

LINK MAT

COMMITTEE
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Totnes Hub LGB

DATE;

6 July 2023

	Type	School	End of Term	13/10/2022	1/122/2022	9/02/2023	30/03/2023	6/07/2023	Date Resigned
Cat Radford	Co-opted	Landscope	28/09/24	P	P	P	P	P	
Kate Wilson	Staff	Diptford		S	P	S	L	S	
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	P	P	P	P	P	
Vacant	Parent	Harbertonford							
Gemma Blair	Staff	Harbertonford		P	P	S	P	P	
Lucy Carrol	Parent	Diptford	11/12/23	P	S	S	S	P	
Grace Coles	Parent	Landscope	06/2024	P	S	P	S	P	
Vacant	Parent	Stoke Gabriel							
Vacant	Co-opted	Stoke Gabriel							
Alice Eeles	Staff	Stoke Gabriel	01/12/24	P	P		L	P	
Robin Tugwell	Foundation	Trust	01/03/25	S	A	A	A	A	
Vacant	Co-opted	Harbertonford							
Kizzy Kemp-Gee	Parent	Harbertonford	09/12/21						30/06/2022

Helen Camp	Co-opted	Harbertonford	03/12/21						13/10/2022
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P – Present
A – Absent

S – Sanctioned
L – Late arrival

In attendance:

Chaired by	Rebecca Sear	Clerked by	Pete Osborne
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Agenda:

- Tot 63/2223 To record those who were present, accept apologies and sanction absences where appropriate
- Tot 64/2223 Declaration of interests
- Tot 65/2223 Division of Agenda
- Tot 66/2223 To agree the Minutes of the last meeting
- Tot 67/2223 To discuss any matters arising from the minutes and not on this agenda
- Tot 68/2223 Urgent business brought forward at the discretion of the Chair
- Tot 69/2223 Procedural
- Tot 70/2223 Staff Governors
- Tot 71/2223 Strategic
- Tot 72/2223 Focussed Visits
- Tot 73/2223 Community and Church Links
- Tot 74/2223 Information from the Clerk
- Tot 75/2223 Matters for the next agenda
- Tot 76/2223 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
66/2223	Forward a copy of the Minutes to the Trust Clerk to be placed on the website	Clerk	asap

	Item	Notes	Action
63/2223	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	The meeting commenced at 1910 Location: Broadhempston School In attendance: Charlotte Roe (Governance Professional) Apologies: Kate Wilson and sanctioned The quorum for this meeting is 3 governors for decisions.	
64/2223	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
65/2223	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
66/2223	To agree the Minutes of the last meeting held 30 March 2023	Agreed and signed. A copy is to be forwarded to the Trust Clerk for the Trust website and a copy to be retained by the LB Clerk.	Clerk
67/2223	To discuss any matters arising from the minutes and not on this agenda		None
68/2223	Urgent business brought forward at the discretion of the Chair		None
69/2223	Procedural	a. Safeguarding – Diptford advised that there had been one case but there are no details.	

		b. Safeguarding – Focus Children Missing in Education and those present had seen it.	
70/2223	Staff Governors	<p>a. Update on ASIP actions this term. Alice advised that the AHT's had attended a Trust wide meeting to look at the ASIPs and compared with the Trust SIP in preparation for the next academic year.</p> <p>b. To receive information on Ofsted preparation. Alice advised that the next round of schools have attended meetings for preparation and there is a further meeting in September.</p> <p>c. To receive information on Attendance Targets and actual attendance to date</p> <ul style="list-style-type: none"> • Stoke Gabriel are meeting targets week on week with compliance from parents. • Harbertonford had support challenge day and Phonics and early reading emerged as priorities. • Diptford are on track (98% week on week) • Landscope are just below 96% • Broadhempston are at just over 96% 	
71/2223	Strategic	<p>a. Business Interest Forms. To be updated in September</p> <p>b. Governor Terms of Office and Governor recruitment. The current end of term dates had been discussed. There is a new parent governor appointed for Stoke Gabriel who will join the Hub in September 2023.</p> <p>c. LAC structures. The document The Role of governors in LACs had been circulated with the papers for the meeting. Governors expressed some concerns over governance should Ofsted visit and they would not be prepared. Charlotte explained the process to be followed from September and the documented being provided by governors to support their visits to schools. She also explained that governors would be prepped prior to the Ofsted inspection team arriving. Charlotte is developing a new Governor recruitment process which will include an induction pack/process and a handover from the previous</p>	

		<p>Governor, if there is one in post. Applicants will be encouraged and a selection process will be followed.</p> <p>There had been expressions of interests requested for governors to remain in post. The propose new structure for the LAC will be:</p> <ul style="list-style-type: none"> • 1 x Senior Leader • 1 x Staff member • 6 x Parent Governors (1 per school) • 2 Trustee appointed Governor • 1 x Foundation Governor • 1 x Clerk <p>Total 11</p> <p>Comments were received from Governors with regards to the Principal role of Local Governor document. Without wishing to re-write, there were some concerns about the level of responsibility and the length of the document. Could this be one side of A4 and consideration given to words such as ‘ensure’? How does a Governor ensure(?) when they do not have direct responsibility for something? They could question, investigate, report for instance. But they are not responsible for the accountability of the output. In addition, how will the Governor participate in Staffing structure and policy? And what are ‘The Principles’ to be used by school leaders?</p> <p>It was also suggested that the Role could reference the Person Specification of a Governor; what skills, knowledge and characteristics might we be looking to recruit, such as, ability to develop relationships, effective communication skills, team worker.</p>	
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		<p>The next Trust meeting is on 10 July 2023 when the new structures and processes are due to be agreed.</p> <p>d. The following meeting dates were agreed for 2023/2024 as:</p> <ul style="list-style-type: none"> • Thursday 28 September 2023 • Thursday 23 November 2023 • Thursday 25 January 2024 • Thursday 7 March 2024 • Thursday 9 May 2024 • Thursday 27 June 2024 	
72/2223	Focused Visits	<p>a. Focused visits. Wellbeing.</p> <ul style="list-style-type: none"> ▪ Oversight of support for wellbeing – highlighting strengths and plans for schools where this isn't yet consistent. How is pupil wellbeing prioritised and supported at the school? what routines / activities / interventions are in place? What impact is evident? Are there any groups or individuals who are not benefitting / engaging as much as others? (PPG, SEND etc) How do leaders and governors support staff wellbeing? What about ECTs? What about part time staff? How do governors support HT workload and wellbeing? Is there more that the Trust or governors could do to support HT wellbeing? ▪ Analysis and evaluation of surveys: what do pupils, parents and staff say? What changes could be made by the school and / or by the Trust? <p>Diptford. A visit had taken place but the notes had not yet been written up. Janet will complete them and forward.</p>	<p>All</p> <p>Charlotte Roe</p>

		<p>Governors advised that there is some apathy with staff regarding wellbeing and there is a belief that the Trustees are not particularly worried about staff wellbeing. This is to be followed up.</p> <p>Broadhempston. During the visit the children and parents survey data was not available to be discussed. A query was raised by the PTFA regarding The Trust's purchasing policy, this was addressed by the Academy Head.</p> <p>Landscope. There had been a good conversation about pupil voice and the need for them to plan their own development.</p> <p>Harbertonford/Stoke Gabriel. Cat had visited both schools and both schools had said that due to their small size problems tend to be picked up quickly and intervention put in place where necessary. She also advised on the problems associated with new teachers. The schools said the Trust is good at informing AHTs. It was suggested that AHT meeting could be extended to include time to express personal wellbeing concerns. Rebecca said that she has already raised this and it is hoped that this will be taken forward. Alice advised that this has already been raised at the AHT meeting. It was also suggested that Schools should know who the governors and trustees are.</p> <p>b. Highlight issues to feedback to Standards and Curriculum Committee. Future Staff survey data to be forwarded to all governors. Charlotte to discuss with the Board. Bringing Church schools together once a year to discuss the matters peculiar to them particularly with regard to SIAMS.</p>	
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		c. Preparation for next Focused Visits. The programme for the next academic year will be provided after the next Trust Board meeting (10 July 2023)	
73/2223	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>Harbertonford. Cat advised that they are following the format and are undertaking more activities with the Community.</p> <p>Diptford. Following SIAMS the committee has been restructured and the new workstream has commenced.</p> <p>Broadhempston. The school has a parents committee in the school which works well and explores many themes.</p> <p>There was a discussion on the inclusion of parent matters in the Committees and Lucy pointed out that this is not permitted. It was suggested that CE schools might have 2 committees but this was dismissed as not particularly workable.</p>	
74/2223	Information provided by the Clerk	The attention of governors is drawn to the Autumn Training Programme. Governors are asked to let the clerk know of any training that they would like to attend.	
75/2223	Date of next meeting	Thursday 28 September 2023 at 1900	

The chair thanked Alice and Gemma for their work with the LGB and wished them all the best for the future.

The meeting closed at **2040**

Totnes LGB 6 July 2023

Signed as a true record

Signed	Date:
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