

**Holbeton Primary School**

**WESTCOUNTRY SCHOOLS TRUST**

**Minutes of the Local Governing Board Meeting**

**held on Tuesday 19th January 2021 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 | Christine Tarrant | CT | Co-opted |
| Di Baumer | DB | Community | Sally Thomas | ST | Co-opted |
| Karen Flower | KF | Co-opted |  |  |  |
| Shona Godefroy | SG | Co-opted | **Also in attendance** | | |
| Simon Martin | SM | Co-opted | Kate Nash | KN | Clerk |
| Claire Northmore | CN | Co-opted |  |  |  |
| Chris Rickard | CR | Head of School |  |  |  |
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| **Apologies** | **Initials** | **Reason for absence and category of governor** |
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All absences were sanctioned.

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| **Governors with responsibilities** | **Responsibility** | **Last monitored** |
| Di Baumer | Safeguarding | December 2020 |
| Karen Flower | Pupil Premium/Personnel | December 2020 |
| Sally Thomas | 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 |  |
| Simon Martin | Pupil Data/Curriculum |  |

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. | **Vision, Ethos & Strategy - Where are we now?**  **Confirmation of Minutes:** the minutes of the Governing Board meeting dated 11th November 2020 were agreed and will be signed by Chair at next visit to school  **Matters Arising**: the action list was reviewed.  Annual Pecuniary Interests declaration to be completed.  Emergency Plan is now being reviewed by the Trust and will then be given to school for personalisation and approval.  Meeting to be arranged between ST and Peter Grafton, SENco  **Part 2 Minutes:** none  **Paddy Power:** The LGB were deeply saddened by the news of Paddy’s death and the Chair asked that we minute the huge contribution Paddy made to Holbeton School over his many years of service as an Associate Governor. In particular in the re-building of the school’s relationship with the community and his outstanding guidance on matters relating to Data Protection legislation.  **Holbeton Staff**: The LGB also wanted to thank the Holbeton staff for continuing to provide education at school and on-line whilst maintaining their own wellbeing during this latest lockdown. Unfortunately, restrictions prevent Governors from offering assistance at school but the Chair asked that staff are informed that the LGB are here to support them in any way they can. CR thanked Governors on the behalf of the Holbeton Team.  **Safeguarding:**  Safeguarding report was presented to Governors. DB advised that her recent Safeguarding Level 3 training addressed adolescent safeguarding and she feels that this topic should be incorporated into staff training at the school. DB volunteered to assist CR with this.  CR confirmed that the school has identified our vulnerable children and has robust systems in place for maintaining communication links with their parents.  A reminder was given for all Governors who have not yet completed the Annual Safeguarding declaration and training to do so before the next meeting in March.  **Health & Safety:**  **Wellbeing:**  CR presented the results of the Staff Wellbeing Survey completed last term, which was mainly positive. CR and CT will speak tomorrow after school to discuss the results in greater depth and decide on next steps. Q1. Who is supporting CR. A1. CR advised that he speaks with Shona weekly and also has a Head Teacher mentor with who is speaks regularly. Q2. The report showed a member of staff with grievances, how are they being supported? A2. CR is aware of the issues and they are being addressed. Q3. Governor expressed concern that the feedback was therefore not anonymous. A4. The feedback was but CR was able to identify that particular member of staff from their answers. | **Action**  **ACT. 1 –**  **RS & SAJ**  **ACT. 2 -**  **RS/KN/CR**  **ACT. 3 -**  **KN/CR**  **ACT. 4 –**  **CR/DB**  **ACT. 5 -**  **CN/RS/CT**  **SM/DB**  **ACT. 6 -**  **CR/CT** |
| 4 | h. | **School Improvement - How are we getting on?**    **School Improvement:**  Self-Evaluation Form (SEF): The new SEF was presented to Governors  School Improvement Plan: The new SIP was presented to Governors  Q4. Governor asked for clarification on the traffic light system. A4. Head explained that green indicated that the school was secure in that area, amber that it was working towards the goal and red was that more work was needed. |  |
| 5 | k. | **Engagement - What’s needed to make progress?**  **Reports to/from Trust Board:** none  Online Learning: CR is very pleased with the roll-out of the schools Online Learning systems. Showbie is being used by both KS1 and KS2 and Tapestry by EY. Teachers are providing Online Learning for Math, English, Spelling as well as P.E, hand writing and phonics. The school is conscious of the amount of screen-time the children are having and will be promoting Outdoor Learning and activities going forward. A survey has been sent out to parents and reports that all parents who completed the survey were satisfied with the standard of Online Learning being offered. Parents would like more live, social interactions and this is being worked on.  Q5. Do all children have a device to access the Online Learning? A5. Yes, we have been in contact with all our parents, we have one family who would benefit from an additional device and we are due to receive a laptop from DfE this week for this purpose. We have also today been advised that the Rotary will be donating 10 tablets in the coming weeks. Q6. How do you know if the children are engaging with the Online Learning? A6. We are certain that all children have access and are engaging, some children less so and these are being monitored. Teachers have contacted these parents and will continue to monitor  Provision for On-Site Education (POSE) previously Educare: Q7. If PP children required a place in POSE, would this be available? A7 At present, yes but CR informed the LGB that the provision is running at a very high percentage compared to other schools in the Trust and that numbers must be monitored and managed properly to ensure sustainability. |  |
| 6 | m. | **Governance - What still needs to be done?**  **Feedback/Monitoring Reports:**  Pupil Premium report was presented to Governors. Q8 How are the interventions for PP being managed? A8. The school is adapting work to the individual child’s circumstances so that interventions can continue remotely. CR & KF will meet remotely during the Spring term to review their last meeting on PP. | **ACT. 7 –**  **CR/KF** |
| 7 | p. | **Impact on pupil outcomes - What do we want next for our school?**  The school has a new family joining in March, which will bring the pupil number to 57 including Nursery. CR has received approval from Richard Light to split KS2 into a Y3/4 and Y5/6 class with an additional 0.5 teacher approved for core subjects. The school has budget and will implement as soon as numbers allow.  **Policy:**  WeST Child Protection & Safeguarding – Covid Appendix (January 2021) was read and approved by the LGB  Conflicts of Interest & Related Party Transactions Policy (June 2020) was read and approved by the LGB |  |
| 8 |  | **Correspondence:** |  |
| 9 |  | **Matters brought forward by the Chair:** Q9. When will 2021/2022 Term Dates be released? CR & KN will enquire.  Marketing: A grant of £600 has been secured from Holbeton Parish Council to fund a promotional video tour for prospective parents.  A piece on the school will be included in the February edition of the Holbeton News.  Staff Covid Testing will be starting shortly and a letter will be sent out on Friday. SM volunteered to review the instructions for ease of use.  Q10. Has the cleaning issue been resolved? A10 CR confirmed that the school and Trust have found a solution. Also that Wayne Hack from Stowford had kindly stepped in to ensure the regular Health & Safety checks are performed. | **ACT. 8 –**  **CR/KN** |
| 10 |  | **Part 2 proceedings:** none |  |
| 11 |  | **Dates of the Next Meeting(s):** all to be held at Holbeton Primary School/MSTeams from 6.00pm   |  |  |  | | --- | --- | --- | | **Wednesday, 24th March** | **Wednesday, 19th May** | **Wednesday, 14th July** | |  |  |  |   Meeting closed at 19.16 |  |
|  |  | **These minutes are agreed by those present as being a true record:** |  |
|  |  | **Signed: Date:**  (Chair) |  |