

<b>LGB Meeting – Part I Minutes</b>					
Date/ Time	26.1.17 6pm	Location	Landscape Primary School		
<b>Governors</b>		<b>Governors</b>		<b>Governors</b>	
Anna Neville (Vice Chair)		Sue Roach		Tim Jordan	
Lizzie Lethbridge		Rev Tom Benson - Absent		David Gay	
David Palframan		Tony Callcut			
Janet Watts		Barnaby Harris		Guest – Chair of Directors, Isabel Cherrett	
Paul Bedford		Cat Radford		Clerk – Sue Howard	

## Agenda:

<b>Local Governing Board Agenda Led by Anna Neville</b>				
1.17	<b>Welcome</b> – New Parent Governor, Tim Jordan, Co-opted Governor, David Gay and Chair of Directors, Isabel Cherrett			
2.17	<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			
3.17	<b>Apologies and sanctioning</b>			
4.17	<b>Approval of minutes dated</b> 24.11.16 Part I & II			
5.17	<b>Actions arising from previous meeting</b>	53.16	TC will discuss the practical issues around school mobile phones with the SLT and then take to directors for approval.	TC
		57.16	TC to meet with HoS to carry out Safeguarding Audit mid December	TC
			Clerk to check whether 'management prohibition checks' for SLT have been completed	SH

6.17	<b>Procedural</b>	<ul style="list-style-type: none"> <li>i. Safeguarding – Report from AN &amp; Review Safeguarding Audit carried out in Dec</li> <li>ii. Health &amp; Safety Review</li> <li>iii. Review of Budget - actuals vs budget to end Dec 2016</li> </ul>	AN/TC SH
7.17	<b>Strategic</b>	<ul style="list-style-type: none"> <li>i. Report from Executive Principal, to include staffing, pupil numbers and attendance etc</li> <li>ii. Diptford PreSchool – discussion regarding becoming part of the MAT</li> <li>iii. Harbertonford Swimming Pool – Discussion about future</li> </ul>	TC TC CR/TC
8.17	<b>Monitoring</b>	Review Governor Monitoring Plans for Spring Term	JW
9.17	<b>Training</b>	Review Governor Training and New Governor Induction (incl buddy system)	SH
10.17	<b>Policies</b>	<p>Academy Policies drafted for review and approval:</p> <ul style="list-style-type: none"> <li>i. Administering Medicine</li> <li>ii. Managing Unreasonable Adult Behaviour</li> <li>iii. Visitors and Volunteers Code of Conduct</li> <li>iv. Safe Collection</li> </ul> <p>Review Governor Statement of Principles Review Terms of Reference for the Safeguarding Governors, incl termly data collection</p>	

## Minutes:

<b>Local Governing Board</b>			
<b>Minutes</b>			
<b>Led by Anna Neville</b>			
1.17	<b>Welcome</b>	AN welcomed new governors David Gay and Tim Jordan and Chair of Directors Isabel Cherrett to the meeting	
2.17	<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	
3.17	<b>Apologies and Sanctioning</b>	Apologies – None received. Due to personal reasons, it was expected that Tom Benson would be unable to attend	
4.17	<b>Approval of minutes dated</b>	24.11.16 Part I, DP raised an issue around the accuracy of the minutes from 24.11.16 and that he felt they didn't reflect the concern and anxiety the governors expressed over the budget figures. Clerk to insert a sentence relating to this and then circulate for approval. Clerk will then arrange for AN to sign. Part II distributed at meeting, governors present approved these, one copy was signed by vice chair AN and then remaining copies were returned to clerk and destroyed.	
5.17	<b>Actions arising from previous meeting</b>	53.16	TC and HoS discussed and it was decided that a safe area, individual to each school, would be allocated for mobile phones to be kept during the day. Signs are displayed in the reception areas for mobile phones to be handed in. Proposed spend for a Mobile phone and Camera for each school to take on trips to go to Directors for approval for the next financial year.

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	57.16	Clerk has investigated the Prohibition Management rules and it has been confirmed that only the Chair of Directors for the Trust has to complete, clerk has arranged a form to be sent.
6.17	<b>Procedural</b>	<p>i. Copies of the recent Safeguarding Audit Review reports had been made available for the governors prior to the meeting. The Safeguarding development plan has been updated following these recent audits. AN has carried out two safeguarding monitoring visits so far and the other two schools will be visited by the end of the Spring term. Following recent Safeguarding Audits, there seems to be some confidence issues around dealing with abused children amongst staff, the score was 8 out of 10, <b>CR questioned this.</b> TC and AN answered, there is a lack of experience in not having dealt with these kind of situations very often. AN had also provided a brief Safeguarding summary report prior to the meeting. She advised governors that the Babcock refresher level 3 training has changed now to a points system, so DSL and Deputy DSL do not necessarily have to attend a full day's training to refresh their qualification. This can be achieved by sharing training and expertise within our Trust.</p> <p>ii. Health &amp; Safety reviews were carried out early January by SH across all 6 schools within the Trust. Each school has received a report detailing actions required to become complaint and actions recommended for good practice. Schools to ensure they are following guidelines and protocols in preparation for DCC Health &amp; Safety Audits due in 2018. SH will carry out further reviews termly to ensure this is being done and report back to governors.</p> <p>iii. Budget review - DP highlighted that the carry forward has increased since the last report, which is a positive. TC and SH explained that the current finance system FMS is not suitable for Multi Academy Trusts. A new system has been bought into commencing 1.4.17 with HCSS, so bringing together the Budget Software already installed with now the Accounting Software, thus making a far more accurate picture. The role of the governors is not to scrutinise the finances as they used to, that now lies with the directors, although the governors will still have sight of the budget to be able to monitor the impact for children regarding the school improvement and teaching &amp; learning priorities. <b>JW - Will changes to the National funding formula have a positive effect for our schools?</b> TC replied, anticipated a positive, but minor effect. IC spoke to the governing board regarding the budget and monitoring of finances, she appreciates and accepts it is and has been a difficult change for governors to get adjusted to. Until Sept 2016 and the introduction of the Business Manager, Matt Matthew, there was no clarity around income, expenditure or what was in the pot. MM is working tirelessly to get things in order. He will clarify in the May LGB meeting for governor following transfer to the new HCSS Software a more accurate budget vs actuals report. <b>CR asked regarding the Scheme of Delegation (SOD), it says 'Review progress around MIP', does this principal apply to the budget?</b> TC said that governors should be more focused on the SIPS that feed into the MIP, and yes if this has a monetary impact, then governors should feel able to comment. Staffing - 75-80% of expenditure for staffing in each school is a healthy percentage to operate at. <b>AN - are we considering options when a new appointment is made?</b> NQT is always a consideration but dependent on the group of children, may not always suit. Consideration has to be given to the best fit for those children in that class. HoS are looking at their annual curriculum subscriptions to see the impact they have, if any, these costs are reviewed and only renewed if</p>

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	required. The HoS work very well together and are in constant contact, sharing the expertise.
7.17	<p><b>Strategic</b></p> <p>i. TC had produced a report for governors in advance of the meeting. He spoke about staffing and recruitment being a constant item for our schools. Always a lengthy process including looking at budget implications, impact on the children, best fit for that school, advertising, closing date, interview process and then appointing. <b>DP – what is the principle around part time HoS, are the governors able to have an opinion?</b> IC answered, yes of course, the governors are in the schools, know them individually and their views will always be put to the directors as the ultimate responsibility lies with them.</p> <p>Attendance for a whole school can be affected by just a few families. TC summarised the attendance on a separate document, the reasons behind the percentages and how they are being rectified. Administrators have been given direction on reporting more frequently to their HoS's. Expectation is for attendance across the Trust to be no lower than 96%, this is higher than average, but this is the standard that we have set ourselves. <b>AN asked perhaps on the newsletters can it include our target?</b> TC said possibly. All we can do is advise the parents of the importance and priority of their children attending school. TJ said generally parents will not make a decision knowing that could impact the school regarding attendance, if they understand how it works, i.e. how many days equal what percentage.</p> <p>Data - <b>CR asked if the Pupil Premium and SEND children are included in the first grids of his data results</b> – yes, this data is up to the end of the autumn term, those below age related expectation (bARE) children may not have covered all their objectives, to ensure they are on the age related expectation (ARE) they need to be secure in a third of those objectives. The Autumn term is a difficult time to judge as the children have only just commenced that year group, so the result on data doesn't always look good. <b>CR asked how are the PP and SEND children helped to achieve,</b> TC said intervention takes place and is monitored via pupil progress meetings between the HoS and class teacher. <b>TC to give a more detailed presentation on data to governors at the next LGB meeting.</b> DP asked for KS1 data to be shown as well as KS2.</p> <p>ii. Diptford PreSchool – TC explained the story behind the preschool, the current committee would like the preschool to become part of the MAT. TC confirmed that although the preschool is run within the school building, at the moment the MAT have control over the running of it. The school will extend its current age range to include preschool. Directors have asked for a Business Plan before any decision is made. Preschool will cease to run whatever the decision as the current committee are unable to continue. Governors are all in favour, this will be communicated to the Directors and governors will be informed of the decision at a later date.</p> <p>iii. Harbertonford Swimming Pool – This has been an ongoing issue, it is currently run by the PTFA and they raise money for the maintenance of the pool. The pool is used in the summer term only and then the pupils still go to swimming lessons elsewhere as part of the curriculum due to the pool being inadequate in size. Pool has also been used over the summer holidays, but we cannot have the PTFA or the school in charge of this, as massive legal implications should an accident occur. Ideal solution would be for a private company to take over the running and take on all the liabilities. The pool is looking tired and if neglected any longer will be beyond the funds available to rectify. CR said that PTFA</p>

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	<p>funded for some fabric maintenance, but are obviously not prepared to spend that if the pool will then be closed. CR mentioned various questions that the PTFA have regarding the pool, and produced a summary report detailing these.</p> <p>Consultation should be done with the community with a time frame, perhaps they could offer other solutions or options. PTFA currently raise approx. £3k a year, between £1k and £2.5k goes to the pool for general maintenance, that's without any extra bits like upgrading changing rooms. PTFA currently have the funds for the area, including changing rooms to get it up to scratch. Public Liability is the issue around it being run outside of school time.</p>
8.17	<p><b>Monitoring</b></p> <p>Governor monitoring – The current timetable needs amending. Governors were advised to keep going with any current visits if planned. Use the templates and lift off your areas of monitoring from the SIP. Governors must get into the schools to be aware what is happening and challenge the HoS, need to raise the profile of the governors. TC said that new governors should be able to go into any schools adhoc for a general visit and not feel pressured to follow a template. JW reiterated the importance and necessity for visits to happen. All governors have different skills to be able to help each other. TC said that governors are welcome to attend staff meetings, just ring the school and ask. CR said the review of governance is useful but noted that it was before conversion, so certain areas for governors to monitor has of course now changed. Directors are now taking on some of those requirements from the review via the Scheme of Delegation (SOD). The clerk said that there is no need to specify a buddy for new governors, all governors should be happy to be approached for any queries or help.</p>
9.17	<p><b>Training</b></p> <p>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. A skills audit has recently been undertaken, clerk will produce a summary of results and this will highlight any areas of training required.</p>
10.17	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>i. Administering Medicine – Redrafted to include non-prescription medicine and emergency inhalers, approved. Clerk to purchase emergency inhalers and distribute</li> <li>ii. Managing Unreasonable Adult Behaviour – <b>CR to email suggested alterations.</b> This policy will then go to The Board of Directors for final approval on 6.2.17</li> <li>iii. Visitors and Volunteers Code of Conduct - Approved</li> <li>iv. Safe Collection – <b>Addition of log book to be used for last minute alterations to be added,</b> all in favour of approval following this</li> </ul> <p>Review Governor Statement of Principles – Governors felt that the expectations from teachers/schools should be stronger or at least equal to that of the pupils. Suggested amendments to come to the clerk for distribution and approval.</p> <p>Review Terms of Reference for the Safeguarding Governors – <b>to be carried forward to next meeting</b></p>
11.17	<p><b>Extra item- Election of Chair</b> – No one has put their name forward for the role of chair, carried forward to next meeting</p>

<b>Local Governing Board</b>	
<b>Minutes</b>	
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12.17	<b>Review Core Functions</b> – to be carried forward to next meeting

**Actions:**

7.17	TC to give a more detailed presentation on data to governors at the next LGB meeting 16.3.17	TC
10.17	CR to email suggested amendments to 'Managing Unreasonable Adult Behaviour' to clerk Addition of 'log book' to be added to Safe Collection Policy' Governor Statement of Principles to be reviewed and brought back to next meeting 16.3.17 AN to review Safeguarding Governor ToR and bring to next meeting 16.3.17	CR SH TJ,CR,AN AN
11.17	Election of Chair to be carried forward Review of Core Functions to be carried forward	SH AN

**Meeting Closed 8.20pm**

Next Meeting Date	16.3.17	Time	6pm	Location	Harbertonford
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**Signed as approved copy by Vice Chair – Anna Neville**

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**Date 16.3.17**