

Governors	
Claire Baker	Rebecca Humphreys
Linette Avery	Claire Kendall
Nicky Dunford	Ewa Ziubryniewicz
John Garrigan	
In Attendance:	
Clerk – Sue Howard	

Minutes

Welcome: Chair CB welcomed everyone to the meeting	
Apologies: Apologies were accepted from Claire Kendall	
Declaration of Business Interests: No declarations of interest were declared at this point	
N11.17	<p>Minutes of previous meeting</p> <p>The Minutes of the previous meeting held on 25 January 2017 were approved and signed by the Vice Chair, Linette Avery, who chaired the meeting in the absence of Chair, CB. These were made available to the Board via the google drive.</p>
N12.17	<p>Matters Arising</p> <p>.1 7.17 JG had requested a staffing structure. ND has produced this and tabled it at the meeting for the governors. The Governors requested a more detailed document, to include the teachers subject taught. The clerk will advise the governors when this becomes available on the google drive. ND to action.</p> <p>.2 10.17 Carried forward from previous meeting on 25 January 2017. CB has now reviewed the Terms of Reference for the Safeguarding Governor and the board approved this.</p>
N13.17	<p>Procedural</p> <p>.1 Safeguarding</p> <p>CB tabled a report for the Governors regarding any updates on Safeguarding, including policies. She highlighted the requirement for Governors to attend the Level 2 Safeguarding training at Harbertonford School on 18 April 2017. She asked if staff are going to have access to the new tool 'Right for Children' which enables them to input their views to the child's DAF, ND said that Heads of School have been advised regarding the training for this. CB asked for an update on Online Safety. ND said that an IT Audit has been done at all our schools, following this, all admin PC's have been updated and further improvements are scheduled for the Summer and Autumn term.</p> <p>.2 Annual Cycle Items for Spring Term</p> <p>RH reported to the Board that Gifted & Talented pupils are made up of the top 10% of each Class. Bearness has good links with Coombeshead Academy and visits and workshops have taken place for various subjects. Hennocks link is with Teign School. Is there any provision for Sport or other activities, RH & ND said that this is being addressed.</p> <p>The Clerk reported that the Heads of School have recently reviewed the Outdoor Education Policy and the procedure for when visits are planned. 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 will be on the google drive for the schools to access.</p>

N14.17	<p>Strategic</p> <p><u>.1 Skills Audit</u> The Clerk had produced a summary following the recent skills audit that all Governors completed. This highlighted the skills the Local Governing Board are looking for in recruiting new Governors, particularly in understanding data and being able to challenge and support our school's. ND ran through the Scheme of Delegation which shows with Governor responsibilities and alongside the Skills Audit results, showed what knowledge and experience is required of the governor's.</p> <p><u>.2 CEO Report</u> ND provided a report for the Board and tabled this at the meeting. She went through the report and highlighted various areas for the Governors to be aware of, including Attendance, SEN and Pupil Premium. Attendance is always a serious concern and the schools are monitoring and acting on this. ND reminded Governors that they are welcome to attend staff training which occurs every fortnight and alternates between Hennock and Bearnese. The topics for future staff meetings are all listed in her report and Governors are asked to just make contact with the Head of School to advise that they would like to attend. Governors to email any further questions regarding her report to ND. The Governors requested that for future meetings, this report is made available to them in advance of the meeting so they have time to read and are prepared for the meeting with questions.</p>
N15.17	<p>Training</p> <p>Following the skills audit, Safer Recruitment and Data are two areas that Governors seem to be weak in, with not a great deal of knowledge or experience.. Clerk to investigate courses available and email out to all Governors. CB advised the Board that she is Safer Recruitment trained.</p>
N16.17	<p>Monitoring</p> <p>CB confirmed that she has been into Bearnese recently to do a brief Safeguarding visit, report to follow. CB to action asap. She added that no major issues came from the visit, but she found it was very useful and interesting. LA advised the Board that she is attending the Directors Standards and Curriculum Committee meetings as a representative from the LGB. She outlined what is required of the LGB for those meetings and will be liaising with the governors regarding this. Governors are reminded of the importance to visit the schools to carry out monitoring. ND invited Governors to attend the Learning Walk at Bearnese scheduled for 23 March 2017, CB would like to attend.</p>
N17.17	<p>Policies for Approval</p> <p>.1 Lone Working - Approved .2 Positive Handling - Approved .3 Outdoor Education – Approved Governor Statement of Principles – Clerk and ND to amend slightly to include the 'Seven Principles of Life' and Confidentiality. Clerk and ND to action.</p>
N18.17	<p>Dates of future meetings</p> <p>Dates of future meetings were confirmed as: 10 May 2017 – Hennock 28 June 2017 - Bearnese</p>

Meeting Closed 8.10pm

Signed as approved copy by Chair – Claire Baker

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Dated 10.5.17