

DRAFT

Governors	
Yvonne Short	Rebecca Humphreys
Tony Callcut	Frances Swan
John Garrigan	Ewa Ziubryniewicz - Absent
In Attendance:	
Clerk – Sue Howard	

Minutes

Welcome: Chair, Yvonne Short welcomed everyone to the meeting.	
Apologies: Apologies had been received from EZ	
Declaration of Business Interests There were no declarations of interest	
N20.18	Minutes of previous meeting The Minutes of the previous meeting held on 21 March 2018 were approved and signed by The Chair, Yvonne Short.
N21.18	Matters Arising .1 3.18 The Clerk has now received the H&S inspection reports from JG and these have been uploaded to the Google Drive under Monitoring and forwarded to the Trust Business Manager, (TBM) who is responsible for maintaining premises and addressing any items in need of repair. Governors stressed that there are various issues that do need to be actioned asap. Extra - 14.18 Items that the YS had highlighted at the meeting held 21 March 2018 in relation to an office printer at Bearnas, strip lighting being stored in the car park and security fencing at Hennock are still outstanding. .2 15.18 YS updated the Governors following a visit to Bearnas from Local MP, Anne Marie Morris. The TBM has been in further contact with Mrs Morris following the CIF bid results and she has given her full support for the appeal process in relation to the Mezzanine floor. .3 20.18 SATS week JG and FS have volunteered to assist at Hennock and YS for Bearnas. Heads of School, (HoS) to liaise in relation to confirming timings as to when the Governors are needed. Thanks were given to the Governors for giving up their time to assist with SATS week.
N22.18	Monitoring Behaviour & Safety monitoring visits were to be completed during Spring term 2. TC and YS carried out an B&S Audit at Bearnas on 21 March 2018 and report has been filed with the Clerk. Hennock is still to be completed in this area. EZ will be completing SEND monitoring at Bearnas and Hennock following SATS week and then PE Funding to be done in the second half of Summer Term. Governors to contact HoS to arrange dates convenient to them.
N23.18	Procedural Safeguarding – Lead Safeguarding Governor, YS, provided Governors with Safeguarding updates, nationally and regionally in a handout. She also provided them with a document listing various websites with information available.
N24.18	Strategic TC will now produce a termly written report to Governors, and at the alternate meetings, it was agreed that a Q&A session will take place. Q&A summary of this meeting was: Numbers on Roll (NoR) – Has the drop in numbers on roll been addressed? TC said that it has been fairly static recently. However, numbers for September, overall in the Trust, will be down

	<p>very slightly as there are more Year 6's leaving than there are Reception pupils arriving. Marketing and promoting our schools continues to be an important focus.</p> <p>Quality of Teaching – When was the last time senior leadership observed teaching? What percentage of lessons were satisfactory, good and outstanding? HoS all did a learning walk before the Easter break. In addition, they will have undertaken drop-in sessions on lessons. Some schools are also using subject leaders to do peer observations, although this has not happened in all schools. Heads of School with a large teaching commitment have to manage their time effectively so they can undertake monitoring. Quality of Teaching is consistently good.</p> <p>Attendance – What is the attendance status at the moment? It is good at the moment with our schools all just above the Devon average for attendance. Attendance is monitored regularly by HoS's.</p> <p>Staff Changes and Issues – There seem to be a few absences at Hennock, how is this being addressed? The Governors were reassured that the HoS is managing this.</p> <p>School Improvement – What are the schools weakest curriculum area and what is being done to address this? The weakest areas are the foundation subjects, in particular Computing, PSHE, MFL, Music. Computing is being addressed now that we have a more robust ICT network and laptops in schools. Schools will be using the new PSHE curriculum from the Association of PSHE from September. MFL and Music continue to be a challenge as there is not the expertise in schools. In the Core subjects, writing is the weakest subject. Strategies to improve writing include having more opportunities to write to build resilience, using more inspirational texts for the teaching sequences, providing trips and visit to inspire creative writing, displaying and publishing writing, making sure writing is done for a purpose.</p> <p>Data – How well do governors understand the schools' performance data (including in-year Tracking data) so we can properly hold school leaders to account? Governors need to have a very good knowledge of their schools data – including:</p> <ul style="list-style-type: none"> • Predicted end of year attainment for Maths, Writing and Reading for each year group • Which subjects are strong and which subjects are weakest • Which year groups are strong and which are causing concern • How well do the pupil premium children do and what progress are they making • How well do SEND pupils do and what progress are they making <p>Safeguarding – How do the HoS and Senior Leadership Team (SLT) monitor safeguarding and what do they feed back to governors? HoS complete a monitoring form for the SLT meetings each half term. This includes the number of Safeguarding incidents, a check on the Single Central Record, MASH referrals, number of child protection meetings, incidents of bullying, racist, homophobic abuse and attendance etc.</p> <p>.2 To note, the next meeting is scheduled for 23 May 2018 – YS to attend and report back to Governors.</p>
N25.18	<p>Governance</p> <p>.1 Governors discussed the structure of the Local Governing Board's (LGB'S). Governors noted that a Working Party has been established to review the work of LGB's and the structure going forward, of which the Chair, YS will be involved in. Governors feel strongly that this is clarified as soon as possible to ensure consistency, and define roles and responsibilities. Governors are in agreement to support alternate joint meetings of LGB's.</p> <p>.2 Minutes from recent Director Board & Committee meetings were made available for the Governors and comments were raised:</p> <p><u>Full Board 26 March 2018</u></p>

	JG asked for clarity around the role of Trust HR Director. This was explained by the Clerk. <u>F&GP 28 March 2018</u> No comments
N26.18	Training Thanks were given to those Governors who attended the Babcock bespoke training session held at Bearnas on 28 March 2018 and a copy of the presentation was provided for all Governors. YS and FS attended and found the session informative and useful.
N27.18	Policies The following policies was reviewed for approval: <ul style="list-style-type: none">• Attendance – TC explained the need for the Attendance Policy to be reviewed following meetings with the Education Welfare Officer (EWO). Following discussions the Governors agreed the revised version with the recommendation for the Board of Directors to approve. Letter to parents advising of attendance protocol discussed. TC will present for approval by Directors.
N28.18	Dates of Future Meetings Dates of future meetings were confirmed as: 5 July 2018 – Bearnas

Meeting Closed 7.45pm