

## Meeting of Newton & Teign Local Governing Board

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

### Minutes

<p><b>Welcome:</b> Chair, Yvonne Short welcomed everyone to the meeting. The Governing Board were advised that Tim Flint has resigned. An election process is underway for a new parent Governor at Hennock. Closing date is 23 March 2018. Clerk will update the Governors.</p> <p><b>Apologies:</b> Apologies had been received from FS and BH. No apologies were received from JG</p> <p><b>Declaration of Business Interests</b> There were no declarations of interest</p>	
N11.18	<p><b>Minutes of previous meeting</b> The Minutes of the previous meeting held on 25 January 2018 were approved and signed by The Chair, Yvonne Short.</p>
N12.18	<p><b>Matters Arising</b></p> <p>.1 <b>3.18</b> The Clerk advised that she had received no report from JG for his Health &amp; Safety site inspection visits to Hennock and Barnes. <b>Action JG</b> EZ had forwarded her reports to the Clerk and these have been uploaded to the Google Drive.</p> <p>.2 <b>5.18</b> TC explained that he has spoken to the Head of School (HoS) at Hennock and confirmed there is still an anomaly on their School Pupil Tracker Online (SPTO). However, this is in relation to a pupil who is a new starter at the school and her data needs to be added.</p> <p>.3 <b>8.18</b> Governors were advised via email following the last meeting, that the gas leak at Barnes was not a Health &amp; Safety risk as an engineer had inspected and capped it off. New heaters are to be installed at Barnes.</p>
N13.18	<p><b>Monitoring</b> EZ to visit Barnes for SEND monitoring on return from Easter hols. Behaviour &amp; Safety visits were scheduled to be completed in the Spring term. Governors are asked to complete these at their earliest opportunity and when convenient for the HoS. Reports to be sent to the Clerk.</p>
N14.18	<p><b>Procedural</b> Safeguarding YS, lead Safeguarding Governor, had provided a report for Governors on local and National Safeguarding issues. She visited Barnes and Hennock recently and specific issues were Discussed and have been communicated to the Trust Business Manager, these included:</p> <ul style="list-style-type: none"> <li>• No printer in the office at Barnes</li> <li>• Old strip lighting to be removed from car park</li> <li>• Fencing at Hennock</li> </ul> <p>TC discussed with HoS at a recent meeting, the priority to complete their action plans following Safeguarding audits and Governors must monitor that this is completed. Concern over consistency with the Education Welfare Officer (EWO) support from local authority. TC clarified that he has been in contact with new EWO and support and correspondence is much improved. TC advised the Governors that the Attendance Policy will need to be reviewed at the next mtg following advice from the EWO. Suggested amendments will be recommended to the Board of Directors via the Standards &amp; Curriculum Committee. <b>Action Clerk</b></p>
N15.18	<p><b>Strategic</b> .1 TC had produced his report prior to the meeting. Governors sent questions to him in advance,</p>

	<p>these included:-</p> <ul style="list-style-type: none"> <li>• <b>In Headline School Data what do the Red and green signify in the year group column</b> I have identified the cohorts of children where there is significant data (Red-chort with lower than expected data and Green indicated a strong cohort)</li> <li>• <b>What is CAPEd? see Landscope School Improvement Key Issues,- Maths</b> (Check it, Another way? Prove it, Explain it, Draw it = CAPEd. This is a way for teachers to get pupils to show that they understand the maths they are doing and is a strategy used in Shanghai Maths)</li> <li>• <b>Threshold Tool/Early Help - JR reported on this. Are other schools becoming more familiar</b> (Yes, Heads are familiar with this tool. They have training on this as part of their L3 SG training)</li> </ul> <p>It was noted that some data and information from schools were missing, TC will chase and update Governors. The Governors expressed concern for the HoS workload with necessity sometimes to teach in the absence of staff. TC explained that the HoS are very committed and keen to ensure continuity for the pupils, especially during the SATS period.</p> <p>.2 TC updated the Governors on PE funding. The Trust approached four different providers for a Service Level Agreement to deliver PE across the Newton &amp; Teign and Totnes schools. The contract has been awarded to Saints Southwest to commence in September 2018. They will visit one day a week to all schools, delivering PE, a lunchtime and an after school club. They will also coach our staff to enable a sustainable outcome future years. Combined Trust sporting events will be organised for the six schools. TC asked governors to monitor the websites to ensure PE and funding is displayed</p> <p>.3 YS advised Governors that she alerted the Standards &amp; Curriculum Committee members at the meeting she attended on 7 February 2018, the importance and urgency of the mezzanine floor installation at Bearnese. YS made contact with the Local MP, Anne Marie Morris, to highlight this need and Mrs Morris is visiting the following week.</p>
N16.18	<p><b>Governance</b> There were no comments from Governors in relation to minutes of Director meetings held: Mtg with Chair of Directors and Finance Director – 6 February 2018 Full Board – 5 February 2018 F&amp;GP – 1 February 2018 Audit – 19 February 2018 Stds &amp; Curr – 7 February 2018 Governors spoke about the structure of the Local Governing Boards and an agenda item will be added to the next meeting for further discussion.</p> <p>TC – The Audit Committee Chair has spoken to the HoS in relation to the Trust Risk Register. She is sending them templates to complete to identify specific risks associated with their schools. TC, YS and EZ will meet with the HoS to review. <b>Action TC, YS and EZ</b></p>
N17.18	<p><b>Training</b> Governors were reminded of the Bespoke training to be held 28 March 5.30-7pm at Bearnese.</p>
N18.18	<p><b>Policies</b> The following policies was reviewed for approval:</p> <ul style="list-style-type: none"> <li>• Lone Working – approved with no amendments</li> <li>• Positive Handling – approved with no amendments</li> </ul>
N19.18	<p><b>Dates of Future Meetings</b> Dates of future meetings were confirmed as: 10 May 2018 – Hennonck</p>

	5 July 2018 – Bearnas
N20.18	<b>Extra Items</b> The HoS's have asked for a Governor to assist during SATS week with administration procedures for preparation. YS to co-ordinate with Governors. <b>Action YS</b>  The Governors were provided with a summary of the results following the recent parent questionnaire. HoS's are responding to parents to thank them for completing. A staff survey is being drafted, Governors will be updated of results following this.

**Meeting Closed 7.30pm**

**Signed as approved copy by Chair, Yvonne Short**

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**Date 10.5.18**