

Meeting of Totnes Local Governing Board

Governors	
Anna Neville - Absent	Tim Jordan
Paul Bedford	Lizzie Lethbridge
Rev Tom Benson - Absent	David Palframan
Tony Callcut	Cat Radford
David Gay	Sue Roach
Barnaby Harris	Janet Watts
In Attendance:	
Clerk – Sue Howard	

Minutes

Welcome: Vice Chair BH welcomed everyone to the meeting, and chaired the meeting in the absence of Chair, AN	
Apologies: Apologies were accepted from Anna Neville. Tom Benson was also absent	
Declaration of Business Interests: No declarations of interest were declared at this point	
T33.17	<p>Minutes of previous meeting</p> <p>The Minutes of the previous meeting held on 11 May 2017 Part I and II were approved and signed by the Vice Chair, Barnaby Harris, in the absence of the Chair Anna Neville. Part I were made available to the Board via the Google drive prior to the meeting. Part II was distributed by the Clerk for the Board to read at the meeting; the minutes were agreed and returned to the Clerk for confidential disposal. One copy will be filed by the Clerk.</p>
T34.17	<p>Matters Arising</p> <p>1. 15.17 The Governors were advised that the first Trust Safeguarding Newsletter will be produced at the beginning of the new academic year.</p> <p>2. 21.17 The Governors were updated regarding the swimming pool at Harbertonford. Due to costs involved with repairs needed to enable it to reopen for this term, it was decided to close the pool with immediate effect. Safety signs are in place on the perimeter fencing to prevent people from entering. Arrangements will be made for the pool to be drained and future options for the use of the area are being looked into.</p> <p>A meeting was held with the Harbertonford Parish Council (PC), where TC, along with LL and Trust CEO, Nicky Dunford were in attendance. He explained the options that were discussed. <u>First phase</u> is from September, a limited amount of permits will be issued by the school at a charge. Protocols regarding vehicles allowed and times etc. would be set and the front gates will be locked during the school day hours.</p> <p><i>JW – What happens in the event of an emergency if the gates are locked?</i> LL explained that it is built into their fire procedures for one fire marshall to unlock the gates.</p> <p><u>Second phase</u> is the PC are going to advise as to whether they can contribute towards the cost of new security fencing across the front of the school as a more long term option.</p> <p>3. 23.17 The Governors agreed that sufficient responses in relation to the results from the Parent Questionnaires, have been communicated to the School Committees and some Heads of School have provided a summary to their parents. TC and HoS will produce an end of year newsletter. Action TC and HoS</p> <p>4. SEND Governor To note the Terms of Reference for the SEND Governor are now on the Google drive.</p>
T35.17	<p>Procedural</p> <p>1. AN had provided a Safeguarding report to Governors and this was available via the Google drive prior to the meeting. No questions were raised at the meeting.</p>

	<p>2. LL had provided a SEND report to Governors and this was available via the Google drive prior to the meeting. CR - Do you know that pupils are SEND when they arrive or is it from the work you do with them? LL said it is a combination of the two, some are already in place when they arrive and others we identify their need or difficulty throughout their early stages with us and provide for them with the support or intervention necessary. CR – I noted the budget issues around SEND, if we are no longer buying into Thrive, how are we able to train our TA’s to offer that support? LL explained that our current TA’s are trained and whilst we can use the Thrive approach, we cannot use the term Thrive as we no longer subscribe. We just don’t have access to the assessment tool. The Inclusion Hub run by Kath Simpson is also available for resources, training events and also Emotional Literacy Support Assistant (ELSA), is another online programme that we can access.</p> <p>Governors requested an updated summary of acronyms. Clerk to action for the Google drive</p>
<p>T36.17</p>	<p>Strategic .1 EP Report TC had provided his report prior to the meeting via the Goole Drive. Some governors had asked Question’s in advance of the meeting, these are attached with answers as an appendix to these minutes.</p> <p>His report highlighted the actions and recommendations that arose from the recent Babcock Safeguarding Audits carried out at Bearnese and Harbertonford. These are being addressed.</p> <p>He also explained about the aim for the Link Academy Trust to provide ‘Wrap Around Care’ at all our schools, so Breakfast Clubs, Preschools (if not already in place) and After School Clubs. These are added benefits to attract new families and increase our pupil numbers, which is key.</p> <p>DP do we still test phonics? TC said Yes we do and he will report on results at the next meeting.</p> <p>.2 Directors Standards & Curriculum Committee The Governors had been provided with the draft minutes from the Standards & Curriculum meeting from 7 June 2017 which DG attended as representative of the Totnes Hub. DG reported that it was a good meeting and the Directors had been very pleased with the last feedback from the LGB’s. They have now asked for the LGB’s to contribute towards the new Scheme of Delegation (SoD) that is going to be produced. The Governors are very keen for a small group of Governors to meet with a small group of Directors, like a working party to work towards finalising the new SoD. Governors not part of this will forward any specific requests to DG. DG will make contact with the Stds & Curr Chair IG to arrange meeting for early Sept. Governors were very happy with the link director idea, as it will improve the communication between the Schools, Governors and Directors.</p>
<p>T37.17</p>	<p>Governance The minutes of recent Director meetings were made available for the Governors to view via the Google Drive prior to the meeting and they are invited to raise any queries. SR asked - What is the Devolved Formula Capital (DFC)? It is approx. £4k per school from the Education Funding Agency (EFA) for maintenance works in our schools. It can be carried over if not spent in the current year. There is a planned cycle of maintenance needed, and will be scheduled for over the summer holidays.</p>
<p>T38.17</p>	<p>Training Governors to send in any training requests to the Clerk. Every Governor was given the latest edition of Devon Governor Magazine, which contains Autumn training events.</p>
<p>T39.17</p>	<p>Monitoring JW advised that all schools have now been visited for Leadership & Management Monitoring. Reports are to be copied to the Clerk once finalised to be put onto the Google drive. JW and AN are meeting over the summer to try and plan the next academic year of visits and meetings. Draft School Improvement Plans (SIPs) will be ready by the end of this term and will be made</p>

	<p>available in the Google drive. Governor’s plan to do an initial visit in Sept after reviewing these.</p> <p>TC said that although the template monitoring forms are useful and a good guide for Governors to use for visits, they should not feel constrained by the templates and to feel free to ask other questions they feel are pertinent at the time. Governors are very keen to support the schools in readiness for possible Ofsted inspections. JW gave thanks to all the governors.</p>
T40.17	<p>Community & Church Links</p> <p>SR reported from the Stoke Gabriel School Committee meeting – The Committee are very happy to help with moving of equipment etc. in readiness for the building renovations. SR added that she feels the link between the school and committee are stronger than ever.</p> <p>TJ reported from Diptford. Their School Committee are very keen for it to be a two way communication between them and the LGB, so any key items are reported back to them also.</p> <p>CR reported that Harbertonford School Committee have decided to re-elect all their members during the Autumn term.</p> <p>The Governors reiterated that School Committees are vital to our schools. TC said we must be aware not to lose the Christian ethos in relation to Diptford, Harbertonford and Landscope, which is what the Committees were initially set up for. There must always be an agenda item for Church links and School Committees can also assist in being ready for SIAM’s inspections.</p>
T41.17	<p>Dates of future meetings</p> <p>Dates of future meetings were confirmed as:</p> <ul style="list-style-type: none"> 19 Sept 2017 – Monitoring Meeting 28 Sept 2017 – LGB Landscope 23 Nov 2017 – Monitoring Meeting 30 Nov 2017 – LGB Harbertonford 25 January 2018 – LGB Diptford 22 March 2018 – LGB Stoke Gabriel 10 May 2018 – LGB Landscope 5 July 2018 – LGB Harbertonford

Meeting Closed 7.55pm

Signed as approved copy by Vice Chair – Barnaby Harris

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Date 28.9.17

Q & A relating to Executive Principal's report

AN

What is the EWO involvement in SG? How are children/families being supported? Is this having an impact?

TC confirmed that there is an issue at Stoke Gabriel involving the Education Welfare Officer and the children and family are being supported.

Audit:

Who is providing us with the template for monitoring data?

TC will provide some sample questions to the Governors to be able to monitor data.

The Clerk is also arranging read only access to be able to log into RaiseOnline to see National Data

CPOMS - this was raised during Landscope audit. Considered unnecessary for the size of the setting. However, I've had experience of this system and highly recommend it. You can copy colleagues in, access remotely.

See below

Have all the HoS/class teachers been instructed to write each child's home telephone number on the top of the chronologies? If not, can we set a deadline for this to be done? Start of Autumn term?

This has not been done yet.

JW

-S Gabriel- new FT teacher Jan. 2018; any decision re: age group(s) and any subject responsibilities?

SG full time teacher appointed is going into year 1&2 and will be a Literacy subject lead. He confirmed all the recent appointments for SG to Govs.

-Building work S Gabriel- when to be done? Possible disruption?

The Library is being moved to make room for another classroom. All works will take place over summer, along with mechanical & engineering (M&E) works, so no disruption.

-Safeguarding- (list of gov's responsibilities); will this be done by link gov's? Anna?

AN absent

-what is CPOMS?

Child Protection Online Management System (CPOMS). Most schools use a paper based system, this is an electronic version that keeps accurate logs.

-Pupil survey to include safeguarding questions -who designs it? Will use of vocab/terminology be adapted according to age group of pupils?

Pupil survey is based on the one that TC designed sometime ago and Safeguarding questions have been added. The younger children have a paper based version adapted for their age group.

-How is use of PE funding to be monitored? Reported in EP reports to gov's?

This is explained in TC's report. We are tied in to a contract for 3 of our schools and 1 other is in a rolling agreement with Paignton. This will be reviewed in 12 months ready for when the current contracts expire.

- Harbertonford car park (option 1)- if gates to car park locked during school hours, what about access for emergency vehicles if needed?

Covered in Matters Arising