

LGB Meeting – Part I Minutes			
Date/ Time	29.9.16 pm	Location	Diptford Primary School
Governors		Governors	
Anna Neville (Vice Chair)	Sue Roach	Clerk – Sue Howard	
Claire Moorman (Chair)	Rev Tom Benson - Absent		
David Palframan - Absent	Tony Callcut		
Janet Watts	Barnaby Harris		
Paul Bedford - Absent	Cat Radford		

Agenda:

Local Governing Board Agenda Led by Claire Moorman			
32.16	Welcome – New Parent Governor for Harbertonford, Cat Radford		
33.16	Declarations of interest , 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		
34.16	Apologies and sanctioning		
35.16	Review housekeeping and sign governors Code of Practice		
36.16	Approval of minutes dated FGB 7.7.16, Resources 27.6.16 Part I & II, Teaching & Learning 7.6.16		
37.16	Actions arising from previous meeting		
	25.16ii	Teaching & Learning An update of Sports Grant and Pupil Premium spend for each school will be produced for FGB 7/7	TC & HoS
	27.16ii	Mobile Phone policy to be drafted	SH

		28.16 Home School Agreement to be drafted for next FGB 7/7 29.16ii Template for revised monitoring schedule to be produced 30.16 Admissions Policies to go on all school websites Resources 26.16ii Review staff absence – TC to collect update and figures for FGB 7.7.16 27.16i Governor log of expenses and mileage template to be created 27.16iii Michelmores to be asked for assistance with Lettings Policy FGB 25.16ii Clerk to add part 1 document to the website for govts to read and advise accordingly. 25.16v Clerk to email to the other schools for distribution to all parents in September. BH to forward a few minor wording suggestions to clerk and then policy will be circulated via email for approval. 25.16vii Clerk to send out training courses available coming up in the Autumn term. 26.16i Clerk to write to parents to advise and TC to advise the local preschool. 26.16ii Clerk will add meeting dates to the Totnes website for govts to view 29.16 Clerk to instigate parent election for Harbertonford in Sept	TC & DN TC SH TC SH SH SH SH SH SH SH SH
38.16	Procedural	i. All governors to please read the 'Keeping Children Safe in Education (KCSIE) document attached as supporting documents – sign sheet at mtg to confirm ii. Brief update from Executive Headteacher at start of Academic Year iii. Governors Terms of Office iv. Review Budget and make recommendations/raise queries for Directors v. Safeguarding update	SH TC SR AN
39.16	Strategic		
40.16	Monitoring	Governors to confirm Monitoring schedule for this term	JW
41.16	Training	Review of Governor Training attendance and requirements	SH
42.16	Policies	Academy Policies drafted for review: i. Anti – Bullying ii. Attendance iii. Behaviour iv. Data Protection v. E-Safety vi. Freedom of Information	

		<ul style="list-style-type: none"> vii. Governor Allowances viii. Home School Agreement ix. Missing Child x. Mobile Phone Policy xi. Sex & Relationships xii. Whistleblowing xiii. Write Off/Asset Disposal xiv. Identification Badge xv. 2018-19 Admission Policies 	
43.16	Parent Governor Election for Harbertonford		
44.16	Staff Governor Election		
45.16	Election of Chair – Governors to have put their names forward for the post of chair for the year to September 2017		
46.16	Election of Vice Chair – Governors to have put their names forward for the post of Vice Chair for the year to September 2017		
47.16	Extra item brought to the meeting by the clerk		

Minutes:

Local Governing Board			
Minutes			
Led by Claire Moorman			
32.16	Welcome CM welcomed new parent governor Cat Radford and other governors introduced themselves		
33.16	Declarations of Interests , Declaration re-signed by each Governor present		
34.16	Apologies and Sanctioning Paul Bedford and David Palframan – sanctioned. Tom Benson also absent, no apology received.		
35.16	Review housekeeping and sign governors code of practice CM ran through the housekeeping tasks, all in agreement. Query on items 13 & 14, clerk will amend these following Directors meeting. CM signed the Code of Practice		
36.16	Approval of minutes dated FGB 7.7.16 approved and signed by chair CM. T&L 7.6.16 approved and signed by chair JW. Resource 27.6.16 Part I approved and signed by chair CM, Part II distributed at meeting, approved and one copy signed by chair CM, remaining copies returned to clerk and destroyed.		
37.16	Actions arising from previous meeting		Teaching & Learning
	25.16ii		Sports Grant and PP spend produced for FGB 7/7/16
	27.16ii		Mobile phone Policy drafted
	28.16		Home School Agreement drafted and approved
	29.16ii		Revised Governor monitoring schedule produced and agreed
	30.16		Admissions Policies are on school websites

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	<p>Resources</p> <p>26.16ii Staff absence figures were updated for FGB 7.7.16</p> <p>27.16i Governor expenses new form done with new updated policy</p> <p>27.16iii Clerk has asked Michelmores for advice re lettings policy and passed onto chair to delegate two governors to investigate</p> <p>FGB</p> <p>25.16ii Part 2 of the KCSIE document provided for all gobs to read as supporting docs</p> <p>25.16v Home School Agreement emailed to all schools for distribution in September</p> <p>25.16vii BH forwarded to clerk couple of minor wording alterations</p> <p>26.16i Clerk sent out training courses for Autumn term to all gobs</p> <p>26.16ii Stoke Gabriel parents and preschool advised of change of times to school day</p> <p>29.16 Meeting dates added to website</p> <p>30.16 Parent election for Harbertonford completed and new governor appointed.</p>
38.16	<p>Procedural</p> <p>i. Governors who have read KCSIE part 2, signed the attendance sheet to confirm this. PB, DP, TB and CR to read and sign at next meeting.</p> <p>ii. TC had produced a report in advance of the meeting and it was available as a supporting document for all governors to read. TC highlighted a few items from that report and discussions took place, including:-</p> <ul style="list-style-type: none"> • Correspondence that had been received from parents at Landscope with concern over the high number of pupils in Class 3 • Harbertonford is having an excellent start to the term with new teachers in place and has a very happy and exciting atmosphere • Diptford ideally needs a structure change to 4 classes, this is being looked at to see if viable within the budget, always very difficult to sustain 4 classes in small schools. <p>Governors voiced concern over Diptford being unmanned at the end of the day twice a week, TC and clerk assured them this would not be an issue and is hopefully only temporary. Learning Walks are taking place around the 6 schools. TC stated that we, as a group of six schools are here to support each other. Staff appraisals are taking place before the end of October across all the schools. TC said that the new business manager, Matt Matthew, is working very hard on the property issues around the schools and improvements, repairs and decorating tasks are being done. TC explained the projects that are hoping to take place if CIF bids are successful later this year. Health and Safety: Following a recent serious accident at Diptford, BH asked if there are any comparisons amongst the schools regarding outdoor play equipment. TC said that Diptford are actually the only school that have this particular piece of equipment, and it has now been restricted to KS2 only. AN asked for a safeguarding item to be on his reports from now on, TC to action.</p> <p>iii. Clerk explained to all governors they now have the same end date of 31/3/2020 since Academy Conversion, but through natural wastage, this can change during this period. BH enquired about the role of a parent governor after their child has left the school, clerk explained</p>

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	<p>that they can no longer be a parent governor, but if the board feels their skills are an asset then they can be co-opted.</p> <p>iv. The budget document was made available to governors again, this is the same document that they saw at the FGB mtg on 7.7.16. Various queries were raised. TC confirmed that a more accurate budget will be available for them at the next meeting. The business manager is investigating errors and will report to the Directors on 10.10.16. SR raised the issue of the money that should be ring fenced for Stoke Gabriel from their school fund, approx. £13k.</p> <p>v. Safeguarding - AN had produced a review of the recent Prevent Training that she and SR attended.</p>
39.16	<p>Strategic Nothing on the agenda for this meeting</p>
40.16	<p>Monitoring JW noted that due to Phillippa Rose's resignation, L&M monitoring is down a governor, CM will ask CR if she could come on board with that. The governor monitoring schedule was looked at again. SR and BH asked how the monitoring for Finance and PP will take place. TC said that the question would be to ask as to how the PP is spent and what impact does that have for the pupil and school? Heads of School meetings are an ideal time to be able to do this. AN stated that she will need to visit during the Autumn term for the safeguarding audit. TC and JW confirmed that it is not an issue if the schedule deviates slightly. JW has looked at two SIP's and tried to tease out from those the ways in which gobs can ask questions about the school priorities and produced a draft. All gobs to review the 2 drafts and come back to JW with suggestions or amendments.</p>
41.16	<p>Training 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.</p>
42.16	<p>i. Policies</p> <p>ii. Anti-bullying – Approved</p> <p>iii. Attendance – Approved</p> <p>iv. Behaviour – Approved</p> <p>v. Data Protection – Approved</p> <p>vi. E-Safety – Approved</p> <p>vii. Freedom of Information – Approved</p> <p>viii. Governor Allowances – Approved</p> <p>ix. Home School Agreement – already approved in July, were waiting for Newton & Teign governors to approve</p> <p>x. Missing Child – Approved with slight amendment to timings of notification</p> <p>xi. Mobile Phone Policy – Approved with amendment to include screen as well as mobile</p> <p>xii. Sex & Relationships – already approved in July, were waiting for Newton & Teign governors to approve</p>

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	xiii. Whistleblowing – Approved xiv. Identification Badge – Approved with amendment from word student to governor xv. Admission Policies – Approved with TC to just review Ethos for each school
43.16	Parent Governor Harbertonford Cat Radford successfully appointed
44.16	Staff Governor Election No nominations came forward, so clerk will instigate an election again
45.16	Election of Chair Clerk had received no nominations prior to the meeting, CM volunteered herself for the position of chair at the meeting. CM left the room and all other governors present agreed and approved her as chair until Sept 2017.
46.16	Election of Vice Chair Clerk had received no nominations prior to the meeting, AN volunteered herself for the position of vice chair at the meeting, AN left the room and all other governors present agreed and approved her as vice chair until Sept 2017.
47.16	Extra Item - Landscope School Landscape School have been written to from the Diocese to trial some new resources and materials on Understanding Christianity. The clerk had distributed a copy of the letter to governors and this was approved by the Local Governing Board.

The Governors reviewed all 3 Core Functions as expected as Governors, within this meeting

Actions:

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 All gobs to review the 2 monitoring question drafts and come back to JW with suggestions or amendments.	CM All
44.16	Clerk to instigate a staff governor election again	SH

Cat Radford left the meeting at 6.30pm due to work commitments

Meeting Closed 8.25pm

Next Meeting Date	24.11.16	Time	6pm	Location	Stoke Gabriel
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Signed as a true record of the meeting **Date**