

Holbeton Primary School

WESTCOUNTRY SCHOOLS TRUST

Minutes of the Local Governing Board Meeting held on Wednesday 16 January 2019 at 6.15pm

Governor present	Initials	Category of membership	Governor present	Initials	Category of membership
Di Baumer	DB	Community			
Shona Godefroy	SG	Co-opted			
Christine Tarrant	CT	Co-opted			
Richard Selwyn	RT	Parent			
Jackie Rundle	JR	Head of school			

Apologies	Initials	Reason for absence and category of governor
Karen Flower	KF	Business
Jonathan Garstang	JG	Rehearsals
Anne Mildmay-White	AMW	Holiday
Patrick Power	PP	Rehearsals

All absences were sanctioned.

Governors with responsibilities	Responsibility	Last monitored	
Di Baumer	Safeguarding/Pupil Data	November 2018	
Karen Flower	Pupil Premium/Personnel	November 2018	
Jonathan Garstang	SEND	November 2018	
Shona Godefroy	Chair, Finance	November 2018	
Anne Mildmay-White	School Marketing	January 2019	
Vacancy – Parent Governor	Outdoor Learning		
Jackie Rundle	Head of School		
Richard Selwyn	Vice Chair, Health & Safety/Premises		
Christine Tarrant	Pupil Data		
Patrick Power (Associate Member)	Data Protection & Freedom of Information		

Part 1 - Conflict of interest/confidentiality reminder

Governors were reminded that they must declare a conflict of interest if it exists, and that discussions within the meeting must remain confidential.

1. 🔰	/ision, Ethos & Strategy - Where are we now?	Action
b c	 Confirmation of Minutes: The minutes of the Governing Board meeting dated 14 November 2018 were agreed and signed. Proposed: DB, Seconded RS, the Board agreed. Matters Arising: The action list was reviewed and actions confirmed as completed or included as agenda items for this meeting. School vision update: JR confirmed she felt the school vision still matches the school needs but that the next steps were to discuss with the staff and then progress further. Safeguarding update: DB provided governors with an update in that there had been no instances of bullying or designated reports/referrals which the governors needed to be aware of. The Chair of governors, SG, confirmed she had attended safeguard training on 16 January 2019 and it was stressed that other governors should partake in this training which has been extremely beneficial and the points which had arisen were discussed at the meeting. A health & Safety report was reviewed and it was noted that a branch had come down at Forest School, however due process had been followed and the incident reported. A Tree survey was due to be carried out in 6 February 2019 and in the meantime there was no Forest School at this site. The governors discussed the fencing around our school boundaries and noted that the Trust are currently looking to change this to increase security further. Discussed the importance of both the safeguarding lead and the Health & Safety lead doing a walk around the school to ensure safeguarding is maximised. Governors confirmed the rota of training from West Country Schools Trust was proving effective. 	ACT 1 JR ACT 2 RS/DB
2.		ACT 3 CT/DB

	 b. Calendar of governor school visits for the Spring Term: a. Governors noted that there would be a curriculum/standards reviews in January, as detailed above. b. JR requested a safeguarding 'deep dive' in the coming term. c. Predicted numbers for September 2019 in take The meeting moved to Part II business. 	ACT 4 DB
3.	Engagement - What's needed to make progress?	
	j. Pre-School update : Moved to part II business	
	k. After School Club update: Moved to part II business	
4.	Governance - What still needs to be done?	
	 Feedback/Lead Governor Reports: Governors noted the Lead Governor reports for marketing which had been circulated in the advance of the meeting. Governors noted the Parents Evening is on 11 & 12 March and therefore volunteers needed to be at school to answer any questions from parents Susie Winters to conduct a GDPR review and then PP to review this work. Privacy notice for governors is now on the website. 	ACT 5 PP
5.	Impact on pupil outcomes - What do we want next for our school?	
	Current assessment and matters for consideration n. Nothing to be noted.	
6.	Correspondence Governors were is receipt of the recently circulated communication WeST in respect of additional schools joining the MAT.	
7.	 Matters brought forward by the Chair Confirmed appointment of Kate Nash as our new Clerk to Governors Still require two new governors therefore this is still to be pursued. Confirmed the importance of governors continuing to check their governor emails at least once a week. 	
8.	Part 2 proceedings The Governors resolved to move to Part 2 to discuss confidential items.	
9.	Dates of the Next Meetings, all to be held at Holbeton Primary School from 6.15pm 6 th March, 6 st May and 19 th June 2019	
	Meeting closed at 8.15pm.	

These minutes are agreed by those present as being a true record		
Signed: (Chair)	Date:	