

Meeting of Totnes Local Governing Board

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

Minutes

Welcome: Chair AN welcomed everyone to the meeting	
Apologies: Apologies were received from Tim Jordan, Paul Bedford and Cat Radford.	
Declaration of Business Interests: No declarations of interest were declared at this point	
T22.18	<u>Minutes of previous meeting</u> The Minutes of the previous meeting held on 22 March 2018 Part I were approved and signed by the Chair, Anna Neville.
T23.18	<u>Matters Arising</u> .1 13.18 A copy of the Trust Safeguarding Action Plan has been uploaded to Google Drive. .2 4.18 TC handed Governors a letter containing their passwords to access School Pupil Tracker and reiterated the importance of keeping their passwords confidential and to not share with anyone else. Governors have restricted access only. TC happy to provide training on how to use the online programme if requested.
T24.18	<u>Procedural</u> .1 AN provided a Safeguarding update report for Governors including feedback following a review of the four Totnes School's 'Safeguarding Evidence Folders' at a recent Head of School meeting. .2 SEND – No issues to report
T25.18	<u>Strategic</u> .1 TC will now produce a termly written report to Governors, and at the alternate meetings, it was agreed that a Q&A session will take place. Q&A summary of this meeting was: Numbers on Roll (NoR) – <i>Can we have an update for NoR for September in Reception?</i> TC will update via email Quality of Teaching – <i>Is the Shanghai Maths programme working in our schools, if so how do you measure the impact?</i> It is working well and is established in other schools. All Saints Teaching School delivered training to all our staff to enable them to deliver and check the pupils depth of learning and understanding. As a result teachers are more confident in delivering lessons. Maths subject lead are continuing to support other teachers. Progress is evident but is expected to continue at a slightly faster pace once the new teaching and learning style has been embedded. <i>Is the Quality of Teaching looking consistent across our schools?</i> Yes, very good, with occasional support only needed in certain subject areas. No serious concerns. Attendance – <i>Are attendance figures improving or not?</i> The Trust as a whole is just above the average. There has been a focus on attendance in the schools. Attendance Policy has been reviewed and a new version drafted to try and address any attendance issues. Staff Changes and Issues – <i>Is staffing for the next Academic Year sufficient?</i> Diptford has recently appointed an experienced full time class teacher for September. There is a vacancy at

	<p>Landscape following a teacher move to Hennock School. Harbertonford and Stoke Gabriel stable. Current Teaching Assistant structure is adequate. Governors discussed the importance of Teaching Assistant support in the lower key stages.</p> <p>School Improvement – There is still concern over the Directors’ knowledge of our Schools. Governors monitor our schools and refer to the individual School Improvement Plans prior to their visits. DG requested that Governors forward to him any concerns they have following Monitoring visits for him to be able to take to the Standards & Curriculum Committee meetings. This then feeds into the Full Board of Director meetings to maintain communication.</p> <p>Data – <i>Are you confident for SATS this year?</i> TC provided Governors with predicted SATS results. SATS Booster sessions are taking place in our schools with positive impact. The Governors were advised that a pupil with SEN has been disapplied from sitting SATS, the Chair of Governors has been provided with paperwork from the Head of School to confirm this, copies will be destroyed by the Chair.</p> <p>Safeguarding – <i>What is being put into place in relation to GDPR training?</i> TC is trying to arrange for some training at a Heads of School meeting, that they can then disseminate to all staff.</p> <p>.2 To note, the next meeting is scheduled for 23 May 2018 – DG to attend and report back to Governors</p>
T26.18	<p>Governance</p> <p>.1 Governor Resignation – The Governors were advised that Barnaby Harris has given his resignation with immediate effect and Tim Jordan and Paul Bedford have tendered their resignation, effective the end of Summer term 2018. Governors are asked to put themselves forward for the role of Vice Chair following BH’s resignation.</p> <p>.2 Governors discussed the structure of the Local Governing Board’s (LGB’S). Governors noted that a Working Party has been established to review the work of LGB’s and the structure going forward, of which the Chair, AN will be involved in. Governors feel strongly that this is clarified as soon as possible to ensure consistency, and define roles and responsibilities. Governors are in agreement to support alternate joint meetings of LGB’s.</p> <p>.3 Minutes from recent Director Board & Committee meetings were made available for the Governors and comments were raised:</p> <p><u>Full Board 26 March 2018</u> What is the monitoring being undertaken by the Audit Committee? Governors were advised that it is in relation to financial processes and record keeping and is held with school administrators. Clarity around mobile phones in schools was discussed.</p> <p><u>F&GP 28 March 2018</u> Query around the Amber Warning in severe weather and closing the schools. It was confirmed that this is in relation to snow only.</p>
T27.18	<p>Training</p> <p>Thanks were given to those Governors who attended the Babcock bespoke training session held at Bearnas on 28 March 2018 and a copy of the presentation was provided for all Governors. It was felt that it gave good clarity around roles and responsibilities for Governors of Multi Academy Trust’s, but Governors feel that parents may still require information around the role of a school Governor following the results from the recent parent questionnaire’s.</p>
T28.18	<p>Monitoring</p> <p>The Monitoring meeting scheduled to be held 1 May 2018 had been cancelled. It was felt that these are positive and effective meetings, enabling Governors to share expertise and compare findings across the schools, and will continue for the next academic year. Key Points from these meetings will now be forwarded to TC to highlight any concerns or issues discussed.</p> <p>The LGB were advised that Rev Tom Benson observed and evaluated Collective Worship at Landscope in March 2018. He noted that Collective Worship has a distinctive Christian identity</p>

	<p>and it was also accessible to pupils from non-Christian backgrounds. A report was provided for Governors.</p> <p>A Monitoring visit also took place at Landscope on 26 March 2018 on Christian Distinctiveness by the Trust Executive Principal and this was fed back to Governors and a report uploaded to the Google Drive for Governors to view.</p> <p>Behaviour and Safety (B&S) and SEND monitoring visits have now been carried out at Stoke Gabriel and Harbertonford and reports filed. SEND and B&S taking place at Diptford 11 May 2018</p>
T29.18	<p><u>Community & Church Links</u></p> <p>SG – Very positive community links. Parking still an issue, even though very clear signage is in place.</p> <p>HF – There has been ongoing discussion’s around the school values, with a final draft soon be published.</p> <p>DI – Problem with parking and concerns over children’s safety. There was also a concern about the small school distinctiveness at Diptford being lost with a Headteacher overseeing two schools. However, members have been given reassurance and are satisfied.</p> <p>LA – AN and other members of the School Ethos Committee took part in a Learning Walk Led by the RE lead and attended a Collective Worship. Reflective areas in classrooms have been Updated. There was evidence that the pupils contributed to this and were actively using the spaces.</p>
T30.18	<p><u>Policies</u></p> <p>The following policies were reviewed for approval:</p> <ul style="list-style-type: none"> • Online Safety Policy – Governors approved the current version. The Policy is due for review again in Autumn Term and IT subject leads will be involved in that process. • Attendance Policy – Governors agreed with slight amendments. Recommendation for the Board of Directors to approve. Letter to parents advising of attendance protocol discussed and suggestions made for amendments. TC will update prior to approval by Directors.
T31.18	<p><u>Dates of future meetings</u></p> <p>Dates of future meetings were confirmed as:</p> <p>26 Jun 2018 – Monitoring Meeting</p> <p>4 Jul 2018 – LGB Harbertonford</p>

Meeting Closed 8.00pm

Signed as approved copy by Chair, Anna Neville

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Date 4.7.18