

LINK MAT

COMMITTEE
;

Totnes Hub LGB

DATE;

12/12/2019

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

P – Present
A – Absent

S – Sanctioned
L – Late arrival

Visitors: None

Chaired by	Cat Radford	Clerked by	Pete Osborne
------------	--------------------	------------	---------------------

Agenda:

- Tot 16/1920 To record those Present, accept any apologies and welcome any visitors
- Tot 17/1920 To agree the Minutes of the last meetings
- Tot 18/1920 To discuss any matters arising from the minutes and not on this agenda
- Tot 19/1920 Division of Agenda
- Tot 20/1920 Urgent business brought forward at the discretion of the Chair
- Tot 21/1920 Declaration of interests
- Tot 22/1920 Election of Chair
- Tot 23/1920 Procedural
- Tot 24/1920 Strategic
- Tot 25/1920 Governance
- Tot 26/1920 Focussed Visits
- Tot 27/1920 Community and Church Links
- Tot 28/1920 Policies
- Tot 29/1920 Information from the Clerk
- Tot 30/1920 Matters for the next agenda
- Tot 31/1920 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
17/1920	Forward a copy of the Minutes to the MAT Clerk to be placed on the website	Clerk	asap
22/1920	Notify the Trust of the appointments of Chair and Vice Chair	Clerk	asap
23b/1920	Distribute the revised visit report form to all governors for their use in future visits.	Clerk	asap
23b/1920	Completed Skills Audit forms to be sent to the clerk who will complete the analysis	All/Clerk	ASAP
25a/1920	Notify the Trust of the appointment of the Parent Governor	Clerk	asap
25a/1920	Obtain the remit for Foundation Governors and produce advertising material to be circulated to all schools in the Hub.	Clerk	asap

25b/1920	Notify the Trust of the Appointment of the Safeguarding Lead	Clerk	asap
26b/1920	Carry out agreed focussed visits and forward reports to Cat Radford and the Clerk by 27 January 2020	All	27/01/2020
29/1920	Approach the named Governors to ask if they would continue in their role for a further term	Clerk	asap

	Item	Notes	Action
16/1920	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1810</p> <p>Location: Harbertonford School</p> <p>In attendance: None</p> <p>Apologies: Anna Neville, Nick Easen, Nanya Coles and Sue Roach and sanctioned</p> <p>The quorum for this meeting is 5 governors.</p>	
17/1920	To agree the Minutes of the last meeting held 17 October 2019	Agreed and signed. To be retained by the Clerk and a copy place on the MAT website.	Clerk
18/1920	To discuss any matters arising from the minutes and not on this agenda	None	

19/1920	Urgent business brought forward at the discretion of the Chair	None	
20/1920	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
21/1920	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
22/1920	Election of the Chair and Vice Chair	Cat Radford had attended the working party meeting and had agreed to be the chair. Cat Radford was elected chair of the LGB. Rebecca Sear was elected Vice Chair. Clerk to notify the Trust of the appointments.	Clerk
23/1920	Procedural	<p>a. Safeguarding – There were no safeguarding issues to report.</p> <p>b. Feedback from working party meetings and agree any necessary actions. Cat Radford had attended the Local Board Working Party Meeting on 5 December 2019 and found that it was very useful. She provided an outline of the meeting which is expanded below.</p> <p>Governor Recruitment. Governance is a high priority for Trustees – it is a key focus of the new OFSTED framework. If there is ineffective governance, trusts will fail.</p> <p>Trustees and Central Team see development of high-quality consistency across the boards as a key priority, ensuring that all hubs have excellent governance in place. The first step is to ensure that there are sufficient numbers of governors at hub level.</p> <p>There is no longer a limit on the numbers of people on each board – we are looking for good people who have the time and commitment to</p>	

		<p>contribute and have the capacity to learn with the role. People who just come and listen to a meeting is no longer good enough</p> <p>There are further schools coming into the Trust in the new year and the Trust is looking to grow further. Developing a good structure with good systems will enable that growth, bringing new boards into line with what the Trust is pioneering.</p> <p>Cat noted that the other hubs have fewer schools, so currently the governors from other hubs are sharing full reports with the Standards and Curriculum Committees. If the Trust grows this will not be a manageable amount of reporting for the committee to digest. Therefore, it is proposed that Totnes LB looks at ways to share headline information with Trustees. The revised Visit Report form will help to work towards this. The revised form is available on the website. A link will be circulated to all governors.</p> <p>Working party meetings are a central part of ensuring boards operate efficiently and well, by sharing practice and learning, developing the role of the boards and developing governor skills and knowledge. Meetings are open to any governor who wants to attend. Agendas of the meetings will always be set to prepare governors for the next terms' focused visits.</p> <p>The next meeting of the working party is 6th February 2020 this is open to all. Emily McGuiness, Rebecca Sear and Janet Watts will be attending together with the Chair.</p> <p>Debbie Clapshaw from Babcock will be attending the meeting to lead an item looking at what training governing boards need. During discussion it was commented that the whilst the Trust can learn from</p>	<p>Clerk</p>
--	--	---	---------------------

		<p>good practice elsewhere, the Trust is pioneering governance structures for small rural schools. Therefore, it was agreed to ask Debbie Clapshaw to prepare for the meeting in the following ways:</p> <ul style="list-style-type: none"> • Prepare an overview of what a good board looks like • Facilitate how we are going to adapt that in a way that works for us and our schools • Identify the skills gaps <p>It was proposed at the meeting that all Local Boards draw out flow chart of who they have on the board and what is needed. All local boards will complete the NGA skills audit and compile for analysis. Completed forms are to be sent to the Clerk who will complete the analysis.</p> <p>The Trust is holding an away day with the central team, senior staff, trustees and local boards looking at governance on 28th February 2020. The Chair will attend to represent Totnes Local Board and there remains an invitation for two additional members to join.</p> <p>Preparation for Focused Visits in the Spring Term Copies of the School on a Page (SOAP) for each school were distributed and a brief explanation provided. They use SATS and Key Stage 1 data to show progress over time. The SOAPs are to be used to focus discussions with headteachers during visits. Additionally, there was an explanation of SEND and Pupil Premium tracking for use during visits.</p> <p>Lizzie Lethbridge And Lucy Baldwin arrived at this point.</p>	<p>All/Clerk</p>
--	--	---	-------------------------

		<p>The working party meeting had also included a presentation on systems in place on tracking progress for Pupil Premium pupils. A spreadsheet is prepared for each school which is updated termly. All governors should request this from Becky Humphreys at Inclusion Hub to use as a tool from which to ask questions at the next focused visit. Governors can request this termly for up to date information, as questions around progress for PP/SEND children should be asked at every focused visit. An example of the Pupil Premium Tracker was shown to demonstrate how RAG rating is used to track progress of pupils and what interventions are in place. Governors were informed of the 'core offer' available at each school, which may also be requested from the Inclusion Hub to prepare for the next focused visit.</p> <p>The clerk asked if sessions could be arranged for the clerks to meet and this is to be considered for the Spring term.</p>	
24/1920	Strategic	<p>a. Standards and Curriculum Meeting – Cat Radford had attended the meeting and provided a brief report which included the work being carried out by the Governance Trustee. Summaries of visits reports are to be provided although the full reports will be added to Sharepoint when this is fully operational.</p> <p>b. Finance and General Purposes Committee – There were no questions raised.</p>	
25/1920	Governance	<p>a. Appointment of new Governors – Lucy Carrol was appointed as a Parent Governor at Diptford School with effect from 12 December 2019.</p> <p>Lizzie Lethbridge raised the subject of a Foundation Governor. The remit is to be forwarded by the clerk and advertising is to take place to all schools across the board area.</p> <p>Governors are also required for Landscope School</p>	<p>Clerk</p> <p>Clerk</p>

		<p>Rebecca Sear left the meeting at this point</p> <p>b. Appointment of a Safeguarding Lead Governor – The working party meeting had provided information on the role of the Trust Safeguarding Lead which is to:</p> <ul style="list-style-type: none"> • Actively advise and support the heads, as Safeguarding advice and support is constantly changing • Put Action Plan in place. <p>The Chair of Woodleigh Local Board has been working with the Safeguarding Lead to standardise visit forms for safeguarding and SEND going back to a more structured set of questions, rather than open ‘learn, support, challenge’.</p> <p>Cat Radford had asked questions as to how the Safeguarding Governor is to work with the Safeguarding Lead – this is still under development. There is a need to ensure that there is communication between each, and that there is no duplication.</p> <p>Once Totnes LB has a Safeguarding Governor, put in touch with Safeguarding Lead to have a conversation about how to build the relationship.</p> <ul style="list-style-type: none"> ▪ i.e. Safeguarding visits to each school once a term? ▪ Send out ‘abuse of the month’ emails to all governors so getting the same information as the Academy Heads? ▪ Give Safeguarding update (i.e. abuse of the month) to Local Boards? <p>Nanya Cole was appointed as the Safeguarding Lead Governors. Clerk to notify the Trust of the Appointment.</p>	
--	--	--	--

		<p>c. Register of Business Interests - forms were signed by those who had not completed them at the last meeting.</p> <p>d. Trust Code of Practice for Governors- the document had been circulated and was agreed</p>	Clerk
26/1920	Focused Visits	<p>a. To receive feedback from the following focused visits, agree any necessary actions and a timescale for completion:</p> <p>b. Safeguarding- Janet Watts asked whether visits are up to date for this term. It was confirmed that all visits are up to date. Rebecca Sear had completed the Safeguarding Audit at Broadhempston School with the Head of School. This had taken a considerable amount of time and Janet Watts confirmed that the process was also lengthy when undertaking the audit for Diptford School. Lizzie Lethbridge confirmed that the Audit is a very useful process and enabled her to ensure that she is up-to-date or produce an action plan.</p> <p>Janet Watts left the meeting at this point</p> <p>c. ASIP – The Landscope ASIP visit has not taken place yet but this is intended to be carried out in the Spring Term by Cat Radford. Rebecca Sear explained that the ASIP visit she had carried out had been difficult as she didn't have any data to work with. There followed a brief discussion on the data that is available and the meanings of the various aspects. Cat Radford provided a brief explanation on the ASIP for the benefit of Lucy Baldwin.</p> <p>d. Focussed visits for the next term – The Focused visit templates has changed as reported above, the Chair of the Woodleigh Board has</p>	

		<p>developed a SEND template to share with other governors. Visit dates were agreed for the first half of the Spring Term.</p> <p>The next S&C Meeting is on 29 January 2020 and visit reports should be with Cat Radford and the Clerk by the 27 January 2020. These reports are to be on visits for SEND (linked with data) and groups including disadvantaged, Greater Depth, Pupil Premium, LSC etc.</p>	All
27/1920	Community and Church Links	<p>There was nothing significant to report from meeting held at Diptford however Lizzie Lethbridge did provide some input on matters that had been arising in the school.</p> <p>Emily McGuinness asked what the status of the school committees is and a short explanation of the role of the Committees was provided.</p> <p>The Governance Trustee is of the opinion that School Forums are useful but problems have been experienced in the past with recruiting people. Cat Radford and Lizzie Lethbridge are to work towards forming appropriate groups at Diptford and Harbertonford.</p>	
28/1920	Policies	<p>To consider the following policy:</p> <p>a. Positive Behaviour Policy (Diptford) – there were no concerns raised with the policy.</p>	
29/1920	Information provided by the Clerk	<p>The Clerk distributed copies of Governance Today and asked Governors to notify him of any training requirements they may have.</p> <p>The following Governors end of term dates are as shown and it was agreed that the Clerk would approach them to ask if they would continue in their role:</p> <p>Anna Neville - March 2020 Janet Watts - March 2020 Sue Roach March 2020</p>	Clerk
30/1920	Matters for the next agenda	<p>Standing items as this agenda plus Standards and Curriculum and Finance and General Purposes Committee minutes</p>	

31/1920	Date of next meeting	Thursday 13 February 2020 at 1800 at Landscope School	
---------	----------------------	--	--

The meeting closed at **1959**

Signed as a true record

Signed	Date:
--------	-------