

LGB Minutes of Hemyock School held on 15 May 2017

Date & Time	15.05.17 18:00	Location		Hemyock School
Attendees		Attendees		
Name	Type of Governor			
Sarah Kerrigan (SK)	Staff Governor		Jonathan Hillman (JH)	Parent Governor (SEND)
Patrick Redwood (PR)	Community Governor (Chair)		Hannah Smith (HS)	Head of School
David Shannon (DS) arrived 18:55	Parent Governor (Health & Safety)		Jocelyn Pritchard (JP)	Community Governor (Website)

Apologies		Absent Without Apology	
Richard Whiteside	Previous commitment		

In Attendance		Minutes to	
Catherine Willcox (CW)	Incoming Head of School	Admin	
Lucy Poole (LP)	Clerk	Company Secretary	
Ella Rice (ER)	Staff Member		
Helen Nicholls (HN)	Executive Head Teacher		

Minutes	
18/2017	Welcome & Introduction PR welcomed everyone to the meeting. PR introduced Catherine Willcox to Governors as incoming Head of School in September, pointing out also that this is HS's last meeting. PR thanked HS for her integrity during the appointment process.
19/2017	Apologies Richard Whiteside – work commitments. Accepted.
20/2017	Declaration of Business interests None
21/2017	Minutes of the Previous Meeting Approved without alteration.
22/2017	Matters Arising (a) 7/2017 (b) HS to add actions relating to the Safeguarding Audit to Sharepoint for Governors to access

	<table border="1" data-bbox="288 188 1528 230"> <tr> <td data-bbox="288 188 699 230">ACTION</td> <td data-bbox="699 188 1109 230">HS</td> <td data-bbox="1109 188 1528 230">ASAP</td> </tr> </table> <p data-bbox="331 264 1501 450">(b) 12/2017 HS spoke to DCC and there are no funds on record left for the school but will keep the school in mind when investigating new builds. HN suggested that Governors might like to query where the funds did go. JP to follow this up although it is not a given that the school is entitled to funding with every new build that takes place.</p> <table border="1" data-bbox="288 483 1528 526"> <tr> <td data-bbox="288 483 699 526">ACTION</td> <td data-bbox="699 483 1109 526">JP</td> <td data-bbox="1109 483 1528 526">ASAP</td> </tr> </table>	ACTION	HS	ASAP	ACTION	JP	ASAP			
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23/2017	<p data-bbox="284 600 1102 633">Items from Directors and Executive Leadership Team</p> <p data-bbox="284 636 1513 748">PR thanked the board for their detailed reply to the question posed in relation to the schools SEF judgements further to the OFSTED inspection and for their endorsement of the Outstanding judgment.</p>									
24/2017	<p data-bbox="284 786 555 819">Standing Reports</p> <p data-bbox="331 822 1513 1261">(a) H&S/Premises HS said that some items on the report will be dealt with and repaired by the new caretaker at the school who SK said is lovely and very friendly with all staff and children. DS said that the overall feeling was that aesthetically the school looks good and the staff are doing a great job at this. An electrician is looking at the lighting in the kitchen this week. The schools Health & Safety Audit for the school which should have happened on 4 May did not occur due to a diary error on the part of the LA Auditor – this had been deferred and a new date agreed for 17 July. This was very disappointing for school personnel. The school caretaker is due to deal with the missing rail on the swimming pool imminently. The pond issues will be dealt with before 17 July. DS to amend H&S report to reflect information which was not correctly recorded and re-submit.</p> <table border="1" data-bbox="288 1301 1528 1344"> <tr> <td data-bbox="288 1301 699 1344">ACTION</td> <td data-bbox="699 1301 1109 1344">DS</td> <td data-bbox="1109 1301 1528 1344">ASAP</td> </tr> </table> <p data-bbox="379 1377 1497 1451">HS confirmed that the DTGS inspection had been carried out during 2017 and more recently than was reported in the H&S report.</p> <p data-bbox="331 1485 1528 1742">(b) Safeguarding In the absence of RW, HS answered the question submitted prior to the meeting. See Appendix 1 for details. SK pointed out that often, something picked up in class might prompt her to run a PSHE session promoting positive friendships etc. JP asked if the school provide immediate information to visitors regarding their Safeguarding responsibilities while they are on site. SK said that this is an action point from the Safeguarding Audit. HN suggested that the information on the visitors badges should be reconsidered.</p> <table border="1" data-bbox="288 1783 1528 1825"> <tr> <td data-bbox="288 1783 699 1825">ACTION</td> <td data-bbox="699 1783 1109 1825">SK</td> <td data-bbox="1109 1783 1528 1825">ASAP</td> </tr> </table> <p data-bbox="379 1859 1481 2000">Regarding KCSiE, admin office already has contacted Governors with the documentation and a sheet to sign during the meeting to say that they have signed. RW and DS to attend the admin office to sign before the end of next week.</p> <table border="1" data-bbox="288 2040 1528 2083"> <tr> <td data-bbox="288 2040 699 2083">ACTION</td> <td data-bbox="699 2040 1109 2083">RW/DS</td> <td data-bbox="1109 2040 1528 2083">26.05.17</td> </tr> </table>	ACTION	DS	ASAP	ACTION	SK	ASAP	ACTION	RW/DS	26.05.17
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Further clarity required on Single Central Record. Has admin dealt with this. LP to re-send the email to all admins and make sure this is done. Check at Autumn LGB.

ACTION	LP	ASAP
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(c) SEND JH said that Alison Hirst is very pleased with how she has settled in at the school although when meeting with outside agencies this is sometimes difficult to arrange and means travelling between the two Ventrus schools more than would seem sensible. She is currently taking part in a refresher course for THRIVE which Hemyock is funding although Sampford Peverell School will also be benefiting from this. Alison Hirst had expressed her concern that this remains a fair system. HS had agreed to fund it with a view to Sampford Peverell School paying for it next year. HN suggested that CW noted this in budget dialogues.

ACTION	CW	IN DUE COURSE
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JH pointed out that a child with severe SEN has now left the school meaning that the school will also lose funding which has so far been used to fund the Nurture Group. Alison Hirst would like to see the Nurture Group continue if financially viable. HS suggested that in terms of budget the loss of the child (and two other children) has also meant the loss of two teaching staff which helps to balance the budget. Her aim is to sustain the Nurture Group facility. JP asked if the Nurture Group is used across the whole school and HS confirmed that it is used for any children in the school who have the need.

(d) Website JP is very pleased with the way in which the school responds to her queries and requests regarding the website. HS said that due to a server issue the school website has not been working for the last six weeks. The admin office spoke to TME and the website provider to resolve the issue as quickly as possible. PR reiterated the importance of ensuring that staff changes are kept up to date.

25/2017

Head of School Report

- (a) School Improvement Plan incorporating OFSTED action points**
- (b) SEF judgements**
- (c) Sports funding**
- (d) Pupil Premium**
- (e) School organisation and numbers on roll**
- (f) Exclusions**
- (g) Attendance figures**
- (h) School events / Pupil activities**
- (i) Responses to Governor Challenges from last meeting**

Please see HOS report for full details.

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

26/2017

EHT Report

Recruitment of New HoS – HN thanked Catherine for coming this evening and explained the process. She paid tribute to all staff who applied and were interviewed, some of which came from within the Trust. She explained how well everyone did under all the scrutiny and throughout all the tasks. All candidates were a credit to their profession. HN also thanked HS, PR and all the staff for their help in preparing and implementing the process. She shared how many candidates had thanked her for the care taken of them and the process, in her feedback to candidates dialogues.

Campus Development Plan HN shared the drawing for suggested car parking, whilst suggested option is complete it is not currently financed. This solution would enable a 'barrier' between the road and the play space and an improved entrance/exit situation. This would also deal with the ongoing issue with developing a use for the current swimming pool area in that it would not need to be 'reserved' for a potential new build situation. This is very much a concept with no funding currently attached so that as money became available, parts of it could be done. If Section 106 money were to become available this could have been worked on. Despite no progress currently, there is a vision and ambition should finance become available. PR pointed out that this is a conceptual piece of work and not a planning application. DS asked if work could go ahead regarding the swimming pool area and HS confirmed that this would need to be done step by step and in the correct manner with the necessary risk assessments having been done. HN suggested that this could now be considered in more detail. DS asked what information the school can supply to Governors in order that work can be done in planning and arranging this. HN suggested the Building Surveyor be asked to return to discuss this further.

ACTION	HN	ASAP
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PR reported back from the most recent Chairs meeting and informed Governors that the bid for a free school in Bideford to join the trust was successful. There are five more primary schools in North Devon joining the Trust pending the outcome of the forthcoming General Election. Those schools will now be starting to join Ventrus events and collaboration in preparation for the final join. ER asked if this pushes forward the idea of developing hubs within Ventrus and HN confirmed that it may and there will need to be some decisions made about the operating structure. PR explained that South Brent school in South Devon is particularly isolated and that is an area where development to expand the group of schools in the area is desired. HN explained that if Executive Head Teachers were to have hubs of six or eight schools their method of working may need to change and this is also being considered.

27/2017

Monitor the HOS Budget

Further to the Chairs of LGB meeting on 25th April 2017 a statement was provided to this LGB meeting stating:

'a decision has been taken by the Executive Team not to provide your financial statement for this meeting. As explained at the Chairs meeting, the focus is on bringing reliable and timely information to you in due course. To achieve this the finance team is currently undertaking a systematic review. As part of this, Executive Head Teachers will work with Heads of Schools on essential spending only for the remainder of this financial year.'

	<p>DS asked about future funding with the school and handling significant cuts to budgets and how this will relate to the experience of the new Head of School. HN explained the there was a new national funding formula as well as real budget cuts and that both had impacted heavily on the Trust school budgets, many of which may therefore be in deficit. She suggested that this will need to be conveyed to all people concerned to ensure that the budget difficulties are understood and that this is not somehow seen as being connected to there being a new Head of School.</p>												
28/2017	<p>Policies and Statements as per the annual cycle (a) Home School Agreement approved without alteration. (b) Safeguarding Policy – new policy noted.</p>												
29/2017	<p>Local items of business Parish council meeting was attended by PR and HS & HN gave apologies as they were supporting OFSTED inspection at Orchard Vale. Agreed PR to set new date to talk further with Parish Council about 106 money and the parking element of the Campus Development Plan. JP, HS & HN to attend with PR.</p>												
30/2017	<p>Governor Training None requested at this juncture.</p>												
31/2017	<p>Issues for Executive Team and Innovative Practices Hub situation- What could this mean for Hemyock? JP reported back that she had recently attended Alison Fields EYFS class at the school and found it to be a joyous experience. All children had received positive feedback by the end of the class. They were enraptured with their learning experience and she wished to feed this back to the Executive Team. The governors agreed that they were very proud of all the support Alison has been giving to other Trust schools this year.</p>												
32/2017	<p>Governor Challenge Tracker HS to send to LP.</p> <table border="1" data-bbox="288 1442 1528 1485"> <thead> <tr> <th>ACTION</th> <th>HS</th> <th>ASAP</th> </tr> </thead> <tbody> <tr> <td colspan="3"> <p>HN suggested that some work is done to close out current entries on the tracker. PR to visit school with relation to item 4 (spelling). JP to visit school with relation to item 4 (handwriting). RW to revisit school in relation to item 2 (more able learning). HS to arrange this.</p> </td> </tr> </tbody> </table> <table border="1" data-bbox="288 1704 1528 1747"> <thead> <tr> <th>ACTION</th> <th>HS</th> <th>ASAP</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>	ACTION	HS	ASAP	<p>HN suggested that some work is done to close out current entries on the tracker. PR to visit school with relation to item 4 (spelling). JP to visit school with relation to item 4 (handwriting). RW to revisit school in relation to item 2 (more able learning). HS to arrange this.</p>			ACTION	HS	ASAP			
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33/2017	<p>Date and Time of Next Meeting 14 November 2017 – whole PAT meeting Dates for 2017/18 cannot be sent until the windows for LGB meetings have been set sometime in July.</p>												

SUMMARY OF DECISIONS

- 28/2017 (a) Home School Agreement approved

SUMMARY OF ACTIONS

- 22/2017 (a) HS to add action points from Safeguarding Audit to Sharepoint for Governors to access.
- 22/2017 (b) JP to follow up on potential funding avenues with Devon County Council
- 24/2017 (a) DS to amend H&S report to address inaccuracies from misinformation and resubmit to LP
- 24/2017 (b) SK to consider current information on reverse of visitors badges to ensure useful and up to date
- 24/2017 (b) RW to attend admin office to sign to confirm that he has ready KCSiE document
- 24/2017 (b) LP to confirm that admin office are clear on changes to be made to SCR
- 24/2017 (c) CW to include cost of Alison Hirsts THRIVE training in budget dialogues
- 26/2017 HN to request that Building Surveyor be asked to return to advise on how to proceed with making good swimming pool area
- 32/2017 HS to email updated Governor Challenge Tracker to LP
- 32/2017 HS to arrange school visits from PR, JP and RW in relation to furthering items on Governor Challenge Tracker

The minutes below are approved as a true and accurate record of the meeting

Signed

Date

Printed