

## Totnes Local Board

**Minutes: 7 February 2019**

**Present:** Mrs Anna Neville (Chair)

Mrs Lizzie Lethbridge

Mrs Janet Watts Mrs

Susan Roach

**In attendance:** Mrs Emily McGuinness – Parent Governor

Mr Chris Grimshaw – Foundation Governor

### **Welcome and Apologies for Absence**

- Apologies were received and sanctioned for Cat Radford
- Welcome to Chris Grimshaw

### **Declaration of Business Interests**

- Chris Grimshaw declared that he works across 4 of the Link schools as Open the Book and Berry, Dartington and St. Johns. CG is also Chair of St. John's Gov Board.

### **1. Minutes of the previous meeting**

Minutes of 12 December 2018 were approved.

### **2. Matters Arising**

48.18 National Governance Association -JC from the Woodleigh Hub is to phone the NGA to find out how to access training modules for Governors.

55.18 Safeguarding Training -AN has recently attended safeguarding training, Level 3. AN has uploaded to GD information on how 12 points can be accrued to keep up to date. AN has also forwarded the document to N.Dunford and A.Waterman (SEND lead).

55.18 Academy Trust Safeguarding and SEND Lead (ATSSL) -Alex Waterman attended the last Standards and Curriculum meeting where she shared the Trust Safeguarding action plan.

59.18 Governor Visit Report -In LB monitoring meeting, AN (chair) and J. Watts supported S. Roach in the SEND focused visit. SR felt supported.

### **3. Procedural**

.1 Safeguarding -AN's report is on the GD. Cat Radford commented via email that the report was well laid out. -Priority 5 on the Safeguarding action plan was around governance. On 18.1.19 – AN emailed J. Carter re: online safety policy suggesting that this policy should not be reviewed by the Local Board, but AW and M.Medd (as computing lead) instead, as much of it needs to be decided by the schools. AN is yet to receive a response. -AN has asked about receiving training to enable Govs to undertake checks of the SCR well. AW is to meet with Jon Galling (Babcock Safeguard lead) in Feb to compile a

draft of what the LB should be checking.

.2 SEND -Focused visits are underway by the link LB govs. -JM (Harbertonford) continues to work towards her SENDCO qualification. The LB acknowledged the great job she is doing and the amount of responsibility she has at the current time, pending Ofsted and SIAMS inspections

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-The LB are aware of the recent Devon Ofsted inspection. -Diptford SEND was positive following the Ofsted inspection. The board recognises JC's (SENDCO) involvement. -The SENDCO is Lija at Stoke G. She attends meetings at the IIH, including Mental Health hub meetings with other SENDCOs. She works a lot in her own time as she is only in school 2 days a week. -The Inclusion and Improvement Hub has supported SENDCOs well.

#### **4. Strategic**

Response to the minutes from Standards and curriculum meeting: -Hennock is difficult to get children to all the time for the IIH courses, e.g. Managing Anxiety. The cost is huge to get a few children there. Suggestion is to swap locations in rotation.

#### **5. Governance**

Comments from Directors meetings minutes (full board and audit committee): -L.Board would like the Business Manager for a summary on how schools stand financially. LL suggested that LB members can request this from the Academy Heads -LB would like a summary of SATs results. It was suggested that this information can be asked for from the Academy Heads.

#### **6. Focussed Visits**

-SEND focused visits have been carried out at Stoke G, Diptford and Landscope. Harbertonford is taking place tomorrow. -The Academy Head is the SENDCO if no trained SENDCO is in school – this only applies to Landscope and Harbertonford currently. There has been positive feedback regarding support from the IIH – advice to support the SENDCOs and Heads has been good. -AN has carried out Pupil Premium monitoring at Landscope and has taken part in a Learning Walk with the maths lead. -C.Radford is due to undertake a learning walk with LL on Monday 11th Feb 19.

#### **7. Policies**

The following policies were presented to the Local Board, following review by the Academy Heads: Early Years Exclusion Home School Agreement – LB agreed it was much more user friendly. AN questioned if all pupils will sign it? LL suggested that it will go out to new families and pupils in the prospectus. The expectation is that it will be signed. SEND Spiritual, Moral, Social and Cultural Dev

#### **8. SIAMS**

-Harbertonford are having their SIAMS inspection Tuesday.

#### **9. Community & Church Links**

Due to unforeseen circumstances, the meeting ended at this point. Correspondence for this agenda item will be communicated at the next meeting

#### **10. Dates of Future Meetings**

4 April 2019 – Harbertonford 20  
June 2019 – Diptford

**Signed as approved copy by Chair, Anna Neville**

..... **Date**  
**4.4.19**

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