

## Meeting of Woodleigh Local Governing Board

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| <b>Governors</b>                      |              |
| Jo Carter                             | Elaine Clark |
| Christine Conner                      | Brenda Jones |
| Alexis Saffin                         | Joanna Tripp |
| <b>In attendance</b>                  |              |
| Yeoford Head of School – Pete Halford |              |
| Clerk - Michelle Lambourne            |              |

### Minutes

**Welcome:** Chair AS welcomed everyone to the meeting.

**Apologies:** Apologies were received from Nicky Dunford. Heads of School will take it in turn to attend meetings, with Alex Waterman attending the next meeting, followed by Andy Keay for the first meeting of the new academic year. Resignations were received from Gemma Woodgate.

**Declarations of interest:** There were no declarations of interest, although JC advised that she is a trustee of the Cheriton Bishop Pre-School.

**Confidentiality:** Governors noted the requirement for confidentiality for matters discussed at Local Governing Board meetings.

W7.18

**Minutes of the previous meeting 22 March 2018**

The minutes of the meeting held on 22 March were agreed as an accurate record subject to the following amendment:

- Amend para 5.18: the first Tedburn visit, covered by the written report, was the joint visit. **Action Clerk**

W8.18

**Matters Arising**

- .1 The minutes of the meeting on 21 February have been amended.
- .2 The skills audit has been revised and recirculated for this meeting, for discussion under the item on LGB composition.
- .3 Carry forward – ND’s action – but the scope of the Link’s professional indemnity insurance is less relevant following AM and GW’s resignations.
- .4 The date for the next Standards and Curriculum Committee is 23 May, ask ND for the time of this meeting. **Action Clerk**
- .5 Governors discussed what they wanted to feed into the school newsletters, agreeing this should include the smoothness of the transition from the Federation to the Link, with no disruption experienced by children in their day-to-day learning, and that the schools are now able to plan forwards. A list should also be included setting out the link governors for each school, and PH advised link governors, as a part of their next school visits, should discuss with their respective Heads of School what information should be included in the newsletters.
- .6 PH outlined the distributive leadership model for the Woodleigh Hub, with each Head of School trialling a different role during the summer term, for review and agreement to start the new academic year in September. The roles are: AW SEN; AK data; and PH governance and projects, specifically in this term Early Years and pre-school provision. The Link aspires to be a Support Academy, and consequently both staff and governors need to be trained and skilled, so that they can go into failing schools as required to provide expert support. PH will therefore be reviewing training for governors and will be

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|               | <p>looking to develop governor expertise in specific areas, including data and safeguarding.</p> <p>.7 PH reported back to governors about the MAT review, which concluded that the Link provided a good model of support for small schools, and that the Link could work towards being a support academy. It was agreed that the Woodleigh Hub's annual cycle needed to be prepared by the end of the summer term, ready for September, and that this should include governor visits.</p> <p>.8 Governors noted that Heads of School are happy with the distributive leadership model, and that staff as a whole are happy with the transition. Administrative staff are the ones who have seen the most change, but they have been given new roles and responsibilities, for example fundraising, which is positive.</p> <p>.9 The Heads of Schools professional programme put together by ND is very useful, and JT reported that other staff who have attended Link training have fed back positively. It was agreed to check with the Link how this information is being captured. <b>Action: Clerk</b></p> <p>.10 JC asked how long it takes to set up a Foundation Stage Unit. PH advised that it can be relatively quick. A form needs to be completed by solicitors to request expanding the age range covered by a school, but once the form has been submitted, the work on setting up a Foundation Stage Unit can go ahead. No formal consultation has to be held.</p>   |
| <p>W9.18</p>  | <p><b>Procedural</b></p> <p>.1 AS advised that she had been contacted before Easter because Tedburn had not submitted its safeguarding audit, which was due by 31 December. This has now been submitted. Copies of each school's safeguarding/SEND audits should be on the LGB cycle for Spring 1, as a compliance check to confirm these have been submitted by 31 December. EC advised that previously she would go through these audits with SL, as part of her safeguarding role. The audits should be included on the next LGB agenda, and copies should be circulated prior to the meeting, to cover compliance for this academic year. <b>Action: Clerk</b></p> <p>.2 Sue Howard has emailed each school with a checklist of what needs to be changed on their respective websites to bring them in line with the Link. The administrators are aiming to work through these checklists by half term. ML to ask Sue for a progress report on this for the next LGB meeting. <b>Action: Clerk</b></p>   |
| <p>W10.18</p> | <p><b>Strategic</b></p> <p>.1 Heads of School reports are for the next meeting.</p> <p>.2 The date for the next Standards and Curriculum Committee is noted as 23 May.</p>   |
| <p>W11.18</p> | <p><b>Governance</b></p> <p>.1 The composition for the LGB has been agreed, subject to approval by the Directors. The process for appointing parent governors for each school needs to be confirmed. ML to check with Debbie Clapshaw about any specific parent governor election rules, and whether JC can move from being a community governor to a parent governor without an election. ML to check with Sue whether the Link has held any parent governor elections for LGBs since becoming a MAT, and if so what process has been followed. <b>Action: Clerk</b></p> <p>.2 Pre-schools will be included in parent governor recruitment, with a view to having three parent governors in place from September. CC agreed to continue as a governor, but as a community representative rather than a parent governor for Tedburn, since she no longer has a child at the school.</p> <p>.3 Governors discussed parent governors providing a link to the LGB for each school via Parent Forums. It was agreed to promote the link governors for each school to provide the channel between parents and LGB. The link governors for each school were confirmed as follows: Cheriton Bishop – JC and CC; Tedburn St Mary – AS and BJ; and Yeoford – EC and JT.</p> <p>.4 It was agreed that EC, BJ and JC will meet to discuss the feasibility of the three of them working across Safeguarding and SEND for the Woodleigh Hub, with EC as the lead governor. If they can develop a feasible model, they will meet with AW to determine what they need to cover, the framework and timescales in which this programme should</p> |

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|        | <p>be carried out. <b>Action: EC, BJ, JC</b></p> <p>.5 Governors received and noted the minutes from the Directors' meetings.</p>  |
| W12.18 | <p><b>Training</b></p> <p>.1 Governors reported on the recent LGB training session, and ML will write a report on this training.</p> <p>.2 It was noted that the other LGBs have similar issues to us, specifically learning what the parameters are. The other LGBs have parent representatives to strengthen communication with parents. An LGB role description does not currently exist, and the Link is establishing a working party to develop this. In the interim, it was agreed that JC will begin to draft a role description so that we can use this as a part of our new governor recruitment. <b>Action: JC</b></p> <p>.3 JC reported on the Link Away Day, which encouraged the Heads of Schools, Directors and governors to work together, and which was productive and informative. Matt and Roy are working on developing a rolling budget.</p> |
| W13.18 | <p><b>Monitoring</b></p> <p>.1 AS is attending a learning walk at Tedburn on 8 May, which BJ will join if she is available.</p> <p>.2 EC and JC have scheduled their Summer visits . EC is attending a learning walk at Yeoford on 12 June.</p> <p>.3 All feedback reports from governor visits will be circulated for the next meeting on 18 June. ML to check if there is a format that the Link uses for these reports. <b>Action: Clerk</b></p>  |
| W14.18 | <p><b>Health &amp; Safety</b></p> <p>.1 There was nothing to report under this.</p>  |
| W15.18 | <p><b>Community Links</b></p> <p>.1 There was nothing to report under this.</p>  |
| W16.18 | <p><b>Policies for Review</b></p> <p>.1 Governors confirmed that the Link's Attendance Policy will be adopted from September, although there will be some adaptations to reflect local practice. The Attendance Policy outlines a specific monitoring role for the LGB, which will be picked up through the annual cycle.</p> <p>.2 The Anti Fraud &amp; Corruption Policy was noted for information only.</p> <p>.3 The Anti-Bullying Policy was noted for information only.</p>  |
| W17.18 | <p><b>Dates of future meetings</b></p> <ul style="list-style-type: none"> <li>• 18 June at 5pm at Cheriton Bishop, to feed into the Directors' meeting on 9 July.</li> </ul>   |

Meeting closed 7.05pm.

Signed as approved copy by Chair Alexis Saffin

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Date 12.07.2018