

Meeting of Totnes Local Governing Board

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

Minutes

Welcome: Chair AN welcomed everyone to the meeting	
Apologies: Apologies were received from David Gay, Tim Jordan and David Palframan.	
Declaration of Business Interests: No declarations of interest were declared at this point	
T32.18	<u>Minutes of previous meeting</u> The Minutes of the previous meeting held on 8 May 2018 Part I were approved and signed by the Chair, Anna Neville.
T33.18	<u>CEO</u> Following a recent visit by the CEO and Chair of Directors with the Regional Schools Commissioner (RSC), a copy of the final MAT Review letter was tabled at the meeting. The CEO explained that Governance was highlighted as one of the areas that the Link have been asked to look at by the RSC. So from this she had produced a document summarising her thoughts and ideas and discussions took place around the future of our Local Governing Boards (LGB's) and their roles and responsibilities within the Trust going forward, including the term used for current LGB's, the structure of each hub and the roles within those hubs. The Standards & Curriculum Committee will continue to have a close involvement with the local Governors and a meeting schedule will be set for the new academic year with a focus on clarifying a monitoring schedule.
T34.18	<u>Procedural</u> .1 A safeguarding report was made available for the Governors prior to the meeting, highlighting updates, any legislation changes and summarising work carried out by the lead Safeguarding governor. It was noted that from Sept 18, there is no longer a requirement for Disqualification by Association to be completed by staff and volunteers. TC updated the Governors following the recent Safeguarding visits and audits he has carried out in all the schools and summarised his findings. .2 No updates in relation to SEND
T35.18	<u>Strategic</u> .1 TC had provided Governors with detailed reports prior to the meeting and summarised at the meeting. The areas of focus included: <ul style="list-style-type: none"> • Attendance Figures • Staffing for September • Key Issues within School Improvement Plans • MAT Improvement Plan Monitor • Data Predictions

	<ul style="list-style-type: none"> Analysis of progress of Pupil Premium (PP) and Non PP Children <p>Q – What are the reasons for pupil numbers decreasing? Families relocating for careers or personal reasons, there is no evidence that it is down to concerns over the actual schools or standards. Delivering a high quality, broad and rich curriculum is the Trusts’ main focus for 2018/19. A curriculum that reflects the needs of the pupils in our schools, within their families and local communities.</p> <p>Q – for the MAT Improvement Plan Monitor, what questions are being asked of the Heads of School (HoS) to be able to identify a red for example? It comes from the HoS stating their current situation within that particular area and the mechanisms in place for turning red to amber or amber to green is for the HoS to deliver the necessary actions required and then report to TC. He will support them, challenge them and gather evidence to support.</p> <p>It was suggested that perhaps HoS get feedback from TC following his EP report being published.</p> <p>Q – Can you elaborate on the data figures? The funding is provided to close the gap between PP and Non PP children. Schools need to evidence how this is being achieved and demonstrate accelerated progress if a child is behind. The data comes from the HoS following their analysis of their own data, the class teacher is also aware and the Governors are made aware via these reports. During Pupil progress meetings, HoS challenge teachers on the progress of children in their class.</p> <p>.2 DG was absent, he provided a brief summary report via the Clerk on the last Standards & Curriculum meeting and minutes of that meeting were provided as a supporting document for this meeting.</p>
T36.18	<p>Governance</p> <p>.1 Vice Chair – The Clerk received no nominations prior to the meeting. At the meeting, Cat Radford was proposed for the role and seconded. All in favour, CR in agreement.</p> <p>.2 Minutes from recent Director Board & Committee meetings were made available for the Governors and comments were raised:</p> <p><u>Full Board 14 May 2018</u> No comments</p> <p><u>F&GP 4 May & 27 June 2018</u> SR - under the Finance section the Trust Business Manager (TBM) said he provided the HoS with budget reports and the HoS can share this with their Link Governor. He has also visited every HoS to discuss their budgets. This is really positive for Governors to be able to view budget summaries.</p> <p><u>Audit 5 June 2018</u> No comments</p> <p><u>Standards & Curriculum 23 May 2018</u> The LGB’s recognise that improvements can be made to the mechanisms of information exchange between governors and directors. It was noted that no questions or comments come from Directors or Committees back to the LGB’s.</p>
T37.18	<p>Training</p> <p>Governors will carry out a skills audit following the restructure of the LGB’s and look at training requirements from this. More bespoke and in-house training sessions with our own expertise may be more useful.</p>
T38.18	<p>Monitoring</p> <p>Majority of schools are now up to date with their Monitoring schedule. The Governors recognise that the monitoring templates need to be updated to reflect changes in roles, responsibilities,</p>

	<p>development and the needs of the schools now being part of a MAT. Governors must be able to divert away from the templates if they feel necessary and confidence is growing in this area.</p> <p>Main points highlighted – Behaviour & Safety Monitoring has identified that Online Safety is an area for development and needs to be addressed.</p> <p>There needs to be time limitations for monitoring visits and this should be carefully considered when making appointments, as well as the capacity of the HoS for the meetings. The Chair pointed out that Governors need to obtain evidence from a variety of sources including websites, learning walks, key documentation and conversations with pupils, staff, parents etc.</p>
T39.18	<p><u>Community & Church Links</u></p> <p>SG – The HoS introduced the five star pledge to the community and this was very well received. Year 5's have attended two pop-up café's with the elderly community, the pupils interact with them, chatting and playing games. Really positive and enjoyed by all.</p> <p>HF – The school is organising trips to the parish church with the RE subject lead.</p> <p>DI – It was reported that there is to be a more collaborative approach in respect of RE, with the formation of an RE Hub between Landscope, Harbertonford and Diptford.</p> <p>LA – Landscope recently received outstanding for a SIAMS inspection. Sharon Lord (RE lead at Landscope), together with LL and Jade Dewar (RE lead at Harbertonford) are forming the RE Hub to share expertise and experience, so all church schools are SIAMS ready. Reception class continue to visit a local nursing home.</p>
T40.18	<p><u>Policies</u></p> <p>The Trust Complaints Policy had been amended to include reference to Social Media. All agreed to recommend to the Board of Directors for approval.</p>
T41.18	<p><u>Dates of future meetings</u></p> <p>The Governors present were in agreement for future meetings of this Hub to be on Thursdays. The Clerk will propose some meeting dates for 2018-19 academic year and email out.</p>
T42.18	<p>Thanks were given to Paul Bedford and Tim Jordan for their time as Governors. They are both resigning from the end of this academic year. PB was an invaluable supporter throughout the original Totnes Federation and the conversion process from maintained to academy.</p>

Meeting Closed 8.20pm

Signed as approved copy by the Chair, Anna Neville

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Date 4.10.18