

Date & Time	10 <sup>th</sup> July 2019 17.00	Location		St David's Primary School
Attendees			Attendees	
Francesca Brinicombe (FB)	Headteacher		Ross Sloman (RS)	Staff Governor (Health & Safety)
Will Higbee	Parent Governor (Chair)		Nigel Guthrie (NG)	Foundation Governor
Leonie Berry (LB)	Parent Governor (Safeguarding)		Steve Bright	Parent Governor
Amy Down	Foundation Governor			

Apologies		Absent Without Apology	

In Attendance		Minutes to	
Wendy Humphreys	Clerk	School admin	Company Secretary


	Minutes
<b>1/2019</b>	<p><b>Prayer, Welcome and Introduction</b></p> <p>The meeting was opened with a prayer by Rev. Guthrie.</p> <p>WH welcomed all the governors</p> <p>Leonie Berry announced her resignation from the governing body due to work commitments with immediate effect. The chair and the governors thanked LB for all her work over the 8 years she has been a governor.</p>
<b>2/2019</b>	<p><b>Apologies</b></p> <p>No apologies</p>
<b>3/2019</b>	<p><b>Declaration of Interests</b></p> <p>There were no additional declaration of business interests declared at the meeting.</p>
<b>4/2019</b>	<p><b>Minutes of the Previous Meeting – 20<sup>th</sup> March 2019</b></p> <p>The minutes of the previous meeting held on 20<sup>th</sup> March 2019 were signed as an accurate record of the meeting. This meeting was chaired by vice chair, Ross Sloman in Will Higbee's absence.</p>
<b>5/2019</b>	<p><b>Matters Arising</b></p> <p>All items on the next steps from the previous meeting on 20<sup>th</sup> March 2019 were completed.</p>

6/2019	<p><b>Update from Directors / Executive Team</b></p> <p>The director's response to the question raised by the LGB at the previous meeting was accepted by the governors.</p> <p>The Chairs Executive Summary – WH reported the meeting had focused on the new Ofsted Inspection Framework. The school are in a fortunate position where they have recently had an inspection and can, therefore, see how the new framework embeds in to schools.</p> <p>Trustees &amp; Governors Annual Network Group – 30<sup>th</sup> October 2019. All governors are required to attend.</p> <p><b>ACTION: All governors to diarize the date of the Annual Network Group.</b></p> <p>A Curriculum Steering Group has been set up which includes Victoria Jones-White from the school.</p>
7/2019	<p><b>Standing Reports</b></p>
7.1/2019	<p><b>Health and Safety</b></p> <p>RS presented the H&amp;S Report – The major item that is pressing is the Legionella checks, the school had a check in May 2019, but we are unable to confirm when our last 6 month check happened which was due in February 2019 – Wendy to send name of report company that is used to see if the check can be traced. Monthly check needs to happen in July by Churchill.</p> <p>Flooring and carpeting in Sapphire classroom is becoming a trip hazard due to the disintegration of the screed. Quotes to be obtained for repairs to this. It is hoped this could be done over the summer break.</p> <p>Norse are in the process of recruiting a new caretaker.</p> <p>KS1 finger protections are fitted. We do not have finger protection in KS2 – it was not thought a priority as the doors are not self-closing.</p>
7.2/2019	<p><b>Safeguarding</b></p> <p>LB presented her Safeguarding report. LB had used the visit as an opportunity to speak with some TAs to see if they knew what the process was if a child reported something to them and how they reported items on CPOMs, they were all thoroughly aware of the processes in place and knew who the Designated Safeguarding Lead was within the school. LB was impressed with the responses she had received.</p> <p>WH reported the school was asked to take a child on a managed move but due to circumstances the child was unable to start at St Davids.</p> <p>Since the report was written the school have received 2 MASH enquiries from other agencies which the headteacher has responded to. It was agreed the report would be updated accordingly.</p> <p><b>ACTION: Safeguarding Report to be updated with the 2 MASH enquiries</b></p>
7.3/2019	<p><b>SEND</b></p> <p>WH stepped into the role of SEND Governor. He had met with Rebecca Prior (SENDCo) and</p>

	<p>the key points are:</p> <ul style="list-style-type: none"> <li>• SEND funding has increased due to additional funding from an additional child which equates to 8 hours of TA support per week.</li> <li>• Attendance of children with SEND is slightly lower than non-SEND children but is not a concern.</li> <li>• WH felt in the Summer term we should be focusing more on SEND children who were moving classes and onto secondary school, than what reports are on our website. This will be feedback by the SENDCo.</li> </ul>
7.4/2019	<p><b>Website</b></p> <p>Attendance information and governance information was missing from the website. It was suggested that an area on the sharepoint be added for governors to upload their bios and photos.</p> <p><b>ACTION: Area to be added to office 365 LGB area for governors to upload photos and bios</b></p> <p><b>ACTION: Clerk to email updated Declaration of Business Interests form to school for uploading to school website</b></p> <p>There was a lengthy conversation on the e-safety of pupils at the school. It was a concern what some children were accessing inappropriate content on their televisions and phones along with the length of time spent on video games. Governors discussed ways of getting parents into school to focus on e-safety. It was suggested looking at doing a presentation prior to the parent induction meeting at the beginning of the new academic year. WH suggested one of the informal meetings was used to look at parental engagement.</p> <p><b>ACTION: Informal Meeting to be used to discuss e-safety and parental engagement – Feedback at LGB1 Meeting</b></p>
7.5/2019	<p><b>Foundation</b></p> <p>The foundation governors and FB had looked into how the Ethos groups can feed into SIAMS.</p> <p>Minutes of the Ethos Group was presented to the LGB. The children selected for the group would be part of this for a year and it was suggested an additional child from Sapphire and Diamond attend and be rotated to the termly meetings.</p> <p>The foundation governor's feedback to the LGB on how successful the group had been and the plans in place for future meetings.</p> <p>It was suggested a future informal meeting could be used to for AD and NG chat through the christian ethos of the school in more detail.</p> <p><b>ACTION: Informal Meeting to be used for Foundation Governors to feedback on the Christian ethos of the school</b></p>
8/2019	<p><b>Headteacher report</b></p> <ol style="list-style-type: none"> <li>Receive the School Improvement Plan</li> <li>Self-Evaluation Form judgements</li> <li>Sports funding - plan for 2018/19</li> <li>Pupil Premium - pupil premium plans for 2018/19</li> <li>School organisation and numbers on roll</li> <li>Exclusions</li> <li>Attendance – review of overall attendance figures from last year, monitor current</li> </ol>

	<p><b>school attendance against current target for 18/19. Set Attendance Target 20/21</b></p> <p><b>h. School events – pupil activities</b></p> <p><b>i. Responses to governor challenges from last meeting</b></p> <p><b>j. Admissions Report (report on number of new admissions/referrals to CEO)</b></p> <p>The headteacher reported to the LGB on the successful visit by Gary Chown, CEO of Ventrus. FB shared a letter that GC has sent to the school after his visit.</p> <p>WH feels that governance should be part of the leadership of the school and what the role of governors is and what we can do as a governing body to improve.</p> <p>FB presented the 2019 data results for the school and emphasized there was some analysis work required with the KS2 which was only received in school yesterday.</p> <p>EYFS 73% receiving a good level of development for 2019, this is a good increase from 2017 which was 37.5% in 2017. This is above national average and Devon.</p> <p>Phonics Data 86% achieved Working At.</p> <p>KS1 Result - Reading, Writing and Maths – 86%. Reading – 93%, Writing – 86%, Maths – 100%</p> <p>KS2 - Reading is at national average 64.3% Maths 85.7%, Writing – 93%, SPAG – 93%</p> <p>Headteacher was really pleased with the data and it was all above national average.</p> <p>The LGB would analyse the data in more detail at the LGB0 meeting.</p> <p><b>ACTION: LGB to analyse 2019 test data at the LGB0 meeting</b></p> <p>The parent questionnaire had received a good response rate which was as a result of being chased up by the headteacher. It had been sent out by text and email. The responses were very positive. Results will be disseminated to parents.</p> <p>The Admissions Committee had agreed to the admission of 3 pupils over PAN for Reception year.</p> <p>PPG figures, governors asked when the annual reporting would happen. This would be presented to the LGB as an impact review of 2008/19 along with the action plan for 2019/20 at LGB0 meeting in the Autumn Term.</p> <p><b>ACTION: Headteacher to present PPG Impact Review for 2018/19 and PPG Action Plan for 2019/20 at LGB0 Autumn 2019 meeting.</b></p>
9/2019	<p><b>Monitor the School budget</b></p> <p>SB presented the following accounts:</p> <ul style="list-style-type: none"> <li>• Actual spend against budget up to end of period 8</li> <li>• Actual expenditure comparisons 1/9/18 – 30/4/19</li> </ul> <p>To date the school have a surplus budget of £11,000. The school is operating well within budget and providing Ventrus with a surplus.</p> <p>The school budget has operated as follows over the past 3 years:</p> <p>2016 surplus of £23,000</p>

	<p>2017 deficit of £37,000 2018 surplus of £25,000</p> <p>The school is predicted to break even during the 2019/20 financial year.</p> <p>The governors discussed how they move forward with spending some of the surplus they had achieved. The governors felt they should begin to identify a need for the school and then put a case together. The case would be put together by WH who would provide the narrative, SB to provide the figures and FB/RS to identify a need within the school.</p> <p><b>ACTION: FB/RS/SB/WH to put a business case together for a need within the school</b></p>
10/2019	<p><b>Policies &amp; Statements as per the Annual Cycle</b></p> <p>The clerk reported that there is a policy review in place for the Trust and once this has been finalized governors will be made aware of the planned timetable and they will see more policies coming through the LGB meeting for information.</p>
11/2019	<p><b>Local Items of Business</b></p> <p><b>a. Recruitment of Governor</b></p> <p>The school will look to recruit two parent governors</p> <p><b>b. SEND Governor</b></p> <p>A SEND and Safeguarding governor will be selected once the two parent governors are on board.</p> <p><b>ACTION: Recruitment of two parent governors</b></p>
12/2019	<p><b>Governor Training</b></p> <p>AD reported she had attended Governor Induction Training provided by the Diocese. She had also attended Strategic planning for governors again provided by the Diocese. As a result of this training AD had access to resources which she will come into school, scan and upload onto the LGB area on Office 365.</p> <p>Governor's were encourage to use the Diocese CPD as the Trust had brought into the SLA and training for members had a discounted price. AD sent out a link to the Diocese CPD website to all governors.</p> <p><b>ACTION: AD to upload resources from training on the LGB Office 365 area.</b></p>
13/2018	<p><b>Questions for Executive Team / Directors and Innovative Practices</b></p> <p>Ethos Group – Approach to Faith Challenge – The governors were impressed with the work done by the foundation governors, staff and selection of children from KS2 in the Ethos Group. They are developing a Faith Challenge and this will be developed by the Ethos Group over the next few months, which involves children taking Christian worship, writing a prayer and producing a piece of art reflecting an aspect of spirituality. The governors would like to share this innovative practice with Trustees and Chairs of other LGBs.</p>

14/2019	<p><b>Governance Challenge Tracker</b></p> <p>WH to upload the up to date GCT which was presented to Ofsted.</p> <p>It was also agreed to add the following to the challenge tracker:</p> <ul style="list-style-type: none"> <li>• How we identify strategic needs and making an application to access the finance reserve in order to fund this.</li> </ul>
15/2019	<p><b>Date and Time of Next Meeting</b></p> <p>The following dates were agreed:</p> <p>LGB0 – 25<sup>th</sup> September 2019 @ 4:30pm – 6pm  LGB1 – 20<sup>th</sup> November 2019 @ 5:30pm  LGB2 – 18<sup>th</sup> March 2020 @ 5:30pm  LGB3 – 1<sup>st</sup> July 2020 @ 5:30pm</p> <p>Governor Network Group – 30<sup>th</sup> October 2019</p> <p>Informal Meetings:</p> <p>15<sup>th</sup> July 2019 meet at 5pm at City Gate, Bridget and Leonie to join at 6pm  16<sup>th</sup> October 2019 meet at 5:30pm – 6:30pm at City Gate</p> <p><b>ACTION: Governors to diarize dates of meetings for 2019/20</b></p>
	<p><b>The minutes below are approved as a true and accurate record of the meeting</b></p> <p>Signed  Date 18/11/19</p> <p>Printed WE HIGBEE</p>