

LINK MAT

COMMITTEE
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Totnes Hub LGB

DATE;

14 October 2021

	Type	School	End of Term	14/10/2021	9/12/2021	10/02/2022	7/04/2022	7/07/2023	Date Resigned
Cat Radford	Co-opted	Harbertonford	28/09/24	P					
Lizzie Lethbridge	Staff	Diptford	21/10/20	P					
Janet Watts	Co-opted	Diptford	31/03/24	P					
Nanya Coles	Parent	Broadhempston	31/09/23	P					
Rebecca Sear	Co-opted	Broadhempston	31/09/23	P					
Vacant	Parent	Harbertonford							
Richard Charley	Staff	Harbertonford	02/03/21	P					
Lucy Carrol	Parent	Diptford	11/12/23	P					
Georgia Gilby	Staff	Diptford	01/12/24	P					
Grace Coles	Parent	Landscope	06/2024	P					
Sue Vaughton	Parent	Stoke Gabriel	01/11/2024	S					
Vacant	Co-opted	Stoke Gabriel							
Alice Eeles	Staff	Stoke Gabriel	01/12/24	S					
Robin Tugwell	Foundation	Trust		S					
Jane Wilkinson	Co-opted	Stoke Gabriel	01/12/2024						30/06/2021

Emily McGuinness	Parent	Harbertonford							31/07/2021
Sue Roach	Co-opted	Stoke Gabriel							31/12/2020

P – Present
EA – Absent

S – Sanctioned
L – Late arrival

In attendance:

Chaired by	Cat Radford	Clerked by	Pete Osborne
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Agenda:

- Tot 01/2021 To record those Present, accept any apologies and welcome any visitors
- Tot 02/2122 Declaration of interests
- Tot 03/2122 Division of Agenda
- Tot 04/2122 To agree the Minutes of the last meeting
- Tot 05/2122 To discuss any matters arising from the minutes and not on this agenda
- Tot 06/2122 Urgent business brought forward at the discretion of the Chair
- Tot 07/2122 Election of the Chair and Vice Chair
- Tot 08/2122 Procedural
- Tot 09/2122 ASIP
- Tot 10/2122 Focussed Visits
- Tot 11/2122 Strategic
- Tot 12/2122 Community and Church Links
- Tot 13/2122 Policies and other documents
- Tot 14/2122 Information from the Clerk
- Tot 15/2122 Matters for the next agenda
- Tot 16/2122 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
04/2122	Forward a copy of the Minutes to the Trust Clerk to be placed on the website	Clerk	asap
07/2122	Notify Sue Howard of the election of the Chair and Vice Chair	Clerk	asap
08a/2122	Governors to complete Level 2 safeguarding training as soon as possible	All	asap
08b/2122	Notify Sue Howard that all Governors have read KCSiE	Clerk	asap
08b/2122	Focussed visit second half of the term to include questions on safeguarding	All	02/12/2021
14/2122	Distribute Governance today and the Spring Term training programme when they are available	Clerk	asap

	Item	Notes	Action
01/2122	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1912</p> <p>Location: Online</p> <p>In attendance: None</p> <p>Apologies: Alice Eeles, Sue Vaughton and Robin Tugwell and sanctioned</p> <p>The quorum for this meeting is 3 governors for decisions.</p>	
02/2122	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
03/2122	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

04/2122	To agree the Minutes of the last meeting held 1 July 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
05/2122	To discuss any matters arising from the minutes and not on this agenda		None
06/2122	Urgent business brought forward at the discretion of the Chair		None
07/2122	Election of Chair and Vice Chair	The following were elected: Chair – Cat Radford Vice Chair – Rebecca Sear Clerk to notify the Trust Clerk and Sue Howard	Clerk
08/2122	Procedural	<p>a. Safeguarding – To receive reports on any issues relating to safeguarding. Level 2 training had been carried out on 14 October and the session was recorded and will be made available. Governors were asked to complete the training when it is available.</p> <p>b. Safeguarding – For LB governors to confirm that ‘KCSiE been read and understood. Governors confirmed that they had read KCSiE. Clerk to notify Sue Howard.</p> <p>There are a number of areas which require clarification especially where the responsibilities sit for safeguarding; i.e. where policies required by KCSiE are published. It was agreed that this be escalated to Standards and Curriculum. It was noted that the visits for the</p>	<p>All</p> <p>Clerk</p> <p>All</p>

		second half of the term are to include safeguarding questions and relate to the Safeguarding Audit and these matters should become clearer then.	
09/2122	ASIP	<p>Staff Governors provided short update on ASIP actions this term</p> <p>Diptford. They have been looking at global awareness and global diversity plan. This has been rag rated to identify where the school is. In the curriculum hub they have been considering actions to be taken this term. There are visits planned to other school after half term to ensure that they are working towards the same ends. Georgia provided an explanation of 'Blink'. This effectively is a brief glimpse of the way things are progressing and identifying what is going well and where more interventions are required. This system enables children's work to be checked quickly and easily rather than using a long drawn out method.</p> <p>Harbertonford. Within their planning there is an opportunity in each lesson for discussion to improve communication. This has moved on from a once a week session to a daily part of each lesson. -They are also using an intervention that identifies where there are gaps in maths. The Trust curriculum hob meets next week and will provide an opportunity to work together and ensure that good practice is shared.</p> <p>A governor asked what the effect of staff working with other schools is on their own school. Lizzie explained that this is part of the preparation for Ofsted to ensure that problem areas are identified and interventions put in place where possible. The teachers concerned are experienced and are working to plan produced by Lizzie (Academy Trust School Standards & educational Outcomes Lead) and Sarah Clarke (Academy Trust School Improvement Lead).</p>	

		<p>The Governor further asked that this is a good initiative but what is the effect on the schools that the teachers belong to. Lizzie explained that there is back-filing taking place and individuals have been identified to provide support where this is required. This is only a 6 week intervention and is being monitored by the Academy Heads and Lizzie to identify any impact on the losing school.</p> <p>A governor asked how best practice is identified within the Trust and is this being benchmarked against outside sources. Lizzie explained that the Trust is working with a Trust in Cornwall to carry out reviews of practice across both Trusts. She also said that senior teachers will receive high level external training to bring excellent practice back into Trust.</p>	
10/2122	Focused Visits	<p>a. Focused visits –</p> <p>Broadhempston. One area has been an Ofsted ready day and benchmarking where the school is and the possible outcome of an inspection. Some teachers are being supported to ensure that they are the best they can be. Attendance has been lower than hoped and letters are being sent to parents to remind them of the importance of sending children to school. Subject leaders are sharing knowledge with Landscope. Numbers on roll have reduced and questions are being asked as to the reasons why.. A high proportion of children are on SEND and quite a few are on the watch list. The school has been restructured and now relates to key stages. Other areas are phonics and writing. Improvements are being made in PE; governors commented how positive it was for Broadhempston to host the recent inter school competition. It felt as though the academy was being brought into the Trust fold.</p>	

		<p>Cat asked if there is any support that the school might need from the Board in preparation for Ofsted. Rebecca has a list of questions that should be worked through and asked if Cat would work through them with her. Lizzie said that she is working with Sarah to conduct mock Ofsted inspections on schools. A governor asked if the pandemic is still being used as an excuse for not attending school. There is little evidence that this is happening.</p> <p>Diptford. They have been looking at the sports grant and the use of it and they are happy that it is being used correctly. Numbers on roll are increasing and the pre-school is extremely popular and is full. Advertising is in place to attract people to the school. Classes had to be shuffled for the start of the term due to the numbers involved. This is working well and there haven't been any adverse comments from parents. The school took part in Dipfest which raised funds for the school. There is an intervention to include a greater use of technology in the school and all children in year 6 have tablets. Global awareness has been covered in the school. Lucy Carrol asked that the subject of the music curriculum be raised with the S&C Committee and especially who is running the Music Hub. It was commented that quality of provision of the music curriculum is patchy across the Trust and asked if lessons learned from how PE is now delivered. Lizzie said that at the moment it is down to individual school to plan their own approach to music. Nanya Coles explained how music at Broadhempston had been delivered by an external provider in the Summer Term but that this has now changed due to the end of funding.</p> <p>Landscove. Grace Cole had spent a day with the Head to look at the ASIP in detail and understand where the school is and what need to be done to progress. Taking a collaborative approach to subject leadership is a strong priority, shared with Broadhempston with everyone bringing</p>	
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		<p>their own expertise. Global citizenship was discussed and this was valuable to understand where the school is going. Grace commented that a global champion will be coming to the school next week; a Hindu visitor. This meeting will link into SIAMS priorities around tolerance and learning about other faiths. The sports grant had also been discussed and she had input from Mat Matthew on how this is spent. Grace asked if there were any ideas from other governors on visits to the school.</p> <p>Harbertonford. Cat commented on discussions with the Academy Head around Key Priority 1 which is about leadership and middle management, how is good leadership developed and how this has an impact on the health and wellbeing of the whole school. The Academy Head and Senior Teacher are looking to ensure that sufficient time is giving to planning in school so that staff can have proper breaks during half term. Global awareness had been discussed as had the management of behaviours in the classroom which is currently the subject of a draft Trust paper. Work planned and completed in the classroom is now being recorded on Microsoft Sway with QR codes to those Sway stories being printed and pinned to display boards in the classroom. This enables the governor to access this work and ask appropriate questions. Cat also discussed when she would visit the school and has managed to plan this for the academic year. It was thought that it would be useful to talk with a TA about work with Pupil Premium children.</p> <p>Cat Radford asked if governors had any other ideas about what could be seen or considered when visiting schools. A governor said that speaking to the children is invaluable to learn about the school. Georgia explained that the children had learnt how to use the QR codes to explain to visitors about particular subjects. Rebecca Sear asked for guidance on questions that could be put to children to start conversations with them. Harbertonford is producing tables showing what is being covered in each</p>	
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		<p>subject during the term and what children were expected to have learned and it would serve as a useful prompt to discussion. Nanya Coles had asked about other teachers that could be met with the enable her to get to know the school better and this would be a useful exercise for all governors since visits had not been taking place on a regular basis for more than a year. Additionally, shadowing the School Council would be a useful exercise.</p> <p>Cat added that during the second half of the Spring Term governors should take part in learning walks. However, there is a need to be aware of the numbers involved so that it is not overwhelming. It was also commented that at Harbertonford and at least one other school staff are going into each other's lessons which is a benefit to CDP? CPD?. There was a discussion on staff development and leadership. Lizzie said that the work that she is doing with Sarah has an additional intention of developing and supporting heads. The intention is to make every individual the best person that they can be.</p> <p>b. Highlight issues to feedback to Standards and Curriculum Committee.</p> <p>Cat highlighted the following issues:</p> <ul style="list-style-type: none"> • Music provision and making sure the hub is working well • Answers to questions on KCSiE and safeguarding in general 	
11/2122	Strategic	Report from Local Board working party meeting held on 22 September 2021. It was reported that an attempt is being made to have the dates for	

		<p>the working party agreed well in advance to enable those attending to plan ahead.</p> <p>The next focus (second half of this term) is safeguarding and it might be a good plan to sit with the head while they complete the audit. The second visit next term is on data.</p> <p>There was an introduction to the Sports Grant budgeting by Matt Tanner and a recording of this will be made available to all governors to view. Nicky Dunford provided input on the Ofsted framework. There was discussion on how governors can learn more about what good teaching practice is.</p> <p>A governor raised the subject of how governors can assure themselves that staff do not feel discriminated against. It was agreed that this should be an on-going monitoring process.</p>	
12/2122	Community and Church Links	<p>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.</p> <p>Diptford. The school are doing a good job in preparing for SIAMS visit and the relationships with the community has moved on.</p> <p>Harbertonford. Discussed diversity in all its aspects also spiritual development.</p> <p>Broadhempston. Finally held a school committee meeting with parents back in the school representing each class. They discussed shows and residentials and links to the baby toddler group. Additionally transition for year 6 into secondary school was covered.</p>	

		Landscape. The group has dried up a bit and the numbers have reduced. There will be an attempt to re-state the aims and encourage greater attendance and membership.	
13/2122	Policies and other documents	None	
14/2122	Information provided by the Clerk	The next issue of Governance Today will be available after the half term break and will be distributed together with the training programme for the Spring Term.	All
15/2122	Matters for the next agenda	<ul style="list-style-type: none"> • Standing items as this agenda • Ofsted preparation • Trust update including Curriculum and the Maths evaluation • Standards and Curriculum (24 November 2021) • Staff Governors update on ASIP. • Policies – if required 	
16/2122	Date of next meeting	Thursday 9 December 2021 at 1900	

The meeting closed at **2106**

Signed as a true record

Signed: Cat Radford	Date: 9 December 2021
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