

Meeting of Totnes Local Governing Board

Governors	
Anna Neville	Tim Jordan
Paul Bedford - Absent	Lizzie Lethbridge
Rev Tom Benson - Absent	David Palframan
Tony Callcut	Cat Radford
David Gay	Sue Roach
Barnaby Harris	Janet Watts - Absent
In Attendance:	
Clerk – Sue Howard	

Minutes

Welcome: Chair AN welcomed everyone to the meeting	
Apologies: Apologies were accepted from Janet Watts and Paul Bedford. Tom Benson was also absent	
Declaration of Business Interests: No declarations of interest were declared at this point	
T24.17	Minutes of previous meeting The Minutes of the previous meeting held on 16 March 2017 were approved and signed by the Chair, Anna Neville. These were made available to the Board via the google drive.
T25.17	Matters Arising .1 15.17 Feedback had been received from the School Committees, who were in favour of a Trust Safeguarding Newsletter. The Governors agreed for this to go ahead half termly. Action AN & TC. .2 19.17 The Governors had recommended to the Board of Directors for an extractor fan to be installed in the kitchen at Stoke Gabriel. The Governors were advised that this would happen as part of the Capital Improvement Fund (CIF) recently awarded. .3 20.17 CR reported that as Parish Clerk for Harbertonford, she has forwarded the same letter to the Community and also placed it into the parish magazine. The deadline for any interested parties to respond has been extended to 9 th June. .4 21.17 The Governors had recommended to the Board of Directors for Security Fencing at Harbertonford. They were advised that due to budgetary restraints this is not possible at the moment. TC added that he is liaising with the Parish Council regarding the long term arrangement with the Community parking their cars at the school. The proposal is to have specific times in place for entry and exit, so as to be able to lock the front gates during the school day. TC will update the Governors. .5 23.17 AN & TC advised the Governors that they will be sending out to all parents a summary and key points relating to the recent Parent Questionnaire. This will include an explanation of the Trust leadership structure. TC to action after half term.
T26.17	Procedural .1 Safeguarding AN had provided the Governors with a report on Safeguarding updates via the Google drive. The Governors learned that a Safeguarding Audit was recently carried out at Landscope School by Babcock and the school was assessed in 6 key areas. The reports have been passed onto all Heads of School to ensure similar practice and continuity across all the schools within the Trust. Similar Audits have been arranged for Bearnas and Harbertonford for 19 June 2017. Governors will be updated on the results from these. One possible suggestion to come from the Audit was to have a compact version of the Schools Safeguarding Procedures on a business card size to fit into lanyards. Would be useful for all staff

	<p>and visitors at all levels to be fully aware.</p> <p><u>.2 SEND Governor</u> AN asked the Governors if anyone present were willing to stand as SEND Governor. The recent Skills Audit was reviewed and from this it was identified that TJ had experience in this field. TJ agreed to take on this role and the Governors gave thanks. AN advised that LL has agreed to be a support for TJ. Action - Clerk will redraft the SEND Terms of Reference.</p> <p><u>.3 Annual Cycle Items for Summer Term</u> This item will be carried forward to the next LGB meeting. TC explained that the overall MAT Improvement Plan for 17/18 is being written at the moment and elements of that will appear in the individual School Improvement Plan's (SIP) and the HoS's will then add specifics relating to their own schools. These will be ready for Sept. Action – TC to liaise with the HoS for a report to be made available for the Governors relating to the success and impact of their SIP's for this current academic year.</p>
T27.17	<p>Strategic</p> <p><u>.1 EP Report</u> TC had prepared a report for the Governors prior to the meeting. This included items on;</p> <ul style="list-style-type: none"> • Attendance • Pupil Numbers • Standards and Quality of Teaching • Staff, Training and Professional Development • Safeguarding • School and MAT Improvement <p>The Governors reviewed the Q&A sheet that will be attached as an appendix to these minutes and asked various questions to clarify figures and data relating to attendance and standards of pupils.</p> <p>Governors asked for confirmation of the Head of School (HoS) situation at Diptford School. TC confirmed that Ginny French will be returning following maternity leave as HoS for 3 days per week and Dawn Neil will be the senior teacher and go to person in Ginny's absence. They will work very well together.</p> <p>Moved to Part II Back to Part I</p> <p><i>DP – Is the Preschool build going ahead for Diptford now, following the recent unsuccessful CIF bid.</i> TC – Yes, this is a priority now. Plans, Permissions and Funds are all in place. The Diocese will be project managing the build and this will hopefully commence around May half term.</p> <p><i>TJ asked for clarity regarding the Dartmoor School Sports Partnership (SSP) agreement.</i> TC said that no decision has been made regarding this matter as of yet. There have been some preliminary conversations with SSP about the contracts currently in place for three of our schools and what we can do for the future to incorporate the other three schools within the Trust. Options include; Signing up all six schools for just one year for 17/18 and then review or Come away from SSP and use some of the PE Grant income from all the six schools to employ our own Trust Sports Coordinator. Discussions are still taking place, all options will be considered and TC will update the Governors when he has any more news.</p> <p><u>.2 Directors Standards & Curriculum Committee</u> DG reported to the Governors the requirements of the Directors Standards & Curriculum Committee of which he is a member. He requested for each pair of Link Governors to provide</p>

	him with 3 Strengths and 3 Areas of Development of their schools by the end of May. He will then take this to the next Committee meeting to be held on 7 June 2017.
T28.17	<p>Training</p> <p>The Clerk reminded the Governors of their login for the Babcock Governor Services online website. The Devon Association of Governors (DAG) Conference is held in the Autumn Term, the Clerk will advise date as soon as it is announced.</p> <p>The Trust training budget is now restricted for the rest of this academic year, but there are some free of charge courses available as we subscribe to Babcock Governors Services. Governors to let Clerk know if they are interested in a course.</p>
T29.17	<p>Monitoring</p> <p>The Governors are now meeting on a half termly basis to discuss monitoring in more detail. They recently held their first meeting, whereby all the Governors had visited their Link school and reviewed the SIP's. The feedback was very positive on a whole and they recognise that standardising needs to be enforced with regards to the actual monitoring process and the format for reporting, it needs to be based upon and reflect the SIP's for the school.</p> <p>Moved to Part II</p>
T30.17	<p>Community & Church Links</p> <p>School Committees now have a regular item on their agenda's for any particular feedback necessary to the LGB.</p> <p>SR reported that she recently attended the Stoke Gabriel PTFA (FOSS) AGM and was very impressed with the attendance and support that was present there.</p> <p>TC commented that he had met with the Diocese earlier that day and they had reviewed our Church School websites prior to their visit and said they did not find adequate information relating to Church Monitoring and Links.</p> <p>Action - RE leads to provide reports outlining key areas (SIAMS)</p>
T31.17	<p>Policies for Approval</p> <p>.1 Intimate Care – Approved</p>
T32.17	<p>Dates of future meetings</p> <p>Dates of future meetings were confirmed as:</p> <p>22 June 2017 – Monitoring Meeting, Venue TBA</p> <p>29 June 2017 – Stoke Gabriel</p> <p>19 Sept 2017 – Monitoring Meeting, Venue TBA</p> <p>28 Sept 2017 – LGB Landscope</p> <p>23 Nov 2017 – Monitoring Meeting, Venue TBA</p> <p>30 Nov 2017 – LGB Harbertonford</p>

Meeting Closed 8.25pm

Signed as approved copy by Chair – Anna Neville

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Date 29.6.17

Questions for Executive Principal – Totnes LGB

Staff Training

1. Agree with point 2 on this section, but how will this 'balance' be monitored?
2. Has money been set aside for staff training?
3. Regarding the proposal for funding for CPD to be allocated to each school based on the number of FTE teachers. Is this the number of individuals who are FTE or how many FTE equivalents?

Response: The professional development of individual members of staff will be identified through our monitoring process and discussed during staff appraisals. All CPD will be evaluated to see how it will impact on pupil outcomes, how it links with school improvement and also how it supports the development of the teacher. A member of staff who wishes to attend training will complete a requisition form and have this approved. They will also be required to keep a log of any training attended and be able to demonstrate the impact of the CPD. There is also a central log for all training/CPD that has been attended.

Money has been put aside for staff training. At the moment this is a flat rate of £2000 per school. The proposal is that, instead of this flat rate of £2000 across all schools, the £12000 will be allocated to each school based on the number of full time equivalent staff (ie not just the number of full time staff)

Supply Cover

1. Understand that HLTA's may be used to cover if staff absent, but how will they be supported? Is there any information as to maximum number of days they will be allocated to do this, before a supply teacher is employed?
2. Who covers the TA's role? How are Higher level TA's prepared for this? Is this arrangement for long term cover or just for short sickness?

Response: HLTA's who are used for supply will have had training to become an HLTA. They will be supported by the Head of School and EP. They will not be expected to plan lessons, only deliver the planning prepared for them by either the teacher or Head of School. The proposal is to have one 'additional' HLTA who has a specific job role to cover teachers anywhere across the 6 schools. If finances permit, we may increase the number of HLTA's specifically to cover teachers.

Supply costs are very high and not-sustainable.

If an HLTA cannot cover, then the Head of School will look to cover the class through moving staff or teaching the lesson themselves. A supply teacher will be deployed as a last resort. We will also have a list of supply teachers who we will use having negotiated an agreed rate of pay, rather than use an agency.

Woodleigh

1. How are the negotiations with Woodleigh going?

Response: The Head Teacher Board who make the decision on whether Woodleigh Federation can join the Link Academy has deferred the decision until after completion of the consultation. Until a decision has been made, there is a legal agreement being drawn up for a Management Partnership. This essentially provides support for the three schools until the decision has been made on whether they join the Link Academy or not.

Sports Partnership

1. Sports partnership: 'Sports Co-ordinator good idea if get the right person; where /how will it be advertised?
2. If we decide to leave will there be opportunities to take part in festivals & a range of fixtures?

Response: Currently, 3 schools are active members of the Dartmoor Sports Partnership, one is linked to Paignton and 2 schools have no PE support. The three schools with South Dartmoor have a

*contract which ends Autumn 2018. Cost is £3995 per school, taken from the £8000 PE and Sports Grant. No decision has yet been made, however the options being looked at include:
All six schools joining the Partnership for one year and see how we can get value for money
3 schools remaining within the partnership and a sports co-ordinator being employed part-time to support the other 3 schools. If a Sports co-ordinator is employed, any post will be advertised externally through the Devon Jobs page*

Ofsted

1. I'm guessing that at least two of the schools likely to be inspected in autumn term.....which are actually scheduled in terms of timing?

Response: Landscope well overdue. Then Stoke, Diptford and Harbertonford.

Attendance

1. Attendance - Landscope 7 red letters. Please can EP explain to the board the process/implications? First stage letters for Bearnas & Hennock only 1 compared to our schools (ranging from 22-36). Why is there such a big difference?

Response: There is a disparity between administrators monitoring absences and applying the attendance policy. However, these variations are being ironed out.

The process is as follows:

Attendance falls below 95% - Green letter sent out Head of School meets parents to support

Attendance falls below 94% -Amber letter sent Head of School meets parents

Attendance falls below 92% - Red letter sent EWO informed

If no improvement EWO considers alternative action

Pupil Numbers

1. Number on role - Landscope minus 8 (expected to fall further). What is being done to retain current pupils & attract new families? Plans for a preschool unit? Only 10 joining in September, this is very low considering PAN is 15.

Response: the current situation at Landscope is a concern and looking at the demographics of the area and number of pupils in the catchment, the situation does not improve. Therefore there are plans for actively marketing the school as well as looking at the provision of a pre-school for September 2018.