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| COMMITTEE; | **Totnes Hub LGB** | DATE; | **01/07/2021** |

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|  | **Type** | **School** | **End of Term** | **15/10/2020** | **10/12/2020** | **11/02/2021** | **22/04/2021** | **01/07/2021** | **Date**  **Resigned** |
| Cat Radford | **Co-opted** | **Harbertonford** | **28/09/24** | **P** | **P** | **P** | **P** | **P** |  |
| Lizzie Lethbridge | **Staff** | **Diptford** | **21/10/20** | **P** | **P** | **P** | **P** | **P** |  |
| Janet Watts | **Co-opted** | **Diptford** | **31/03/24** | **P** | **P** | **S** | **S** | **P** |  |
| Nanya Coles | **Parent** | **Broadhempston** | **31/09/23** | **P** | **P** | **P** | **S** | **P** |  |
| Rebecca Sear | **Co-opted** | **Broadhempston** | **31/09/23** | **L** | **P** | **S** | **P** | **P** |  |
| Emily McGuiness | **Parent** | **Harbertonford** | **31/04/24** | **P** | **P** | **P** | **P** | **P** |  |
| Richard Charley | **Staff** | **Harbertonford** | **02/03/21** |  |  |  | **P** | **P** |  |
| Lucy Carrol | **Parent** | **Diptford** | **11/12/23** | **P** | **P** | **P** | **P** | **P** |  |
| Georgia Gilby | **Staff** | **Diptford** | **01/12/24** |  | **P** | **P** | **P** | **P** |  |
| Grace Coles | **Parent** | **Landscove** | **06/2024** | **P** | **P** | **P** | **P** | **P** |  |
| Sue Vaughton | **Parent** | **Stoke Gabriel** | **01/11/2024** |  | **S** | **P** | **P** | **S** |  |
| Jane Wilkinson | **Co-opted** | **Stoke Gabriel** | **01/12/2024** |  | **P** | **P** | **S** |  |  |
| Alice Eeles | **Staff** | **Stoke Gabriel** | **01/12/24** |  | **P** | **P** | **L** | **P** |  |
| Robin Tugwell | **Foundation** | **Trust** |  |  |  |  | **S** | **S** |  |
| Jane Wilkinson | **Co-opted** | **Stoke Gabriel** | **01/12/2024** |  | **P** | **P** | **S** |  | **30/06/2021** |
| Sue Roach | **Co-opted** | **Stoke Gabriel** |  | **S** | **S** |  |  |  | **31/12/2020** |
| Nick Easen | **Parent** | **Stoke Gabriel** |  |  |  |  |  |  | **31/07/2020** |
| Anna Neville | **Co-opted** | **Landscove** |  |  |  |  |  |  | **31/03/2020** |

**P –** Present **S –** Sanctioned

**EA –** Absent **L –** Late arrival

**In attendance**:

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| Chaired by | **Cat Radford** | Clerked by | **Pete Osborne** |

Agenda:

Tot 60/2021 To record those Present, accept any apologies and welcome any visitors

Tot 61/2021 Declaration of interests

Tot 62/2021 [Division of Agenda](http://www.south-hams.gov.uk/Administration/committee_agendas/exempt_info.pdf)

Tot 63/2021 To agree the Minutes of the last meeting

Tot 64/2021 To discuss any matters arising from the minutes and not on this agenda

Tot 65/2021 Urgent business brought forward at the discretion of the Chair

Tot 66/2021 Procedural

Tot 67/2021 ASIP

Tot 68/2021 Focussed Visits

Tot 69/2021 Strategic

Tot 70/2021 Community and Church Links

Tot 71/2021 Policies and other documents

Tot 72/2021 Information from the Clerk

Tot 73/2021 Matters for the next agenda

Tot 74/2021 Date of next meeting

**ACTIONS TO BE TAKEN**

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| **ITEM** |  | **BY WHOM** | **BY WHEN** |
| 63/2021 | Forward a copy of the Minutes to the Trust Clerk to be placed on the website | Clerk | asap |
| 66b/2021 | Circulate the Safeguarding focus when available | Clerk | asap |
| 68a/2021 | Suggest to the S&C Committee that a session be provided by Babcock on OFSTED | Chair | Asap |
| 69/2021 | Locate the papers for the next Focussed Visits which include the recovery curriculum and data. | All | asap |
| 72/2021 | Notify the Clerk of any training requirements for the Autumn Term | All | asap |

The meeting opened with a presentation by Lizzie Lethbridge on her NPQEL project which is centred on a new staffing model. Governors asked a range of questions during the presentation.

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|  | **Item** | **Notes** | **Action** |
| 60/2021 | To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors | The meeting commenced at **1900**  Location: Online  In attendance: None  Apologies: Sue Vaughton and Robin Tugwell and sanctioned  The quorum for this meeting is **3** governors for decisions.  The Chair commented that this is the last meeting of the academic year and thanked the Governors for their work during, what has been a difficult period.  She also thanked Emily McGuiness who was attending her last meeting as a Governors for her work with the Board. |  |
| 61/2021 | 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 | **None** |
| 62/2021 | 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) | **None** |
| 63/2021 | To agree the Minutes of the last meeting held 22 April 2021 | 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. | **Clerk** |
| 64/2021 | To discuss any matters arising from the minutes and not on this agenda |  | **None** |
| 65/2021 | Urgent business brought forward at the discretion of the Chair |  | **None** |
| 66/2021 | Procedural | 1. Safeguarding –Reports on any issues relating to safeguarding. There were no issues to report. 2. Safeguarding Focus. Alex Waterman has confirmed that there has been a lot of information coming out following “Everyone's Invited” and “The Big Ask” regarding Peer on Peer abuse which has been a focus for Heads/staff meetings.   The next planned Monthly Safeguarding focus will be Modern Slavery and Forced Marriages which will be June/July combined. This will be distributed when received by the Clerk   1. LGB Meeting dates for the next academic year had been provided by the Trust. .The dates were noted and locations for meetings were set as follows:   Thursday 14 October 2021 – Landscove (if the meeting is face to face)  Thursday 9 December 2021 – Location to be confirmed  Thursday 10 February 2022– Location to be confirmed  Thursday 7 April 2022– Location to be confirmed  Thursday 7 July 2022– Location to be confirmed   1. Updates on changes to Local Board membership. Jane Wilkinson (Stoke Gabriel) had resigned and Emily McGuiness is resigning at the end of the term. There are two nominations for the Parent Governor vacancy at Harbertonford. | **Clerk** |
| 67/2021 | ASIP | Staff Governors short update on ASIP actions this term   * **Diptford.** Looking at the curriculum and identifying what they would need to work on in the Autumn Term. Jigsaw is working well with all classes and teachers are happy with the way it works. Early Years now have a covered area to facilitate working indoors and outdoors**. A governor asked where you would go to get suitable expertise on a subject at a higher level than that available in the school**. The school works closely with Harbertonford and if necessary there are the schools within the Curriculum Hub to fall back on. **A further question was asked an whether there is knowledge of the expertise across the Trust**. **The chair asked how are staff meetings linked to the ASIP and how does that get tracked**. There is an INSET overview with links to the ASIP which enables tracking all the sway through. * **Harbertonford.** There is also a link between the staff meetings and the ASIP at Harbertonford. There is continual submission of data which concentrates on teacher assessment. Regular short sharp subject coverage takes place between the staff. Microsoft Sways is now working across the curriculum which enables teachers to look at subjects across the whole range of subjects. This is also in use at Diptford. Georgia commented that use of SWAYS is incredibly useful to all staff. The use of SWAYS is also included in the Curriculum Hub. The ASIP for the next academic year is currently being worked on but is not yet finalised. Lizzie said that she meets with all the Heads and works on a connected approach across all the schools, with the intention to plan a year ahead. * **Stoke Gabriel**. Carrying out deep dies with teachers and subject leads and they have planned INSET activities to improve teacher’s skills. Data has been worked on following up from the last data drop to see how children have progressed and what interventions may be required. Deep Dive comes from the OFSTED framework and provides a triangulation between the children, teachers skill and Leaders.   *‘A deep dive… involves gathering evidence on the* [*curriculum intent, implementation and impact*](https://cornerstoneseducation.co.uk/podcasts/how-to-achieve-ofsteds-three-is-of-curriculum/) *over a sample of subjects, topics or aspects. This is done in collaboration with leaders, teachers and pupils. The intent of the deep dive is to seek to interrogate and establish a coherent evidence base on the quality of education.’ (***Inspecting the curriculum, Ofsted)** |  |
| 68/2021 | Focused Visits | 1. Focused visits - Feedback and discussion from Wellbeing and ASIP review focused visits. The Chair said that she is particularly interested to better understand:    1. If there is consistency across schools on monitoring staff wellbeing    2. What mechanisms the AH uses to engage staff with ASIP targets.   The reports had been uploaded to SharePoint and the Chair had read these but she asked for Governor’s feedback:   * **Broadhempston**. The Head provides time each day for well-being and staff feel. Changes in the school are taking time and this leads to increased problems on well-being. Sharing between the school and Landscove are proving beneficial. Staff understand the planning process for the ASIP. The report includes challenges made by the Governor and the meeting with the head included in- depth discussions. * **Landscove**. Notes are prepared prior to the meetings with the Head which helps to facilitate the meeting.. There is positivity among the staff on well-being. There is expertise sharing with Broadhempston which is being monitored. The Head includes the methods of producing the ASIP in staff meetings and there is a consistent theme on this in the staff meeting minutes. The ASIP for the next academic year will also consider the subjects that it has been difficult to deal with during home learning. * **Diptford.** The last well-being meeting was earlier in the year and this looked at the assistance that has been given to staff to bring them back into the school.. The well-being of staff who are not in the workplace is still being monitored with regular catch ups. The ASIP has been RAG rated. Work is also progressing on digital leaning. Writing is in the ASIP for the next year since this has been difficult to work on during the lock downs. Deep dives will be part of the meetings that take place. A governor asked if here is any source for Governors to work towards OFSTED. Lucy had attended a meeting on 30 June and she will forward the slides and notes from the meeting.   **It was suggested that a session be provided by Babcock on OFSTED and this is to be fed in by the Chair.**   * **Harbertonford.** The meeting with the head had provided information on the monitoring of well-being but the governor hadn’t yet had an opportunity to follow this up with teachers. The ASIP for the next year will be showing the intervention=s necessary to enable catch up to take place. Anonymous well-being checks are taking place. * **Feedback from the Chair.** She had met with the Head at Stoke Gabriel and discussed her objectives and how the ASIP is monitored. They also discussed the Early Years offer which is being managed within the school.  1. Highlight issues to feedback to Standards and Curriculum Committee. The reports form the Hubs now feature at the beginning of the S&C Agenda. The main points are then fed into the Trust Board.  * One item from the last meeting is the use of Pupil Premium funding and a presentation on this is being prepared. * Concern over AHs carrying out operational matters which are the concern off the Business Manager * The Behaviour Policy is Trust wide. * The subject of the two nominees for the parent governor vacancy was discussed and there is some thought over whether one of them could be appointed as an Associate Governor. The nominees are meeting with Sarah Clarke to identify a way forward. * There is concern over the SENCos and their legal position regarding their qualification and training.   **The chair will extract items from the reports to feed into the next S&C Committee meeting**. | **Chair** |
| 69/2021 | Strategic | Report from Local Board working party meeting and preparation for next Focused Visits.  **Governors’ attention was drawn to the papers on Focussed Visits from the meeting which included the recovery curriculum and data.** | **All** |
| 70/2021 | Community and Church Links | Feedback from Governors on Christian Ethos Monitoring or any issues for the Local Board’s attention from the school committee/ethos group meetings they have attended.   * **Diptford**. There have been three meetings since the last LGB and another is planned for next week. Parents had received an email explaining how collective worship works and there had been positive feedback. Work is taking place with the AH to prepare for SIAMS. A deep five is to take place on the RE curriculum. * **Harbertonford**. Each meeting looks at a pillar of SIAMS and the last one considered diversity in all its forms. * **Broadhempston**. The first meeting is taking place on 6 July with a representative from each class. * **Landscove**. A meeting had been held which was heavily church school focused and was more community than school focus. |  |
| 71/2021 | Policies and other documents | None |  |
| 72/2021 | Information provided by the Clerk | The training programme for the Autumn Term had been distributed and Governors were asked to let the Clerk know of their requirements so that bookings can be made | **All** |
| 72/2021 | Matters for the next agenda | * Standing items as this agenda * Standards and Curriculum (Next meeting is 15 September 2021) * Staff Governors update on ASIP. * Policies – if required |  |
| 73/2021 | Date of next meeting | **Thursday 14 October 2021 at 1900 at Landscove (subject to face to face meetings being permitted)** |  |

The meeting closed at **2105**

**Signed as a true record**

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| Signed **Cat Radford** | Date: **14 October 2021** |