

LGB Minutes of Hemyock School held on 6 February 2017

Date & Time	06.02.17 18:00	Location		Hemyock School
Attendees		Attendees		
Name	Type of Governor			
Sarah Kerrigan (SK)	Staff Governor		Jocelyn Pritchard (JP)	Community Governor (Website)
David Shannon (DS)	Parent Governor (Health & Safety)		Hannah Smith (HS)	Head of School
Patrick Redwood (PR)	Community Governor (Chair)		Richard Whiteside (RW)	Parent Governor (Safeguarding)
Jonathan Hillman (JH)	Community Governor (SEND)			

Apologies		Absent Without Apology	
Helen Nicholls	Sidbury OFSTED inspection		

In Attendance		Minutes to	
		Admin	
Lucy Poole (LP)	Clerk	Company Secretary	

Minutes	
1/2017	Welcome & Introduction PR welcomed everyone to the meeting and introduced Sarah Kerrigan as the new Staff Governor. HS was pleased to inform Governors of the support she has received from staff at the school during the recent period of change in staffing since Christmas.
2/2017	Apologies Helen Nicholls – OFSTED at Sidbury School. Accepted.
3/2017	Declaration of Business interests None
4/2017	Minutes of the Previous Meeting, including Part 2 minutes Approved without alteration
5/2017	Matters Arising (a) DS asked for some further feedback regarding the discussion at the last meeting regarding the recent OFSTED inspection. Has the school and the staff moved on from this position and has RAISE online data assisted. HS said that yes everyone at the school is very motivated with the children at the heart of everything they do. RAISE results are extremely good and everyone needs to continue to work hard for the children. SK pointed out that current staff are all

supporting new staff in different areas to reach towards the highest possible level. PR said that the Chairs are trying to call the Board to account with regard to succession planning and minimizing risk and retain staff.

(b) 31/2016 (c) HS has met with Rose Budge and HN regarding this. External advice has been taken and is now ongoing and new quotes will be received.

(c) 33/2016 (d) PR, RW and DS have met informally. They all come to the end of their terms of office in December. The Board are being reasonably flexible with regard to numbers on the LGB and there might be no requirement for them to leave their positions. PR suggested that after the recruitment of a permanent Head of School, the recruitment process for two new Governors should begin to take place. This not with a view of increasing the size of the Governing Body but more to enable new Governors to learn the roles over a period of time.

(d) PR said that HN is working on the campus development plan and will update Governors at the next LGB meeting. HS is receiving quotes for some of the larger premises requirements but these are more for information purposes currently and not to be acted on immediately.

6/2017 **Items from Directors and Executive Leadership Team**
 No questions were received further to these reports.

7/2017 **Standing Reports**

(a) H&S/Premises – HS agreed that the issue of the gates leading to the pond needs to be considered. HS confirmed that materials are on order to replace the fallen fence on the playground. DS is working with John to create a spreadsheet to show all inspections clearly and in running order – it was felt this would be useful.

(b) Safeguarding – RW will bring to the next meeting the list of actions from the Devon County Council Safeguarding Audit.

ACTION	RW	SUMMER 2017
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RW attended school on 3 February to talk to all staff regarding Safeguarding. SK is the second Level 3 trained member of staff but another staff member needs training to this level. RWs summary of his findings is that there are varying confidences with safeguarding but overall the share of expertise is very good. RW thanked SK for her work. SK confirmed that this work undertaken by RW is related to the Governments 'Keeping Children Safe in Education' policy. SK felt that where staff are lacking it would be more a lack of experience than a lack of training. JP asked if the school uses THRIVE and HS confirmed that it does and that it has been shown to make a huge difference to children. PR asked if one Level 3 safeguarding staff member needs to be on site at all times. HS said that usually this would be the case but with CPOMS information can be accessed remotely also. JP asked what CPOMS is and HS explained that this is an electronic Safeguarding data collection/alert/reporting system used by all staff within school. This is being used successfully although staff are continuing to improve their use of and understanding of the system. JP asked if information is visible to new staff as children move through the school years and HS confirmed that it is – the data follows the child. However, this information is limited to the access arrangements each staff member has on the program. Only level 3 officers can see all children. Individual staff can see children relevant to them so they are informed of what they are looking for.

(c) SEND – JH has not yet completed the SEND report for this Term but is arranging this currently and will forward to LP when complete.

ACTION	JH	ASAP
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Alison Hirst is the new SENDCO at the school and is settling in very well and meeting with parents where requested which was well received. JH asked if the balance is working well with her working at Sampford Peverell School and HS confirmed that it is.

(d) Website – JP tabled her report. She pointed out that she couldn't locate the Admissions arrangements. HS to check this.

ACTION	HS	ASAP
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JP was asked to point out spelling and grammatical errors to the school admin. JP picked up that the Governors Declarations of Interests are out of date and LP explained that this is scheduled to be updated at the close of every LGB meeting in order to cover unexpected changes to Governors. JP also pointed out that the Charging and Remissions Policy on the website is out of date. LP explained that policies are due to be looked at in some depth by the Company Secretary but that this will not be immediate. DS queried whether the up to date Directors Declarations of Interests and Company Accounts are now published on the Ventrus website. PR was able to demonstrate that his recent use of the Exclusions Policy directly related to the schools Behaviour and Equality Policies and these need to be considered.

8/2017

Head of School Report

- (a) School Improvement Plan incorporating OFSTED action points**
- (b) SEF judgements**
- (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**
- (g) Exclusions**
- (h) Attendance figures**
- (i) School events / Pupil activities**
- (j) Responses to Governor Challenges from last meeting**

HS answered questions put to her in advance of the meeting – details to be found in Appendix 1.

9/2017

EHT Report

HN absent from the meeting.

10/2017

Monitor the HOS Budget

HS answered questions put forward to her in advance of the meeting – details to be found in Appendix 1.

11/2017

Policies and Statements as per the annual cycle

- (a) Anti-Bullying Policy**
- (b) Collective Worship Policy**

	(c) Sex & Relationships Education Policy		
	Policies were cancelled from the agenda due to them not yet being approved by ELT/TLT		
12/2017	Local items of business		
	JP gave information to Governors regarding planning applications and approvals for new building projects. JP also informed Governors that a skateboarding park is being considered. SK suggested that the views of local children are canvassed. There was some discussion regarding potential funds coming to the school from local new houses being built. JP to follow up via Parish Council and HS to look further into this via Devon County Council.		
	ACTION	JP/HS	ASAP
13/2017	Governor Training		
	LP reminded Governors that they should all complete Level 2 Safeguarding training and Prevent training. LP to forward the links to both to Governors.		
	ACTION	LP	ASAP
	PR said that training is being discussed at Chairs meetings with regard to MAT Governors.		
14/2017	Name change on Website and new email addresses		
	Governors advised that email addresses will change overnight on 23 February.		
15/2017	Items for Directors and Innovative Practices		
	(a) Can the Governing Body be assured, that if a legal requirement, the Ventrus Directors Declarations of Interests and Ventrus Company Accounts are now up to date and published on the Ventrus website?		
	(b) Can the Board confirm that they support the Hemyock SEF further to the recent OFSTED inspection? Governors would prefer written support rather than simply having their comments 'noted'.		
	(c) Governors would like to draw the ELTs attention to the importance of policies. There are out of date policies on the school website which need to be addressed. When can a cycle of policy review be expected?		
16/2017	Governor Challenge Tracker		
	HS distributed this document completed to date and talked Governors through the information contained within it so far. HS invited Governors to attend and observe SIP priority in action in EYFS. JP agreed to do this and will arrange with Alison Field.		
	ACTION	JP	ASAP
	HS suggested this might take more than one visit. HS suggested that the submitted question ' <i>What monitoring has gone on after the OFSTED recommendations for improvement in writing and spelling?</i> ' be added to the Governor Challenge Tracker following this meeting.		
17/2017	Date and Time of Next Meeting		

	Monday 15 May, 18:00
	<p>SUMMARY OF DECISIONS</p> <ul style="list-style-type: none"> • <p>SUMMARY OF ACTIONS</p> <ul style="list-style-type: none"> • 7/2017 (b) RW to bring actions relating to Safeguarding Audit to Summer Term LGB meeting • 7/2017 (C) JH to forward SEND report to LP as soon as available • 7/2017 (d) HS to check that Admissions Policy is available on school website • 12/2017 JP and HS to follow up on possible funds due to the school further to new housing builds in the local area • 13/2017 LP to forward links to Level 2 Safeguarding training and Prevent training to all Governors • 16/2017 JP to arrange school visits with Alison Field to observe SIP priority in action with EYFS
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed Date</p> <p>Printed</p>