

Meeting of Totnes Local Board

DRAFT

Governors	
Anna Neville (Chair)	Sue Roach
Cat Radford	Janet Watts
In Attendance:	
Clerk – Tanya Jeffery	

Minutes

Welcome: The Chair, welcomed everyone to the meeting.	
Apologies: Apologies were received from Lizzie Lethbridge (LL).	
Declaration of Business Interests: No declarations of interest were declared at this point.	
T54.18	<p><u>Minutes of previous meeting</u></p> <p>The Minutes of the previous meeting held on 4 October 2018 Part I were approved and signed by the Chair, Anna Neville (AN).</p> <p>T48.18 The Chief Executive Officer (CEO) to advise the Governors how to access the National Governance Association online training modules. Action CEO to update.</p>
T55.18	<p><u>Procedural</u></p> <p>.1 <u>Safeguarding</u></p> <p>A safeguarding report was made available prior to the meeting, providing a summary of work, any legislation changes and relevant updates.</p> <p>The Chair (AN) discussed the content of the report to ensure everyone understood the current issues.</p> <p>It was noted the Chair (AN) had recently attended Child Protection Refresher Training Level 3. The Chair felt, in order to continue to be up to date with this training, it may be more beneficial to attend a range of workshops rather than a one day update. Action AN has contacted Louisa Rockey, Babcock Safeguarding Administrator and will investigate further.</p> <p>Cat Radford (CR) attended the recent Directors' Away Day and reaffirmed to the Local Board the new Distributive Leadership roles and their areas of responsibilities, in particular the role of Alex Waterman as Academy Trust Safeguarding and SEND Lead (ATSSL). Action AN to refer to CEO to request ATSSL input at future meeting.</p> <p>It was noted by the Chair that all four schools had completed their Babcock annual Safeguarding Audits within timescales and these had been put on Google Drive with action plans.</p> <p>AN advised The Department of Education are undertaking a School Security Consultation that ends on 18 February 2019. The key points were discussed in relation to how the Trust how can be prepared for action following this consultation. Action AN to liaise with CEO.</p>

	<p>The Governors signed to advise they had read the updated Keeping Children Safe in Education document which has been noted and recorded by the Clerk.</p> <p>The Clerk confirmed the CEO was currently reviewing the Child Protection and Safeguarding policy. The Chair advised the recommendation is all schools should have their own individual Child Protection and Safeguarding Policy and that these should reflect local circumstances and that multiple schools can have an overarching child protection and safeguarding policy but local procedures and protocols should be reflected.</p> <p>It was advised that Landscope School had recently carried out a pupil survey and the results raised some unexpected concerns which had been dealt with immediately. An action plan is being put together in early 2019 which will dovetail into the PSHE curriculum.</p> <p>.2 <u>SEND</u></p> <p>Lizzie Lethbridge (LL) provided a report prior to the meeting that included an update on the use of the Improvement and Inclusion Hub (IIH), mental health and the Early Help Journey.</p> <p>All schools confirmed they had accessed help and knowledgeable support from the IIH. Governors discussed the benefits and impact of the IIH on the children, in addition to the training opportunities provided to the staff.</p>
<p>T56.18</p>	<p><u>Strategic</u></p> <p>.1 <u>Directors Standards & Curriculum Committee</u></p> <p>Minutes from the meeting held on 7 November 2018 were made available to the Governors. A template for reporting in preparation for this meeting is now in place. A discussion took place regarding Governors monitoring and impact of visits and the Magenta Principles.</p>
<p>T57.18</p>	<p><u>Governance</u></p> <p>.1 <u>Minutes from Meetings</u></p> <p>Minutes were provided from the Full Board meeting held 8 October 2018, the Audit Committee held 12 November 2018 and the Finance & General Purposes Committee held on 23 November 2018. There were no comments arising from these minutes.</p> <p>.2 <u>Recommendation to Board of Directors for approval of Foundation Governor</u></p> <p>The Local Board recommended Chris Grimshaw as Foundation Governor. The Clerk confirmed a completed form had been received and passed to the Chair of Directors for her consideration.</p>
<p>T58.18</p>	<p><u>Training</u></p> <p><u>Feedback from Sport Premium Funding</u></p> <p>AN and Sue Roach (SR) attended PE and Sport Premium Funding training which was run by the Head of the Sports Partnership. Advice was given to fellow Governors on how to measure the impact of the funding. All schools should complete and provide an Evidencing the Impact paper on their school websites. This paper should evidence how the PE profile had been raised within the school and the impact this had on the children and staff and their wider community.</p>

T59.18	<p><u>Focussed Visits</u></p> <p>The Board confirmed all ASIPs are completed.</p> <p>The new Governor Visit Report was discussed. The Board recommended the current form had an additional box for 'issues/points to be brought to the Standards and Curriculum Committee'. SR expressed concern about Governor SEND monitoring and the need for support. Action AN and Janet Watts (JW) to devise some key questions for Governors in advance of their visits.</p>
T60.18	<p><u>SIAMS</u></p> <p>CR, AN and LL attended a meeting at Harbertonford School with Mr Ed Pawson, Education Officer for the Diocese who undertook a pre SIAMs inspection. Mr Pawson noted the school values were on display and recommended the school also ensured their vision was also clearly communicated and understood by the whole school community. AN also completed a successful learning walk with Mr Pawson and LL. AN reported the school has confidence in the Governors and is focused and prepared for a possible SIAMs inspection in January 2019.</p>
T61.18	<p><u>Community and Church Links</u></p> <p>Governors had noted the positive feedback from parents at school committees regarding the school PE provision and focus on healthy lifestyle and the impact this is having on families as a whole. Parents had also noted the improved school communication, as well as the 5 star pledge and the opportunities this offered to children including art projects, PE provision and trips.</p> <p>The Local Board noted the following regarding the school committees:-</p> <ul style="list-style-type: none"> • Harbertonford – currently reviewing their Terms of Reference and following feedback from the SIAMs visit considering a possible name change. • Stoke Gabriel – a meeting has not taken place this term as they are struggling to recruit parent representatives. • Landscope – well attended with parent representatives from each class and the RE Lead Chair of the PTFA and Chair of Governors. AN noted the PTFA facebook group is an effective way for parents to communicate. • Diptford – does not currently have a Governor sitting on its Committee.
T62.18	<p><u>Dates of future meetings</u></p> <p>Dates of future meetings were confirmed as:-</p> <p>7 February 2019 – Stock Gabriel – note – change in venue 4 April 2019 – Harbertonford 20 June 2019 – Diptford</p>

Meeting Closed 11.30am