

Date & Time	20 th March 2019 17.00	Location	St David's Primary School
Attendees		Attendees	
Francesca Brinicombe (FB)	Headteacher	Ross Sloman (RS)	Staff Governor (Health & Safety)
Bridget Sealey	Parent Governor (SEND)	Nigel Guthrie (NG)	Foundation Governor
Steve Bright	Parent Governor	Leonie Berry (LB)	Parent Governor (Safeguarding)

Apologies		Absent Without Apology	
Will Higbee	Work Commitments		
Amy Down			

In Attendance		Minutes to	
Wendy Humphreys	Clerk	School admin	Company Secretary

	Minutes
1/2019	Prayer, Welcome and Introduction The meeting was opened with a prayer. FB informed the LGB that BS has resigned from the LGB due to work commitments and is attending today's meeting which will be her last one.
2/2019	Apologies Apologies were received from: Will Higbee – work commitments Amy Down
3/2019	Declaration of Interests LB and SB updated their Declaration of Business Interests.
4/2019	Minutes of the Previous Meeting held on 12th December 2018. The minutes of the meeting held on 12 th December 2018 (LGB1) were agreed and signed by the chair as an accurate record of the meeting.
5/2019	Matters Arising The following items were completed Minute 2/2018, 4/2018, 5/2018, 7/2018, 9/2018, 10/2018 and 14/2018. Minute 6/2018 – Items 14, 11 and 8/2018 The following are ongoing items:

	<p>6/2018 WH to monitor headteacher's workload in the one to one meetings. 12/2018 Clerk to add Diocese training directory to the sharepoint as it is received.</p> <p>6/2018 (11(b)) – The governor challenger tracker (GCT) was updated with the governor visits which had been carried out in relation to the school improvement plan in preparation for the Ofsted Inspection. It is a useful tool for Ofsted to use. A copy has been uploaded onto the LGB group for governors to view.</p> <p>8.1/2018 – The church were contacted regarding a gentleman helping out with DIY jobs at the school but this was unsuccessful. The caretaker at Woodwater Academy was also approached but he had no transport. Norse promised to send someone but no one showed up. An ex-governor of the school called Peter was contacted and he came in during the half term holidays and cleared most of the jobs outstanding and agreed to do this on a regular basis. He then invoices the school for the work.</p> <p>15/2018 – The clerk updated the LGB on the function of Governor Space and that it was DFE funded and that governors can choose to sign up for it if they wish. Ventrus are looking at various options for governor training in the future.</p>
6/2019	<p>Discussion About The Preferred Method of Sharing Information</p> <p>In the absence of the Chair, the clerk informed the governors about the trust's proposal to set up shared areas on Office 365 for All LGB Members, Safeguarding Governors, SEND Governors, Health & Safety Governors, Website Governors and Foundation Governors. This will enable members of the groups to email the group for advise, information etc. The LGB confirmed they thought this was a good idea and were happy to use Office 365 as a sharing information tool. They also feel there is a training need for new governors on how to access and use Office 365 initially. The clerk assured the LGB this was an area she was looking to improve.</p>
7/2019	<p>Report from Directors</p> <p>RS presented the Executive Summary from the Chairs Meeting and highlighted the item re St David's Ofsted Inspection in which the chairs congratulated the LGB, headteacher, staff and children at the school and everyone involved in this positive result.</p> <p>WH gave written feedback from the chair's meeting on the Changes to the Ofsted Inspection Framework that will be introduced in September 2019. At present there is an Ofsted consultation in process which closes on 5th April.</p> <p>A pilot inspection has taken place at Woodwater. Two key observations emerged:</p> <ol style="list-style-type: none"> 1. Firstly, that there is a greater focus on 'intent' – why do we make the changes and decision that we do and what effect do they have on learning for pupils in the school? 2. Second, a much broader evaluation of the curriculum beyond Maths and Literacy (eg Music, MFL, IT). The focus is going to shift away from data. <p>All governors were encouraged to read the document 'The Education Inspection Framework' Draft for Consultation-January 2019. A copy will be uploaded onto the Office 365 LGB area.</p> <p>ACTION: Clerk to upload a copy of consultation document on Office 365</p> <p>There will be a visit from a Trustee to St David's on 27th March 2019. These have been set up by Ventrus to give Trustee more insight into how schools across the Trust operate and to have direct contact with staff and pupils.</p>

	<p>FB read the finance question sent to Directors in full and the response from the Lynne Hyland, the Trust's Director of Finance. A copy of the question and response was handed to SB for his views which he will respond with at the next meeting.</p> <p>ACTION: SB to give feedback on Director of Finance's response to question</p>
8/2019	<p>LGB Terms of Reference</p> <p>The updated Terms of Reference, which now includes Secondary School LGB composition was acknowledged by the LGB.</p>
9/2019	<p>Governor Induction Pack</p> <p>A draft copy of the Governor Induction Pack is available in Office 365 LGB area. A hard copy was made available for the governors which they took time to look through. Any feedback to be emailed to Wendy Humphreys by 23rd April 2019.</p> <p>ACTION: LGB to provide feedback to clerk by 23/4/19</p>
10/2018	Standing Reports
10.1/2019	<p>Health and Safety</p> <p>RS presented the Health & Safety Report. He reported that most of the niggles have been sorted with the exception of 5 which are:</p> <ul style="list-style-type: none"> • Staff car park area – significant puddles after rain – drainage or possible resurfacing • Sapphire class only one entrance and exit • Safety footwear to be provided to kitchen server assistant • Server hot cupboard and plate – arrange service • Playground equipment – 3 advisory areas awaiting DTGS quote
10.2/2019	<p>Safeguarding</p> <p>LB presented the report.</p> <p>There had been a Child Protection Conference during the February half term which FB had been unable to attend as she was out of the country and had only received notice of this on the day the school broke up for half term. It was noted that FB has always attended any child protection meetings even if they occur during school holidays.</p> <p>Sara Browning in the office has completed her level 3 safeguarding training.</p>
10.3/2019	<p>SEND</p> <p>FB presented the SEND report.</p> <p>A new child to the school has been awarded an EHCP with an allocation of funding of £4500.</p>
10.4/2019	<p>Website</p> <p>FB presented the Website report.</p> <p>An outstanding area which requires input is the information about each governor – all governors to update their bio generically and send an up to date photo to the school admin team for updating onto the school website.</p>

	<p>ACTION: All governors to write a generic bio and send an up to date photo to the school admin for updating of website</p> <p>Declaration Of Business Interests overview – Wendy Humphreys will provide the admin team with an up to date copy for the school website.</p> <p>ACTION: Clerk to send DOBI records to school admin for website.</p>
10.5/2019	<p>Foundation Report</p> <p>FB presented the report which had been put together with Amy Down. FB/AD/NG to meet after Easter to look at moving forward with the SIAMS Action Plan.</p> <p>ACTION: A meeting between FB/AD/NG to look at SIAMS Action Plan</p>
11/2019	<p>Governor Challenge Tracker</p> <p>The governor challenger tracker (GCT) was updated with the governor visits which had been carried out in relation to the school improvement plan in preparation for the Ofsted Inspection. It is a useful tool for Ofsted to use. A copy has been uploaded onto the LGB group for governors to view.</p>
12/2019	<p>Headteacher report</p> <ul style="list-style-type: none"> a. Receive the School Improvement Plan incorporating the OFSTED action plans b. Self-Evaluation Form judgements c. Sports funding - plan for 2018/19 d. Pupil Premium - Pupil premium plans for 2018/19 e. School organisation and numbers on roll f. Exclusions g. Attendance – review of overall attendance figures from last year, monitor current school attendance and review attendance target for 18/19 h. School events – pupil activities i. Admissions report (report on number of new admissions/referrals to CEO) <p>WH sent the following message to be read out at the meeting:</p> <p>“I wanted to say how delighted I am that St. David’s received a judgment of ‘Good’ in last month’s Ofsted Inspection’</p> <p>LB reiterated this with a massive well done to the headteacher, staff and children on their exemplary performance at the Ofsted Inspection and retaining the good grade. The governors hope that the executive team recognize the hard work carried out by the staff, pupils and governors at the school as they had not received any written communication regarding the school’s achievement.</p> <p>School Improvement Plan – the progress and impact for each objective is illustrated within the headteacher’s report for governors.</p> <p>Pupil Premium data was presented for each year differentiating between Pupil Premium and Non Pupil Premium.</p> <p>Sports Funding – The school has signed up to the St Luke’s Sports Partnership which is giving the children the opportunity to take part in competitive sporting activities.</p> <p>Staffing – Clare Bedford (SENDCo) will be going on maternity leave after Easter.</p>

	<p>Attendance – The following action is in place:</p> <ul style="list-style-type: none"> • Weekly monitoring • Continued used of escalation letters, family meetings, EWO meetings • Raising awareness with parents • Holiday in term time continuing to be refused.
13/2019	<p>Monitor the School budget</p> <p>Steve presented the following financial documents:</p> <p>Actual Expenditure for 2017/18 and 2018/19 Actual Expenditure Against Budget 2018-19 (Both these documents had been produced by SB)</p> <p>Ventrus Management Accounts Report</p> <p>The LGB were happy with the financial position of the school and that the school are on target to achieve a surplus budget.</p> <p>The governors noted that there will be a further reduction in General Annual Grant (GAG) next year of 2%.</p>
14/2019	<p>Local Items of Business</p> <p>Ofsted feedback – There is full feedback to the Ofsted Inspection in the Headteacher's Report.</p> <p>Deputy Chair – FB proposed Ross Sloman and LB seconded – he was unanimously elected to the role for this academic year.</p> <p>SB indicated he may take on the role from September 2019.</p>
15/2019	<p>Governor training</p> <p>Diocese governor induction training – NG has attended Level 3 Safeguarding Training – NG is about to do.</p>
16/2019	<p>Items for Directors and Innovative Practices</p> <p>Following on from the Ofsted Inspection the governors felt it was disappointing that they had not received formal communication from the executive team to congratulate them on their achievement. Could this be remedied in the future for further School's after an Inspection?</p>
17/2019	<p>Date and Time of Next Meeting</p> <p>The next meeting will be held on 10th July 2019</p>
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed Date</p> <p>Printed</p>