

LINK MAT

COMMITTEE
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Totnes Hub LGB

DATE;

17/10/2019

	Type	End of Term	17/10/2019	12/12/2019	13/02/2019	16/04/2019	02/07/2019	Date Resigned
Anna Neville	Co-opted	31/03/20	S					
Cat Radford	Co-opted	28/09/20	P					
Lizzie Lethbridge	Staff	21/10/20	P					
Janet Watts	Co-opted	31/03/20	P					
Nanya Coles	Parent	31/09/23	P					
Rebecca Sear	Co-opted	31/09/23	P					
Sue Roach	Co-opted	31/03/20	P					
Emily McGuinness	Parent		S					
Nick Easen	Parent		S					

P – Present
A – Absent

S – Sanctioned
L – Late arrival

Visitors: None

Chaired by	Cat Radford	Clerked by	Pete Osborne
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Agenda:

Tot 01/1920 To record those Present, accept any apologies and welcome any visitors
Tot 02/1920 To agree the Minutes of the last meetings
Tot 03/1920 To discuss any matters arising from the minutes and not on this agenda
Tot 04/1920 Division of Agenda
Tot 05/1920 Urgent business brought forward at the discretion of the Chair
Tot 06/1920 Declaration of interests
Tot 07/1920 Election of Chair and Vice Chair
Tot 08/1920 Procedural
Tot 09/1920 Strategic
Tot 10/1920 Governance
Tot 11/1920 Focussed Visits
Tot 12/1920 Community and Church Links
Tot 13/1920 Information from the Clerk
Tot 14/1920 Matters for the next agenda
Tot 15/1920 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
02/1920	Forward a copy of the Minutes to the MAT Clerk to be placed on the website	Clerk	asap
07/1920	Notify the Trust of the appointment of the Vice Chair	Clerk	asap
07/1920	Request clarity on the role of the chair from the Trust	Clerk	asap
08a/1920	Confirm if Anna Neville is remaining as the Safeguarding lead and is co-opted or one of two staff governors	Clerk	asap
08b/1920	Add Maladministration of SATs to the workplan and the Agenda in April 2020 for Governor visit.	Clerk	01/11/2019

08b/1920	Ask the Trust if there is a central system in place yet for storing and sharing documents. Ask for email addresses to be fast-tracked for Clerk and Broadhempston Governors	Clerk	asap
09/1920	Note factual inaccuracy in minutes of Standards and Curriculum Committee with reference to local board role in identifying Pupil Premium children	Vice Chair	asap
10a/1920	Notify Governors of the locations for meetings and the change of date for the April 2020 meeting	Clerk	asap
10c/1920	File copies of signed Registers of Business Interests and add the item to the next agenda for the absent governors	Clerk	asap
10d/1920	Code of Conduct was not agreed since it doesn't reflect the role of the LGB, and this item is to be deferred to the next meeting for clarification.	Clerk	01/12/2019
11a/1920	Add focussed visits reports to the next agenda	Clerk	01/12/19
11c/1920	Arrange dates for the Focussed visits on Safeguarding and ASIPs in the second half of the Autumn Term.	All	Clerk

	Item	Notes	Action
01/1920	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1805</p> <p>Location: Diptford School</p> <p>In attendance: None</p> <p>Apologies: Anna Neville, Nick Easen and Emily McGuinness and sanctioned</p> <p>The quorum for this meeting is 6 governors.</p>	

		In the absence of Anna Neville, Cat Radford took the chair and Governors introduced themselves.	
02/1920	To agree the Minutes of the last meeting held 13 June 2019	Agreed and signed. To be retained by the Clerk and a copy place on the MAT website.	Clerk
03/1920	To discuss any matters arising from the minutes and not on this agenda	None	
04/1920	Urgent business brought forward at the discretion of the Chair	None	
05/1920	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)		None
06/1920	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		None
07/1920	Election of the Chair and Vice Chair	<p>Anna Neville is standing down as Chair and the Governors extended their thanks for her hard work whilst she has been in that position.</p> <p>There had been one nomination for the Vice Chair but none for the chair.</p> <p>Rebecca Sear asked if there could be rolling chair and it was pointed out that this would not be possible.</p> <p>The following were elected:</p> <p>Chair – to be deferred to the next meeting</p>	Clerk

		Vice Chair – Cat Radford	
		Clarity on the role of the chair is to be sought from the Trust, along with constitution document.	Clerk
08/1920	Procedural	<p>a. Safeguarding - Report on any issues relating to safeguarding. Governors need to complete the audit with academy heads during October/November and this will be an opportunity for governors to gain knowledge of their individual schools. There is a need to confirm if Anna Neville is remaining as the Safeguarding lead.</p> <p>b. To receive feedback from working party meetings and agree any necessary actions. Janet Watts reported on the working party that she had attended which had covered sources of information and the new Ofsted framework. She produced a Governor Visit Report template for the use of governors. She also suggested that new governors could pair up with a more experienced governor for initial visits. Rebecca Sear asked about the School Improvement Plan (SIP) and Lizzie Lethbridge explained how this works within the Trust. There was a reasonably wide-ranging discussion on the purpose and method of visits. A copy of the Annual Cycle was distributed by Janet Watts. Lizzie Lethbridge explained that there is a need for Governors to be involved in the check on maladministration of SATs in the Summer Term. This will be added to the agenda in April 2020.</p> <p>It was considered that a system for document storage should be in place and the clerk was tasked with identifying whether there is anything in existence. In order to have access to this system the Clerk and Broadhempston governors will require Trust email addresses.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

09/1920	Strategic	<p>Directors Standards and Curriculum Meeting – to receive feedback from the standards and curriculum meetings. The draft minutes had been circulated prior to the meeting but Cat Radford commented that Paragraph 3 in the minutes was incorrect in that LGBs do not identify Pupil Premium (PP) children she will point this out to the Clerk to the Trust. There was general discussion on the problems with getting parents to sign up for PP when they are eligible.</p> <p>Sue Roach asked if Sarah Clarke (School Improvement Lead) is to attend LGB meetings but this cannot be confirmed at this point although Governors agreed that it would be useful to enable them to fully understand her remit.</p> <p>Cat Radford asked about Parent Forum and Rebecca Sear provided some information on the subject. Ethos committees do operate in some church schools. Governors added their own input on their experiences with School Committees, but it was agreed to wait for further information from the Trust on Parent Forums. Cat Radford and Lizzie Lethbridge provided considerable input on their parent committees and their methods of working. Parent satisfaction was also mentioned, and a Trust-wide parents survey is conducted during the early part of the Spring Term. Governors would recommend that:</p> <ul style="list-style-type: none"> - Think openly about what format a Parent Forum might take. - Forum meetings could be themed in response to issues or challenges arising – either proactively or reactively - If reactive, there should be a process that can be followed - It is recommended that a good time for a forum meeting would be after the parent view questionnaire had been completed i.e. 'you said this, and we are doing this' - Non church schools may consider having an 'ethos' group that meets regularly. 	Vice Chair
10/1920	Governance	a. Meeting locations	

		<p>12 December 2019 – Harbertonford 13 February 2020 – Landscope 16 April 2020 - Stoke Gabriel (change of date from 23 April 2020) 2 July 2020 - Broadhempston</p> <p>b. Safeguarding documents. Governors had been reminded to read the following: 1) Keeping Children Safe in Education (KCSIE) Part 1, 2) Public Interest Disclosure Policy (Whistleblowing Policy) and 3) Child Protection Policy</p> <p>Cat Radford asked whether the reference to Chair in the Child Protection Policy referred to the Directors of the LGB.</p> <p>c. Register of Business Interests – those present signed the documents. d. Code of Conduct - the Code of Conduct was not agreed since it doesn't reflect the role of the LGB, and this item is to be deferred to the next meeting for clarification.</p>	<p>Clerk</p> <p>Clerk Clerk Clerk</p>
11/1920	Focused Visits	<p>a. Governors visiting schools and Monitoring responsibilities. This subject had been covered previously in the meeting and Sue Roach is to carry out a visit to Stoke Gabriel on 18 October 2019 with Nick Easen to look at the Academy School Improvement Plan (ASIP). Cat Radford and Emily McGuinness are also carrying out a visit to Harbertonford on 18 October 2019 to look at the ASIP. Rebecca Sear and Nanya Coles will be carrying out a visit to consider Pupil Premium and Safeguarding and ASIP.</p> <p>b. Feedback from Focused visits. agree any necessary actions and a timescale for completion. Janet Watts had completed a focussed visit and provided verbal feedback.</p> <p>c. To agree focussed visits for the next half term. Safeguarding and ASIPs with dates to be agreed.</p>	<p>Clerk</p> <p>All</p>

12/1920	Community and Church Links	Governors to feedback any issues for the Local Board's attention from the school committee meetings they have attended. Lizzie Lethbridge reported Ethos Committee Meetings at both Diptford and Harbertonford Schools after half term. Sharon Lord is the RE Lead at Landscope Primary School and she now has a Trust wide role as Church School and SIAMS lead. She has been working with Lizzie Lethbridge on her SIAMS plan. She explained SIAMS for the benefit of the new governors and said that there is a new RE Curriculum which she provided a brief outline of the Curriculum.	
13/1920	Information provided by the Clerk	The next edition of Governance Today will be available after the half term holiday and an ecopy together with the training programme for the Spring Term will be distributed as soon as they are available. Cat commented that the Ofsted updates on these newsletters have been very interesting and recommends that Governors view these as they are short but very informative.	
14/1920	Matters for the next agenda	Standing items as this agenda plus Board of Directors and Finance and General Purposes Committee minutes	
15/1920	Date of next meeting	Thursday 12 December 2019 at 1800 at Harbertonford School	

The meeting closed at **2005**

Signed as a true record

Signed	Date: 12 December 2019
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