

## Meeting of Totnes Local Governing Board

<b>Governors</b>	
Anna Neville	Tim Jordan
Paul Bedford	Lizzie Lethbridge
Rev Tom Benson - Absent	David Palframan
Tony Callcut	Cat Radford
David Gay	Sue Roach
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> No apologies were received	
<b>Declaration of Business Interests:</b> No declarations of interest were declared at this point	
T53.17	<p><b><u>Minutes of previous meeting</u></b></p> <p>The Minutes of the previous meeting held on 28 September 2017 Part I were approved and signed by the Chair, Anna Neville. These were made available to the Board via the Google drive prior to the meeting.</p>
T54.17	<p><b><u>Matters Arising</u></b></p> <p>.1 21.17 TC advised that Harberton Parish Council (PC) have agreed to fund the Security Fencing at Harbertonford School. Three new quotes have been obtained as previous one's were out of date. Work will commence in the New Year. Governors gave thanks to the PC</p> <p>.2 44.17 TC confirmed that he has amended the template for Safeguarding Reports to Directors with the suggested additions of Early Help and Looked After Children (LAC).</p> <p>.3 49.17 TC said that the moderation of school reports to parents across the Trust will be addressed when reports are next due to be produced.</p>
T55.17	<p><b><u>Correspondence</u></b></p> <p>The Chair advised the Governors that she has received letters of resignation from two members of staff. Resignation dates have not yet been confirmed, but Governors were assured that impact will be as minimal as possible for the pupils. TC said he will advise the Governors as soon as he is able, of the arrangements of replacement appointments to the posts and a letter will then go out to parents.</p> <p>The Chair also advised the Governors that she had received a letter from a Teaching Assistant expressing some concerns. She has met with the TA to discuss and reassured her that the Directors and Governors are working closely together to ensure good communication for the future and her concerns have been noted.</p>
T56.17	<p><b><u>Procedural</u></b></p> <p>.1 AN provided a Safeguarding update report for Governors and this was made available prior to the meeting for review. <b><i>CR asked if earlier intervention could have avoided the need for an exclusion that has been implemented.</i></b> The Governors were advised that the pupil came to the school with the behaviour issues already in place, so no not in this case. The Lead Safeguarding Governor has liaised with TC and the HoS and confirmed that routines and plans are in place and a phased return has commenced.</p> <p>.2 LL updated the Governors that the Trust has bought into the Multi Agency Support Team</p>

	<p>(MAST). This is a one stop shop for agencies to work together. Schools now only have to do one referral form to MAST and this would then get diverted within mast to wherever the support needs to come from. It also gives the Trust a Link Support Psychologist and the Heads of School have met with him to discuss how the process works. LL will provide a detailed SEND report for the next LGB mtg.</p> <p>TC advised the Governors in relation to a Trust SENDco role. This is still being discussed and Governors will be updated.</p>
T57.17	<p><b>Strategic</b></p> <p>.1 The Executive Principal (EP) TC had produced a report for Governors and this was made Available prior to the meeting via the Google Drive. Governors were reminded that they are encouraged to ask questions in advance. Queries were raised:</p> <ul style="list-style-type: none"> <li>• <b>What was the outcome of the MASH referrals at one of the schools?</b> One did not meet the Threshold and the other one is still ongoing with the HoS attending meetings in relation to it.</li> <li>• <b>What is happening to replace a Teaching Assistant hours following a Flexible Working Request?</b> Awaiting approval from Directors.</li> <li>• <b>Why were the ICT purchases recently blocked at Stoke Gabriel?</b> TC explained the process around buying ICT equipment in the Trust. It is not possible to just buy an 'off the shelf' product as it may not be compatible, of the right specification or the best value for money. The Trust Business Manager (TBM) is able to obtain good deals for bulk purchasing and from an educational supplier. He added that the equipment has now been ordered.</li> <li>• <b>Where do the funds come from for ICT equipment?</b> Some money is raised by the PTFA's and some comes from the school budgets, of which allocations were made when setting the budget.</li> <li>• It was requested that the Quality of Teaching &amp; Learning table includes historic data on whether progress has been made <b>Action TC</b></li> </ul> <p>.2 The next meeting for the Standards &amp; Curriculum meeting was noted</p>
T58.17	<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 2 October 2017</u></p> <p>D63.17 The Chair of F&amp;GP spoke about the Capital Improvement Fund amount at Stoke Gabriel. The Governors and Parents would be interested in how the money got spent. TC said that the HoS/TBM will be able to provide that information if requested.</p> <p>D61.17.4 The Governors would like clarification on the attendance of Governors at interviews. Governors feel very strongly that they want to be involved with support staff and teaching staff interviews as they feel they are the 'eyes and ears' in our schools and wish to support the EP and HoS with the process of appointments. Governors are asked to monitor T&amp;L and the quality of that monitoring is linked to teacher appointments. Several Governors have interview experience and are Safer Recruitment trained.</p> <p><u>F&amp;GP 30 October 2017</u> The Governors queried the £19K shortfall in relation to the new build at Diptford as it was reported to be having to come from the schools budget. TC confirmed that it is capital money held rather than the actual school curriculum and resources.</p> <p>Governors would still like to have view of the school budgets to ensure the quality and standards of teaching and learning is adequate. LL said that she feels far more involved and informed</p>

	<p>around her budget and the situation is becoming clearer all the time. There is good communication between the HoS, TBM and Finance Director.</p> <p><u>Stds &amp; Curr 1 November 2017</u>                  It was recommended that a summary of monitoring visits should be made available for the Stds &amp; Curr Committee meeting.                  The Governors commented positively on the suggestion for in-house training for Governance in a Multi Academy Trust.</p> <p>The Governors requested that a visible representation be added to the Scheme of Delegation (SoD) document and were pleased to hear that a meeting is to be held with the Chair of Directors and the Chair of Governors for both Hubs to understanding the workings of the SoD and how it will be applied. It was noted that the Terms of Reference for Governors will be drafted following approval of the SoD.                  In general the Governors are keen for the SoD to be approved so that their roles and responsibilities can be clarified. They would like communication to be improved between the Directors and Governors.</p>
<p>T59.17</p>	<p><b>Training</b>                  JW said that whilst she appreciates the Trust budget is restricted, with Education changing all the time, the Governors need to be kept informed and up to date and training events are key to this. The Chair asked Governors to consider any future training requirements.</p>
<p>T60.17</p>	<p><b>Monitoring</b>                  .1 The Chair reported that the recent Monitoring meeting held 23 November 2017 was very successful with discussions in relation to Excellence for All (EfA) and Teaching &amp; Learning (T&amp;L) visits undertaken this term.                  TJ, Link Governor for Landscope reported that the report for Leadership &amp; Management is outstanding and visits for EfA and T&amp;L have not yet been completed. Concern was noted for increasing workload and time pressures for HoS's.                  Governors spoke about approaching the TBM with questions regarding the finances and funding around Pupil Premium and the reporting of.                  It was noted that DP has carried out his Church Monitoring visits and reports are available via the Google Drive.</p> <p>.2 Governors gave thanks to TC for monitoring visit checklist he had produced.</p> <p>.3 A draft version of the template form for the monitoring of SEND was tabled. LL and TJ will update and provide a final version to Governors. <b>Action LL and TJ</b></p>
<p>T61.17</p>	<p><b>Community &amp; Church Links</b>                  .1 The Governors feedback from the School Committee meetings, these included:</p> <ul style="list-style-type: none"> <li>• Ongoing issues with parking at Landscope. Suggestion for the HoS to perhaps contact the Community Police Officer to attend to assist with responsible parking.</li> <li>• Stoke Gabriel School Council is going from strength to strength. There has not been a Committee meeting since the last LGB last met, so nothing to report. PTFA are supporting the school really well and Year 6 held their first community café.</li> <li>• CR advised that the main discussion at a recent meeting of the Harbertonford Committee was around the Christian Ethos and all families being made welcome, both Christian and Non-Christian. School are hoping to visit the Church coffee morning.</li> <li>• DP and TJ both attended Diptford Committee meeting. The Committee asked for clarity around the meeting held with the TBM and the PTFA recently. TC said that the aim was to try and think strategically and collaboratively amongst all the schools in the Trust.</li> </ul> <p>.2 It was confirmed that all three church schools websites now reflect 'CofE' in the text. Main banner's on front page still to be addressed.</p> <p>.3 It was confirmed that the Church school vision is now on the websites for Diptford,</p>

	Harbertonford and Landscope and this should be shared around the committees.
T62.17	<b>Vice Chair Election</b> It was approved by Governors for Barnaby Harris to remain as Vice Chair for the year 17/18.
T63.17	<b>Policies for Review</b> <ul style="list-style-type: none"> <li>• Nursery Admission – Approved with amendments</li> <li>• Online Safety – School ICT subject Leaders still to review</li> <li>• Safeguarding &amp; Child Protection – Updated version from Babcock. Agreed following slight amendments from both Hubs. Recommend to Board of Directors for approval.</li> </ul>
T64.17	<b>Dates of future meetings</b> Dates of future meetings were confirmed as: 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

**Meeting Closed 8.30pm**

**Signed as approved copy by Chair, Anna Neville**

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**Date 31.1.18**