

# LINK MAT

COMMITTEE  
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Totnes Hub LGB

DATE;

02/07/2020

	Type	School	End of Term	17/10/2019	12/12/2019	13/02/2020	16/04/2020	02/07/2020	Date Resigned
Cat Radford	Co-opted	Harbertonford	28/09/20	P	P	P	P	P	
Lizzie Lethbridge	Staff	Diptford	21/10/20	P	L	S	P	P	
Janet Watts	Co-opted	Diptford	31/03/24	P	P	P	P	P	
Nanya Coles	Parent	Broadhempston	31/09/23	P	S	P	P	S	
Rebecca Sear	Co-opted	Broadhempston	31/09/23	P	P	P	P	P	
Sue Roach	Co-opted	Stoke Gabriel	31/07/20	P	S	S	P	P	
Emily McGuiness	Parent	Harbertonford	31/04/24	S	P	P	P	P	
Nick Easen	Parent	Stoke Gabriel	04/04/23	S	S	S	P	S	
Lucy Carrol	Parent	Diptford	11/12/23		L	P	P	P	
Grace Coles	Parent	Landscope	04/2024					P	
Anna Neville	Co-opted	Landscope	31/03/20	S	S	S			31/03/2020

P – Present  
EA – Absent

S – Sanctioned  
L – Late arrival

In attendance:

Totnes LGB 200702

Chaired by	<b>Cat Radford</b>	Clerked by	<b>Pete Osborne</b>
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Agenda:

- Tot 62/1920 To record those Present, accept any apologies and welcome any visitors
- Tot 63/1920 To agree the Minutes of the last meetings
- Tot 64/1920 To discuss any matters arising from the minutes and not on this agenda
- Tot 65/1920 Division of Agenda
- Tot 66/1920 Urgent business brought forward at the discretion of the Chair
- Tot 67/1920 Declaration of interests
- Tot 68/1920 Strategic
- Tot 69/1920 Procedural
- Tot 70/1920 Governance
- Tot 71/1920 Focussed Visits
- Tot 72/1920 Community and Church Links
- Tot 73/1920 Policies
- Tot 74/1920 Information from the Clerk
- Tot 75/1920 Matters for the next agenda
- Tot 76/1920 Date of next meeting

**ACTIONS TO BE TAKEN**

ITEM		BY WHOM	BY WHEN
62/1920	Notify the Trust of the resignation of Nick Easen	Clerk	asap
63/1920	Forward a copy of the Minutes to the MAT Clerk to be placed on the website	Clerk	asap
69a/1920	Distribute the revised KCSIE to all governors.	Clerk	asap
69b/1920	Suggest to Alex that the Abuse of the Month be sent to the Clerks for distribution to their Boards and suggest a possible different name	Clerk	asap

70/1920	Suggested to the Clerk of the Trust that the last S&C meeting be moved back so that the Hubs can provide information to the meeting	Clerk	asap
72/1920	Work towards forming a parent's group at Broadhempston School	Rebecca Sear	On-going

	Item	Notes	Action
62/1920	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at <b>1805</b></p> <p>Location: Online</p> <p>In attendance: None</p> <p>Apologies: Nanya Coles and Nick Easen and Sanctioned</p> <p>The quorum for this meeting is <b>5</b> governors.</p> <p>Cat Radford said that this would be Sue Roach's last meeting. She thanked her for her long time with the Board and for all her work for the school's and wished her well for the future. She also welcomed Grace Coles as a new Parent Governor for Landscope School.</p> <p>She reported that Nick Easen Easen (Stoke Gabriel) has submitted his resignation as a Governor. Clerk to notify The Trust of the resignation.</p> <p>Grace Cole will cover Landscope and Cat Radford will buddy her until she feels confident in the role as well as supporting Harbertonford:</p> <p>Governors were asked if they would consider support focused visits at Stoke Gabriel school whilst a new link governor is found.</p>	<p><b>Clerk</b></p> <p><b>All</b></p>

63/1920	To agree the Minutes of the last meeting held 16 April 2020	Agreed and signed. A copy to be forwarded to the Trust Clerk for the Trust website and a copy to be retained by the LB Clerk.	<b>Clerk</b>
64/1920	To discuss any matters arising from the minutes and not on this agenda	The following were actions from the last minutes: a. Clarify use of the Brook Tool with Trust Safeguarding Lead. - Nanya Coles b. Clarify the role the proposed early help safeguarding governors - Cat Radford	
65/1920	Urgent business brought forward at the discretion of the Chair	<b>None</b>	
66/1920	Division of Agenda Consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information (Part 2 Matters)		<b>None</b>
67/1920	Declaration of interests. Governors are invited to declare any personal or prejudicial interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting		<b>None</b>
68/1920	Strategic	Minutes and reports from: a. Standards and Curriculum Committee meetings (29 April and 17 June 2020). Copies of the minutes had been provided And read prior to the meeting. <b>A Governor asked whether there was any information on a review of catering at Stoke Gabriel school which she was unaware of and Lizzie Lethbridge replied that she was not aware of this but it could be to part of a Trust plan.</b>  b. Finance Committee meeting (1 May 2020). No minutes were available  c. Local Board Development Meeting (4 June 2020). Cat Radford and Rebecca Sear had attended the meeting and had found it useful and governors were encouraged to attend if possible. The was a	

		<p>discussion on the annual cycle of visits and it was considered that these are useful to enable the Boards to monitor the progress in the schools, their focus and share learning and best practice.. There was also discussion on the gap between those children who have been involved in learning during he lock down and those who had not. A decision had been taken to have all the specified year groups back at some point which had enabled some feedback on home learning to be obtained. Lizzie Lethbridge provided some background information on this aspect and explained that it had been useful and had put the Trust ahead of some others. <b>A governor asked whether she could expand on the comments regarding other trusts and it was explained this had come from a range of sources and the Trust had received many positive comments.</b> There was further comment in the working group regarding the Local Boards working along similar lines and Cat Radford had explained that the Totnes Hub is larger than other but the Trust will continue to develop this. The Clerk asked if there are any notes from the meeting and it was suggested that it would be useful if follow up notes could be produced from the meetings with action points.</p>	
69/1920	Procedural	<p>a. Safeguarding – Reports on any issues relating to safeguarding. There were no matters to be reported. The Clerk will distribute the revised KCSIE to all governors.</p> <p>b. Safeguarding – For LB governors to confirm that ‘Abuse of the Month’ information has been read and understood. The clerk is to suggest to Alex Waterman that the Abuse of the Month be sent to the Clerks for distribution to their Boards and suggest a possible different name.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
70/1920	Governance	To acknowledge the meeting dates for Academic Year 2020 – 2021 and agree locations. These were agreed but it was suggested that the last S&C meeting be moved back after 1st July so that the Hubs can provide	

		<p>information to the meeting.</p> <p>Meeting locations were agreed as:</p> <p>Thursday 15 October 2020 - Diptford  Thursday 10 December 2020 - Harbertonford  Thursday 11 February 2021 - Landscope  Thursday 22 April 2021 – Stoke Gabriel  Thursday 1 July 2021 - Broadhempston</p>	Clerk
71/1920	Focused Visits	<p>a. Feedback from Phased reopening focused visits – The reports had been sent to Cat Radford and she had forwarded these to Sarah Clarke and this appears to be a useful method for follow up, although there may be a duplication of reporting to the S&amp;C Committee. Governors had no additional verbal comments.</p> <p>b. Planning and preparation for ASIP focused visits. The Board has been asked to carry out a review of plans before the end of term and these have been booked in by Governors. There was a wide-ranging discussion on the various aspects of this subject including the role of the data lead and the links to the Headteachers and Lizzie Lethbridge provided further information on the various roles. A governor asked about the SIAMs inspection and it was advised, that like OFSTED these are suspended until at least October. A question was asked if the Trust has capacity to respond to expected government changes in the curriculum. Lizzie Lethbridge commented that the Trust has been proactive in responding to government guidelines and will continue to respond as necessary A question was also asked on the well-being of staff and Lizzie Lethbridge replied that feedback indicated that although staff had worked hard under sometimes difficult circumstances there were no problems at present.</p>	

		<p>c. PSHE 2020 progress - Relationships Education, Relationships and Sex Education (RSE) and Health Education. To receive an update on preparations for the new curriculum. The clerk provided guidance from the DfE and Lizzie Lethbridge advised that a draft policy has been prepared but this is an on-going curriculum area.</p> <p><i>DfE guidance</i></p> <p><i>In summary, from 1 September 2020 Relationships Education, Health Education, and Relationships and Sex Education will still be compulsory. However:</i></p> <table><tr><td>From 1 September 2020 to the end of the spring term 2021</td><td>Following an assessment of preparedness, schools should commence teaching as soon as practically possible or use the time to prepare to deliver the new curriculum. This includes engaging parents on their policy as well as planning their curriculum provision.</td></tr><tr><td>By the start of the summer term 2021</td><td>All schools should have begun teaching the subjects.</td></tr></table>	From 1 September 2020 to the end of the spring term 2021	Following an assessment of preparedness, schools should commence teaching as soon as practically possible or use the time to prepare to deliver the new curriculum. This includes engaging parents on their policy as well as planning their curriculum provision.	By the start of the summer term 2021	All schools should have begun teaching the subjects.	
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By the start of the summer term 2021	All schools should have begun teaching the subjects.						
72/1920	Community and Church Links	There was no feedback on this due to the close down but it is a priority for Broadhempston School to form a parent's group	Rebecca Sear				
73/1920	Policies	There were no policies to consider but the Clerk advised that the revised Complaints Policy is to be considered at the next Trust Board meeting and will be circulated after approval.					
74/1920	Information provided	Online training is now being provided for new governors. The Clerk had					

	by the Clerk	attended the Clerks update on 26 June 2020 and had found this a worthwhile learning opportunity with a great deal of interaction by those attending. There are also a number of webinars being arranged and these will be notified to Governors as they are announced	
75/1920	Matters for the next agenda	Standing items as this agenda plus Standards and Curriculum and Finance and General Purposes Committee minutes.	
76/1920	Date of next meeting	<b>Thursday 15 October 2020 at 1800</b>	

The meeting closed at **1910**

**Signed as a true record**

Signed <b>Cat Radford</b>	Date: <b>15 October 2020</b>
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