

Meeting of Woodleigh Local Governing Board

Governors	
Jo Carter	Elaine Clark
Nicky Dunford	Brenda Jones
Alexis Saffin	Joanna Tripp
In attendance	
Tedburn St Mary Head of School – Andy Keay	
HR Officer – Sue Howard	
Clerk - Michelle Lambourne	

Minutes

Welcome: JC took the chair until AS arrived and welcomed everyone to the meeting.
Apologies: Apologies were received from Christine Conner. Alex Waterman was unable to attend this meeting, so the venue was moved to Tedburn St Mary with Andy Keay in attendance. Alexis Saffin arrived at 5.15 and chaired the meeting from this time onwards.
Declarations of interest: There were no declarations of interest.
Confidentiality: Governors noted the requirement for confidentiality for matters discussed at Local Governing Board meetings.

W19.18	<p><u>Minutes of the previous meeting 26 April 2018</u> The minutes of the meeting held on 26 April were agreed as an accurate record of that meeting.</p>
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W20.18	<p><u>Matters Arising</u></p> <p>.1 The minutes of the meeting on 26 April have been amended. .2 All statutory training has been completed and updated to the Central Record. SH takes capturing feedback from training to a certain point, and then passes this on to the administrators at each school. .3 The SEN audits have been circulated. .4 The websites are being updated and considerable progress has been made. SH monitors all the school websites, and she advised that policies should be on each school's website. It is not sufficient to simply have a link through to another website setting out the policies. .5 Parent governor election rules remain the same as for maintained schools, and it is not possible to change a community governor designation to a parent governor designation. This will be discussed later in the meeting, under the agenda item on LGB structures. .6 EC, JC and BJ met to discuss working across Safeguarding and SEND for the Woodleigh Hub and agreed to take this forward, with EC as the lead governor. EC will be completing the Level 3 training next week. JC and BJ have completed Level 2. .7 JC has drafted an LGB role description. .8 There is a Link format for governor visit reports</p>
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W21.18	<p><u>Procedural</u></p> <p>.1 Safeguarding is included in the Heads of Schools reports, and the LGB was updated on a recent complaint, which is covered in the Cheriton Bishop report. Safeguarding will be reviewed in Autumn 2. .2 The LGB noted that the SEN audits for each school will be prepared at the beginning of September, and submitted by 28 September. SEN will be included in learning walk and visit reports, with a box added at the end to confirm this has been covered. The SEN</p>
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	<p>Quality First pathway has been added to each website.</p> <p>.3 The LGB clerk vacancy for the Board of Directors and LGBs is currently being advertised.</p>
W22.18	<p>Strategic</p> <p>.1 The LGB reviewed the Heads of Schools reports. JC considered the Cheriton Bishop School report to be particularly informative because it provided the context for the data, eg attendance was not good, because children have been taken out of school for holidays. The Heads of Schools reports all take the same format, but the LGB agreed that it would be helpful if each school could provide a fuller narrative to explain the data. The LGB discussed parents taking children out of school, noting the extract from the Trust Attendance Policy which states ‘In certain circumstances you may be prosecuted and be required to attend the Magistrates Court where you could face up to 3 months’ imprisonment and/or a fine of up to £2500.’ but that for some parents, it may be the only time they can take out for a family holiday, or that they can afford for a family holiday; and whether there should be discretion for those with good levels of attendance. SH advised that the Directors are sending out a letter to all parents setting out the importance of regular attendance and the issues created by poor attendance.</p> <p>.2 ND and JT advised that much credit should be given to Nicola and Alex for the good Year 6 SATs results given the complex cohort. The LGB noted that the pass levels for the SATs were changed, increasing by 3 marks for Reading and 5 marks for Maths.</p> <p>.3 There will be 4 pupils for the new Foundation Stage Unit (FSU) at Yeoford in September. The LGB noted that the FSU consultation has closed. It raised no issues and the Link is proceeding with the age range extension at Yeoford.</p> <p>.4 The next item was taken under Part 2.</p>
W23.18	<p>Governance</p> <p>.1 ND circulated her paper about LGBs. The initial focus will be on agreeing the term used for LGBs. The best model to ensure LGBs have strong relationships and in depth understanding of the issues facing each school is to link governors to a specific school to cover all issues, rather than to have link governors for specific areas across all the schools in the Hub. It is essential for there to be a close link between the LGBs and the Directors because Directors do not go into the schools. The Standards & Curriculum Committee acts as the conduit between the Directors and LGBs. ND will set up meetings from September to develop the role of LGBs, including creating an induction pack that will contain a role description to set out expectations. ND considered it would be better to have a fluid, incremental approach to developing the role of LGBs rather than to have a big quarterly review. AS asked whether the LGB needed to have half termly meetings, given that the link governors were carrying out regular school visits. The other governors considered there should be half termly meetings, to maintain frequency. SH advised that the other Hub LGBs hold five meetings a year, which is useful for providing challenge to the Heads of Schools. LGBs would have a maximum of 12 members, and they will vary in size according to the number of schools in a Hub eg providing for one parent representative per school. The LGB discussed the role of staff on LGBs. EC considered that it helped to create a sense of partnership between LGBs and staff, and BJ reminded that staff includes all staff in a school, not simply teaching staff. JC and JT left the meeting at 6.30pm. The LGB discussed potential names for LGBs, including Local Standards Boards and the Woodleigh Board. It was agreed Heads of Schools should find out whether there is any potential interest from staff in Tedburn and Yeoford in being on the LGB. AS will prepare a governor piece to go out to the Woodleigh Hub covering their activities and visits. The LGB discussed and agreed the meeting dates for 2018/19. Action: HoS, AS</p> <p>.2 Governors received and noted the minutes from the Directors’ meetings.</p>
W24.18	<p>Training</p> <p>.1 EC will be attending the Level 3 Safeguarding Training.</p>
W25.18	<p>Monitoring</p>

	<p>.1 The LGB reviewed recent visits. BJ asked whether the Link has insurance cover for long term sick leave? ND advised the Link had paid £9k for insurance cover, but this proved to be impractical because, for example, it required six months' notice of the intention to become pregnant. The Link then tried to set aside money into a fund to cover sickness absence, but failed to do so consistently. Consequently, the Link decided that the school affected by the sick leave would simply take the impact in its budget for the year. ND advised that the Link has to hold two months' operating costs in reserve, which is currently c.£500k. Cheriton Bishop has two staff who will be going on maternity leave. AS reported on the multi-skills day held at Tedburn during her last visit. This was led by Year 6, who took real responsibility for the day. AS was impressed by the sporting opportunities provided at Tedburn. Tedburn had been using Sporting Stars to provide its after school clubs, but this had not worked well through inconsistency of provision, and as a result Tedburn will not use them next year.</p>
W26.18	<p><u>Health & Safety</u> .1 There was nothing to report under this.</p>
W27.18	<p><u>Community Links</u> .1 There was nothing to report under this.</p>
W28.18	<p><u>Policies for Review</u> .1 The LGB noted that the Link has consulted with the unions on its personnel policies, which are based on DCC models. This consultation process has been completed with no changes, and consequently the Link's personnel policies are now adopted across the Hubs. .2 The LGB noted and agreed the Administering Medicines policy. .3 The LGB noted and agreed the Lone Working policy. .4 The LGB noted and agreed the Positive Handling policy.</p>
W29.18	<p><u>Dates of future meetings</u></p> <ul style="list-style-type: none"> • 17 October at 5pm at Yeoford • 12 December at 5pm at Cheriton Bishop • 6 March at 5pm at Tedburn St Mary • 22 May at 5pm at Yeoford • 10 July at 5pm at Cheriton Bishop

Meeting closed 7.00pm.

Signed as approved copy by Chair Alexis Saffin

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Date