

# Local Governing Body Meeting

Part I Minutes							
Date/Time	15.10.2018 6.00pm	Location		North Tawton Primary School			
Attendees	Initials			Attendees	Initials		
Lee Billinghamurst	LB	Sunita Chauhan	SC	Manus Home	MH	Chloe Howard-Scott	CHS
Andrew Macmillan-Scott	AMS	Sarah Marvin	SM	Emma Neath	EN	Lee Pascoe	LP
Ione Rucquoi	IR	Philippa Sims	PS	Jo Ware	JW	James Warner	JW
Liz Wiseman	LW						

Apologies	Initials	Reason (Category of Governor)

<b>ACTIONS</b>
<b>DECISIONS</b>
<b>QUESTIONS AND CHALLENGES</b>

In Attendance	Initials	
Carolyn George	CG	Clerk
Veronica Lloyd-Richards	VLR	Proposed Governor
Hazel Fox	HF	Executive Head, Vice-CEO

Minutes to
Attendees
Apologies
Trustees

1 - Apologies
<ul style="list-style-type: none"> <li>There were no apologies.</li> </ul>

2 – Nominate Governor for Meeting Review Document
<ul style="list-style-type: none"> <li>The Chair nominated EN to review the meeting and asked her to consider specifically:               <ol style="list-style-type: none"> <li>Are we asking the right questions?</li> <li>Are we listening?</li> </ol> </li> </ul>

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## 3 – Declarations of Interest

- CHS declared her employment at Michelmores Solicitors.
- CG declared self-employment at The Kings Arms, South Zeal.

## 4 – Agree & sign off previous Minutes from 10.09.2018

- The Minutes were agreed by all Governors and signed by the Chair.

## 5 – Matters Arising

- The paperwork for VLR had been submitted to the Trustees and will be considered at their meeting on 18.10.2018.
- The Clerk had checked with SW re declarations of interests. She stated that parent governors do not need to declare children at the schools, and staff governors do not need to declare they work at the schools, since they are elected on this basis. However, staff with children at the schools would need to declare this.
- The Safeguarding documents had been circulated and is now a standing item on the Agenda. **All Governors must read Part 1 of Keeping Children Safe and will be asked to sign a declaration at the FGB in December.**
- **Clerk to chase remaining pen portraits.**
- **The Clerk will re-circulate access to Sharepoint.**
- **HF and the Clerk are still to develop a Policy Map.**
- Each school had asked Years 5 & 6 to suggest names for the Cluster. The only idea that Governors considered in detail was the Three Hares Cluster. This was recognised as a local symbol and was well liked. However, there was some reticence to adopting it as it did not communicate anything about the schools. The Chair asked Governors to think about it during the meeting.
- All other Action items are on the Agenda.

### **ACTION:**

- **ALL Governors to read Part 1 of Keeping Children Safe in Education**
- **CG to chase remaining pen portraits**
- **CG to re-circulate access information for Sharepoint.**
- **HF/CG to develop Policy Map**

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## 6 – Matters Brought Forward at the Direction of the Chair

- The Annual Report had been prepared and circulated to Governors, ready to submit to the Trustees.
- The Chair will prepare the Report at the end of this academic year.
- SM asked for Governor approval for ST expenditure on school dinners and caretaking. HF/EN/SM to check the threshold for Governor approval of expenditure and to consider this outside the meeting as it was not believed to be necessary.

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| <b>ACTION:</b> | <ul style="list-style-type: none"><li>• <b>CG</b> to submit Annual Report to Trustees</li><li>• <b>HF/EN/SM</b> to check the threshold for Governor approval of expenditure</li></ul> |
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## 7 – Governor Folders

- HF distributed ring-binder folders to each Governor containing key information. These folders can be updated as necessary.
- **The Clerk will provide copies of the Terms of References, Schemes of Delegations and Meeting Dates at the next meeting.**
- **Governors asked if they have to keep the Governor information they hold pre-MAT. HF will check on this.**

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| <b>ACTION:</b> | <ul style="list-style-type: none"><li>• <b>CG</b> to provide copies of the Terms of References, Schemes of Delegations and Meeting Dates at the next meeting.</li><li>• <b>HF</b> to check re storing pre-MAT Governor paperwork</li></ul> |
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## 8 – Governor Visits

- HF has produced draft Visit Guidelines for Governors.
- These suggest a minimum of three visits per year, one in each school, although obviously Governors are welcome to make more visits.
- HF has provided a pro-forma to guide governors through the visit process.
- The Governor visit note should be a two-sided document, focusing on a few key questions. These can be discussed with the Head before the visit.
- Completed visit notes should be forwarded to the Clerk for circulation, with actions to be considered by the Committees/FGB as necessary.
- HF suggested Governor allocations as follows, but welcomed feedback from Governors on her suggestions:

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- CH-S – Pupil Premium
  - AM-S – Safeguarding
  - IR – Creativity
  - EN – More Able
  - James W – Buildings
  - LB – Sport & PE Fund
  - PS – Staff Appraisal Process
  - VLR – Leadership for Teaching and Learning
  - MH – Community/Stakeholder Views and how they are being addressed
  - Jo W – Staff & Pupil Absence & Wellbeing
  - LP – SEN and impact of spending
- It was noted that the Governing Body is still in need of a Foundation Governor, and it is understood that Paul Seaton-Burns is looking for someone.
  - [Governors asked if anyone would be considering the mental health of pupils and it was suggested that Jo W would be the link on this.](#)
  - [Governors challenged who would be looking at writing and greater depth.](#) HF felt that writing and greater depth are being well-covered by the School Improvement Committee but agreed that there were further roles for Early Years and risk identification.
  - Risks will need to be considered for each area.
  - Governors identified a typo on SM's email address on the contact sheet, which will also need to include VLR. **Clerk to update contact sheet.**

**ACTION:** **CG to update Contact sheet.**

## 9 & 10 – Receive Headteachers Reports and Monitor Progress of School Improvement Plans

- The Headteachers gave verbal reports, with a full written report to be presented at the December FGB.
- [Governors asked for the written reports to be in a standard format and asked that they showed the impact of actions taken, whilst making sure that the reports are succinct.](#)
- The following Teaching and Learning actions were reported:
  - Greater collaboration between South Tawton and North Tawton, with learning walks across both schools, staff meetings on coaching and mentoring, and feeding back knowledge gained on maths mastery training.
  - The curriculum is being reviewed at all three schools to ensure it is fit for purpose.
  - Neil Swaite, an active Ofsted Inspector who was providing support to the MAT, has, or is due to, visit all three schools.
  - At Chagford, there has been a staff meeting on marking, with a new system developed.

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- It was noted that Chagford is also taking part in the Maths Mastery training and will share learning with South Tawton (who are unable to attend).
- The following Premises actions were reported:
  - The wall at ST had finally been re-built.
  - NT has maintenance issues and a maintenance man has been appointed. The whole building has been neglected and there are issues with vandalism and trespass.
  - [Governors questioned whether CCTV would be possible and whether these incidents had been reported to the police – they have. Governors also suggested linking up with the College if the perpetrators could be identified.](#)
  - Chagford's new building has its official opening this week.
  - Heads noted that the Trust is missing a cluster lead on Premises – there is a need to sort out warranties for the new build at Chagford.
  - Chagford has received a donation of £13,500 for library furniture.
- The FGB discussed extended schools at length. The following points were raised:
  - [Governors questioned the demand for extended schools and asked if they are paid for, noting the constraints on schools' budgets.](#) Heads confirmed that Breakfast clubs are paid for but after-school clubs are provided by the goodwill of the staff.
  - There is knowledge to be shared across the schools on the costs and operation of breakfast clubs.
  - NT has started a Parent & Toddler Group and received good feedback.
  - [Governors questioned whether pre-school makes a difference for children coming into Year R.](#) The consensus is that it makes children more settled.
  - [Governors challenged whether pricing needs to be consistent across the MAT,](#) but it was agreed that costs would depend on economies of scale.

## 11 – Receive Report from School Improvement Committee

- PS (SI Chair) reported that one meeting had been held so far this term.
- The meeting had focused on the SIPs.
- [Governors had noted a lot of common ground across the three SIPs and suggested these highlighted areas to work together across the cluster, e.g. greater depth pupils working together.](#)
- [Governors challenged how schools address identified needs, for example in writing.](#) The Heads explained that this is done through teacher training, observing lessons, checking assessments are fit for purpose, interventions and boosters etc.

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- **Governors asked if progress correlates with engagement, are they enjoying learning?** Yes, but it was noted that all children are different and the teachers need to be inspiring and have high aspirations.
- **Governors asked how writing is measured** – this is through looking at books and discreet tests.
- **Governors challenged whether the assessment was the teacher’s objective review** – it was noted that there is collaboration/moderation across the MAT and county moderators too.
- **Governors asked whether this approach ties in with Ofsted tools** – yes, Ofsted are looking for progress in children’s books
- PS also noted that the Parent Questionnaires had had good response rates and good positive comments. These responses are in the Governors’ folders.

## 12 – Receive Report from Resources Committee

- EN (Resources Chair) reported that the Governors had received the Management Accounts at the Resources Meeting.
- She noted that, going forward, she will meet with HF, LW and AH ahead of the meetings to ensure greater understanding of the accounts.
- However, so far, the new budgets have not been received and HF has asked for these in writing.
- EN reported that they had looked at expenditure vs budgets (Jan-Aug 2018) and highlighted there had been issues with coding and budget allocations.
- In-year expenditure had been greater than income across all three schools. However, ST and NT had enough carry forward to cope with this but Chagford showed a £50,000 deficit.
- **Governors noted that letters had been received from the CFO regarding ST and Chagford as both schools had set in-year deficits going forward.** These letters required a response as to how the deficit would be addressed.
- **Governors recalled that the budgets had been set by AH/SK, they had not seen the budgets for detailed consideration before the FGB meeting in July, and the papers had been taken away at the end of the meeting. They had been agreed on trust that the MAT team were in the best position to set a balanced budget.**
- **Governors questioned that in previous times budgets were required to balance over three-years, rather than in-year. It was confirmed that this is no longer the case.**
- **Governors discussed Chagford’s deficit and the need for solid figures in order to develop a plan.**
- **It was agreed that Working Party would be set-up with EN, James W and PS to spend time with SK and AH so that they could understand the figures in detail and model alternative leadership scenarios. This Working Party would have to move quickly.**
- **Governors challenged whether other clusters were experiencing similar issues. HF confirmed that other letters had been sent, but this cluster had the biggest catch-up.**

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- Governors asked if there was any scope for the Trust to pick-up/support the costs in the interim? HF will email Suzanne/Darryl about this.
- Governors asked if the deficits were growing and EN confirmed that they were.
- Governors asked if an advert for leadership was running in parallel to these discussions, but HF explained that there is no firm ground on which to base the advert, hence the need to move quickly.
- **Governors were extremely concerned about the decisions they were expected to make, without the necessary information to inform their decisions. They were concerned about timing issues and the lack of data.**

**ACTION:** HF to check with Suzanne/Darryl regarding costs

## 13 – Safeguarding Matters

- HF read out a scenario to Governors, which required Governors to think about their response should a parent raise a safeguarding concern.
- Governors knew their first point of contact would be the Safeguarding Lead at the school (in each of the Cluster schools this is the Head).
- HF also highlighted the role of Local Authority Designated Officer (LADO) if the staff member in question should be the Head/Safeguarding lead.
- HF also reiterated that there are no secrets with regards to safeguarding – Governors cannot be told something ‘in confidence’ – they have a duty to pass that information on.
- **Governors questioned when they should raise concerns about patterns of behaviour observed in school** and the Heads stated that this should always be flagged, as much of the time it is about building a bigger picture to understand any given situation.

## 14 – Agree Term Dates

- The Clerk had received Term Dates from the Heads during that afternoon and had not been able to forward these to Governors in advance of the meeting.
- Given that the meeting was over-running, **the Chair asked that the terms dates be forwarded to Governors for review and that she would approve the dates on behalf of the FGB unless anyone had any objections.**
- **Clerk to forward term dates to Governors.**

**ACTION:** CG to forward term dates to Governors.

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## 15 – Governor Training

- The Clerk reminded Governors about the data training on Thursday and **has an email to send out to Governors attending re directions.**
- There is also Safeguarding training on # November – **the Clerk will send details of this on a separate email.**
- Governors had previously asked the Clerk about attending Babcock training, which had associated charges. Having made enquiries, the Clerk had been told that the Cluster should pay for any Governor training required and the Clerk is still waiting to hear from the Business Manager what budget is available for this.
- The Clerk has also suggested that the MAT may wish to hold Finance training for Resources Chair and others, so that they may better understand the software/reports being used and the expectations of the Central Finance team.

**ACTION:** **CG to send emails re Governor training.**

## 16 – Central MAT News

- HF reported that the MAT is now sending out regular bulletins to schools, which are being displayed on staff noticeboards. There also expected to be an end of half-term message sent out to parents. HF distributed an overview of the MAT's Improvement Plan. Governors noted with interest that this included a 3-year balanced budget. HF acknowledged that there had been problems with staffing the Tavistock Hub, and noted that she and LW would be attending a meeting to discuss this.
- HF reported that an Inclusion Sports Day had been held as well as Schools' Councils.
- HF discussed the deadline for staff appraisals of 31st October, and requested that a date be set for the Pay Committee to meet. Previous discussion had selected EN, James W, and VLR to form the Pay Committee and the **Clerk will send a Doodle Poll to find an appropriate date for this.**

**ACTION:** **CG to arrange date for Pay Committee**

## 17 – Matters for Trustees Attention and Risk Identification

- Governors felt that the communication received from the MAT's central team had been unfair/poorly worded, whilst noting (and accepting) the CFO's offer to meet. Governors acknowledged that Chagford's budget deficit was a problem for the LGB but stressed they did not have the necessary tools to resolve the problem.
- Governors had been shown the budgets for each of the Cluster schools before the summer holiday, and been advised to approve budgets that had balanced, which they did. Following a change in software during the summer, and further work on the budgets (including the year-end carry forward), the Chair had been surprised to receive

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letters from the CFO in early September indicating a deficit going forward but did not have the Budget for the coming year to plan a response.

- The Resources Committee only received the (part) detailed year-end breakdown on 11 October, this was followed by a letter the following day from the CFO requesting a response. The LGB has been asked to provide a recovery plan without having access to their own budgets for the coming years. Governors strongly felt that a collaborative approach with the MAT was needed as the solution requires specialised financial knowledge.
- The Cluster needs a Premises lead from the Trust – there is a key issue with warranties on the new build at Chagford.
- It is suggested that Governors would benefit from MAT-led Finance training.

## 18 – Items for Next Agenda

- The Clerk highlighted that a review of SATs data was pencilled in for the next FGB. The Heads confirmed that the Dashboard data would be available for the next meeting and that this would be an important topic to discuss.
- [Governors questioned the consistency of unauthorised absence reporting across the MAT](#), having been approached by a parent with concerns that some schools were more lenient than others. The Heads reassured Governors that a recent Heads meeting had dealt with attendance issues, and standard procedures had been reinforced.

## 19 – Critical Review of Meeting

- EN reported on her review of the meeting. She considered that the key issue of the meeting, i.e. Chagford's budget deficit had been robustly discussed with Governors asking pertinent questions, and Governors had also listened well.

## 20 – Date of next meeting

- Resources **Tue 20<sup>th</sup> Nov** (South Tawton)
- School Improvement **Mon 26<sup>th</sup> Nov** (North Tawton)
- FGB **Thu 6<sup>th</sup> Dec** (Chagford)

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- Governors were concerned that the next FGB may not be at the right time for discussing the Working Party outcome and putting actions into place. The Chair reassured Governors that the meeting would either be brought forward or an Extraordinary FGB Meeting held as necessary.
- Meeting finished at 8.30pm

## Action Table from 15.10.2018

<b>ALL</b>	All Governors to read Part 1 of Keeping Children Safe in Education	DEC
<b>CG</b>	Chase and collate outstanding Governor pen portraits	ASAP
<b>CG</b>	Re-circulate access information for Sharepoint.	ASAP
<b>HF/CG</b>	Develop Policy Map	ASAP
<b>CG</b>	Submit Annual Report to Trustees	ASAP
<b>HF/EN/SM</b>	Check the threshold for Governor approval of expenditure	ASAP
<b>CG</b>	Provide copies of the Terms of References, Schemes of Delegations and Meeting Dates at the next meeting	ASAP
<b>HF</b>	Check re storing pre-MAT Governor paperwork	ASAP
<b>CG</b>	Update Contact sheet.	ASAP
<b>HF</b>	Check with Suzanne/Daryll regarding costs	ASAP
<b>CG</b>	Forward term dates to Governors.	ASAP
<b>CG</b>	Send emails re Governor training	ASAP
<b>CG</b>	Arrange date for Pay Committee (after 31 <sup>st</sup> Oct)	ASAP