

Local Governing Body Meeting

Part I Minutes							
Date/Time	10.09.2018 6.00pm	Location		South Tawton Primary School			
Attendees	Initials			Attendees	Initials		
Sunita Chauhan	SC	Hazel Fox	HF	Chloe Howard-Scott	CHS	Philippa Sims	PS
Andrew Macmillan-Scott	AMS	Sarah Marvin	SM	Ione Rucquoi	IR	Liz Wiseman	LW
Jo Ware	JW	James Warner	JW	Lee Billinghamurst	LB		

Apologies	Initials	Reason (Category of Governor)
Manus Home	MH	Unavailable
Emma Neath	EN	Parents Evening
Lee Pascoe	LP	Prior commitment
Jo Ware	JW	Attending training

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Carolyn George	CG	Clerk
Veronica Lloyd-Richards	VLR	Proposed Governor

Minutes to
Attendees
Apologies

1 - Apologies
<ul style="list-style-type: none"> Apologies were accepted from MH, EN, LP and JW.

2 – Nominate Governor for Meeting Review Document
<ul style="list-style-type: none"> LB agreed to complete the Meeting Review Document

3 – Declarations of Interest
<ul style="list-style-type: none"> CHS declared her employment at Michelmores Solicitors. CG declared self-employment at The Kings Arms, South Zeal and provision of buffet on Staff training day.

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- Governors queried whether, as parent Governors, they needed to declare children at the school as an interest. The Clerk agreed to check with SW.

ACTION: CG to check with SW re declarations of interests

11 – Safeguarding Basic Training

- Jane Lake attended the meeting to give Governors basic safeguarding training. **The presentation slides will be circulated with the Minutes of this meeting.**
- JL explained that each LGB was required to have a Safeguarding Governor, and preferably a Deputy as well. This is a statutory requirement. She explained that it is a monitoring and evaluating role, e.g. checking if the policy is fit for purpose. JL will be undertaking a Safeguarding Audit at each MAT school this term, and this would include input from the Safeguarding Governor.
- **All Governors are expected to read Part 1 of the Statutory Guidance, and this will be circulated to Governors ahead of the next LGB. Governors will be expected to sign a declaration that they have read the document.**
- The Clerk will also put Safeguarding documents on Sharepoint once all Governors have access.
- **Governors questioned whether the schools have policies about mobile phones.** All heads stated that phones are not allowed in primary classrooms but agreed that polices need to be aligned.
- **Governors asked about the MAT Safeguarding Policy and what input/responsibility they have in regard to it.** JL explained it is a MAT-wide policy with local appendices.
- **The Chair asked that Safeguarding be included as a standing item on all LGB agenda.** She noted the need for ongoing training/awareness of Safeguarding issues and JL agreed to provide scenario training that can be undertaken at LGB meetings.
- **Governors asked if they needed training to Level 3** and JL felt that it would be useful. She will provide training and newsletters for the Safeguarding Governor(s).
- **Governors asked how information is shared across agencies.** JL explained about the Multi-Agency Safeguarding Hub (MASH) and noted that whilst it is not perfect, data-sharing is getting better.
- JL emphasised that **the role of the Governing Body is to ensure that the safeguarding agenda and culture is embedded in the ethos of your school.** She also discussed the role if the MAT in safeguarding staff as well as children.
- **Governors asked what they should do if staff asked them a question about the correct way to behave.** JL replied that staff should refer to their Code of Conduct.
- JL explained the Single Central Record to Governors and noted that Ofsted checked this and it should be audited each half-term by the Safeguarding Governor.
- JL summarised the role of Governors in Safeguarding:
 - Training
 - Keeping up-to-date (standing item on Agenda)
 - Not to get involved with actual cases (point concerns to school)
 - Governor audits
- The Chair thanked JL for her presentation and JL left the meeting. Governors discussed the role of the Safeguarding Governor and AMS volunteered for the role. The Chair thanked him for volunteering and **it was agreed that Andrew MacMillan-Scott is now the Safeguarding Governor.**

ACTION: Circulate Safeguarding Presentation with Minutes
All Governors to read Part 1 of Keeping Children Safe in Education
Include Safeguarding as standing item on LGB agendas.

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4 – Agree & sign off previous Minutes from 05.06.2018

- The Chair highlighted an additional Action that had not been included in the Minutes and that was for each school to have a MAT noticeboard. With this correction the Minutes were agreed and signed.

5 – Matters Arising

- The Clerk ensured that all Business Interest Forms and Codes of Conduct were completed. Pen portraits for Governors are still outstanding. **Clerk to chase remaining pen portraits.**
- Training sessions on data and safeguarding are on the Agenda. Governors were reminded about the upcoming training on 18th October on school data.
- Some Governors had already completed and returned their Skills Audit. **Clerk to chase remaining Skills Audits.**
- The Ethos Committees were discussed (the ToR had been circulated as requested) – the Heads were finding it hard work to organise these meetings. The Chair suggested referring to them as a forum rather than a committee. **SM, LW and SC still need to provide dates for Ethos Committee meetings.**
- The need for a New Governor pack was discussed and HF agreed to put this together. **HF to put together New Governor pack.**
- The Clerk had tried setting up Sharepoint but not all Governors had been able to access this. This is still work in progress - **Clerk to set up Sharepoint for document storage/access.**

ACTION:

- **CG to chase remaining pen portraits**
- **CG to chase remaining Skills Audits**
- **SM, LW and SC still need to provide dates for Ethos Committee meetings**
- **HF to put together New Governor pack.**
- **CG to set up Sharepoint for document storage/access**

6 – Matters Brought Forward at the Direction of the Chair

- None

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7 – Governor Housekeeping

- The Clerk ensured that the outstanding Pecuniary Interest forms were completed.
- The Clerk explained to Governors about related party transactions.
- The Clerk ensured that all Governor Codes of Conduct were signed.
- The Clerk raised Part II Protocol and HF agreed to include this in the New Governor Pack.

ACTION: HF to include section on Part II Protocol in New Governor Pack.

8 – School Data and Draft School Improvement Plans

- School data had previously been circulated with the Agenda and HF highlighted key lines of enquiry.
- Governors questioned the FSM cohort size and asked for more detail.
- HF presented KS2 data but noted that the progress results for 2018 had not yet been published.
- Governors considered the data provided in detail and noted that this will go to the school Improvement Committee.
- Governors asked about target setting and it was noted that this was different across the Cluster schools and needed to be aligned and moderated. Governors challenged whether there was a target for learning at greater depth and the Heads noted that this was a key focus.
- Governors asked how effective they can be in ensuring that targets are met and noted that as a Governing Body they need to be asking the right questions.
- The Draft School Improvement Plan were discussed and key lines of enquiry across all schools are attainment in writing, greater depth and more able pupils. The detail of these plans will be considered in the School Improvement Committee meetings.
- Governors challenged that the Pupil Premium gaps need to be flagged and at the forefront of plans.
- Governors asked what their role will be and HF noted the need to allocate Governor leads. These will be discussed in SI and the next FGB. Ensure Governor leads are allocated to SIPs.
- Governors asked about who checks that targets and results data are achieved. HF referred Governors to the performance management appraisals, but also noted that Governors have a role in making sure this appraisal process is correctly managed.
- It was noted that the School Improvement Plan is a live document which will evolve during the year.
- HF raised the need for a Policy Map – this is a piece of work to be done to ensure all policies are reviewed on the correct cycle. This will be done by HF and the Clerk.

ACTION: HF/Chair to ensure Governor leads are allocated to SIPs
HF/Clerk to develop Policy Map.

9 – Finance Update

- HF explained that there had been problems with the budgeting software used by the MAT and they had changed software over the summer.
- HF explained the need to have a balanced in-year budget and noted that this was what the budgets agreed before the summer break had tried to achieve.

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- The Chair expressed disappointment that having been advised to accept the budgets by Alison Horn and Suzanne Kiff, she then received a letter of concern (for South Tawton and Chagford) that the budgets did not balance. HF noted that for South Tawton this was a difference of only £500 this year, but next year was looking problematic for both schools.
- **Governors questioned how realistic it was for the in-year budget to balance**, but HF noted this was a requirement of the EFSA and therefore the MAT.
- HF highlighted that the end of financial year position and therefore the carry forward will not be known until 17th September. All schools need to look at building up reserves.
- **Governors discussed the current Leadership structure at the cluster schools and taking this forward next year. Governors asked about recruiting for next September** and HF noted the need to advertise in December.
- **Governors noted previous lengthy discussions about the Leadership structure and expressed concerns regarding the teaching commitment for Heads of School. It was agreed to include Leadership structure on the next LGB Agenda.**
- **Governors asked VLR if she had experience from other schools** and VLR noted that the Executive Head Model across two or three schools worked for them and assisted with the retention of teachers.
- **HF agreed to look for examples for the next meeting and possibly someone to talk to the LGB.**

ACTION:	CG to Include Leadership structure on the next LGB Agenda HF to look for other examples of Executive Head structures.
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10 – Governor Duties to be decided

- The Chair highlighted that Governors were currently lacking defined roles and noted the level of commitment required to fulfil the roles properly. She highlighted the need to be clear of what is required when recruiting Governors, stating that Governor time and input is required beyond the meeting dates.
- The Heads agreed that Governors need to be a larger part of the schools and need to see what is happening.
- **HF agreed to draft a schedule of visits.** Governors highlighted the issue of dealing with three schools.
- The Pay Committee needs to be decided – this consists of three Governors – EN, JW and VLR (once officially approved as Governor) were thought to be good candidates. It was suggested that this could be held an hour before the next FGB.
- **CH-S put herself forward as the Pupil Premium Governor.**

ACTION:	HF agreed to draft a schedule of visits
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12 – Cluster Names

- Governors discussed possible names for the Cluster Group but found it difficult to find something that encompassed all three schools.
- Governors suggested asking Years 5 & 6 for their suggestions. **Heads agreed to action this.**

ACTION:	Heads to ask Years 5 & 6 for possible Cluster names
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13 – Chagford Show

- HF reported that Staff, Governors and the Chair of Trustees had attended Chagford Show with the aim of promoting the school and improving pupil numbers. Overall the day had been very positive.

14 – School Website Information

- The Clerk reported that this was still work in progress.

ACTION: Complete Governor information for School websites

15 – Central MAT News

- HF reiterated that the Finance team had been working hard to resolve the software problems experienced.
- HF considered the next steps to be looking at opportunities for groups of schools to meet up and provide greater benefits for the children.

16– Matters for Trustees Attention and Risk Identification

- Governors expressed concern and disappointment at having been recommended to agree budgets in the Summer Term, and then later receiving letters stating that the budgets did not balance. Governors felt this process could have been handled better.

17 – Critical Review of Meeting

- LB reported back on the meeting:
 - SIP data had been shared with LGB, giving Governors a sense of current targets for the schools.
 - Data shared was in a format that was fairly easy to decipher but headlines/ summary data was suggested.
 - The LGB is still learning to challenge the performance of the schools (both educationally and financially) but is gaining greater understanding of the systems being put in place.
 - Overall the meeting was considered well organised and well chaired, but there is room for improvement in maintaining focus.
 - **Actions for next meeting include providing refreshments.**

ACTION: Provide refreshments for next meeting

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15 – Date of next meeting

- The next FGB Meeting will on Monday 15th October at 6pm, at North Tawton School.

Action Table from 18.07.2018

CG	To check with SW re declarations of interests	ASAP
CG	Circulate Safeguarding Presentation with Minutes	ASAP
ALL	All Governors to read Part 1 of Keeping Children Safe in Education	OCT
CG	Include Safeguarding as standing item on LGB agendas.	ONGOING
CG	Chase and collate outstanding Governor pen portraits	ASAP
CG	Chase outstanding Governor Skills Audits	OCT
SM, LW & SC	To provide dates for Ethos Committee meetings	ASAP
HF	Put together New Governor pack (including Part II Protocol)	ASAP
CG	Set up Sharepoint for document storage/access	ASAP
HF/CH-S	Ensure Governor leads are allocated to SIPs	OCT
HF/CG	Develop Policy Map	ASAP
CG	Include Leadership structure on the next LGB Agenda	OCT
HF	Look for other examples of Executive Head structures.	OCT
HF	Draft a schedule of visits	OCT
SM, LW & SC	Ask Years 5 & 6 for possible Cluster names	OCT
CG	Complete Governor information for School websites	OCT
SC	Provide refreshments for next LGB Meeting	OCT