

Meeting of Totnes Local Governing Board

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

Minutes

Welcome: Vice Chair AN welcomed everyone to the meeting	
Apologies: Apologies were accepted from David Gay	
Declaration of Business Interests: No declarations of interest were declared at this point	
T13.17	<p>Minutes of previous meeting</p> <p>The Minutes of the previous meeting held on 26 January 2017 were approved and signed by the Vice Chair, Anna Neville, who chaired the meeting. These were made available to the Board via the google drive.</p>
T14.17	<p>Matters Arising</p> <p>.1 7.17 Tony gave a Power Point presentation on understanding data and assessment. Q - how confident are you that teachers understand how to input data A - it's been a learning curve but teachers are now confident. Q - are regular checks made on the results they input A - HoS hold regular pupil progress meetings with class teachers, during which data is carefully analysed. Gaps in the children's learning/understanding are identified and these directly inform planning. Job shares liaise closely with each other to ensure consistency/accuracy. Q- Is there moderation A- yes, individual schools, across the Trust and Totnes Learning Community.</p> <p>.2 10.17 Policy for Managing Unreasonable Adult Behaviour has been approved by the Board of Directors following amendments from the LGB's. Safe Collection Policies now include reference to log books being used for reporting absences. Governor Statement of Principles – ongoing, clerk will email out final version for approval. Carried forward from meeting on 25 January 2017. AN has now reviewed the Terms of Reference for the Safeguarding Governor and the board approved this. This will be made Available on the google drive.</p> <p>.3 11.17 AN was the only nominee for the position of chair, all in favour for AN to become Chair. BH then volunteered to stand as Vice Chair, all in favour.</p>
T15.17	<p>Procedural</p> <p>.1 Safeguarding AN had tabled a report for the Governors regarding Safeguarding updates. Level 2 Safeguarding taking place on 18th April at Harbertonford, recommend attendance, three Governors have already confirmed their attendance, any others to let the Clerk know if they can attend. Medical clearance has up until now only been optional on the Single Central register, it is now recommended to state 'policy', Governors would like to recommend to Directors that this is a mandatory requirement on appointment. The Governors gave thanks to Anna for all her hard work on Safeguarding. Q- Are current</p>

	<p><i>safeguarding issues effectively communicated to parents?</i> (Responses provided by parent Governors) A- Safeguarding is a standing item on weekly school newsletters. HoS describe the work being done in school to keep children safe and highlight issues that require parental engagement e.g. safe collection, parking responsibly. Discussed possibility of writing a Trust Safeguarding Newsletter. This will alert parents to more serious issues (e.g. Radicalisation, CSE, online grooming, peer on peer abuse) and provide links to website which provide advise/support. Governor representatives to bring this up at School Committee mtgs for feedback. Action DP/CR/SN/SR</p> <p><u>.2 Annual Cycle Items for Spring Term</u> LL had produced a summary document regarding the numbers and provision of Gifted & Talented pupils for the schools of the Totnes Hub. <i>Q- Is there a provision for pupils in relation to Creative and Sport related curriculum.</i> A- This is being addressed and pupils are supported and recognised in many ways. G&T pupils are identified through pupil characteristics and the scoring system via School Pupil Tracker. <i>Q- Is there evidence in planning</i> A- this is developing at the moment.</p> <p>LL reported that the Heads of School have recently reviewed the Outdoor Education Policy and the procedure for when visits are planned in school. The visit leader completes a checklist, reviews the schools Standard Operating Procedure (SOP), also known as a Risk Assessment) and amends if necessary for that particular trip. The leader then logs onto EVOLVE, completes the online form for the trip and attaches any associated documents including the SOP. This is then authorised by the Head of School. All templates and documents are on the google drive for the staff.</p>
T16.17	<p><u>Strategic</u> <u>.1 EP Report</u> TC had produced an update report for Governors and a separate Attendance report also. Governors had sent in questions and TC ran through these with answers at the meeting. The Q&A summary is available on the google drive for the governors. <i>Q- If the MAT grows, how does this affect budgets and funding?</i> A- It would mean that Central Costs would be distributed across more schools meaning a reduction in cost to each school's individual budget.</p> <p><u>.2 Skills Audit</u> The Clerk had produced a summary following the recent skills audit that all Governors completed. This confirmed that the current Governing Board have a wide range of skills to cover all areas and are able to challenge and support our schools.</p>
T17.17	<p><u>Training</u> <i>Q- Understanding performance data in primary schools, will that be useful to understand the assessment and data in our schools.</i> A- Yes, good recommendation to attend. Governors have received recent Devon Governor Magazine which lists all current courses available via babcock. Governors to email Clerk for any places required.</p>
T18.17	<p><u>Monitoring</u> <u>.1 Sports Grant funding</u> is the main concern that came out of recent monitoring visits. Reports are not up to date with money not accounted for. TC said that this is a work in progress, very difficult to measure as the funds come in stages. The new accounting system coming into effect for the Trust from 1 April 2017 will enable more accurate reporting. It was suggested that staff training should be a part of the spend so we can build a good provision to use across the MAT.</p> <p><u>.2 Link Governor new monitoring system</u> was discussed. <i>Q- If you are going to more than one school you can benchmark, inspires you to ask different questions.</i> A- There is still an open invite to visit any school, there are no barriers. There will still be a level of support from lead governors in certain areas and there is a suggestion for governors to meet outside of LGB meetings to confer and share experiences and information. TC added that the Heads of School need to be challenged, this comes from varying the monitoring visits to schools, but may be able to become more effective when you know a particular school better. Governors voted on the new proposal, All in favour.</p>

	By the next LGB meeting, governors to have made contact with their school, focussing on the School Improvement Plan (SIP)
T19.17	<p>Community & Church Links</p> <p>.1 Stoke Gabriel – SR reported that there is no extractor fan in the kitchen and with summer coming, it becomes extremely hot for the staff. Governors are recommending to Directors for this to be looked into.</p> <p>Harbertonford – Discussion about engagement of parents through a skills audit, collaborating through the church to offer music sessions. All weather service in the playground being planned to be funded by the PTA and volunteers to help with clear up.</p> <p>Diptford and Landscope – Nothing to report at present</p> <p>.2 Committees are a means of two-way communication between parents and staff/governors. The LGB will decide if we wish to update parents on any Governance issues and Committees can put questions to the LGB. There will need to be clear guidance.</p>
T20.17	<p>Harbertonford Swimming Pool</p> <p>Governors proposal is to close the pool on the grounds that it is not cost effective or viable for the future. Recommendation to the Directors, for the Trust to send a letter to the effect of this advising the closure, with the option for a Community based organisation to take over the running if they so wish. A Consultation of some sort needs to take place to avoid the relationship between the Trust, School and Community breaking down.</p>
T21.17	<p>Additional Item</p> <p>LL has obtained quotes for perimeter fencing at Harbertonford. This is a major Safeguarding issue as recently highlighted by Ofsted regarding a recent inspection at another school in the UK. It is seen that the Trust is not fulfilling their Safeguarding role.</p> <p>Governors are recommending to Directors that this needs to be addressed as a matter of urgency.</p>
T22.17	<p>Policies for Approval</p> <p>.1 Lone Working – Approved</p> <p>.2 Positive Handling – Approved with one minor amendment</p> <p>.3 Outdoor Education – Approved</p>
T23.17	<p>Dates of future meetings</p> <p>Dates of future meetings were confirmed as:</p> <p>11 May 2017 – Diptford</p> <p>29 June 2017 – Stoke Gabriel</p> <p>Extra - TC and AN will be collating a response to parents following their participation in the recent parent questionnaire and will explain the new leadership structure (LGBs, directors, business manager etc)</p> <p>Chair to request administrators update photo boards.</p>

Meeting Closed 8.25pm

Signed as approved copy by Chair – Anna Neville

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Dated 11.5.17