

LGB Minutes of Hemyock School held on 30 November 2016

Date & Time	30.11.16 18:00	Location	Hemyock School
Attendees	Attendees	Attendees	Attendees
Name	Type of Governor	Name	Type of Governor
David Shannon (DS)	Parent Governor (Health & Safety) Left the meeting 20:35	Jonathan Hillman (JH)	Community Governor (SEND)
Patrick Redwood (PR)	Chair of Governors	Hannah Smith (HS)	Head of School
Richard Whiteside (RW)	Parent Governor (Safeguarding)	Jocelyn Pritchard (JP)	Community Governor (Website)

Apologies	Absent Without Apology
Ella Rice	

In Attendance	Minutes to
Helen Nicholls (HN)	Executive Head Teacher Admin
Lucy Poole	Clerk Company Secretary

Minutes	
26/2016	Welcome & Introduction PR welcomed everyone to the meeting and apologised for the late change in date due to the flood closing the school on the planned date. Some Governors met between the Summer meeting and this one which was felt worthwhile. Although the recent OFSTED judgement was disappointing (see account below at 35/16), staff have moved on well from this and are continuing to work hard.
27/2016	Apologies Ella Rice required elsewhere on Trust Leadership business with CEO. Accepted.
28/2016	Declaration of Business interests None
29/2016	Terms of Reference Code of Practice signed by Governors.

30/2016	<p>Minutes of the Previous Meeting, including Part 2 minutes Approved without alteration.</p>									
31/2016	<p>Matters Arising</p> <p>(a) Meeting went into Part 2. Meeting came out of Part 2.</p> <p>(b) DS pointed out that there is a pending consultation for the building of further housing. JP said that planning permission has been granted for 22 houses which will start to be built next summer. Another planning application has been submitted in the village. PR suggested a separate meeting may be required on this subject. HS pointed out that other classes are not currently at capacity. RW asked if 34 was considered high but HS pointed out that these numbers are not untypical in Devon for Key Stage Two classes.</p> <p>(c) 19/2016 (c) Hannah to chase quotes for steps and cables.</p> <table border="1" data-bbox="288 725 1528 763"> <thead> <tr> <th data-bbox="288 725 699 763">Action</th> <th data-bbox="699 725 1110 763">HS</th> <th data-bbox="1110 725 1528 763">ASAP</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 801 699 875">(d) 21/2016 (d) JP pointed out that the corrections have been made to the website which is currently looking completely up to date and very impressive</td> <td data-bbox="699 801 1110 875"></td> <td data-bbox="1110 801 1528 875"></td> </tr> <tr> <td data-bbox="288 875 699 1352">(e) 23/2016 HN said that there is no further progress on loan for THRIVE space. There have been discussions regarding the best use of space on the school premises including some options on use of the current swimming school space. HN has conceptual drawing of best use of the space. JP said that Parish Council have some money and asked if there was an idea of the costs involved but HN does not currently have this, JP suggested HN and HS attend Parish Council meeting on 1 February 2017. PR asked if JP was free to say that consideration is being given by the PAT to look at a campus development plan and HN confirmed that this was OK. DS asked if the school could or should lay claim to any further extension of the village in terms of utilizing another area of land. JP said that this has already been discussed and continues to be. PR said that Governors remain hopeful that some of this might be achievable in the short term.</td> <td data-bbox="699 875 1110 1352"></td> <td data-bbox="1110 875 1528 1352"></td> </tr> </tbody> </table>	Action	HS	ASAP	(d) 21/2016 (d) JP pointed out that the corrections have been made to the website which is currently looking completely up to date and very impressive			(e) 23/2016 HN said that there is no further progress on loan for THRIVE space. There have been discussions regarding the best use of space on the school premises including some options on use of the current swimming school space. HN has conceptual drawing of best use of the space. JP said that Parish Council have some money and asked if there was an idea of the costs involved but HN does not currently have this, JP suggested HN and HS attend Parish Council meeting on 1 February 2017. PR asked if JP was free to say that consideration is being given by the PAT to look at a campus development plan and HN confirmed that this was OK. DS asked if the school could or should lay claim to any further extension of the village in terms of utilizing another area of land. JP said that this has already been discussed and continues to be. PR said that Governors remain hopeful that some of this might be achievable in the short term.		
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32/2016	<p>Feedback from Directors No questions were raised in relation to this document.</p>									
33/2016	<p>Standing Reports</p> <p>(a) H&S/Premises Questions submitted prior to the meeting were answered – see Appendix 1. DS felt that there is a good ongoing cycle of maintenance, cleanliness and tidiness. DS observed that investment in small, outside shed type structures, for storage which require maintenance might not be the best use of funding and perhaps a longer term solution could be considered which does feed into the previous discussion around campus development. DS asked if the new Premises Lead is having an effect yet as this doesn't seem clear in terms of proactive management. HS said yes and that she has been on site and there will be a premises network meeting each term with all other caretakers. Applications for the caretaker position at St. Andrews has also resulted in additional premises staff being recruited to the Trust. Steve Cox has been employed to deal with various outstanding issues across PAT schools</p>									

including designated support for Hemyock particularly considering the forthcoming planned absence of the caretaker. Steve Cox begins this position on 1 December and this will be more of a strategic role.

Meeting went into Part 2. Meeting came out of Part 2.

DS asked how far is reasonable when making alterations to accommodate a child's allergy. HN said that the school had been advised that it would be expected to make all reasonable attempts to keep the child safe but that the school had been advised not to declare itself a nut-free site. HS confirmed the extensive actions taken such as the work for the risk assessment, work to Hazel Trees in the environment, positioning of hand gels, regimes for all children to wash hands, regular reminder communications to parents and those new to school. Parents were asked not to bring nut-inclusive products into school and parents and children have been very receptive to this.

(b) Safeguarding – Questions submitted prior to the meeting were answered – see Appendix 1. RW questioned where bullying records are kept and HS said that there are in her office with access to staff if required, although this is rare. All relevant staff are made aware of instances of bullying as soon as they are reported and there is a good flow of information from staff to head and from head to staff. JP asked if there are very many instances of bullying and HS said no, there are not many.

(c) SEND – Questions submitted prior to the meeting were answered – see Appendix 1. Annabel Barr retired at the end of last year and therefore in the interim there has been support given by the St Andrews SENDCo. All work has continued and provision has been uninterrupted. Alison Hirst is now in position and also works with Sampford Peverell School. JH expressed some concern that the work for which Hemyock School pays for should be provided. PR pointed out that this provision of staff is a significant improvement on the provision in previous years where a teaching member of staff would take on this work alongside their teaching role. HN suggested that JH will be able to monitor this provision. PR asked if children sometimes come off the SEND register and HS confirmed that this does happen although their records are maintained to know that they were once on the register to allow for consistent monitoring of progress. Equally there is a record of children being monitored who may need to be added to the SEND register in addition to quality first teaching they already have to support their need. JP asked how easily assessments for children are achieved. HS said that the school is allocated a number of hours from an Educational Psychologist and that this is easy to access. More hours of service can be purchased if required. For statutory service where children are already in the system, this can be accessed via Babcock and an interim statement review is coming up for a child where this service has been used rather than using up paid hours. Some services are quicker and easier to access from others, with Speech and Language being an example of this. JH commented that this is a real strength of the PAT who are able to buy into services like this and can maintain consistencies in this way. RW asked if parents ask about SEND provision as part of their school selection process and HS confirmed that this does happen and this can sometimes be where the child is already in another school and the parents have heard that this provision is considered to be good.

(d) Website Questions submitted prior to the meeting were answered – see

	<p>Appendix 1. JP pointed out that largely the red items are those which are items for consideration rather than requirements. With regard to the suggestion of a Frequently Asked Question page, HS suggested that there is no real need for this although she would discuss it with school admin. JP couldn't find downloadable permission slips for school trips and HS confirmed that this is not on the website and goes out by paper. JP suggested improvements to the Governor page. PR said that this was discussed in some detail at the whole PAT annual LGB meeting and that it might be discussed further at a separate meeting. Also suggested succession planning is needed should Governors reach their end of their term of office or need to leave. The suggestion was made for attracting Associate Governors who might shadow a named Governor in preparation for taking on a full role.</p> <table border="1" data-bbox="288 629 1525 674"> <tr> <td data-bbox="288 629 699 674">ACTION</td> <td data-bbox="699 629 1114 674">LP/PR</td> <td data-bbox="1114 629 1525 674">Clerks/Chairs meetings</td> </tr> </table>	ACTION	LP/PR	Clerks/Chairs meetings
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<p>34/2016</p>	<p>Governor Challenge Tracker HN showed how the new Autumn items would be added to the Governor Challenge Tracker, those that are still ongoing from last year would be pulled forward and the new areas for tracking this year would be added in the light of the data dialogue tonight. The focus for the tracked areas are around school improvement rather than the quality assurance tasks on subjects such as health and safety which are monitored by a nominated Governor and captured in their reports and the LGB minutes.</p> <table border="1" data-bbox="288 999 1525 1043"> <tr> <td data-bbox="288 999 699 1043">ACTION</td> <td data-bbox="699 999 1114 1043">HN/PR/HS</td> <td data-bbox="1114 999 1525 1043">In due course</td> </tr> </table>	ACTION	HN/PR/HS	In due course
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<p>35/2016</p>	<p>OFSTED inspection This was carried out in June 2016. HS reported that the leadership team all felt that the section 8 one-day inspection with one OFSTED Inspector had not been run well, proved to be a difficult process and resulted in an unfair result. All leaders involved felt that the school showed itself to be hugely successful and HS said that the staff, pupils, parents and carers were an absolute credit to the school. The inspection ran over time which resulted in some of the evidence the school had to support their own judgements not getting received by the Inspector until after the conversion decision was made. The leadership team robustly challenged the procedure of the inspection with the Inspector and OFSTED staff on the portal. Subsequently GC (CEO) with HN (EHT) present, spoke with the lead of the Regional OFSTED Team and a private audience to explain the experience was awarded to the Hemyock Senior Leadership Team along with a bespoke CPD session for all Trust Senior Leaders. Both of which were valued and appreciated.</p> <p>Meeting went into Part 2. Meeting came out of Part 2.</p>			
<p>36/2016</p>	<p>Head of School Report. See report for full details relating to:</p> <ul style="list-style-type: none"> (a) School Improvement Plan incorporating OFSTED action points (b) SEF judgements: HN explained to Governors how PAT and school leaders fine-grade the judgements termly and monitor improvement over time. (c) Sports funding – review of 2015/16 and plan for 2016/17 (d) Pupil Premium – review of 2015/16 and plan for 2016/17 (e) Evaluation of School Performance Data – Yr 2 & Yr 6 for 2015/16 (f) School organisation and numbers on roll Jenny Bower will be leaving the school at the end of term. 			

	<p>(g) Exclusions (h) Attendance figures (i) School events / Pupil activities</p> <p>HS/HN answered questions submitted in advance of the meeting – see Appendix 1.</p>			
37/2016	<p>Monitor the HOS Budget</p> <p>The overspend on premises was challenged. HN explained how premises funding worked including CIF bids and pointed out that we can no-longer bid through CIF as the Trust will be funded through a CIF Allocation this year. Rose Budge, the new Premises Lead is able to assist in these areas and with issues needing unexpected expenditure.</p>			
38/2016	<p>Policies and Statements as per the annual cycle</p> <p>(a) Admissions Policy (b) Lettings Policy (c) Safeguarding Policy</p> <p>All approved.</p>			
39/2016	<p>Local items of business – agree named governor representatives</p> <p>All Governors maintaining their current roles.</p>			
40/2016	<p>Governor Training</p> <p>None required.</p>			
41/2016 Decision	<p>Election of Chair & Vice-Chair</p> <p>DS nominated PR as Chair and RW seconded the nomination. PR agreed to remain as Chair of Governors.</p>			
42/2016	<p>Items for Directors and Innovative Practices</p> <p>(a) Governors would like the board of directors to recognise the independent evidence that came in after the OFSTED judgement that substantiates further that their SEF judgement of outstanding was accurate. HN to take copy to the Board Meeting (7th December 2016) who are expecting sight of the correspondence. LP to ensure copy of acknowledgment is received by PR (Chair) from Company Secretary, reported back to next LGB meeting and filed with Hemyock OFSTED chronology, subsequent correspondence tabled tonight and the OFSTED letter following Inspection.</p> <table border="1" data-bbox="288 1525 1528 1563"> <thead> <tr> <th data-bbox="288 1525 699 1563">ACTION</th> <th data-bbox="699 1525 1114 1563">HN/PR/LP</th> <th data-bbox="1114 1525 1528 1563">DECEMBER 2016</th> </tr> </thead> </table> <p>(b) Governors are pleased to note that Michelle Lockyer has become part of the Primary Mathematics Teaching for Mastery Specialist Programme also known as the 'Maths Hub' enabling her to work with other maths specialists across Devon through observing mastery teaching in maths across other schools. It has also opened up opportunities for all teaching staff to observe particular maths lessons, most recently one led by teachers from Shanghai who are visiting a Barnstaple school.</p>	ACTION	HN/PR/LP	DECEMBER 2016
ACTION	HN/PR/LP	DECEMBER 2016		
43/2016	<p>Date and Time of Next Meeting</p> <p>Monday 6 February, 18:00</p>			

	<p>SUMMARY OF DECISIONS</p> <ul style="list-style-type: none"> • 41/2016 PR to remain Chair of Governors <p>SUMMARY OF ACTIONS</p> <ul style="list-style-type: none"> • 31/2016 (c) HS to chase quotes for work on steps and cables with ELT • 33/2016 (d) LP to feedback suggestion of succession planning and idea of having Associate Governors to the Clerks network meeting and PR to do likewise to LGB Chairs network meeting. • 34/2016 HN, PR and HS will do further work on the revised Governor Tracker outside of this meeting. • 42/2016 (a) HN to take details of OFSTED inspection to Board Meeting in December. LP to ensure acknowledgement received from PR and kept with other OFSTED documentation • Appendix 1 (16) HS to send email regarding Michelle Lockyer and Maths Hub to Governors • Appendix 1 (1 EHT) HS to circulate HN's statistical account following this meeting.
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed _____ Date _____</p> <p>Printed _____</p>