as true and accurate reflection of meeting. | | | |
| 210525/7 | Matters arising from meeting held 020425 | <p><i>JC to resent link to all governors requesting / reminding them to update governor hub</i></p> <p>JC To email a copy out individual copies to all governors to complete and return prior to next meeting</p> <p>JC to send all documents physically to governors as well as link them going forward</p> <p>AH to make a date with JS to do this - update strategic plan</p> <p>Governors to read and come to next meeting ready to approve online safety policy</p> <p>PB to bring update to next meeting and arrange meeting with SC to discuss SEN policy and governor responsibilities</p> <p>JC and NP/JS to organise a suitable time - discuss committees</p> <p>JC and AM to catch up regarding questionnaires</p> <p>JS/AM to organise for after Easter break - PP visit</p> <p>Governors are to ensure they have looked at data before</p> | AH | 5 mins |

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| | | <p>meeting and prepare any questions.</p> <p>AH to speak to SC about a visit to hold the programme to account - ECTs</p> <p>JC to add DISP update to agenda for future meetings</p> | | |
| Action: | <p>Governor hub - JC to contact those who haven't yet updated governor hub and to send links to those governors again.</p> <p>JC to re-email skills audit documents to governors with reminder to complete and return in sufficient time to allow JC to collate before next meeting.</p> <p>AH and JS still need to arrange a date to meet to update strategic plan</p> <p>PB has met with SC to discuss but she was unable to attend this meeting. PB to report back and update governors on this visit at the next meeting.</p> <p>A discussion between AM, AH and JC has happened regarding committees - agenda item - see below.</p> <p>AH has prepared a questionnaire for parents - agenda item</p> <p>PP visit needs doing - AM and JS to agree a date</p> <p>ECT programme monitoring not yet been done - AH to liaise with SC</p> | | | |
| 210525/8 | Parent Questionnaire | <p>Governors to check this questionnaire before meeting and be ready to discuss</p> <p>https://forms.office.com/e/hSvfsC9iix</p> | AH | 5 mins |
| Action: | AH has created a questionnaire based on ofsted questions for parents. The | | | |

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| | <p>proposal is to send this to families enabling governors to assess parental views.</p> <p>Queries were raised about the ambiguity of the first question - it was decided to word it so that one form would be completed for each child. JC to make changes / liaise with AH.</p> <p>Governors approved questions subject to minor alterations to wording of first question from “children” to “child” and clarification that one should be completed for each child.</p> | | | |
| 210525/9 | Skills audit | Governors come prepared to complete skills audit in meeting - previously emailed to all gobs | Clerk | 10 mins |
| Action: | <p>All governors need to complete this please. Only received back from AM</p> <p>JC to resend document again</p> | | | |
| 210525/10 | Governor Hub | Governors come prepared to complete the update of their details on governor hub | Clerk | 15 mins |
| Action: | <p>All governors to complete please. JC to resend links .</p> | | | |
| 210525/11 | Structuring of governor meetings | Governors to consider whether they wish to continue without committees or whether to reinstate | AH/clerk | |
| Action: | <p>Governors present agreed unanimously to continue without committees and will hold a minimum of one meeting each half term which will include matters addressed by resources/finance and teaching and learning committees. It was acknowledged that additional meetings maybe required for periods in the year when there are more focused things to look at e.g. budget, data etc. As a result of this decision SC will no longer be able to act as an associate member as the Teaching and Learning committee no longer exists. However she can still be explicitly invited to meetings where her input as SENCO would be beneficial.</p> <p>Proposed: Seconded: Agreed unanimously by all present. SC to be informed - AM JC to update website, governor information etc.</p> | | | |

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MONITORING AND ACCOUNTABILITY

| Ref | Agenda Item | Preparation notes | Lead | Time |
|---------------|---|--|------|---------|
| 150525/1 2 | Spring term data | Governors were asked last meeting to study data on the drive and to come prepared to ask questions and discuss. | AM | 10 mins |
| Action: | AM explained that the spreadsheet shows data from YR-6. Data on vulnerable groups. Gender gaps. Phonics data and year sat data at specific times of year. Class teachers and SLT hold Pupil progress meetings to discuss progress of individual children. Governors were reminded that they need to be looking at this data and providing challenge after scrutinising it. | | | |
| 150525/1 3 | DISP Update | Agreed as standing item last meeting | AM | 5 mins |
| Action: | Covered in HT report | | | |
| 150525/1 4 | Heads report | Verbal heads report to include safeguarding updates, PP, attendance, behaviour, SDP progress etc. Governors come prepared to provide challenge in areas discussed. | AM | 15 mins |
| Action: | <div style="text-align: center;">  <p>HT Verbal report to Governors - May 2025</p> <p>Positive start to the Summer term.....</p> </div> | | | |

Health & wellbeing Coughs, colds, strep A, D&V & COVID.

Some staff absence - both short and longer term, impacts T & L and interventions.

Chn's wellbeing champions - actively promoting positive mental health and wellbeing - recent introduction of KS2 worry boxes

Safeguarding No significant safeguarding incidents - continue to work closely with Social service for children under CP & CIN plans.

Action plan in place, previously shared through written HT report.

LA safeguarding updates shared with all staff.

Safeguarding agenda item for all meetings....

Safeguarding review scheduled for a date in summer 2.

Attendance HCPS 94.6% SW 94.6% National 94.6%

Authorised 4.8% Unauthorised 0.61%

Two children with high levels of persistent absence - EBSA Y6 & Y3 - support plans in place.

Attendance monitored every two weeks, support and warning letters sent out.

Fines issued for unauthorised absence of 10 sessions or more - holidays.

Pupil numbers 186 - 1 child starting Summer 2 and 2 visiting (187).

Sept 25 - 27 applications & 21 allocated

PP 37 19.9% FSM 35 18.80% EAL 8 4.30% SEND 40 21.50%

Behaviour incidents and incidents of a prejudicial nature 0 significant behaviour incidents including incidents of a prejudicial nature - bullying, racist, sexual harassment.

No exclusions or seclusions.

Staffing Stable - no staff changes. One member of TA staff has returned after an extended period of absence due to sickness. HT back full time since Easter following surgery during Spring 2.

2025-26 staffing to be finalised once the budget has been approved and communicated to all staff & parents summer 2.

Summer term clubs Multi skills, Football, Dance, Gardening, Frisbee, Netball, Maths, upcycling, wellbeing & singing.

BSC & ASC - Monday to Friday 0745-1730

H&S No incidents to report.

PTFA supporting a programme of general maintenance. First volunteer day completed Saturday 290325 - other dates to be planned

Attainment and progress Pupil progress meetings completed for Spring term attainment and progress data - APDRs & interventions updated accordingly.

Spring term data variable on the Governor drive

KS2 SATs administered and all required actions including HDF completed. All children worked very hard and completed SATs to the best of their ability - good attitude.

CPD

Twilight SEND training - OAIP & targeted support framework

Staff & TA mtgs - English, Maths & SEND development and curriculum review.

DISP & Collaboration

DISP (Devon Independent Schools partnership) - 8 maintained schools. Work collaboratively together. Model to take forward as a school. Working with schools with shared values and ethos.

HTs meeting scheduled for 040625 & HTs & SBMS/Admin finance 250625.

Joint staff moderation event - Writing

SEND mtg 030625

School council conference - 030625

Programme of festivals in place - including Y1 & Y2 Music festival this Thursday 220525 and HCPS hosting Multi Skills in June.

Visitors Sally Rice EYFS advisor, Revd Leigh and Curate Jonathan - assemblies

Events Whole school cricket day including an assembly and workshops, Y5 trip to the Taunton cricket ground for a school's day and cricket festivals for Y5 & Y6 children.

NSPCC assemblies and workshops - Speak out and Stay safe which included

class assemblies for all and workshops for children in Y2, Y5 and Y6. Y5 Devon and Cornwall Mini police project. Y3 have been very adventurous on their two day residential where they camped on the school field and explored Dartmoor and Northam Burrows as part of their work on rivers and Y2 have had a sleepover on the school site and enjoyed a day of Forest school activities including a campfire and walk on Hatherleigh moor. Everyone celebrated VE Day in style coming to school dressed in red, white and blue. On the day and during that week children engaged in a variety of activities including making a school set of bunting and learning about WWII and VE Day. This included understanding the importance of marking this special occasion and remembering the sacrifice made by many. In the evening many attended the town service including Raff Y6 who represented the school reading a poem about the return of evacuees at the end of the war. Wildlife champions meetings and activities, Wellbeing champions meetings and activities & Skyeridge farm

PTFA Continues to be very busy organising events and raising much needed funds for the school, and have recently launched a Grow £5 challenge where children are loaned £5 and encouraged to take an active role in fundraising for their school while developing valuable entrepreneurial skills. This initiative encourages creativity, problem-solving, and financial awareness. The PTFA have also recently funded a very successful whole school scooter and skateboard day which saw all children taking part in scooter and skateboard workshops.

The PTFA are also providing some curriculum funding as well as special events. A big thank you to them

Town Council

Continue to work in partnership with the town council to improve road safety around school and the town in general.

Safer streets project, bus parking solution & parental engagement/ support

AM to provide a full update on behaviour in next HT report

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| | <p>Is advertising for pupils a thing? Autumn term we promote through open evenings. Put adverts out for that. There is a cost to school advertising. There was a discussion about investigating free advertising on social media. Pupil numbers are good but we aren't full. 210 is pan. Any ideas on how to promote speak to AM. Reputation is key.</p> <p>DISP - you mentioned being "picky" about who joins the group? How do you decide? 8 schools involved. Informal partnership / collaboration. Born out of a response from limited support from Devon CC. Looking at sharing best practice. Moving more towards formal programmes and professional development. Looking at joint training and sharing services. Cost savings there too. Support HT wellbeing. Picky because it is based on trust and being open and sharing in safe space. Shared values. Geographically there is some distribution but natural relationships are building between similar sized schools.</p> <p>What is next? Governors enquired if there would be opportunities for governors to share and collaborate as well. Strong partnership forming with DISP.</p> | | | |
| 150525/1 5 | SEND update | SEND governor to update on SEND policy and meeting with SC (SENDCo) | PB | 5 mins |
| Action: | <u>Move to next meeting</u> | | | |
| 150525/1 6 | Governor Visits | Governors to report any governor visits done | Govs | 5 mins |
| Action: | <p>PB has met with SC - PB to be asked to report back at next meeting. No other visits undertaken but governors reminded of the importance of visits to triangulation.</p> <p>AM requested that next meeting subject link governors and visit expectations were revisited and made an agenda item.</p> | | | |

POLICIES

| Ref | Agenda Item | Preparation notes | Lead | Time |
|---------------|---|---|------|------|
| 150525 /17 | Online Safety Policy | Governors to come ready to approve / (comment if necessary) on personalised Online safety policy from Key | AM | |
| Action: | Governors raised no queries. Policy approved by all present. | | | |

GOVERNING BOARD

| Ref | Agenda Item | Preparation notes | Lead | Time |
|---------------|---|---|----------|--------|
| 150525/2 4 | Governor vacancies and Training update | TB governor term to end in July 2025 Update from any governors that have been on training Governors are reminded to check available courses and request any they feel may help develop their expertise. | AH | 5 mins |
| Action | Governors are reminded to check weekly updates and request any courses that maybe useful. New governors were reminded to book to attend new governor training and safeguarding. | | | |
| 150525/2 5 | Clerks update | <i>Slides from clerks update available on drive</i> | JC | 5 mins |
| Action: | JC distributed slides from clerks update to governors prior to meeting. No queries raised. Any governors who haven't already are asked to check slides as they include information about staffing restructures at DCC. | | | |
| 150525/2 6 | Impact of Meeting | <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> | AH / All | 5 mins |

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| Action | Online safety policy was approved supporting safeguarding and a new governor was welcomed to the team. Governors gained greater insight into EYFS and how this operationally runs at HCPS which will help in their understanding when making strategic decisions. | | | |
| 150525/27 | Date & Time of next meeting | 09072025 1800 | AH | 5 mins |
| Action | <p>All governors will be needed at a meeting after half term. Those present at the meeting co-ordinated diaries. SUGGESTION OF:</p> <p>Monday 9th June at 18:00 With reserve date of Tuesday 10th June at 18:00</p> <p>JC to email date to all governors to check all can attend. This meeting will primarily cover off the items from the resources/finance section focusing on scrutiny and approval of next years budget. If necessary a blended meeting can take place to enable all to be present.</p> | | | |