



## 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	



	<p><b>b. Calendar of governor school visits for the Spring Term:</b></p> <p>a. Governors noted that there would be a curriculum/standards reviews in January, as detailed above.</p> <p>b. JR requested a safeguarding 'deep dive' in the coming term.</p> <p><b>c. Predicted numbers for September 2019 in take</b> The meeting moved to Part II business.</p>	<b>ACT 4 DB</b>
3.	<p><b><u>Engagement - What's needed to make progress?</u></b></p> <p>j. <b>Pre-School update:</b> Moved to part II business</p> <p>k. <b>After School Club update:</b> Moved to part II business</p>	
4.	<p><b><u>Governance - What still needs to be done?</u></b></p> <p><b>l. Feedback/Lead Governor Reports:</b></p> <ul style="list-style-type: none"> <li>• Governors noted the Lead Governor reports for marketing which had been circulated in the advance of the meeting.</li> <li>• Governors noted the Parents Evening is on 11 &amp; 12 March and therefore volunteers needed to be at school to answer any questions from parents. .</li> <li>• Susie Winters to conduct a GDPR review and then PP to review this work.</li> <li>• Privacy notice for governors is now on the website.</li> </ul> <p>m.</p>	<b>ACT 5 PP</b>
5.	<p><b><u>Impact on pupil outcomes - What do we want next for our school?</u></b></p> <p><b>Current assessment and matters for consideration</b></p> <p>n. Nothing to be noted.</p>	
6.	<p><b>Correspondence</b> Governors were is receipt of the recently circulated communication WeST in respect of additional schools joining the MAT.</p>	
7.	<p><b>Matters brought forward by the Chair</b></p> <ul style="list-style-type: none"> <li>• Confirmed appointment of Kate Nash as our new Clerk to Governors</li> <li>• Still require two new governors therefore this is still to be pursued.</li> <li>• Confirmed the importance of governors continuing to check their governor emails at least once a week.</li> </ul>	
8.	<p><b>Part 2 proceedings</b> The Governors resolved to move to Part 2 to discuss confidential items.</p>	
9.	<p><b>Dates of the Next Meetings, all to be held at Holbeton Primary School from 6.15pm 6<sup>th</sup> March, 6<sup>st</sup> May and 19<sup>th</sup> June 2019</b></p> <p>Meeting closed at 8.15pm.</p>	

	<p><b>These minutes are agreed by those present as being a true record</b></p> <p><b>Signed:</b> _____ <b>Date:</b> _____</p> <p>(Chair)</p>	
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