

Meeting of Totnes Local Board

**DRAFT**

<b>Governors</b>	
Anna Neville	Cat Radford
Rev Tom Benson - Absent	Sue Roach
Lizzie Lethbridge	Janet Watts
<b>In Attendance:</b>	
Clerk – Sue Howard	
Nicola Dunford – CEO	
Ronald Jefferies – Parent Governor Applicant	

**Minutes**

<p><b>Welcome:</b> Chair AN welcomed everyone to the meeting, particularly Ron Jefferies, who submitted an application to become parent governor for Harbertonford. Governors introduced themselves.</p> <p><b>Apologies:</b> There were no apologies</p> <p><b>Declaration of Business Interests:</b> No declarations of interest were declared at this point</p>	
T43.18	<p><b>Minutes of previous meeting</b></p> <p>The Minutes of the previous meeting held on 4 July 2018 Part I were approved and signed by the Chair, Anna Neville.</p>
T44.18	<p><b>CEO</b></p> <p>The Governance structure of the Link Academy Trust was explained by the CEO, including the role of the Trust Board and members of the Local Boards (LB). An induction pack had been produced for all governors, that contained key documents around their role on the LB. The induction documents will also be uploaded to the main Trust website and Google Drive (GD). Teaching &amp; Learning is the main focus for the LB's, and the importance of visiting the schools, meeting the staff and engaging with pupils being a key priority. The Heads of School value the work of the Local Board members in helping to move the schools forward.</p>
T45.18	<p><b>Procedural</b></p> <p>.1 Governors reviewed the Housekeeping Tasks and signed the Code of Practice.</p> <p>.2 A safeguarding report was made available for the Governors prior to the meeting, highlighting updates, any legislation changes and summarising work carried out by the lead Safeguarding governor. It was noted that the deadline for submission of the Babcock annual Safeguarding Audit return has now been brought forward to 30 November 2018. There is a recommendation from the new 'Keeping Children Safe in Education' publication for each school to have an individual Child Protection Policy.</p> <p>.3 LL provided a verbal update in relation to SEND, that included:</p> <ul style="list-style-type: none"> <li>• a new teacher at Diptford is SEND qualified and has taken the role of SENDCo</li> <li>• a teacher at Harbertonford is currently training to become a SENDCo and has been seconded to the Inclusion Hub at Bearnas School for two days a week to support and learn</li> <li>• The Trust subscribe to the Multi Agency Support Team (MAST) in Plymouth. MAST is network of specialists including support workers, educational psychologists and therapists to help our schools meet the needs of our pupils. Each school has now been allocated a specific person from MAST to help build on that relationship.</li> </ul>

<p>T46.18</p>	<p><b>Strategic</b>                  .1 The Local Board were in favour of a rotation for attendance on the Directors Standards &amp; Curriculum Committee. AN will attend the next scheduled meeting on 7 November 2018.                   .2 A discussion was had following the Governors review of the School Governance publication that was provided to the LB prior to the meeting. Governors need to constantly refer to the Trust's Scheme of Delegation to clarify their responsibilities and any delegated tasks and to ensure it is fit for purpose. Governors must continue to gather information from our school, reflect on their own effectiveness and self-evaluate to set themselves targets and a focus/action plan. These action plans should feed into the Academy Individual Plan's (AIP's).</p>
<p>T47.18</p>	<p><b>Governance</b>                  .1 Minutes from recent Director Board meetings were made available for the Governors and comments were raised:   <u>Full Board 9 July 2018</u>                  The LB asked for clarity that the attendance letter had gone to parents. The CEO confirmed that they were distributed at the beginning of this the new academic year.   <u>AGM 16 July 2018</u>                  No Comments</p>
<p>T48.18</p>	<p><b>Training</b>                  Governors are reminded that training is available for them, within the Trust Continuing Professional Development (CPD) budget, covering different aspects of their role. Anyone wishing to attend a training event or complete an online training course, should submit their interest to the Clerk. The Trust have subscribed to the National Governance Association and online training modules are available. <b>Action ND</b> to advise the Governors how to access this.                  Governors also feel it would be advantageous to have some combined training with Directors.</p>
<p>T49.18</p>	<p><b>Monitoring</b>                  The Annual Cycle of Focussed Visits for this academic year was explained by the CEO. Governors are expected to visit schools regularly to Learn, Support and Challenge. This is done by focussing on specific areas of Teaching &amp; Learning, providing evidence of these visits and sharing what has been learned, to include the positive outcomes, impact and areas for improvement. Via the NGA website, Governors can find useful question ideas and prompts to assist with their visits to the schools.</p>
<p>T50.18</p>	<p><b>Community &amp; Church Links</b>                  The RE lead for the three church schools provided a brief report for the Local Board. Link Governors are asked to focus on this area when visiting, following the resignation of Foundation Governor, David Palframan.                  An action plan for Harbertonford SIAMS inspection due March 19 was also provided and Governors were requested to monitor specifically against that action plan.  <b>Action Clerk</b> to email the Diocese for advice/help in recruiting new foundation governors.                  No school committee meetings have been held yet this academic year, so nothing to report.</p>
<p>T51.18</p>	<p><b>Election of Chair &amp; Vice Chair</b>                  The Clerk reported that no nominations had been received in advance for the role of Chair or Vice Chair. AN is happy to remain as Chair for a further year and CR volunteered for the role of vice chair. All in favour.                  Governors were advised that SH will be handing over the role of Clerk at the end of this term. LB meetings will now be clerked once a term only, with alternate meetings having notes produced by the Board themselves.</p>
<p>T52.18</p>	<p><b>Policies</b>                  The following policies were due for review by the Local Boards:</p> <ul style="list-style-type: none"> <li>• Admission Policies 2020-21 – agreed prior to consultation period with Faith Criteria to be retained for the Church Schools. Trust Board of Directors to determine Admission Policies in February.</li> <li>• Anti Bullying - agreed</li> </ul>

	<ul style="list-style-type: none"> <li>• Behaviour – agreed with slight amendments</li> <li>• Home School Agreement - to be carried forward pending input from all the Heads of School</li> <li>• Identification Badge – agreed with Governor badges to have photos and Safeguarding information to be added to reverse on all staff badges.</li> <li>• Spiritual, Moral, Social and Cultural Development – to be carried forward pending review from Heads of School</li> </ul> <p>It was discussed that all School based Curriculum Policies, when due for review, must go to the Heads of School, staff and subject leads, prior to coming to the Local Board meetings for approval.</p>
T53.18	<p><b><u>Dates of future meetings</u></b>            Dates of future meetings were confirmed as:-            6 December 2018 – Stoke Gabriel            7 February 2019 – Landscope            4 April 2019 – Harbertonford            20 June 2019 - Diptford</p>

**Meeting Closed 8.20pm**