

**Holbeton Primary School**

**WESTCOUNTRY SCHOOLS TRUST**

**Minutes of the Local Governing Board Meeting**

**held on Wednesday 16th September 2020 at 6.00pm on MS Teams**

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| **Governor present** | **Initials** | **Category of membership** | **Governor present** | **Initials** | **Category of membership** |
| Stuart Armley-Jones | SAJ | Staff Governor | Richard Selwyn | RS | Parent |
| Di Baumer | DB | Community | Christine Tarrant | CT | Co-opted |
| Karen Flower | KF | Co-opted | **Also in attendance** | | |
| Shona Godefroy | SG | Co-opted | Kate Nash | KN | Clerk |
| Simon Martin | SM | Co-opted | Patrick Power | PP | Associate |
| Claire Northmore | CN | Co-opted | Sally Thomas | ST | Potential new Governor |
| Chris Rickard | CR | Head of School |  |  |  |

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| **Apologies** | **Initials** | **Reason for absence and category of governor** |
| Richard Light | RL | Technical issue |
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All absences were sanctioned.

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| **Governors with responsibilities** | **Responsibility** | **Last monitored** |
| Di Baumer | Safeguarding | February 2020 |
| Karen Flower | Pupil Premium/Personnel | November 2019 |
| Di Baumer (temporary) | SEND |  |
| Shona Godefroy | Chair, Finance | March 2020 |
| Claire Northmore | School Marketing | March 2020 |
| Chris Rickard | Head of School |  |
| Richard Selwyn | Vice Chair, Health & Safety/Premises | March 2020 |
| Christine Tarrant | Pupil Data/Curriculum/Staff Wellbeing | November 2019 |
| Simon Martin | Pupil Data/Curriculum | November 2019 |
| 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.

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| 3 | a.  b.  c.  d.  e.  f.  g.  h.  i.  j.  k. | **Vision, Ethos & Strategy - Where are we now?**  **Confirmation of Minutes:** the minutes of the Governing Board meeting dated 1st July 2020 were agreed and will be signed by Chair at next visit to school  **Matters Arising**: the action list was reviewed and agreed as completed.  **Part 2 Minutes:** the Part 2 minutes of the Governing Board meeting dated 1st July 2020 were agreed and will be signed by Chair at next visit to school  **Safeguarding:** The new KCSiE 2020 document was shared with Governors and CR highlighted the key changes to the document.  **Terms of Reference & Scheme of Delegation:** Governors reviewed and agreed the current Terms of Reference and Scheme of Delegation documents  **Election of Chair & Vice Chair:** Nominations had been received for SG to continue as Chair and RS to continue as Vice Chair. 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.  **Membership of LGB**: It was agreed that membership from 1st September 2020 is as follows:  Stuart Armley-Jones, Di Baumer, Karen Flower, Shona Godefroy, Simon Martin, Claire Northmore, Chris Rickard, Richard Selwyn & Christine Tarrant with one vacancy for a SEN governor. Governors would continue with their existing term of office rather than commencing a new period of service. Patrick Power was appointed as an Associate Member to serve for a further year, specifically to advise on Data Protection and Freedom of Information matters.  **Lead Governor responsibilities:** Governors agreed individual Lead Governor responsibilities as recorded on page 1 of these minutes.    **Code of Conduct:** Governors adopted the WeST Governor Code of Conduct.  **Declaration of Pecuniary Interests:** Governors were asked to confirm any changes to their business interests in writing to the clerk. The clerk will then complete the summary of declarations and submit to WeST.  **Health & Safety:** WeST will be assigning a representative to support the school going forward | **Action**  **ACT1 - Chair**  **ACT2 – LGB & Clerk** |
| 4 | l.    m. | **School Improvement - How are we getting on?**    **School Improvement:**  Self-Evaluation Form (SEF): The new Head of School, Chris Rickard highlighted the areas of the SEF that have been amended to reflect the challenges faced post Covid and following the restructure of the classes. The children will undergo baseline testing in late September/October and then gap analysis tools will be utilised.  School Improvement Plan: CR presented the SIP with the focus on Outdoor Learning. Although OL has always been the schools USP, we will now be actively promoting OL in our Newsletter, social media and external publications. The school has also re-evaluated its Core Values and agreed the acronym G.R.O.W.T.H. (Guidance, Resilience, Opportunity, Wonder, Togetherness, Health.  Q1. How will staff work collaboratively with other Trust schools given the new Covid working guidelines? A1. CR advised that this was not affected and one such example was cited where next week Yealmpton would be joining us for INSET training (Online Learning platform)  Q2. When will the Teaching & Learning Policy be reviewed given Ofsted’s imminent visit? A2. This is in progress but it is unlikely that our Inspection will occur before Easter.  **Head Teacher Report:** was presented to Governors and will be added to the meeting papers. There are 6 new in-year starters in addition to our new Reception class of 8. This brings our on-roll number to 45. There is also another family keen to start when their house purchase completes. It was noted that this family researched and found the school they wanted before approaching their estate agent to locate a house in our area. We have also had 2 new Nursery children start this term.  The KS2 class number is now at 21 which presents a huge challenge to SAJ and the school needs to consider when and how the class is divided for the future.  CR reported that the Foundation Unit has had a great start to the term with the children happy and engaged. The atmosphere in school is excellent with no significant behavioral issues needing CRs attention. Routines have been embedded and Covid arrangements are being followed. Staff have had 1:1 meetings and emails and communications from parents and social media posts have been positive. Mrs Sherring has settled into school very well.  The school experienced extensive IT disruption over the summer and there are still some issues to resolve.  CR explained that the biggest challenge so far is cover during lunch time. Children remain in their bubbles but there are insufficient MTAs to cover them. This has resulted in teachers and TAs sacrificing their breaks. CR has brought this issue to the attention of Richard Light and WeST HR with the hope that a resolution can be found.  Q4. Governors were concerned from both H&S and Staff Wellbeing standpoints and asked CR what help they could provide? A4. CR is monitoring and will consider what is needed long term to address the issue.  CR also drew the Governors attention to the time he is required to teach; which equate to 0.8 plus PPA hours. This has resulted in him working evenings and weekends. He has spoken to Richard Light and Steve Bone about this and they are keen to offer support. Steve has offered SENCO support for the interim.  CR attended the last Parish Meeting in the summer and discussed the Reading and Class gardens with the Parish Councillors. CR is keen to continue building community relationships by contributing to these meetings regularly. |  |
| 5 | n. | **Engagement - What’s needed to make progress?**  **Reports to/from Trust Board:** none  **Recovery Curriculum:** Recovery tools are all in place and learning behaviours have been established.  The Mental Health Champion has been speaking to individual children and CR has discussed the merits of a questionnaire so that she can better assess impact.  The school is expecting £3200 in catch up funding which CR is considering how to spend effectively. Q3. When will this funding will arrive. A3 As yet unknown.  Teachers have already seen gaps in EY learning in Year 1 class and have discussed how these can be addressed. Discussion is also in progress for KS2 and catch up planning for KS1. CR will provide a report for the next meeting | **ACT 3 - CR** |
| 6 | o.  p. | **Governance - What still needs to be done?**  **Feedback/Monitoring Reports:** All Governors where encouraged to make arrangements with KN to visit the school this term.  **2020/21 Budget:** The summary Budget was presented to Governors which showed a small surplus. The budget will be revised quarterly with Douglas Langford, SG & CR and reported back to Governors. |  |
| 7 | p. | **Impact on pupil outcomes - What do we want next for our school?**  **Policy:** Lettings, Home:School Agreement and Charging policies were approved and the date extension for the WeST Virtual Attendance policy was noted.  Pupil Premium and Sports Premium will be reviewed by KF and SM respectively and a summary provided to Governors for consideration at the next meeting.  Premises Management Policy will be addressed and provided to Governors for consideration at the next meeting. | **ACT 4 – KF & SM**  **ACT 5 - RS** |
| 8 |  | **Correspondence:** |  |
| 9 |  | **Matters brought forward by the Chair:**  Out of School Club: KF reported that the AGM had a disappointing number in attendance. However, a new chair and secretary were appointed: Chair: Shula Fitzgerald, Secretary: Victoria Highland and Treasurer: Karen Flowers. As the OoS is not Ofsted registered children should not attend the club for more than 2 hours per day. If was suggested that the club could be split into 2 charities to overcome this issue, however solvency would need to be addressed to achieve this.  ST asked if volunteers could enrich the sessions and therefore make them more appealing to parents. This was favourably received and will be discussed further. The new committee will be looking at the format of the club and how best to publicise it to parents.  Data Protection & GDPR: PP advised that the current DP regulations would be changing when the UK leaves the EU at the end of the year. The WeST DP policy is already past its review date. PP will speak to WeSTs Data Protection Officer and report back to Governors.  CN asked for Marketing to be included on the next Agenda. Three school articles have been published in the Holbeton News since the last meeting and a photographer will be taking publicity pictures of the school next week. | **ACT 6 - PP** |
| 10 |  | **Part 2 proceedings:** none |  |
| 11 |  | **Dates of the Next Meeting(s):** all to be held on MSTeams / at Holbeton Primary School from 6.00pm   |  |  |  | | --- | --- | --- | | **11th November 2020** | **13th January 2021** | **24th March 2021** | | **19th May 2021** | **14th July 2021** |  |   Meeting closed at 8pm |  |
|  |  | **These minutes are agreed by those present as being a true record:** |  |
|  |  | **Signed: Date:**  (Chair) |  |