

Meeting of Totnes Local Governing

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

Minutes

Welcome: Chair AN welcomed everyone to the meeting	
Apologies: Apologies were received from Tim Jordan, Paul Bedford and Barnaby Harris	
Declaration of Business Interests: No declarations of interest were declared at this point	
T12.18	Minutes of previous meeting The Minutes of the previous meeting held on 31 January 2018 Part I were approved and signed by the Chair, Anna Neville.
T13.18	Matters Arising .1 3.18 TC & AN met to discuss action plans from Safeguarding Audits and have devised a Trust Action Plan. The Trust Safeguarding action plan is relevant to ALL schools. Individual schools are likely to have separate issues that require addressing (e.g. Site safety). The HoS are responsible for writing an additional plan which is specific to their school and Governors are responsible for monitoring that these actions are carried out. Clerk will add a copy of Trust action plan to Google Drive (GD). Action Clerk .2 4.18 TC will send to Governors, confidential letters which will contain their login information for School Pupil Tracker (SPTO). Action TC. TC updated Governors on the pupil numbers at Landscope. .3 5.18 TC advised the Governors that the Audit Committee Chair, has met with the HoS and has asked them to look at the risks associated with their school. This will then be populated onto a simplified template of the Trust Risk Register. Once done, this will be shared with Governors and Link Governors are asked to visit their school to discuss and monitor.
T14.18	Procedural .1 AN provided a Safeguarding update report for Governors prior to the meeting. Governors commented positively on the recent Trust Safeguarding Newsletter. .2 SEND – No issues to report .3 The Governors were updated on the responses from parents following the consultation period for a change to the school day timings at Diptford. Governors agreed for the proposal to go ahead on return from Easter holidays. LL will send letter to parents to advise.
T15.18	Strategic .1 TC had produced his report prior to the meeting. Governors sent questions to him in advance, these included:-

	<ul style="list-style-type: none"> • In Headline School Data what do the Red and green signify in the year group column I have identified the cohorts of children where there is significant data (Red-chort with lower than expected data and Green indicated a strong cohort) • What is CAPED? see Landscope School Improvement Key Issues,- Maths (Check it, Another way? Prove it, Explain it, Draw it = CAPED. This is a way for teachers to get pupils to show that they understand the maths they are doing and is a strategy used in Shanghai Maths) • Threshold Tool/Early Help - JR reported on this. Are other schools becoming more familiar (Yes, Heads are familiar with this tool. They have training on this as part of their L3 SG training) <p>Rt Hon Nick Gibb MP has written to schools congratulating them on their improvements and achievements in curriculum areas and results.</p> <p>Governors were reminded of the Devon Threshold Tool available online, in relation to Early Help. TC advised the Governors that the Attendance Policy will need to be reviewed at the next mtg following advice from the EWO. Suggested amendments will be recommended to the Board of Directors via the Standards & Curriculum Committee. Action Clerk</p> <p>.2 TC updated the Governors on PE funding. The Trust approached four different providers for a Service Level Agreement to deliver PE across the Newton & Teign and Totnes schools. The contract has been awarded to Saints Southwest to commence in September 2018. They will visit one day a week to all schools, delivering PE, a lunchtime and an after school club. They will also coach our staff to enable a sustainable outcome future years. Combined Trust sporting events will be organised for the six schools.</p> <p>.3 DG was absent from Standards & Curriculum Committee meeting held 7 February 2018</p> <p>Following a query raised by a parent, the Governors discussed how the Trust could improve communication to better promote the measures that our schools put in place to achieve results and improve standards. SATS results aren't always indicative to the good work that is happening in our schools. Action – To look at marketing via websites and social media.</p>
T16.18	<p>Governance</p> <p>Minutes from recent Director Board & Committee meetings were made available for the Governors and comments were raised:</p> <p><u>Chair, Finance Director and Chairs of LGB's 6 February 2018</u> Governors spoke about the structure of the Local Governing Boards and an agenda item will be added to the next meeting for further discussion.</p> <p><u>Full Board 5 February 2018</u> It was confirmed that the fencing at Harbertonford has been installed. Governors noted that the decision had been made not to have Link Directors for each Trust School.</p> <p><u>F&GP 1 February 2018</u> No comments</p> <p><u>Audit 19 February 2018</u> No comments</p> <p><u>Stds & Curr 7 February 2018</u> The Governors were reassured to know that an in-depth study of pupil premium funding is being carried out</p>
T17.18	<p>Training</p>

	Reminder of bespoke training on 28 March at Bearnas 5.30-7pm being run by Debbie Clapshaw from Babcock
T18.18	<p>Monitoring</p> <p>The Governors discussed the procedures for preparing for Monitoring visits, for both the School and the Governors. Governors are asked to complete their SEND and Behaviour & Safety Monitoring visits and forward reports to the Clerk.</p> <p>Following DP's recent visit to Landscope the school has requested and he support's:</p> <ul style="list-style-type: none"> • The use of The Emmanuel Project to support the teaching of world faiths • Promoting RE as Faith and Beliefs (FAB) <p>and that the Governors note and support the school's mission statement 'Together we're reaching new heights, inspiring a love of life and learning within a nurturing Christian environment. All agreed.</p> <p>He added that a positive meeting was held with the RE lead at Harbertonford and he will be visiting Diptford during the Summer term to concentrate on areas relating to their Statutory inspection of Anglican and Methodist Schools (SIAMS).</p>
T19.18	<p>Community & Church Links</p> <p>SG – No meeting held since last time. Community links very strong at Stoke Gabriel. Community Café held every Friday run by Year 6's. Charity week, w/c 26 March.</p> <p>HF – Pupils of the Ethos group have organised the Easter service. Improvements are being looked into for parents to feedback via their parent representatives.</p> <p>DI – School committee meeting taking place last week of term</p> <p>LA – AN absent from last mtg, but commented that there are still parking issues at Landscope.</p> <ul style="list-style-type: none"> • Core Christian values art workshop enjoyed by all children • A children ethos committee and ethos team is now in place – high number wanting to participate, hence two groups • Emmanuel (world faith resource) shared & discusses – trial use to be agreed by Governors
T20.18	<p>Policies</p> <p>The following policies were reviewed for approval:</p> <ul style="list-style-type: none"> • Online Safety Policy – draft still to be done. Action BH, CR and TC • Lone Working Policy – Approved with no amendments • Positive Handling – Approved with slight amendments
T21.18	<p>Dates of future meetings</p> <p>Dates of future meetings were confirmed as:</p> <p>1 May 2018 – Monitoring Meeting</p> <p>8 May 2018 – LGB Landscope</p> <p>26 Jun 2018 – Monitoring Meeting</p> <p>4 Jul 2018 – LGB Harbertonford</p> <p>Clerk was asked to provide Governors with all WIFI access codes for all schools. Action Clerk</p>
T22.18	<p>Extra Items</p> <p>The HoS's have asked for a Governor to assist during SATS week with administration procedures for preparation. AN to co-ordinate with Governors. Action AN</p> <p>The Governors were provided with a summary of the results following the recent parent questionnaire. Responses in relation to Landscope and Diptford were low, whilst Stoke Gabriel and Harbertonford had a high number of responses. HoS's are responding to parents to thank them for completing.</p> <p>A staff survey is being drafted, Governors will be updated of results following this.</p>

Meeting Closed 8.00pm

Signed as approved copy by Chair, Anna Neville

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Date 8.5.18