



Holbeton Primary School

WESTCOUNTRY SCHOOLS TRUST

Minutes of the Local Governing Board Meeting held on Wednesday 11th September 2019 at 6.00pm

Governor present	Initials	Category of membership	Governor present	Initials	Category of membership
Di Baumer	DB	Community	Richard Selwyn	RS	Parent
Karen Flower	KF	Co-opted	Christine Tarrant	CT	Co-opted
Shona Godefroy	SG	Co-opted	Also in attendance		
Jackie Rundle	JR	Headteacher	Kate Nash	KN	Clerk
			Claire Northmore	CN	Candidate
			Simon Martin	SM	Candidate

Apologies	Initials	Reason for absence and category of governor
Patrick Power	PP	Associate – work commitments

All absences were sanctioned.

Governors with responsibilities	Responsibility	Last monitored
Di Baumer	Safeguarding/Pupil Data	June 2019
Karen Flower	Pupil Premium/Personnel	November 2018
Di Baumer (temporary)	SEND	
Shona Godefroy	Chair, Finance	June 2019
Claire Northmore	School Marketing	
Jackie Rundle	Head of School	June 2019
Richard Selwyn	Vice Chair, Health & Safety/Premises	May 2019
Christine Tarrant	Pupil Data/Curriculum/Staff Wellbeing	March 2019
Simon Martin	Pupil Data/Curriculum	
Patrick Power (Associate Member)	Data Protection & Freedom of Information	March 2019

SG opened the meeting.

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.

Governors were asked to undertake a review of their Register of Business Interests. No matters were noted.

3	<p>Vision, Ethos & Strategy - Where are we now?</p> <p>a. Confirmation of Minutes: the minutes of the Governing Board meeting dated 19th June 2019 were agreed and signed. Proposed: Karen Flowers, Seconded Jackie Rundle and the Board agreed.</p> <p>b. Matters Arising: the action list was reviewed. ACT1 – KN will resend Prevent document to RS for completion before the next meeting ACT4 - the SQR is still outstanding from Helen Tipping, SG will continue to chase up. ACT5 – The new format has not yet been finalised. ACT6 – No progress made. The Governors were reminded that the Out of Hours (OOH) provision is an advantageous benefit to the school but it is financially dependent on the H.S.A. and the Trust will not accept it without a sustainable business plan. JR offered to write a new business plan and asked RS to advise OOH pupil numbers. Karen offered to assist. It was agreed that for the overall success of the school, JR’s focus must remain on the new Foundation Unit and maintaining our Ofsted rating. To this end we deferred further action on OOH to the next meeting. ACT7 - JR explained the merits of joining Multi Agency Support Team (MAST) and the cohesive support MAST can offer.</p> <p>Part 2 Minutes: none</p> <p>The Chair welcomed Simon Martin and Claire Northmore to the meeting and introductions were made.</p> <p>c. Safeguarding: Since the last LGB Meeting the work has been completed on the perimeter fence, the Foundation door has been replaced and CCTV has been installed. We are now initiating a tree audit, however the Trust has declined extra funding for tree removal. Governor questioned what SCA funding was and how the money can be accessed. JR explained that the Government allocates each school an annual amount which is paid centrally to the Trust. The Trust then decide when and how the money is allocated. We were awarded significant funds last year to ensure the safety of the premises and grounds.</p> <p>JR handed Keeping Children Safe in Education (part 1) – September 2019 & Annex A documents to the Governors and requested that they carefully read the documents before the next meeting.</p> <p>d. Terms of Reference & Scheme of Delegation: Governors examined the current Terms of Reference and approved changes. The revised document will be uploaded to the Governor Secure section for adoption at the next meeting. Governors will also be asked to confirm that they have read and understood the Scheme of Delegation at next meeting. Clerk will re-email details of the new Governor Secure Area on the website to Governors.</p> <p>e. Election of Chair and Vice Chair: Nominations had been received for SG to continue as Chair (Nominated by DF, seconded by CT) and RS to continue as Vice Chair (Nominated by KF, seconded by SG). These nominations were unanimously supported by all Governors. At this stage, both appointments are recommended for one year and for consideration to be given during the year for succession planning. Clerk will advise the Trust of the re-appointment of the Chair and Vice-Chair.</p> <p>Jonathan Garstang & Anne Mildmay-White have decided to step down and the Chair formally thanked them both for their tremendous contribution to the school.</p> <p>f. It was unanimously agreed to appoint both Simon Martin and Claire Northmore as Parent Governors as their knowledge and experience will benefit the LGB. Clerk will advise the Trust of their appointment and provided no objections are received formal membership will commence from next meeting. Clerk to book New Governor Training for CN – Sat, 2nd November.</p>	<p>Action</p> <p>ACT 1 ACT 2 ACT 3</p> <p>ACT 4</p> <p>ACT 5</p> <p>ACT 6</p> <p>ACT 7</p> <p>ACT 8 ACT 9</p>
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	<p>Governing Board membership: membership from 1st September 2019 was agreed as below: Di Baumer, Karen Flower, Shona Godefroy, Jackie Rundle, Richard Selwyn & Christine Tarrant with one vacancy for a staff governor. Governors would continue with their existing term of office rather than commencing a new period of service. Patrick Power will remain an Associate, specifically to advise on Data Protection and Freedom of Information matters.</p> <p>Agree Lead Governor responsibilities: Governors agreed individual Lead Governor responsibilities as recorded on page 1 of these minutes. It was agreed to advertise for a SEND Governor from the wider community and DB will become the SEND lead until an appointment can be made.</p> <p>It was raised that sub-boards will also need to be reviewed.</p>	<p>ACT 10</p>
<p>4</p>	<p>School Improvement - How are we getting on?</p> <p>h. School Quality Review (SQR): JR and Helen Tipping (HT) Executive Primary Principal have met to discuss the SQR and priorities. The report is provided to Ofsted at Inspection. JR explained that the Ofsted Framework has changed so our SEF needs to be updated to reflect these changes. Next Quality Assurance Review Thursday, 10th October. Two documents; the education inspection framework and Headline changes to the Ofsted Framework were handed to Governors and the 3 i's; Intent, Implementation, Impact areas were highlighted. There will be a self evaluation form and revised staff poster and JR will expect challenge from these documents. The area for special consideration is 'challenge for all' as there were slightly disappointing Maths results from greater depth children. We will also be focusing on writing and improving reading stamina. JR reported that KS2 read and share text every day and that her focus will be to promote reading throughout the school. We have a new teacher in Foundation who will start early phonics. The TAs need to establish confidence in their new roles and working with nursery aged children.</p> <p>We are continuing to work with our EWO to improve attendance and the attendance policy is being reviewed. We will be analysing data every 2 weeks rather than half termly and a more consistent approach adopted to improve poor attendance. Governor questioned what the ultimate penalty for poor attendance was and JR advised that we would adhere to formal process that ultimately could result in court proceedings. Ofsted will be interested in what we are doing to improve attendance and JR emphasised that absence does effect life chances. Governor asked about our policy for non-prescription drugs at school and their role in improving attendance. JR explained that it was not our policy to administer due to risk of over prescribing.</p> <p>Other key areas to focus on are Diversity, Sustainability and Staff Training and Workload. Cornerstone are assisting with staff wellbeing and we are organising more school activities during the working day. Staff are also completing TES Pulse surveys to help JR understand how best to manage workload. CT questioned what is expected from her in her new role as Wellbeing Governor and that she would welcome some direction and guidance from the Trust on how to help staff who do need assistance. Clerk will speak to WeST.</p> <p>We are expecting a section 5 Ofsted review. We retained our good rating at last inspection but on the understanding that Ofsted performed a more in-depth review at the next inspection.</p> <p>i. School Improvement: <u>Self-Evaluation Form (SEF):</u> none <u>School Improvement Plan:</u> We now have 42 pupils at the school plus 17 in Nursery sadly a large percentage will not continue their school career at Holbeton and will likely follow siblings to other settings. However, we have had 7 new pupils start in Reception and 3 families are interested in</p>	<p>ACT 11</p>

DRAFT MINUTES

	j.	<p>moving their children to Holbeton; including one for Y5 and another family next week who will go on the waiting list for Nursery.</p> <p><u>Discussion moved to Part 2</u></p> <p>We were awarded a Bronze Sports Mark this year. Although our range of competitions, clubs and participation was excellent we need to improve our communications to parents and children. We are starting a sports council and will be setting personal targets with the help of Mr. Wheeler from Premier Sports and we are confident that we will get gold next year.</p> <p>EM and PC are working towards Muddy Puddles accreditation.</p> <p>Head Teachers Report: none</p>	
5	k. l.	<p><u>Engagement - What's needed to make progress?</u></p> <p>Reports to/from Trust Board: none</p> <p>HPS SATs Results 2018/19: Results and projections for 2019/20 were reviewed and actions taken. Discussion moved to Part 2.</p> <p>Governor questioned how the school tracks good progress from Reception to Y6. JR confirmed that we use charts showing old levels against the new parameters. JR was then asked how progress is tracked for school movers. JR admitted that there can be a discrepancy when using another school's assessments and it does make tracking more complicated. Pupils have started practicing test papers already and they are comfortable with testing but the speed of completion is slow.</p> <p>JR said that HT knows the children very well and is well placed to support her when needed and that our teachers meet with other schools in the Trust who are also very supportive.</p>	
6	m.	<p><u>Governance - What still needs to be done?</u></p> <p>Feedback/Monitoring Reports: Governors were asked to provide a report every term and that these should be emailed to the Clerk for uploading to the Secure Area prior to the next meeting. JR added that it would be very helpful if Governors could come and do some class observations. Governors should liaise with KN regarding school visits.</p>	

DRAFT MINUTES

	n.	<p>Governors Skills Audit: handed out at the meeting. Governors to return completed audits to the Chair for review.</p> <p>Training Record: was reviewed by Governors present.</p> <p>Register of Interests: was reviewed, amended and re-signed by Governors present.</p>	ACT 12						
	o.	<p>2021/22 Term dates: are still being agreed by the Trust</p>							
7	p.	<p><u>Impact on pupil outcomes - What do we want next for our school?</u></p> <p>Policy: Adoption, Maternity, Paternity & Shared Parental Leave have all been adopted by the Trust and were accepted by the LGB.</p> <p>JR has revised the Child Protection & Safeguarding policy and this will be uploaded to the Secure Governor Area for approval at the next meeting.</p>	ACT 13						
8		<p>Correspondence: JR would like to arrange an Open Day for the Foundation Unit in November. CN will assist when date has been agreed.</p>							
9		<p>Matters brought forward by the Chair: none</p>							
10		<p>Part 2 proceedings: 4 i. discussion moved to Part 2</p>							
11		<p>Dates of the Next Meeting(s): all to be held at Holbeton Primary School from 6.00pm</p> <table border="1" data-bbox="277 1037 1336 1125"> <tr> <td>Wednesday, 30th October 19</td> <td>Tuesday, 10th December 19</td> <td>Wednesday, 12th February 20</td> </tr> <tr> <td>Wednesday, 18th March 20</td> <td>Wednesday, 20th May 20</td> <td>Wednesday, 24th June 20</td> </tr> </table> <p>Meeting closed at 8.00pm</p>	Wednesday, 30 th October 19	Tuesday, 10 th December 19	Wednesday, 12 th February 20	Wednesday, 18 th March 20	Wednesday, 20 th May 20	Wednesday, 24 th June 20	
Wednesday, 30 th October 19	Tuesday, 10 th December 19	Wednesday, 12 th February 20							
Wednesday, 18 th March 20	Wednesday, 20 th May 20	Wednesday, 24 th June 20							
		<p>These minutes are agreed by those present as being a true record:</p>							
		<p>Signed: (Chair)</p>	<p>Date:</p>						