

**LINK MAT**

COMMITTEE  
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**Totnes Hub LGB**

DATE;

**10/12/2020**

	Type	School	End of Term	15/10/2020	10/12/2020	11/02/2021	22/04/2021	01/07/2021	Date Resigned
Cat Radford	Co-opted	Harbertonford	28/09/20	P	P				
Lizzie Lethbridge	Staff	Diptford	21/10/20	P	P				
Janet Watts	Co-opted	Diptford	31/03/24	P	P				
Nanya Coles	Parent	Broadhempston	31/09/23	P	P				
Rebecca Sear	Co-opted	Broadhempston	31/09/23	L	P				
Emily McGuinness	Parent	Harbertonford	31/04/24	P	P				
Lucy Carrol	Parent	Diptford	11/12/23	P	P				
Georgia Gilby	Staff	Diptford	01/12/20		P				
Grace Coles	Parent	Landscope	06/2024	P	P				
Sue Roach	Co-opted	Stoke Gabriel	31/07/24	S	S				
Sue Vaughton	Parent	Stoke Gabriel	01/11/2024		S				
Jane Wilkinson	Co-opted	Stoke Gabriel	01/12/2024		P				
Alice Eales	Staff	Stoke Gabriel	01/12/20		P				
Nick Easen	Parent	Stoke Gabriel							31/07/2020
Anna Neville	Co-opted	Landscope							31/03/2020

**P** – Present  
**EA** – Absent

**S** – Sanctioned  
**L** – Late arrival

**In attendance:**

Chaired by	<b>Cat Radford</b>	Clerked by	<b>Pete Osborne</b>
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Agenda:

- Tot 16/2021 To record those Present, accept any apologies and welcome any visitors
- Tot 17/2021 Declaration of interests
- Tot 18/2021 Division of Agenda
- Tot 19/2021 To agree the Minutes of the last meeting
- Tot 20/2021 To discuss any matters arising from the minutes and not on this agenda
- Tot 21/2021 Urgent business brought forward at the discretion of the Chair
- Tot 22/2021 Procedural
- Tot 23/2021 Strategic
- Tot 24/2021 Focussed Visits
- Tot 25/2021 Community and Church Links
- Tot 26/2021 Policies and other documents
- Tot 27/2021 Information from the Clerk
- Tot 28/2021 Matters for the next agenda
- Tot 29/2021 Date of next meeting

**ACTIONS TO BE TAKEN**

<b>ITEM</b>		<b>BY WHOM</b>	<b>BY WHEN</b>
16/2021	Forward the document on the role of staff governors to the Clerk for distribution	<b>Lizzie Lethbridge/ Clerk</b>	<b>asap</b>

19/2021	Forward a copy of the Minutes to the Trust Clerk to be placed on the website	Clerk	asap
20a/2021	Agree whether it is necessary to pursue the concerns of governors on the clarity of the appointment process and notify the Board of the outcome	Cat Radford/ Rebecca Sear	Asap
20c/2021	Source a document on adding to and working with Teams documents storage	Clerk	asap
22a/2021	Notify Alex Waterman of Jane Wilkinson's Safeguarding training	Nanya Coles	asap
23a/2021	Circulate a copy of the S&C Committee new Terms of Reference once received	Clerk	asap
23b/2021	Each school is to produce a short paper on their ASIP for the next meeting	All/Clerk	01/02/2021
24c/2021	Place the visit notes and template documents on the Teams Channel	Cat Radford	asap
27/2021	Training - Book Nanya Coles on Safeguarding Level 3 training. Ask Babcock if future training could be both on-line or blended.	-	asap

	Item	Notes	Action
16/2021	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at <b>1904</b></p> <p>Location: Online</p> <p>In attendance: None</p> <p>Apologies: Sue Roach and Sue Vaughton and sanctioned</p> <p>The quorum for this meeting is <b>5</b> governors.</p> <p>This was Sue Roach's last meeting as a governor and Cat Radford expressed her thanks for the work that she had done for the school and the Board during her time as a Governor. She will be missed.</p> <p>Cat Radford welcomed the following new Governors:</p> <p>Jane Wilkinson – Co-opted Governor Stoke Gabriel</p>	

		<p>Sue Vaughton – Parent Governor Stoke Gabriel  Alice Eales – Staff Governor Stoke Gabriel  Georgia Gilbey – Staff Governor Diptford.</p> <p>Governors introduced themselves for the benefit of the new governors.</p> <p>Lizzie Lethbridge has a document on the role of staff governors which she will forward to the Clerk for distribution.</p>	<b>Lizzie Lethbridge/ Clerk</b>
17/2021	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	<b>None</b>
18/2021	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)	<b>None</b>
19/2021	To agree the Minutes of the last meeting held 15 October 2020	Agreed and signed. A copy to be forwarded to the Trust Clerk for the Trust website and a copy to be retained by the LB Clerk.	<b>Clerk</b>
20/2021	To discuss any matters arising from the minutes and not on this agenda	<p>The following were actions from the last minutes:</p> <ol style="list-style-type: none"> <li>a. Continue to pursue the concerns of governors on the clarity of the appointment process and collate responses to the process paper. Cat Radford and Rebecca Sear will discuss this outside the meeting and decide whether it needs to be pursued.</li> <li>b. Raise the concerns of Governors on actions over reports with the S&amp;C Committee. To be included in the report for the Local Board Working Party Meeting</li> <li>c. Source a document on adding to and working with Teams documents storage. To be carried over to the next meeting</li> </ol>	<p><b>Cat Radford/ Rebecca Sear</b></p> <p><b>Clerk</b></p>



		<b>ASIP goals, recent staff meeting with focus on ASIP) for the next meeting.</b>	
24/2021	Focused Visits	<p>a. Feedback and discussion from focused visits</p> <p><b>Diptford</b> - Lucy Carrol and Janet Watts had looked at data and performance and considered the progress made and the projected progress for children. They had no problems with the information provided. They had also carried out a safeguarding audit process and had no concerns and Lizzie Lethbridge has an action plan in place.</p> <p><b>Harbertonford</b> - Emily McGuinness had looked at support for remote learning and the settling in process and support for the new Headteacher. A Safeguarding Audit was scheduled with Emily and Cat would be undertaking Pupil Premium and Sports Grant meeting before the end of term.</p> <p><b>Stoke Gabriel</b>  Cat Radford, Sue Roach and Sue Vaughton had carried out the Safeguarding Audit. Cat Radford, Sue Vaughton and Jane Wilkinson had carried out a visit focused on the Pupil Premium review. <b>Alice Eales commented that it would be useful for Academy Heads to meet and discuss preparation of Pupil Premium plans as one of their regular meetings – acting in the same way as curriculum hubs do in providing space to discuss both a trust wide, and school specific response. The purpose would be to ensure that Pupil Premium plans are specific to the school context, whilst supported by the Inclusion Hub.</b></p>	

		<p><b>Broadhempston</b> - Nanya Coles had carried out a safeguarding audit and found it a useful experience. There are actions that need to be carried out which she will monitor during the year. Rebecca Sear had looked at range of items including CPD and pupil progress. The subject of pupil premium children had been covered at the school and the Pupil Premium strategy will be worded so that individuals cannot be identified. Lizzie Lethbridge explained that there is a need consider pupil premium across the Trust with Headteachers and this would enable more detailed arrangements to be put in place and individual schools. <b>Governors shared information on the numbers of pupil premium children across the Hub's area and the methods of advising parents on the criteria.</b></p> <p><b>Landscove</b> - Grace Coles had also carried out safeguarding audit and had a range of actions to be monitored</p> <p><b>Jane Wilkinson asked if the Board had to provide any feedback to the Devon Safeguarding Board on matters of concern. Lizzie Lethbridge explained how the systems within the Trust operate and that DCC carry out surveys so that each school is visited every 2/3 years. If there are concerns raise by DCC/Babcock they would normally be fed back to the Trust and the School.</b></p> <p><b>Janet Watts asked what checks there are on remote learning and it was explained that each school is working on the necessary actions to close the learning gaps that have been identified.</b></p>	<p><b>Cat Radford</b></p>
b. Highlight issues to feedback to Standards and Curriculum Committee			

		<p>Governors asked that the following matters be put to the S&amp;C Committee on 27 January 2021:</p> <ul style="list-style-type: none"> <li>• The work taking place by the Trust at Broadhempston</li> <li>• Diptford temporary classrooms.</li> <li>• Safeguarding concerns on security and fencing at Stoke Gabriel and whether the Trust has an apprenticeship scheme which they can utilise.</li> </ul> <p>c. Planning and preparation for term 2 focused visits: The review of Data should take place plus SEND and attendance. Cat Radford will place the visit notes and template documents will go on the Teams Channel</p>	
25/2021	Community and Church Links	<p>a. Feedback from Governors on Christian Ethos Monitoring. There is currently no active committee at Stoke Gabriel and this is being progressed to be formed in early 2021. The Committee in Harbertonford has been reformed and two meetings have taken place this term and Cat Radford provided detailed information on the activities. It was agreed that these school committee/ethos group meetings should focus on the proper matters including SIAMs, where appropriate, rather than those that could be considered to be operational. There is no governor representative on the Landscope School ethos group but it meets regularly. There is a school committee at Diptford, but nothing to report.</p> <p>b. Parent's group at Broadhempston School. This is to be formed in January 2021.</p>	
26/2021	Policies and other documents	<p>The following policies/documents were considered:</p> <p>a. Looked after Children Policy – The policy is currently being reviewed by the academy heads and a draft will go to the Trustees in January 2021. Governors agreed that they would wish to see the revised</p>	



		document before it goes to the Trustees since there is concern over the original plan for Looked After Children Governors to be appointed on Local Boards. b. Format for the LB Constitution and Terms of Reference. Currently there is no document in place and a draft is being worked on for adoption in the New Year	
27/2021	Information provided by the Clerk	The training programme had been distributed with Governance Today and Governors are asked to identify their training requirements and let the Clerk know so that they can be booked.  Nanya Coles asked that she be booked on Safeguarding Level 3 training.  Governors asked if future training could be both on-line and blended. The Clerk will feed this into Babcock.	<b>Clerk</b>  <b>Clerk</b>
28/2021	Matters for the next agenda	<ul style="list-style-type: none"> <li>• Standing items as this agenda</li> <li>• Standards and Curriculum</li> <li>• Staff Governors update on ASIP.</li> <li>• Policies <ul style="list-style-type: none"> <li>a. LB Constitution and Terms of Reference</li> </ul> </li> </ul>	
29/2021	Date of next meeting	<b>Thursday 11 February 2021 at 1900</b>	

The meeting closed at **2043**

**Signed as a true record**

Signed <b>Cat Radford</b>	Date: <b>11 February 2021</b>
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