

<b>LGB Meeting – Part I Minutes</b>			
Date/ Time	24.11.16 pm	Location	Diptford Primary School
<b>Governors</b>		<b>Governors</b>	
Anna Neville (Vice Chair)	Sue Roach	Clerk – Sue Howard	
Lizzie Lethbridge	Rev Tom Benson - Absent		
David Palframan	Tony Callcut		
Janet Watts - Absent	Barnaby Harris - Absent		
Paul Bedford -	Cat Radford		

## Agenda:

<b>Local Governing Board Agenda Led by Anna Neville</b>				
48.16	<b>Welcome</b> – New staff governor, Lizzie Lethbridge			
49.16	<b>Declarations of interest</b> , Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point			
50.16	<b>Apologies and sanctioning</b>			
51.16	<b>Approval of minutes dated</b> 29.9.16 Part I & II			
52.16	<b>Actions arising from previous meeting</b>	38.16ii	TC to ensure there is a safeguarding section on his Executive Heads report for future meetings	TC
		40.16	CM to ask CR if she will join the Leadership & Management Monitoring Team	CM

		44.16	All governors to review the 2 monitoring question drafts and come back to JW with suggestions or amendments Clerk to instigate a staff governor election again	All SH
53.16	<b>Procedural</b>		i. Review Budget and make recommendations/raise queries for Directors ii. Safeguarding Report and discuss Safeguarding Audit due	SR AN
54.16	<b>Strategic</b>		Report from Executive Headteacher incl Development Plan, pupil targets, attendance and behaviour	TC
55.16	<b>Monitoring</b>		Review and discuss Governor Monitoring	JW
56.16	<b>Training</b>		Review of Governor Training	SH
57.16	<b>Policies</b>		Academy Policies drafted for review: i. Children in Care ii. Collective Worship iii. Complaints iv. DBS v. Early Years Foundation Stage Policy vi. Governor Visits Policy vii. Safeguarding and Child Protection viii. SEND ix. Teaching and Learning	
58.16	<b>Parent Governor Election for Diptford</b>			
59.16	<b>Election of Chair – Governors to have put their names forward for the post of chair for the year to September 2017</b>			

**Minutes:**

<b>Local Governing Board Minutes Led by Anna Neville</b>	
48.16	<b>Welcome</b> AN welcomed new staff governor Lizzie Lethbridge
49.16	<b>Declarations of interest</b> , Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point
50.16	<b>Apologies and Sanctioning</b> Apologies received from Tom Benson, Janet Watts and Barnaby Harris, sanctioned by governing board.

Local Governing Board Minutes Led by Anna Neville			
51.16	<b>Approval of minutes dated</b> 29.9.16 approved and signed by vice chair AN. Part II distributed at meeting, approved and one copy signed by vice chair AN, remaining copies returned to clerk and destroyed.		
52.16	<b>Actions arising from previous meeting</b>	38.16ii 40.16 44.16	TC has now included a section on safeguarding in his report to governors Following CM's resignation from the governing board, the monitoring teams will require changes. This will be carried forward to next mtg to discuss in the absence of JW. Monitoring drafts and schedule discussions to be carried forward in absence of JW Staff governor now successfully elected – Lizzie Lethbridge
53.16	<p><b>Procedural</b></p> <p>i. Business Manager, Matt Matthew, introduced himself and explained about the HCSS budget software that is now in place for the Trust finances. He had produced a brief report which was made available to the governors prior to the meeting, along with a copy of the 16-17 budget. Governors asked questions regarding the budget over the next 5 years, <b>they expressed their concern and anxiety regarding the figures that were now being presented to them and have asked for clarity at the next meeting.</b> MM spoke about growth in the Trust and how this can benefit us for the future. Good connections with preschools and playgroups vital for pupil growth from the bottom. Explained to governors about the forthcoming CIF bid process and bids being submitted for the 4 schools. Govs gave thanks to MM.</p> <p>ii. AN had prepared a report prior to this meeting and this was made available to governors. <b>TC is meeting mid December with the 4 HoS of the Totnes Hub to complete majority of the safeguarding audit</b> and then he will meet with AN afterwards to finalise. Deadline is 31<sup>st</sup> Dec for submission. AN raised the issue around mobile phones in our schools. Her idea would be for each school to have a very basic pay as you go phone, no camera, and this could be available to take on school trips. <b>TC will discuss the practical issues around this with the SLT and then will be taken to directors for approval.</b> Section 128, prohibition checks discussed, administrators do conduct these already for teaching staff, <b>clerk to check whether 'management prohibition checks' for SLT have been completed.</b> AN and TC had met on the 18/11/16, to discuss changes to KSCIE, review current procedures in schools, updates to Child Protection policy and the Safeguarding audit.</p>		
54.16	<p><b>Strategic</b></p> <p>Executive Headteacher report was made available to the governors prior to the meeting and a couple of governors had sent in questions prior to the meeting.</p> <p>Q1- <b>How often is the staffing structure reviewed?</b> Staffing structure is reviewed with HoS in the summer term, they meet with staff and look at the structure for the following academic year and how best it will fit. Also look at the skill sets of the teachers and look at their career path for movability. Finances are taken into account, staffing never stays still, so answer would be, it is constantly being reviewed. <b>CR asked if the staff take part in team building or collaboration days</b>, yes, this often takes place on non pupil days and subject leader mtgs.</p> <p>Q2 – <b>What is our vision?</b> Vision is about the quality of teaching and the outcomes for children, that is the main reason we initially federated into the TFVS. That is our main focus. Maintaining staffing profiles so that each school is sustainable, having a good balance and retaining good staff.</p>		

Local Governing Board Minutes Led by Anna Neville	
	<p>Q3 - <b>Are they any challenges around recruitment?</b> A good example would be the HoS role, originally would be covered by Executive Headteacher if just 1 or 2 schools, but as the Trust grows, this becomes a HoS duty which means that their role gets bigger. So costs will be increased from HoS doing less teaching due to duties, and other teachers are employed to take on their teaching commitment. Immediate staffing priorities are – SG recruiting a teacher for maternity cover, review staffing and develop our subject leaders, supporting NQT. TA's roles increasing.</p> <p>Q4 – <b>Has adequate funding been set aside for CPD training?</b> A budget was set aside for CPD training per school. This is being reviewed. TC has done a skills audit for all staff and he will share this with HoS, to enable appropriate training needs. Succession planning is in place for TA's to HLTA's and NQT's and teachers. <b>SR asked how learning walks are received by the staff</b>, TC said initially staff were wary, felt it was almost like a mini Ofsted, but this is now seen as a positive exercise. SR suggested that perhaps teachers could also be involved, other than just SLT's.</p> <p>Q5 – <b>Reasons for poor attendance at the recent open days?</b> Landscope had linked their open day to a theme, so heavily promoted and pushed. Open day planning will be reviewed for next year, e.g. daytime or evening, day of week, time of year.</p> <p>Q6 – <b>What was the outcome of the recent MASH enquiry?</b> TC said that it was logged but it didn't meet the threshold. The parents were notified of the enquiry.</p> <p>Q7 - <b>Academy update? Does the growth strategy take into account increased workload for TC and his presence in the schools.</b> HoS work very well together and communication between them and out to parents is very strong. The Trust is evolving all the time.</p> <p><b>Meeting moved to Part II</b> <b>Back to Part I</b></p>
55.16	<p><b>Monitoring</b> Carried forward in JW absence</p>
56.16	<p><b>Training</b> Governors were reminded of the importance of training. Clerk will email out training events coming up every half term and governors to advise if they wish to be booked onto anything. AN highlighted the need for governors to attend 'dealing with complaints' training.</p>
57.16	<p><b>Policies</b></p> <ol style="list-style-type: none"> <li>i. Children in Care – Approved, pending change to 'Looked after Children'.</li> <li>ii. Collective Worship - Approved</li> <li>iii. Complaints – raise query about another level with directors. Recommend to them for final appeal stage. Possible flow chart included. Sentence about resolve taking out. Ask clerk procedure for clarification about who to go to, neutral person.</li> <li>iv. DBS – Approved, with minor word alteration in item 27</li> <li>v. Early Years Foundation Stage Policy – Approved, pending couple of minor alterations. (page 8, page 6, take out word, page 7 change undertaken to TC and HoS.</li> <li>vi. Governor Visits Policy - Approved</li> <li>vii. Safeguarding and Child Protection – <b>TC to review and personalise with HoS.</b> Check section 77 and 78 of KCSIE document for inclusion.</li> </ol>

<b>Local Governing Board Minutes</b> <b>Led by Anna Neville</b>	
	viii. SEND – Approved ix. Teaching and Learning - Approved
58.16	<b>Parent Governor Diptford</b> – The clerk reported that there has been 2 nominations for the vacancy of parent governor at Diptford. The ballot process has been instigated and results in 2 <sup>nd</sup> Dec.
59.16	<b>Election of Chair</b> – No governors put themselves forward for the role of chair. A co-chair model was discussed. Governors to give it some more thought. This will be brought up again at the next mtg, in the interim period, AN will chair mtgs as vice chair.

**Actions:**

53.16	TC will discuss the practical issues around school mobile phones with the SLT and then take to directors for approval. TC to meet with HoS to carry out Safeguarding Audit mid December Clerk to check whether 'management prohibition checks' for SLT have been completed	TC TC SH
57.16	TC to review Safeguarding Policy with HoS	TC

**Meeting Closed 8.15pm**

Next Meeting Date	26.1.17	Time	6pm	Location	Landscape
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**Signed as a true record of the meeting ..... Date .....**