

**Holbeton Primary School**

**WESTCOUNTRY SCHOOLS TRUST**

**Minutes of the Local Governing Board Meeting**

**held on Wednesday 9th June 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 |  |  |  |
| Di Baumer | DB | Community |  |  |  |
| Shona Godefroy | SG | Co-opted |  |  |  |
| Simon Martin | SM | Co-opted | **Also in attendance** | | |
| Claire Northmore | CN | Co-opted | Kate Nash | KN | Clerk |
| Chris Rickard | CR | Head of School |  |  |  |
| Richard Selwyn | RS | Parent |  |  |  |
| Sally Thomas | ST | Co-opted |  |  |  |

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| **Apologies** | **Initials** | **Reason for absence and category of governor** |
| Karen Flower | KF | Co-opted – Meeting in London |
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All absences were sanctioned.

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| **Governors with responsibilities** | **Responsibility** | **Last monitored** |
| Di Baumer | Safeguarding | May 2021 |
| Karen Flower | Pupil Premium/Personnel | December 2019 |
| Sally Thomas | SEND |  |
| Shona Godefroy | Chair, Finance, Wellbeing (temporary) | March 2021 |
| Claire Northmore | School Marketing | March 2021 |
| Chris Rickard | Head of School |  |
| Richard Selwyn | Vice Chair, Health & Safety/Premises | March 2020 |
| Simon Martin | Pupil Data/Curriculum | March 2021 |

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 24th March 2021 were agreed and will be signed by Chair at next visit to school  **Matters Arising**: the action list was reviewed:  KF & CR to arrange a meeting to discuss the new WeST PP Governor team.  ST has a number of books that may be suitable for the school and will liaise with SAJ.  Tim Thomas has been liaising with CR about the school promotional video and the Trust is also joining the school at the beach next Monday to incorporate our school into a Trust video. CR hoping this material can be shared and included in our own.  **Part 2 Minutes:** the Part 2 minutes of the Governing Board meeting dated 24th March 2021 were agreed and will be signed by Chair at next visit to school  **Safeguarding:** DB deliveredher report on her Safeguarding Visit on the 4th May 2021. CR to update on 8 actions needing to be evidenced and signed off by end of terms 2 & 3  **Health & Safety:** RS advised that due to the current situation in relation to Brexit and Covid, SCA funding will be difficult to obtain next year and we are experiencing difficulties getting works completed that has had funding agreed for this year.  **Wellbeing:** The board wished to thank Christine Tarrant for her contribution to the school as Wellbing and Pupil Data Governor. CR is looking forward to working with Christine as a school volunteer in the future.  Christine’s resignation results in a vacancy for Wellbeing Governor and Shona Godefroy offered to take on this role in a temporary capacity until a replacement is elected. A Governor vacancy will now be advertised.  Staff Wellbeing Survey will be sent out next week. | **Action**  **ACT 1 – KF/CR**  **ACT 2 – SAJ/ST**  **ACT 3 – CR**  **ACT 4 – Clerk**  **ACT 5 - CR** |
| 4 | h. | **School Improvement - How are we getting on?**    **Head Teacher Report:** CR delivered his HT Report. There was some concern over the Data figures. CR advised that figures were distorted due to the small number of children in each cohort and it was impossible to obtain trend data from them. He was reassured by the QAR and the response from Richard Light, who understood small school dynamics and that the focus for us should be on curriculum delivery. Q1. How is the school going to help the data position? A1. There are a number of initiatives in place; Writing schemes, Reading schemes, Letters & Sounds and complex mid-term Maths mapping – all focused on improvement. Q2 & Q3 – moved to Part 2. Q4 Should Holbeton offer a Summer School? A4 We will be producing personalised Learning Packs for each child in collaboration with the Trusts new intervention programme to be delivered to parents for the summer holiday. Q5 Are there any indications on when the next Ofsted Inspection will take place? A6 We believe it will be in Spring 2022. We will also have another, more in depth, QAV in early Spring to ensure that the school is ready. Q7 Governor asked how the budget would accommodate increased growth in pupil numbers. A7 CR explained that, , assuming moderate growth, the school will be in deficit for 2 years. Q8 Governor enquired where the parent feedback was obtained? A8 from feedback from Online Learning and from the last Parent Feedback Questionnaire. A second Questionnaire will be sent out later this term and again in the Spring term. Q9 Governor expressed an observation that Holbeton is becoming a school where children who don’t fit into the normal school environment can flourish. Whilst this should be encouraged are we in danger of putting off parents with children who have high attainment? How will increased numbers of SEN effect the school and staff at Holbeton? Q9 We rely on the support of the Trust and their understanding that a village school can often have dramatic fluctuation in numbers. As the school population changes we will be asking the Trust for additional resources. We also want to publicise the quality of education our school can provide and CR will work with CN on marketing in this area, so that we welcome children of all abilities to Holbeton. Q10 The QAR seemed very Headteacher centric. How well did the teaching staff perform in the QAR and what were their reactions? A10 CR requested that teachers were not assessed as per a formal QAR on this occasion. The focus was on support and encouragement. Q11 How did Richard Light evidence what CR had told him? A11 With Richard’s experience as an Ofsted Inspector, he was able to observe the effectiveness of the teaching quickly and was able to offer immediate feedback.  **SENCo**: SAJ has been appointed SENCo at Holbeton School. The original suggestion of sharing a SENCo resource with another school has been problematic and this appointment gives the school stability and SAJ the opportunity he wanted. |  |
| 5 | k. | **Engagement - What’s needed to make progress?**  **Reports to/from Trust Board:** none |  |
| 6 | m.  n. | **Governance - What still needs to be done?**  **Feedback/Monitoring Reports:** Safeguarding Report – delivered earlier in the meeting.    **Governors Skills Audit:** |  |
| 7 | p. | **Impact on pupil outcomes - What do we want next for our school?**  **Policy:** Policy Review: Equality & Diversity & R.S.H.E policy were both reviewed and adopted by the LGB |  |
| 8 |  | **Correspondence:** |  |
| 9 |  | **Matters brought forward by the Chair:** none |  |
| 10 |  | **Part 2 proceedings:** |  |
| 11 |  | **Dates of the Next Meeting(s):** all to be held on MS Teams from 6.00pm   |  |  |  | | --- | --- | --- | | **Wednesday, 14th July 2021** |  |  | |  |  |  |   Meeting closed at 19:45 |  |
|  |  | **These minutes are agreed by those present as being a true record:** |  |
|  |  | **Signed: Date:**  (Chair) |  |