

PLINK MAT

COMMITTEE
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Totnes Hub LGB

DATE;

13/02/2020

	Type	School	End of Term	17/10/2019	12/12/2019	13/02/2019	16/04/2019	02/07/2019	Date Resigned
Anna Neville	Co-opted	Landscope	31/03/20	S	S	S			
Cat Radford	Co-opted	Harbertonford	28/09/20	P	P	P			
Lizzie Lethbridge	Staff	Diptford	21/10/20	P	L	S			
Janet Watts	Co-opted	Diptford	31/03/20	P	P	P			
Nanya Coles	Parent	Broadhempston	31/09/23	P	S	P			
Rebecca Sear	Co-opted	Broadhempston	31/09/23	P	P	P			
Sue Roach	Co-opted	Stoke Gabriel	31/03/20	P	S	S			
Emily McGuinness	Parent	Harbertonford	01/2023	S	P	P			
Nick Easen	Parent	Stoke Gabriel		S	S	S			
Lucy Carrol	Parent	Diptford	11/12/23		L	P			

P – Present
A – Absent

S – Sanctioned
L – Late arrival

Visitors: None

Chaired by	Cat Radford	Clerked by	Pete Osborne
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Agenda:

- Tot 32/1920 To record those Present, accept any apologies and welcome any visitors
- Tot 33/1920 To agree the Minutes of the last meetings
- Tot 34/1920 To discuss any matters arising from the minutes and not on this agenda
- Tot 35/1920 Division of Agenda
- Tot 36/1920 Urgent business brought forward at the discretion of the Chair
- Tot 37/1920 Declaration of interests
- Tot 38/1920 Procedural
- Tot 39/1920 Strategic
- Tot 40/1920 Governance
- Tot 41/1920 Focussed Visits
- Tot 42/1920 Community and Church Links
- Tot 43/1920 Policies
- Tot 44/1920 Information from the Clerk
- Tot 45/1920 Matters for the next agenda
- Tot 46/1920 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
33/1920	Forward a copy of the Minutes to the MAT Clerk to be placed on the website	Clerk	asap
38b/1920	Check with the Trust Clerk on the arrangements for distribution of 'Abuse of the Month'	Clerk	asap
38b/1920	Clarify use of the Brook Tool with Trust Safeguarding Lead	Nanya Coles	asap
38b/1920	Clarify the role the proposed early help safeguarding governors	Cat Radford	asap
38b/1920	Forward a copy of focussed visit reports to the Safeguarding Governor (Nanya Coles) and the Clerk	All	As appropriate

39a/1920	Obtain a copy of the 'Academy Improvement Offer Map' and circulate	Cat Radford/Clerk	asap
40b/1920	Remove non-LB items from the skills audit and forward the amended document to the review group.	Clerk	24/02/2020
40c/1920	Notify Trust Clerk of re-appointments	Clerk	asap

	Item	Notes	Action
32/1920	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1800</p> <p>Location: Landscope School House</p> <p>In attendance: None</p> <p>Apologies: Lizzie Lethbridge, Sue Roach, Anna Neville and Nick Easen and sanctioned</p> <p>The quorum for this meeting is 5 governors.</p>	
33/1920	To agree the Minutes of the last meeting held 15 December 2019	Agreed and signed. To be retained by the Clerk and a copy place on the MAT website.	Clerk
34/1920	To discuss any matters arising from the minutes and not on this agenda	None	

35/1920	Urgent business brought forward at the discretion of the Chair	<p>SATS dates 2020: Monday 11th May - Thursday 14th May.</p> <p>Governors are asked to make a note in their diaries as there is a need to attend some SATs sessions to check administration processes.</p> <p>If there are 2 available governors in each school that means we can do 2 SATS sessions each - if not, it's good to flag it up ASAP so that trustees and others can be asked to be available.</p> <p>The role is simple - read the Administration info in advance and how the papers should be managed and stored and how staff should manage exam conditions, then observe the process and sit in on the exam to ensure rules are being followed.</p> <p>SATs attendance will be added to the next agenda</p>	Clerk
36/1920	Division of Agenda Consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information (Part 2 Matters)		None
37/1920	Declaration of interests. Governors are invited to declare any personal or prejudicial interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting		None
38/1920	Procedural	<p>a. Safeguarding –There were no issues relating to safeguarding in any of the schools</p> <p>b. Safeguarding – It was confirmed that governors had read the ‘Abuse of the Month’ information for January 2020 had been read but the February issue has not been received. The clerk is to check with the Trust Clerk on the arrangements for distributing the document each month. There was a discussion on safeguarding arrangements and the role of the proposed early help safeguarding governors and the Board</p>	Clerk

		<p>queried the purpose of this; what would be that role and how would it add value? This is to be clarified. There were further questions asked on aspects of the Brook Tool and how it works. Nanya Coles is to raise this with the Trust Safeguarding Lead.</p> <p>Cat Radford also advised that Trustees are to work with Local Boards to create a standard format for Safeguarding visits to academies. , Nanya Coles reported that it has been agreed with the Academy Trust Safeguarding and Send Lead (ATSSL) that the Totnes LB Safeguarding Governor will not undertake individual safeguarding visits in each school as the Totnes Hub is too big for this to be manageable. Governors agreed a preference for using the standard 'Annual Focus Visits Reporting Form' which includes questions about safeguarding. It was agreed that Governors would forward these to The Safeguarding Governor who will have oversight of safeguarding monitoring, pull together responses and forward to the ATSSL to monitor for trends.</p>	<p>Cat Radford</p> <p>Nanya Coles</p> <p>All</p>
39/1920	Strategic	<p>Minutes and reports from:</p> <p>a. Standards and Curriculum Committee meeting (29 January 2020). The Chair had received draft minutes from the meeting and shared the following headlines:</p> <ol style="list-style-type: none"> 1) Academy Heads met in January to review progress data and to discuss CPD and agreed that SEND and Safeguarding training should be made available to all staff (full time, part time and TA's). 2) An 'Academy Improvement Offer Map' has been discussed although no detail as to what is include. Governors requested that a copy is made available. 3) Trustees are going to undertake visits at schools. There was discussion as to the purpose of this and whether it is connected with requirements of the Diocese. S&C minutes note that these 	<p>Cat Radford</p>

		<p>should be 'learning' visits. Governors requested to be informed of when these visits are confirmed so to dovetail.</p> <p>4) A new Senior Leadership structure is in place:</p> <ul style="list-style-type: none"> • Alex Waterman - Safeguarding and SEND Lead; • Sarah Clarke - Academy Trust School Improvement Lead; • Lizzie Lethbridge - School Standards and Educational Outcomes Lead; • Andy Keay - Academy Trust Data and Standards Lead. <p>Janet Watts asked how senior trust appointments are notified and why governors find out about them at a late date. Cat Radford provided a brief explanation on the various senior roles in the Trust. Governors asked what the rationale was behind identifying the new posts and how is it to be judged whether they are successful and sustainable. This led to a discussion on staff welfare and the role of governors in ensuring the well-being of staff.</p> <p>5) It was reported that on 1 February 2020 the Trust has been joined by three further primary schools (Ilington, Moretonhampstead and Widecombe). All are going through a review of governance and the option of merging with the Newton and Teign Hub is being considered.</p> <p>6) Concerns were raised at S&C about staff workload. These concerns are shared by Totnes LB governors. Governors asked how they can be assured that the increase in senior posts is not creating backfill workload for staff in academies? The clerk read out the role of the LB from the Trust's document 'An Introduction to of Local Boards' which indicated that the LB does not have an HR responsibility. There was a general consensus that Governors are unsure of their roles and responsibilities.</p>	
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		b. Finance and General Purposes Committee meeting (22 January 2020). The draft minutes were not available prior to the meeting After Note: Trust Clerk forwarded them to the LB Clerk on 14 February 2020	
40/1920	Governance	<p>a. Feedback on the OFSTED visit to Landscope School. A document had been distributed prior to the meeting and aspect of it had been discussed in earlier items on the agenda. Cat Radford had been present during the visit and the inspector had asked challenging questions. The Report is now in the public domain and the school was graded as Good.</p> <p>b. Skills audit and agree training requirements – clerk is to remove non-LB items from the skills audit and forward to the group.</p> <p>c. Governors terms of office. The Clerk advised that Anna Neville wishes to stand down, Sue Roach is willing to continue until the end of the academic year and Janet Watts is willing to continue as a Governor. The Board agreed the following appointments:</p> <ul style="list-style-type: none"> • Janet Watts – Co-opted Governor from 1 April 2020 for a 4 year term • Sue Roach – Co-opted Governor from 1 April 2020 for a 4 year term. <p>The Clerk is to notify the Trust Clerk</p>	<p>Clerk</p> <p>Clerk</p>
41/1920	Focused Visits	a. Feedback from working party meetings and agree actions – Emily McGuinness provided feedback which included that Governors and the LB is not responsible for various actions. There followed an extensive discussion on the governor’s role and the various ways of working. It was agreed that the last SEND monitoring form was onerous and a prompt type form would be more useful. Cat Radford, Emily McGuinness and Lucy Carol would form a group to produce a suitable document. Cat Radford said that there had been much	

		<p>progress made in the last 2 years in the relationships between the Trust Board and the LBs but more can be done.</p> <p>b. Feedback from the following focused visits, agree any necessary actions and a timescale for completion:</p> <ul style="list-style-type: none"> SEND and Pupil Premium. Data. The reports on the focussed visits had been circulated prior to the meeting. Janet Watts explained the role of governors in visits and the type of language that should be used. She explained that at Diptford School next half term they would be looking at children's book as part of the teaching and learning visit. The scope of the visit should be agreed with the head prior to the visit. Governors agreed that the reports had been useful and that in future they would use the original form. Cat Radford said that there had been consistency in the reports which was welcomed. There was also some discussion on the role of the Inclusion Hub. <p>c. Approach to focussed visits for the next half term:</p> <ul style="list-style-type: none"> ASIP review and data. It was agreed that as the focussed visits are to be on teaching and learning it would be appropriate to concentrate on writing using the generic report form. 	
42/1920	Community and Church Links	<p>Governors to feedback Christian Ethos Monitoring or any issues for the Local Board's attention from the school committee/ethos group meetings they have attended. Cat Radford had attended a meeting with the Trust and the Diocese.</p> <p>Lizzie Lethbridge advised by email that that Sharon Lord - in her role as RE and SIAMS lead for the Trust - has been working really positively with the church schools, particularly in developing our School Ethos Groups, and for her in particular in supporting Diptford School's preparation for their SIAMS inspection. Harbertonford School's new School Life Group met on 4th February 2020 with the focus of:</p>	

		Community and living well together (relationships, behaviour and mental health). Notes from the meeting are filed on Onedrive. The meeting had a lot of positive feedback from all the parent representatives, with some issues raised for consideration. The Academy Head has sent a letter to all parents to note how the issues raised will be addressed.	
43/1920	Policies	There were no policies to consider	
44/1920	Information provided by the Clerk	The next issue of Governance Today will be available after the half term holiday and the Clerk will forward an ecopy and the training programme for the summer Term.	
45/1920	Matters for the next agenda	Standing items as this agenda plus Standards and Curriculum and Finance and General Purposes Committee minutes <ul style="list-style-type: none"> • PSHE 2020 progress - Relationships Education, Relationships and Sex Education (RSE) and Health Education • Attendance at SATs sessions 	
46/1920	Date of next meeting	Thursday 16 April 2020 at 1800 at Stoke Gabriel School.	

The meeting closed at 2005

Signed as a true record

Signed: Cat Radford (online meeting)	Date: 16 April 2020
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