

Meeting of Totnes Local Governing Board

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

Minutes

Welcome: Chair AN welcomed everyone to the meeting

Apologies: Apologies were accepted from Barnaby Harris, Cat Radford and Tim Jordan. Tom Benson was also absent

Declaration of Business Interests: No declarations of interest were declared at this point

T42.17	<p><u>Minutes of previous meeting</u></p> <p>The Minutes of the previous meeting held on 29 June 2017 Part I and II were approved and signed by the Chair, Anna Neville, in the absence of the Vice Chair Barnaby Harris who chaired the meeting. 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>
T43.17	<p><u>Matters Arising</u></p> <p>.1 15.17 AN & TC had provided the Governors with a draft copy of the first Trust Safeguarding Newsletter to parents. The Governors thanked them and said it was very well presented and comprehensive. It will be published twice a year and issue numbers to be added for ease of reference.</p> <p>.2 21.17 TC had provided documents in relation to the ongoing car parking issue at Harbertonford School to the governors prior to the meeting. He advised that the same documents are being discussed in detail at the Board of Directors meeting scheduled for 2 October, where a decision will be made. <i>TC to update at next mtg.</i></p> <p>TC confirmed the 2017 Phonics test results to the Governors of the four Totnes Schools. Diptford 100%, Harbertonford 79%, Stoke Gabriel 88.2% and Landscape 87.5%</p>
T44.17	<p><u>Procedural</u></p> <p>.1 The Clerk, together with AN, ran through the Housekeeping Tasks, all governors in agreement. Code of Practice was signed by AN.</p> <p>.2 AN had provided a Safeguarding Report for Governors prior to the meeting and the key areas were highlighted, including the checks that Link Governors should complete when visiting their schools. Governors were also provided with copies of the Safeguarding detailed reports that will go to Directors Board meeting on 2 October 2017, this was considered very useful. Early Help and Looked After Children need to be added. <i>TC to action.</i> It was reported that there was a recent fixed term exclusion, all procedures were followed and the correct paperwork is in place. A phased return is in place for the pupil.</p> <p>.3 No SEND updates available. A report will be provided for the next meeting.</p>

	<p>The Governors are concerned that there is currently no monitoring in place in relation to SEND. It was agreed that this needs to be addressed asap. Action - Monitoring template to be completed by LL, TJ and AN. Visits to take place during Spring term and by 6th March at the latest.</p> <p>AN raised concern over the current workload for HoS's and has been in discussion with TC in relation to appointing other staff within the Trust to take on the SENDCO role. However, due to SENDCO's now requiring specific qualifications, it is not possible to have one per school trained due to the cost implications. A possible solution is to have one or two trained SENDCO's to work across the Trust. A staff member within the Trust is very interested in taking on this role. TC to recommend to Directors and update Governors.</p>
T45.17	<p>Strategic</p> <p>.1 TC had provided a report for the Governors prior to the meeting. This was made available via the Google drive and included:</p> <ul style="list-style-type: none"> • KS1 & 2 results • Staffing structure • Numbers on roll <p>Governors requested that PAN numbers are added to the numbers on roll table for next meeting. TC reported that the new building at Diptford for the preschool provision will open after half term. Governors keen to recommend that a preschool provision is set up for Landscope asap to encourage growth in pupil numbers.</p> <p>Governors gave thanks to TC for the documents relating to the improvements of the individual schools, including their key priorities. It was noted that Harbertonford and Diptford have no reference to SIAMS in their key priorities, TC confirmed that it is within the main SIP document. It was noted that one key priority for SG is ICT, this should read computing, TC to action</p> <p>.2 Governors met prior to the SoD working party meeting to be able to then feedback to the Directors. AN reported that the meeting held on the 20 September with Directors was very successful and Governors were provided with a report from that meeting. The next meeting is scheduled for the 9 October. ND will provide the working party members with a draft version prior to the next meeting.</p> <p>It has been proposed that a representative from the Governing Boards sit on the F&GP Committee to provide communication. SR has agreed to take on this role.</p> <p>Governors are requesting to have sight of a summary report of the budget from the Trust Business Manager. Clerk to forward request to Directors.</p>
T46.17	<p>Governance</p> <p>Governors were provided with copies of minutes from the Trust AGM held 5 July and Ninth meeting of the Board of Directors held 3 July 2017. No comments arising.</p>
T47.17	<p>Training</p> <p>TC advised that £500 has been allocated for Governance training in the 2017-18 budget. JW is attending 'Effective Governance in a MAT' on 5 October and will report back to the LGB. The Clerk explained that the protocol is for all requests for training to come to her first and she will seek approval from AN and TC as to whether it is necessary as budget is so restricted.</p>
T48.17	<p>Monitoring</p> <p>SR appointed as lead governor in PP and PE. A Data training lead governor needs to be appointed for TC to liaise with. A revised monitoring schedule for 17-18 was provided to the Governors. Excellence for all monitoring visit to be done before Oct half term by all link govs – All to action. LL to forward to other Heads of School the timetable and schedule for monitoring, so they are aware. A checklist to be devised and added, so that all Link Governors can ensure they cover every aspect of monitoring. Action TC and AN</p>
T49.17	<p>Community & Church Links</p> <p>Governors who have attended recent School Committee meetings reported to the board SR – SG parents felt the recent School reports generated by School Pupil Tracker Online (SPTO) were lacking personability. TC said that Teachers can amend the standard statement that SPTO produces and they can then also add a personal comment. TC to action moderation of</p>

	<p>reports across the Trust.</p> <p>AN – Some parents have an uncertainty around the MAT structure and have questioned the use of the school house.</p> <p>DP – DG reported that some Diptford parents have expressed the same concern regarding the MAT structure. Committee keen to know the structure and roles of Governors and Directors. DP thanked TC for attending the recent meeting. In a recent voting poll, Diptford School were awarded £2k from Calor Gas for the library and Calor are making a video of the school to promote their scheme.</p> <p>Clerk to invite governors to open day on the 1st Nov 3pm.</p> <p>AN asked DP and LL if there is a slot on the committee agenda's for the RE lead to report. DP advised that there is now a standing agenda item for School values, Christian ethos and British values.</p> <p>LL – At HF committee meetings, LL advised that the RE lead provides feedback and she has a section in her report also</p>
T50.17	<p>Chair & Vice Chair Election</p> <p>The Clerk had received no nominations prior to the meeting. AN volunteered to stand as Chair again for the next 12 months, all in favour. Clerk to contact BH to enquire if willing to stand as Vice Chair again. Clerk to action and update Governors.</p>
T51.17	<p>Policies for Review</p> <p>The following policies were reviewed for approval:</p> <ul style="list-style-type: none"> • Teaching and Learning – Heads of School have reviewed, all governors in favour, approved. • Looked After Children - AN reviewed. Governors in favour of approving policy, pending the addition of links with the EHCP with the PEP. AN to advise clerk of suggested amendments. • Behaviour – Heads of School reviewed and added bullet point 'Monitor Behaviour Logs termly'. Governors reminded to check Behaviour logs during their monitoring visits. Approved. • Positive Behaviour – Stoke Gabriel and Harbertonford approved • 2019-20 Draft Admission Policies approved. Clerk to forward to DCC and Diocese for consultation process. They will be determined by Directors February 2018.
T52.17	<p>Dates of future meetings</p> <p>It was decided to change future meeting dates to accommodate Governor, Tim Jordan being able to attend. They will now be on a rotation cycle, i.e. Tues, Weds and Thurs.</p> <p>Dates of future meetings were confirmed as:</p> <p>23 Nov 2017 – Monitoring Meeting 28 Nov 2017 – LGB Harbertonford 16 Jan 2018 – Monitoring Meeting 24 Jan 2018 – LGB Diptford 13 Mar 2018 – Monitoring Meeting 22 Mar 2018 – LGB Stoke Gabriel 1 May 2018 – Monitoring Meeting 8 May 2018 – LGB Landscope 26 Jun 2018 – Monitoring Meeting 4 Jul 2018 – LGB Harbertonford</p>

Meeting Closed 8.15pm

Signed as approved copy by Chair – Anna Neville

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Date 28.11.17

