

Meeting of Woodleigh Local Governing Board

Governors	
Jo Carter	Elaine Clark
Christine Conner – absent	Nicky Dunford
Brenda Jones	Alexis Saffin
Joanna Tripp	Gemma Woodgate - absent
In attendance	
Clerk - Michelle Lambourne	

Minutes

<p>Welcome: Chair AS welcomed everyone to the meeting.</p> <p>Apologies: Apologies were received from Christine Conner and Gemma Woodgate, and from the Heads of Schools Pete Halford, Andy Keay and Alex Waterman. Resignations were received from Annie Martin and Katie Richards.</p> <p>Declarations of interest: There were no declarations of interest, although JC advised that she is a trustee of the Cheriton Bishop Pre-School.</p> <p>Confidentiality: Governors noted the requirement for confidentiality for matters discussed at Local Governing Board meetings.</p>	
W1.18	<p>Minutes of the previous meeting 21 February 2018</p> <p>The minutes of the meeting held on 21 February were agreed as an accurate record subject to the following amendments:</p> <ul style="list-style-type: none"> • Replace the fourth sentence of para 2.1.5 with “It was agreed to apply for academy orders and to start the consultation process. The DfE gave their seal of approval to the conversion subject to the due diligence process.” • Replace the sixth sentence of para 2.1.5 with “Neither the consultation period nor the due diligence period following the issue of the Academy Orders exposed any reasons for concerns and therefore the decision to join the Link would go ahead without further action.” • Remove “not” from the last sentence of para 2.2.1, the Local Governing Board does have to have a staff representative. <i>Action Clerk</i>
W2.18	<p>Review Action Log</p> <p>.1 With reference to para 1.5.6 of the meeting held on 17 May, one of the two skills audits remain outstanding. The skills audit has been updated to include the recently received skills audits, but following the resignations received at this meeting, the consolidated skills audit will now need to be amended to remove those records. <i>Action Clerk</i></p> <p>.2 With reference to para 2.1.6 of the meeting held on 18 July, governor visits to schools are ongoing and this item can be removed from the action log. The governor visits template will be linked to the School Development Plan. ND advised that the Link is using a distributive leadership model, with AK leading on standards and data for the Woodleigh Hub, AW leading on SEND and PH leading on any other projects, initially the introduction of a Foundation Stage Unit at Yeoford. It was agreed that in future one Head of School would be asked to attend each LGB meeting, to report on their lead areas. ND’s aim is to encourage and develop leadership throughout the LAT, to nurture talent and promote</p>

	<p>succession planning. The LGB training session will be used to agree the SDP and governor visit format.</p> <p>.3 The Link newsletter will issue at the end of the term, which will outline any positive changes in staffing and working practices since Woodleigh joined the Link.</p> <p>.4 The Woodleigh websites and policies are being reviewed with the Link, with the aim of getting them up to date by September 2018. It was agreed that the Hub would be called the Woodleigh Hub.</p> <p>.5 With reference to para 1.5.1 of the meeting held on 21 February, the skills audit has been updated.</p> <p>.6 With reference to para 1.5.3, the clerk's appraisal has been carried out.</p> <p>.7 With reference to para 1.5.5, MM will set up a Google Drive account for Woodleigh Hub governor papers and governor email accounts.</p> <p>.8 With reference to para 2.2.2, the LGB terms of reference for SEND and Safeguarding roles have been circulated to governors.</p> <p>.9 With reference to para 4.1.7, MM is supporting all the Woodleigh admin staff now.</p> <p>.10 With reference to para 6.2.2, draft minutes are circulated to governors within 2 weeks of each meeting.</p> <p>.11 With reference to para 6.3.1, ND will check with RPA to find out if governors are covered in their professional capacity if they give professional advice to the Link. <i>Action ND</i></p>
W3.18	<p>Local Governing Board composition</p> <p>.1 It was agreed that the LGB should consist of 8-9 governors, of whom one would be staff, three would be parents (ie one from each school) and the remainder would be community. JT will be the staff governor and JC will be the Cheriton Bishop parent representative. ND advised that a proposal will be put to the Board to have a more standardised composition for a Hub LGB, with the aim of creating a working party consisting of a couple of representatives from each Hub to agree the composition.</p> <p>.2 It was agreed that JC and possibly AS will represent Woodleigh on this working party.</p> <p>.3 Governors discussed how information is shared upwards from the LGBs to the Board of Trustees. It was noted that EC needs to redo her Level 3 Safeguarding training, and that once this refresher training has taken place, she will be able to deliver Level 2 training to other governors.</p> <p>.4 The LGB will aim to have the parent governors in place for September 2018.</p>
W4.18	<p>Woodleigh Hub representative on the Link Standards and Curriculum Committee</p> <p>.1 This Committee usually meets on a Tuesday. The next meeting will be held on 23 May and ND will advise ML what time this meeting will take place. It was agreed that JC and AS will share this representative role. <i>Action ND</i></p>
W5.18	<p>Receive reports from governor visits</p> <p>.1 BJ's report was received. BJ and AS have since also visited Tedburn for its cultural awareness week and sharing assembly, and this report will be written up. JT will carry out her Early Years visits, and JC will carry out a Cheriton Bishop visit, in the next term.</p> <p>.2 An induction pack for LGB representatives should be prepared.</p> <p>.3 The Woodleigh Hub needs to have a SEND representative, and it was agreed this representative should not be a staff member. EC will be the safeguarding representative, but a deputy safeguarding representative should be appointed too.</p> <p>.4 It was agreed there should be an LGB update in the school newsletter at the end of each term. This could be emailed to the Heads of Schools for them to include in their school newsletters. <i>Action Woodleigh governors</i></p> <p>.5 It was agreed to maintain the role of link governors attached to each school, to ensure that at least two governors have an in depth knowledge of each school.</p> <p>.6 The Heads of Schools will report to the LGB on their specific roles as set out in 2.2.18 above. <i>Action HoS</i></p>
W6.18	<p>Dates of next meetings</p>

	<ul style="list-style-type: none">• 26 April at 5pm at Cheriton Bishop, to feed into the next Directors' meeting on 23 May; and• 18 June at 5pm at Cheriton Bishop, to feed into the Directors' meeting on 9 July.
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Meeting closed 6.45pm.

Signed as approved copy by Chair Alexis Saffin

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Date 26.04.2018