

Meeting of Totnes Local Governing Board

**DRAFT**

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

**Minutes**

<b>Welcome:</b> Chair AN welcomed everyone to the meeting	
<b>Apologies:</b> Apologies were received from Sue Roach and David Gay	
<b>Declaration of Business Interests:</b> No declarations of interest were declared at this point	
T1.18	<b><u>Minutes of previous meeting</u></b> The Minutes of the previous meeting held on 28 November 2017 Part I were approved and signed by the Chair, Anna Neville. These were made available to the Board via the Google Drive (GD) prior to the meeting.
T2.18	<b><u>Matters Arising</u></b> .1 57.17 As requested, TC has now included historic data in Quality of Teaching & Learning table within his EP report.
T3.18	<b><u>Procedural</u></b> .1 AN provided a Safeguarding update report for Governors and this was made available prior to the meeting via the GD. Copies of Director Safeguarding summary reports from December were also provided. A recent external Babcock Safeguarding Audit has been carried out at Stoke Gabriel. The outcome and Babcock recommendations were discussed following that, including: <ul style="list-style-type: none"> <li>• online safety posters in any ICT suites in our schools or where the pupils use laptops frequently</li> <li>• Personalising the Child Protection Policy for each school</li> <li>• Anti-bullying policies to be in more child friendly terminology</li> </ul> <p>EP and Safeguarding Governor, AN, will meet to discuss actions plans. <b>Action TC and AN</b></p> <p>Operation Encompass – LL provided a verbal summary to Governors following a recent training event that all Heads of School (HoS) attended. It is a unique Police and Education early intervention partnership and is the reporting to schools, by 9am the next day, of any incidents of domestic violence where a child has been involved or exposed to that violence the previous day. The police will give the school the skeletal details around the incident to that our schools are prepared to give the appropriate support to that child during the school day. HoS must ensure that all their staff know these calls may come in, to not ignore it and to make the class teacher and teaching assistant for that child aware.</p>

	<p>To note – Governors were advised that all Devon Safeguarding Audit returns were submitted by the deadline of 31 December 2017.</p> <p>.2 SEND – LL had provided a SEND report for Governors and explained about the Inclusion Hub run by Kath Simpson at Bearnas School and how this facility is growing to provide assistance for all schools within the Trust.</p> <p>.3 LL provided Governors with a template letter that she is wanting to send out to parents regarding changing the school day at Diptford. Governors were happy with this and the reasons given and agreed for LL to action. Governors will be updated at the next meeting. <b>Action LL</b></p>
T4.18	<p><b>Strategic</b></p> <p>.1 The Executive Principal (EP) had produced a report for Governors and this was made available prior to the meeting via the Google Drive. <i>Q &amp; A's to be added once I receive copies from TC</i></p> <p>Governors requested a login for School Pupil Tracker Online (SPTO), so they are able to view and monitor progress on the data in our schools. Governors can then view this prior to their monitoring visits to guide them in questions to ask. <b>Action TC</b></p> <p>Query on pupil numbers for Landscope, TC to confirm via email to Governors <b>Action TC</b> Governors are aware that HoS are actively sending out letters to parents in relation to poor attendance. Governors with an interest in learning more about 'Shanghai Maths' are welcome to make contact with their school to arrange a visit to sit in on a class.</p> <p>.2 TC updated the Governors on PE funding. The Government have now increased the amount each school receives from £8k to £16k for each school, plus an additional amount per pupil, guaranteed until 2020. There are strict criteria on what the money can be spent on, but the key consideration must be long term impact and ensuring the pupils benefit when the funding ceases. Reports on how the money is spent must be on the school websites by April each year. This is vital for Governors to monitor this is being done. £6k per school (total £36K) will be put into a central PE fund, leaving £10k for each school to spend themselves. TC tabled a document for the Governors detailing the proposals for what the £36k centrally will be spent on, including staff professional development which can be shared across the Trust. He has given this document to four different external organisations and asked them to submit their cost to deliver the service. Procedures are in place to monitor what the schools spend their remaining £10k, to ensure efficiency.</p> <p>.3 The Governors were advised that the next Directors Standards &amp; Curriculum Committee meeting is scheduled for 7 February 2018. Governor representatives for each hub will attend and minutes will be available for Governors at their next meeting.</p>
T5.18	<p><b>Governance</b></p> <p>Minutes from recent Director Board &amp; Committee meetings were made available for the Governors and comments were raised:</p> <p><u>Full Board 11 December 2017</u> <b>CR – Queried the Audit committee meeting with LGB's around Risk Register.</b> Clerk advised this should be on the agenda for the next LGB meeting in March. <b>Action Clerk</b> <b>PB commented on the Woodleigh summary document provided for the LGB's in relation to the central services costs to the current schools in the Trust reducing by 33.3%.</b> It was clarified that current capacity of the central services team can be maintained for the growth of Trust to 12-15 schools. Governors asked to be made aware when documents, like annual accounts, are added to the</p>

	<p>Link site as and when they become available. <b>Action Clerk</b></p> <p><u>F&amp;GP 28 November 2017</u> No Comments</p> <p><u>Audit 24 November 2017</u> Governors were positive about the new Single Central Record checklist that HoS and Administrators have to complete termly for the Audit committee.</p>
T6.18	<p><b>Training</b> A bespoke training session around the roles and responsibilities of Local Governing Boards within a Multi Academy Trust, being run by Debbie Clapshaw from Babcock, is confirmed for 28 February 2018 at Bearnas School 5.30-7pm.</p>
T7.18	<p><b>Monitoring</b> .1 JW chaired the last Governor monitoring meeting in the absence of AN. The HoS were present at that meeting to provide a data presentation and the Governors all gave thanks to the HoS for very informative sessions. Q&amp;A's from this session are available via the GD. .2 The SEND monitoring template was now available for Governors. These monitoring visit are taking place over the next few weeks. Governors to ensure they send reports to the Clerk for uploading onto GD. The next area for monitoring is Behaviour &amp; Safety, scheduled for the second half of the Spring term. PB was asked to review the current template for this monitoring and will report back. <b>Action PB</b></p>
T8.18	<p><b>Health &amp; Safety</b> The reports from the spring term visits were available for Governors.</p>
T9.18	<p><b>Community &amp; Church Links</b> SG – Committee meeting held just the previous evening. Numbers on roll is full at 105. Attendance has improved and is now very good. School is hoping to get a Multi-Use Games Area (MUGA), an outdoor area for activities and sports, which would be available for Community use also. The school PTFA FOSS) have recently funded ten laptops, the WASSAIL event and visualizers for all the classes. The school is very dependent on volunteer support. HF – Meeting has been postponed DI – Meeting scheduled for February. TC advised Governors that the Parish Council at Diptford re going to be writing to the school regarding parking issues at the beginning and end of the day. LA – Dangerous parking is still an issue at Landscope. A dedicated Disabled parking bay has now been clearly marked. FOLS funded the new play trail and this was opened just before Christmas.</p>
T10.18	<p><b>Policies for Review</b> Online Safety – School ICT subject Leaders had reviewed. Concern was raised around the concept of material being classed as offensive, this could mean different things to different people. Also concern over the pupil acceptable use agreement and whether this is being actioned in our schools. CR, BH and TC to work together to come up with a new draft version. <b>Action BH and CR and TC</b> All Governors had been asked to ensure they had read page 8 (Acceptable Use Agreement) of the policy prior to this meeting, so that they could sign to confirm they agree to follow this code of conduct. All present signed and Clerk to file. Clerk had received signed copy via email from SR in her absence. Clerk to ask administrator at Diptford to provide DG with a copy to sign in his absence from the meeting. <b>Action Clerk</b></p>
T11.18	<p><b>Dates of future meetings</b></p>

Dates of future meetings were confirmed as: 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
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**Meeting Closed 8.00pm**