

**LINK MAT**

COMMITTEE  
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**Totnes Hub LGB**

DATE;

**7 July 2022**

	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	Landscope	28/09/24	P	P	P	P	P	
Lizzie Lethbridge	Staff	Diptford	21/10/20	P					
Janet Watts	Co-opted	Diptford	31/03/24	P	P	P	S	P	
Nanya Coles	Parent	Broadhempston	31/09/23	P	P	P	P	P	
Rebecca Sear	Co-opted	Broadhempston	31/09/23	P	S	P	P	P	
Kizzy Kemp-Gee	Parent	Harbertonford	09/12/21		S	S	S		30/06/2022
Richard Charley	Staff	Harbertonford	02/03/21	P	P	P	P	P	
Lucy Carrol	Parent	Diptford	11/12/23	P	S	P	P	P	
Georgia Gilby	Staff	Diptford	01/12/24	P	P	P			
Grace Coles	Parent	Landscope	06/2024	P	S	P	P	P	
Sue Vaughton	Parent	Stoke Gabriel	01/11/2024	S	P	S	S		19/04/2022
Vacant	Co-opted	Stoke Gabriel							
Alice Eeles	Staff	Stoke Gabriel	01/12/24	S	P	P	L	S	
Robin Tugwell	Foundation	Trust	01/03/25	S	A	A	A	A	
Helen Camp	Co-opted	Harbertonford	03/12/21		S	P	P	S	

Kate Wilson	<b>Staff</b>	<b>Diptford</b>					<b>P</b>	<b>P</b>	
Jane Wilkinson	<b>Co-opted</b>	<b>Stoke Gabriel</b>	<b>01/12/2024</b>						<b>30/06/2021</b>
Emily McGuinness	<b>Parent</b>	<b>Harbertonford</b>							<b>31/07/2021</b>
Sue Roach	<b>Co-opted</b>	<b>Stoke Gabriel</b>							<b>31/12/2020</b>
Lizzie Lethbridge	<b>Staff</b>		<b>21/10/20</b>						<b>09/12/2021</b>

**P** – Present  
**EA** – Absent

**S** – Sanctioned  
**L** – Late arrival

**In attendance:**

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

- Tot 64/2122 To record those who were present, accept apologies and sanction absences where appropriate
- Tot 65/2122 Declaration of interests
- Tot 66/2122 Division of Agenda
- Tot 67/2122 To agree the Minutes of the last meeting
- Tot 68/2122 To discuss any matters arising from the minutes and not on this agenda
- Tot 69/2122 Urgent business brought forward at the discretion of the Chair
- Tot 70/2122 Procedural
- Tot 71/2122 ASIP
- Tot 72/2122 Attendance
- Tot 73/2122 Focussed Visits
- Tot 75/2122 Strategic
- Tot 76/2122 Community and Church Links
- Tot 77/2122 Policies and other documents
- Tot 78/2122 Information from the Clerk
- Tot 79/2122 Matters for the next agenda

Tot 80/2122 Date of next meeting

**ACTIONS TO BE TAKEN**

ITEM		BY WHOM	BY WHEN
67/2122	Forward a copy of the Minutes to the Trust Clerk to be placed on the website	Clerk	asap
70b/2122	Pursue and confirm would chase the issue and receipt of the Safeguarding Focus.	Clerk	asap
70b/2122	Provide a link to the film on forward the link.	Nanya Coles	asap
73b/2122	Approach the Trust Clerk for access to the S&C minutes.	Clerk	asap
74a/2122	Send information to schools for the election of Parents Governors during the first two weeks of the Autumn Term	Clerk	01/09/2022

	Item	Notes	Action
64/2122	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at <b>1905</b></p> <p>Location: Teams online</p> <p>In attendance: <b>None</b></p> <p>Apologies: Alice Eeles and Helen Camp and sanctioned</p> <p>The quorum for this meeting is <b>3</b> governors for decisions.</p>	
65/2122	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	<b>None</b>
66/2122	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)	<b>None</b>

67/2122	To agree the Minutes of the last meeting held 7 April 2022	<b>Agreed and signed.</b> A copy is to be forwarded to the Trust Clerk for the Trust website and a copy to be retained by the LB Clerk.	<b>Clerk</b>
68/2122	To discuss any matters arising from the minutes and not on this agenda	Cat provided an update from the last S&C Committee which had included the work of the LGBs. She said that there is better communication between Trustees and the Local Boards and here will be changes to the annual cycle of focussed visits so that Trustees can contribute more to the questions raised by the LGBs at those visits.	<b>None</b>
69/2122	Urgent business brought forward at the discretion of the Chair		<b>None</b>
70/2122	Procedural	<p>a. Safeguarding - There were no safeguarding matters raised</p> <p>b. Safeguarding Focus. The governors present confirmed that they had read the latest Focus. A meeting had been held with the new safeguarding Trustee and the subject of LGB Safeguarding Governors had been discussed. Governors agreed that safeguarding is everyone's responsibility. Governors further discussed the importance of safeguarding and agreed that Safeguarding should be discussed first during focus visits and not at the end. <b>It was agreed that the Clerk would chase the issue and receipt of the Safeguarding Focus.</b></p> <p><b>A governor provided a description of a film on Safeguarding and she will forward the link.</b></p>	<b>Clerk</b> <b>Nanya Cole</b>
71/2122	ASIP	<p>a. Staff Governors provided short updates on ASIP actions this term</p> <ul style="list-style-type: none"> <li>• Diptford. Kate Wilson advised that they were continuing with Oracy in general. They are changing their newsletter to include more pupil voice. They've also been busy practicing the school play. The new ASIP for the next academic year was produced and Oracy and Global Awareness will continue in it. Relational</li> </ul>	

		<p>approach and inclusion will be added. Staff development will be a key area. <b>A governor asked how this is pulled together and what support do schools receive when producing the ASIP. Richard confirmed that there is a lot of exchange of ideas during the AHT meetings and resources that Harbertonford have used is shared.</b> The curriculum hubs are one way that schools work together and the triad system also pulls together ideas across the Trust.</p> <ul style="list-style-type: none"> <li>• <b>Harbertonford.</b> The ASIP has been reviewed and is generally moving into new areas for the next academic year. Richard Charley reported that they had worked in groups of 3 for CPD. Subject leads are developing Sways to collate individual responses. There is a wellbeing questionnaire sent out each term to adults and the AHT follows up on any concerns. There is also a trial taking place to improve behaviour. Global Awareness focus covered citizen awareness and this term looked at pollution.</li> </ul> <p>b. Ofsted preparation – Cat had attended the Harbertonford Ofsted prep day which worked well and was rewarding. The day was cut short due to the team having to attend an actual Ofsted in North Devon. She also attended Stoke Gabriel’s day and observed a phonics review with a deep dive in RE and PSHE.</p>	
72/2122	Attendance	<p>Diptford – 98%. Some sickness and Covid may affect this.  Broadhempston – 92.8% 10 children with persistent absence  Landscape – 96% The overall figure for the Summer term is 91%  Harbertonford – under 96% for the year to date.  Stoke Gabriel – no figure available  Covid occurrences may have a significant effect.</p>	
73/2122	Focused Visits	<p>a. Focused visits – Feedback from Term 3 Annual Focussed Visits:</p>	

		<p><b>Broadhempston.</b> The last visit termly focused was round Teaching and learning and focussed on phonics an PSHE. There had been a big focus on phonics in the school and phonics bugs were introduced in October and this is working well. Phonics resources have been purchased. In PSHE the year 6 children explained what they had been learning this year and how they had taught. They had saved this on Jigsaw. Rebecca advised that during her earlier visit on Sports Grant they had talked through the emerging aspects of the ASIP. <b>A governor asked whether children were involved in selecting the books that are being purchased. It was explained that the £00 was spent on phonics materials and resources. A further sum was spent on books but the children were not involved in this. Kate Wilson explained that children are matched to books. These are age related in many cases.</b> There were comments made on Pupil numbers the role that a preschool on site can have in supporting reception numbers, potential competition from nearby schools in addition to other choices being made by parents. Cat will continue to press S&amp;C for answers on Trust priorities on establishing pre-schools and the impact on admissions and school numbers.</p> <p><b>Diptford.</b> It was difficult to make a structured visit due to the changeover of AHTs. There was a deep dive on a look at the progress this year and the plan for the next academic year. Time was spent discussing the strategy round staff and the class structure. LB Governors are meeting with the new AHT in the week beginning 11 July 2022. Due to increased numbers from September the class structure has had to be reviewed together with staffing. There are no major concerns about the structure and additionally the school buildings continue to be unavailable and teaching takes place in the village hall. Kate Wilson provided an update on the arrangements for accommodation from September and the school governors said that</p>	
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		<p>they would be reasonably happy with this. The matter of the accommodation is being progressed with the CEO and Deputy CEO.</p> <p><b>Landscove.</b> Grace advised that there may sometimes be a mismatch with both schools having the same AHT but this is being worked with. The school has been working hard for its Global Neighbour accreditation. There was some discussion on the roles of governors and whether they should be confined to the school they were appointed for. <b>A governor asked whether there was a review point when the appointment of the AHT for both schools was made and it was confirmed that this had taken place.</b> Staff wellbeing was discussed as was pupil wellbeing in association with PSHE. It is hoped to pursue this next term. A meeting with the head of phonics is planned for the week commencing 11 July 2022. It was intended to focus on computing but PSHE and phonics took priority.</p> <p>There was some discussion on the linking of governors to schools which is different to how the Diocese believes that we are working. The Clerk advised that the Trust SoD shows governors for each school.</p> <p><b>Harbertonford.</b> Cat reported that she had carried out a PE grant visit and also looked at impact of the Oracy project. A policy on Oracy has been produced following the use of it. Global awareness is a positive and will be carried forward to next year. DT and MFL remain underdeveloped due to staff absence and this will now be picked up next year. Wellbeing was discussed in detail and this had been referred to in Richard feedback on ASIP. They are now looking internally at how to improve things rather than seeking external help. PSHE will be carried forward to next term. Monitoring is now included in Inset days.</p> <p><b>Stoke Gabriel.</b> No visits have taken place outside attendance to the Ofsted Preparation Day.</p>	
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		<p>b. Highlight issues to feedback to Standards and Curriculum Committee</p> <ul style="list-style-type: none"> <li>• Arrangements for pre-school at Broadhempston.</li> <li>• Where are the minutes from the S&amp;C Committee?</li> </ul> <p>There was some discussion on feedback from the S&amp;C committee and the Clerk with approach the Trust Clerk for access to the S&amp;C minutes.</p> <p>c. Next Focused Visits.</p>	<b>Clerk</b>
74/2122	Strategic	<p>a. Governor vacancies and agree action. Janet Watts had been approached to undertake a specialist role within the Local Board, with a specific focus, and would therefore no longer undertake Local Board Focused Visits.</p> <p><b>Grace Coles left the meeting at this point</b></p> <ul style="list-style-type: none"> <li>• Vacancies at Stoke Gabriel for a parent and a co-opted Governor</li> <li>• Vacancy at Diptford for a co-opted governor</li> <li>• Vacancy for a co-opted governor at Harbertonford</li> <li>• Our Foundation Governor has not attended any meetings</li> <li>• Staff governor for Broadhempston and Landscope</li> </ul> <p>The clerk will send information to schools for the election of Parents Governors during the first two weeks of the Autumn Term</p> <p>b. Trust meeting dates for the next academic year - <b>Noted</b></p>	<b>Clerk</b>
75/2122	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><b>Diptford</b> – a meeting with the new AHT is planned</p> <p><b>Landscope</b> The Clerk advised that Landscope School has opened a new spiritual garden and this had been reported in the Mid Devon Advertiser. The garden is a habitat for wildlife and a place for the while school Beach Tree sculpture. It also provides a quiet space within which to be still and reflect.</p> <p><b>Harbertonford</b> – Mixed attendance to the meetings and Cat receives the minutes.</p> <p><b>Broadhempston.</b> Positive change at pick-up time which will involve opening up the back playground. Lots happening around sports and games</p>	
76/2122	Policies and other documents	None	
77/2122	Information provided by the Clerk	Governors are asked to confirm that they have completed part validation on the system. A Devon Trust has been subject to a Russian ransomware attack which was difficult to resolve and expensive.	<b>All</b>
78/2122	Matters for the next agenda	<ul style="list-style-type: none"> <li>• Standing items as this agenda</li> <li>• Standards and Curriculum</li> <li>• Staff Governors update on ASIP.</li> <li>• Attendance</li> <li>• Focussed Visits</li> <li>• Policies – if required</li> </ul>	
79/2122	Date of next meeting	<b>Thursday 13 October 2022 at 1900</b>	

The meeting closed at **2107**

**Signed as a true record**

Totnes LGB 7 July 2022

Signed **Cat Radford**

Date: **13 October 2022**