



Holbeton Primary School

WESTCOUNTRY SCHOOLS TRUST

Minutes of the Local Governing Board Meeting held on Wednesday 14th July 2021 at 6.00pm on MS Teams

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			
Karen Flower	KF	Co-opted	Also in attendance		
Claire Northmore	CN	Parent	Kate Nash	KN	Clerk
Chris Rickard	CR	Head of School			
Richard Selwyn	RS	Co-opted			
Sally Thomas	ST	Co-opted			

Apologies	Initials	Reason for absence and category of governor
Simon Martin	SM	Parent – Meeting

All absences were sanctioned.

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.

<p>3</p>	<p>Vision, Ethos & Strategy - Where are we now?</p> <p>a. Confirmation of Minutes: the minutes of the Governing Board meeting dated 9th June 2021 were agreed and will be signed by Chair at next visit to school</p> <p>b. Matters Arising: the action list was reviewed:</p> <p>KF & CR to arrange a meeting to discuss the new WeST PP Governor team.</p> <p>CR to update on 8 Safeguarding Audit actions needing to be evidenced and signed off by end of terms 2 & 3.</p> <p>Wellbeing Governor vacancy to be advertised</p> <p>A wish list of books for the library to be written for ST.</p> <p>Minimum age for children attending Nursery will remain as 2 on the GIAS but a new Nursery Admissions Policy will be written to show our current age for admittance is from age 3.</p> <p>c. Part 2 Minutes: the Part 2 minutes of the Governing Board meeting dated 9th June 2021 were agreed and will be signed by Chair at next visit to school</p> <p>d. Safeguarding:</p> <p>e. Health & Safety: RS advised that all Trust Schools are being asked to update their Risk Register and for Governors to review it. Mark Bullard is in the process of creating a Risk Register template for schools to use. RS to keep the LGB advised.</p> <p>f. Wellbeing: Results from the Staff Wellbeing Survey are largely positive. Some known issues were highlighted and are being addressed by the school. It was agreed that the next survey will be sent in the Autumn and again in the Spring.</p> <p>g. Before & After School Club: Steve Coggins has returned to his position in the Breakfast Club but Georgina Willis has resigned from both the Breakfast and After School Club. The Club is now recruiting and an advert will be published shortly.</p>	<p>Action</p> <p>ACT 1 – KF/CR</p> <p>ACT 2 – CR</p> <p>ACT 3 – Clerk</p> <p>ACT 4 – SAJ</p> <p>ACT 5 - RS</p>
<p>4</p>	<p>School Improvement - How are we getting on?</p> <p>h. Head Teacher Report: CR delivered his HT Report. Q1. Has there been any questions from parents regarding the new staff structure? A1. Only positive feedback so far. The change in structure is fully supported by the Trust. Mrs Wilson is very enthusiastic and has completed a lot of lesson planning already. She will be supported by SAJ and the new HLTA. We are very sad to see Peter Brooke-Houghton leave as he has been fantastic this term. The new staff structure email to be sent to Governors.</p> <p>Q2. What financial resources are being made available from the Government to assist with the children’s mental health A2. Unfortunately, no funding has been announced so far, however all children will be given the opportunity to talk about their mental health within class or in private.</p> <p>Q3. Is the school aware of which children need help? A3. CR advised that the staff know the children well and parents will ask for their child to be referred to Nicky, our Mental Health Champion if they are concerned.</p>	<p>ACT 6 - KN</p>

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	<p>Q4. GP's offer very little help, is there anything parents can do? A4. The school recently offered parents the opportunity to take accredited courses in mental health, these could prove very useful.</p> <p>Q5. Can parents be advised about our Mental Health Champion and what she can offer? Parents haven't been able to talk in the playground, so would a Coffee Mornings, Parents Forum, Beach BBQ be of benefit? A5. CR agreed that all these suggestions had merit and he will discuss with staff. CR explained that Nicky's has an ability to understand a child's concern very effectively and the guidance she gives often improves the child's mental health in a very short space of time. Other children speak with her regularly and she adapts the tools she has given them as their feelings change. CR expressed his great appreciation for Nicky and the amazing work she does with the children.</p>	ACT 7 - CR						
5	<p>Engagement - What's needed to make progress?</p> <p>Reports to/from Trust Board: none</p>							
6	<p>Governance - What still needs to be done?</p> <p>Feedback/Monitoring Reports: none</p> <p>Policies:</p> <p>i.. Policy and information Report 2020/21 – Adopted by the Governors</p> <p>j. Home School Agreement 2021/22 – Adopted by the Governors</p> <p>k. Behaviour & Anti-Bullying Policy to be reviewed for adoption by Governors in September.</p> <p>l. Sports Premium Impact Report 2020/21 to be completed for presentation to Governors in September.</p> <p>Pupil Premium Report 2020/21 to be completed for presentation to Governors in September.</p> <p>m. Outdoor Learning Policy to be written for adoption by Governors in September.</p> <p>n. Risk Register – discussed earlier in the meeting.</p> <p>o. Feedback on School Survey – discussed earlier in the meeting</p>	<p>ACT 8 – CR</p> <p>ACT 9 – CR & SM</p> <p>ACT 10 – CR & KF</p> <p>ACT 11 – CR</p>						
7	<p>Impact on pupil outcomes - What do we want next for our school?</p>							
8	<p>Correspondence:</p>							
9	<p>Matters brought forward by the Chair: Governors wish to thank all the School Staff for all their hard work this year and the Chair thanked the Governors for their involvement during a difficult year.</p>							
10	<p>Part 2 proceedings:</p>							
11	<p>Dates of the Next Meeting(s): all to be held on MS Teams from 6.00pm</p> <table border="1" data-bbox="277 1791 1336 1879"> <tr> <td>tbc</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p>Meeting closed at 19:45</p>	tbc						
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		These minutes are agreed by those present as being a true record:	
		Signed: (Chair)	Date: