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| Meeting: | LGB | Date / Time: | 4th July 2019 at 5pm | Location: | PCRE2 |

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| Attendees: | Initials | LGB Role & Portfolio: |  | Attendees: | Initials: | LGB Role & Portfolio: |
| Andrew Bailey | AB | Chair – Premises, Finance, SIMG | Giles King-Smith | GKS | Personnel, Community (Left at 7:05pm) |
| Sharon Marshall  | HT | Headteacher | James O’Sullivan | OS | SEN, Premises |
| Dave Addie | DA | Finance | Ian Stuart | IS | Personnel  |
| Richard Annear | RA | SEN, SIMG | Emma Stratton | ES | Community |
| Jan Gatley | JG | SEN, C&CD | Dan Turton | DT |  |
| Alison Homa  | AH | (Left at 7:05pm) | Dave Gregory | DG | Associate (Left at 6:45pm) |
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| Apologies: | Initials | Reason: |  | Absent without Apology: | Initials: |
| Ian Stuart  | IS | Holiday  |  | Colin Turner | CT |

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| In Attendance: | Initials |  |  | Minutes To: |
| Holly Lathbury-Wilson | HLW | Clerk to Governors | LGB members |
|  |  |  | School website |
|  |  |  | Board of Directors |

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| **Strategic questions for the LGB:**1. Do we receive/produce sufficient, accurate and timely information to enable the LGB and the Board to fulfil their statutory duties?
2. Does the school have an accurate SEF and ambitious SIP? How do we know?
3. Does the LGB challenge and support the school leadership in the best interest of the pupils? Do we have the skills necessary to do this?
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**Key: Question Challenge Actions/Decision**

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| Min. No. | Actions & Decisions: | Owner: | Date Due: | Date Actioned: |
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| 1 | **Pre-meeting Training/Student Reps** |  |  |  |
|  | None AB Thanks to governors for their enthusiasm and commitment this year. AB noted that at SIMG we talked about QA, month by month the cycle of the school to check on learning and invites governors to get involved, learning walks and attending meetings. Could governors make a commitment to attend one item per term. To be emailed out to governors **Action** AB noted that one persistent question at the Ofsted inspection was how do you know these processes are working? By coming into school and attending meetings we can say that we can see ourselves. ES noted that she may struggle with work commitments for this. *DA Can these be booked in advance?* AB These will be pre booked meetings so yes. AB noted he should attend the post exam inquest.  | HTClerk  |  |  |
| 2 | **Apologies, Business Interests, Housekeeping and Correspondence** |  |  |  |
| 2.1 | Apologies for absence: Ian Stuart on holiday.  |  |  |  |
| 2.2 | Declarations and confidentiality: Governors were reminded to keep information shared at meetings confidential.  |  |  |  |
| 2.3 | Housekeeping:Skills audits some still outstanding. *RA IS this an annual thing?* AB noted that it should be done regularly. |  |  |  |
| 2.4 | Correspondence: As per emails. | Clerk |  |  |
| 3 | **Minutes of the Previous Meeting** |  |  |  |
| 3.1 | The minutes of 23rd May 2019 meeting were agreed as a true record. **Clerk to publish minutes**. | Clerk |  |  |
| 3.2 | Matters Arising:Parent feedback - HT To report on parent feedback. Re parents expressing concerns online, HT spoke to RW and both agreed that when this does happen we cannot get involved but continue to put out information and invite parents to see us if they have concerns. We have been approached by the junior school and will be giving them some support on this. Parents know how to get in touch if they need to. The parent survey is generally positive. 87% percent of parents are happy they know who to contact if they have a concern. SLT roles and responsibilities – No questions and nothing to add to this. Position of chair – *AB Is there any interest in standing for chair?* *DG Could you explain how much time this takes?* AB I am still adjusting to this. The start of the post was unusually busy. AB noted that he also chairs the primary trust but it is on average about one day a week for this role. AB I would happy to be chair for another year but would like a co-vice chair or more involvement in chairing portfolio groups. HT noted we have an overlap in Governors and Directors and this needs to be spread out. Vice chair – AH happy to continue with this position and possible co-vice chair with another person. This person could potentially be chair in the future. RA has put himself forward for the co-vice chair role in the future. JOS replacement – No interest currently. HT noted we will have some new staff in September and we can approach them at the time. This may be the wrong time of year to ask more from staff due to exams, performances etc. HT noted that some may not be aware they are capable of this role until asked. *AB Would it be worthwhile asking members of staff who have held this role before?* JOS noted that John Wormseley has expressed an interest previously, JOS to speak to him again. **Action**. AH noted that she is not a parent at the school anymore so her position as governor has changed. **Action** do we have a position for Associate or foundation governor? HLW to check. HT report, SEF and SIP – Ofsted framework has changed and the format of these documents has changed. HT noted that the she has marked the school against the criteria for good and outstanding for each element of the Ofsted framework. The SIP is also based around the Ofsted framework and looks at SEF information on where we are doing well and where we need to improve. We have just received a data drop and will have this information on 11th July. There are currently some gaps but HT to update this and send out again – **Action**. HT noted that these three documents give a good indication of how we will be judged as a school. *JG You say you have some money for the off site?* HT Yes, we received £40,000 for this and work will begin next year. *AB When do you think you will get the pupils?* HT September/October. We have two new tutors in year 7 and year 8 who will have some more needy children and we will see over the first month where the needs are of those children coming up from primary school. *AH DO these children still stay in all our data?* HT Yes they do, our exclusion figures have gone up this year with lots of children having unmet needs and this is an attempt to meet these needs. HT noted that with PP Students there is a big gap between these children and others nationally. We are in an area of high disadvantage and we have discovered that what helps these children to thrive is a whole school ethos and quality of teaching. Some PP money can be used to fund training for staff for this purpose. These interventions are more effective when they run alongside what is happening in the classroom. *AB following on from that, what are we doing to go into primary schools to identify children with needs?* HT Part of the problem we have for children coming into year 7 is education healthcare plans for children with needs not being in place and having difficult family circumstances. We often don’t know about these needs until the child is with us. Steve Rogers has been working with Ilfracombe Juniors and Berrynarbor schools and getting the early help process going and an education healthcare plan in place before children come up to us. HT noted that if we can put provisions in place for these children this will benefit the school and those children. We will be adding a plan for the family and accelerated learning program groups and the offsite provision will hopefully be up and running. *ES if they do not have the healthcare plan and they don’t qualify for EHCP?* HT We would look at our own screening, LUCID screening, accelerated reader star tests etc. In terms of accessing funding and supporting the family we would like to get in before the children leave primary school. We are paying for two days education welfare support from Babcock at a cost of around £19,000 per annum. For the same amount of money we can buy one day of that time and 3 days with a Home School liaison officer. RA Does that come from PP budget? HT No the bulk goes on Student Services, Pastoral Coordinators and TAs who are trained to bridge that gap. *RA Is this in line with the whole ethos?* HT Absolutely, and at the last Ofsted inspection they looked at PP spending and deemed it to be appropriate. *JG Can PP departments ask for money for anything they need?* HT They still can, children have a revision guide for each subject, uniform etc. HT Noted she has spoken to Peter Church at Pip and Jims who is willing to hold a uniform exchange for us. *AB Is the PP spending evidence of them closing the gap?* HT It is from last year’s data. *AB Can we see what is spent the most?* HT No it is hard to see which bit of intervention has made the most difference. The better the teaching the better performance of the PP student HT noted that good teachers will notice where a child has knowledge gaps. *AB Re boys giving them permission to learn, is there anything that you have done this year that has been effective at doing that?* HT Year 11 have been challenging and I wouldn’t say we have cracked it with them. HT to report back in September. Year 9 are another challenging year but their behaviour is improving. RA this could be a function of the techniques you have put in place. Year 11 – This has been a challenging year and a lot of these students will be returning next year. AH noted that she has followed these children from year 1 and the behaviour has been consistent. HT noted that during exams behaviour was exemplary. On the last day children were polite and courteous. This behaviour continued into the prom. SIP – All to refer to the governor monitor line please. HT Report – Steve Cronin has been working on an independent advice and guidance document for pupils and parents, this will be going out to families so they can see what to expect in each year group. *AB How well attended was the last parent forum?* HT very well attended. RA It might be an idea to have an extra-curricular parent forum? HT Yes, parents have asked to look at CAM results in September so this could be tagged onto this.  | HT Clerk |   |  |
| 3.3 | Other Matters Arising: | JOS HLW |  |  |
| 4. | **Updates for Governors incl. reports** |  |  |  |
| 4.1 |  | HT  |  |  |
| 4.2 | Standards and Safeguarding update:Nothing to report outside of Portfolio reports.  |  |  |  |
| 4.3 | Health and Safety update:Nothing to report outside of Portfolio reports.  |  |  |  |
| 5. | **Reporting & Monitoring – Main Focus, Portfolio Reports and Questions** |  |  |  |
| 5.1 | Personnel portfolio report: GKS noted we spent a lot of time talking about staff wellbeing and welfare, including workload, lesson observations, to reduce staff stress. HT noted that this is a huge issue, the most common area people felt impacted on was workload. Teacher’s workload is disproportionately spread out and affects wellbeing. IS and GKS expressed concern at HT workload. HT noted reducing staff workload is going to put pressure on senior teams and this is something that needs to be considered. This will have a knock on effect on governors. GKS noted that flexible working requests can only be accommodated so much. *AB do you have more flexible working requests now?* HT Yes we do, the ones we have had to date have not been stress related, they have been health related and the majority are for those with young families. *AB Do you have requests for job share?* HT No we have not yet. This may be easier for support staff but not classroom based staff. HT noted that we need to be careful of how decisions impact others. *AB Do we benchmark how much of their time teachers spend in front of the pupils?* HT What percentage of their working time is impossible to quantify. As far as the timetable goes, we meet statutory requirements and we know how many free and teaching periods teachers have. Correction - JOS to be head of PE at South Molton not Second in PE as minuted.  | GKS |  |  |
| 5.2 | SIMG portfolio report:Paul Roberts has compiled a Quality Assurance and self-evaluation cycle report which we discussed. We are going to go down to 4 Data points per year and it could be up to three months between each one, we need to make sure the governors are in and still holding the school to account. PR suggested attendance at exam review meetings, SLT work and assessment scrutinies, have involvement with SLT and student voice activities and involvement in learning walks. A good idea in the first term is for all governors to take part in something. HT to add this requirement to the end of the Improvement Plan **Action**. AH noted that the main aim is keeping the school to account and when Ofsted come in and being able to answer the question “how do we know”.  | AB HT  |  |  |
| 5.3 | SEN/Safeguarding portfolio report:JG Asked Steve Rogers was he happy with attendance, he said he was not and that we had policies to put in place for next year to improve this. Class charts have been amended and will be utilised better. Using one platform for attendance behaviour etc so everyone can see the whole picture including parents, this will have links to parentmail. *AB What exactly are the school doing to improve attendance?* JG SR to meet with all year heads every week HT there is a whole absence plan. In terms of having external eyes on this we have an NLE visit on 17th June and went through this with a fine tooth comb and was happy with the plan. JG noted that absences are skewed by certain few pupils. HT all the children that joined us in year 10 and 11 are persistent absentees these bring the figures down. RA The biggest thing SR can do is fortnightly meetings with HOY. HT noted that the school ethos is important. JG Local feeder schools helping with transition to secondary schools. If we can EHCPs identified sooner hat would be good. Safeguarding audit coming up on Monday this has been requested. Mobile phone policy has been a success. Children have been talking to each other more. HT noted that school council year 9 said this has had a positive impact on mental health. *AB Have you had any questions on this from primary schools?* HT received questions from Combe Martin but not the other feeder schools. *DG Have we seen a workload increase with SS?* HT they have not said so. *RA Re safeguarding in and out of school, can we issue 6th formers with lanyards?* HT the areas outside Student Services we want to reserve for this purpose and we are looking into 6th form coming into main reception rather than the student entrance. ACES – RA noted this will be added to teachers via class charts. HT on each tile it will have a note of which child is SEN ACES etc, This will not show the details, but some examples would be a bereavement, parent separation, abuse etc. JG If staff are aware of that they can handle these children better. JOS noted that knowing each student in a school of 900+ students is difficult and the class charts will help with information sharing.  |  |  |  |
| 5.4 | C&CD portfolio report:Joe Matthews from SIAMS has looked at SEF examples from other schools that have already been inspected so we now what we need to be doing. JG noted that Joe will be doing whole staff training on vision and values. James Twomey has been missing from two meetings and has sent on a brief report. There will be an additional tutor group for year 7-8 and those children will now additional literacy, numeracy and life skills. In KS4 8 Students are to have extraction provision in Petroc. JG noted that Ofsted are focussing on intent, implementation and impact of curriculum. **Action** HT to put on agenda for September for HODs to explain how this is being implemented. *AB Have you had any feedback from students yet about the strapline?* HT primary school students thought it was great. We have not gone out to all staff with it yet. JG Joe Matthews will be including that in his training day in September and it will be launched then. HT noted the new website will feature this when it is live, this will be sometime in September.  | JG HT  |  |  |
| 5.5 | Finance portfolio report:AB Next year we are looking at a carry forward of £230,000. We have a reserve policy of one month of staff costs. *GKS which equates to?* £400,000. But when things are as tight as they are currently we need to ask is there any better use for that money? HT noted we will be looking at one more appointment next year. We have been stable without lots of redundancies which is not the case everywhere. AB the school have managed their finances very well. RA This has to be good for staff retention. AB There is uncertainty as to how the school will be funded in the next few years. We have been asked to set a budget when we don’t know the income. *ES Re electricity what steps have been taken?* AB Elec use has been quite high, Julie McCarthy has had people come in to look at air movement and heating system and found that one fan has been coming on at all times which has been costing money, this has now been dealt with. *DA Do we have any redress against this?* AB Julie McCarthy Will follow this up informally. *ES What have we done about the cost of our energy provider?* HT we have swapped providers where possible and have made savings here. Julie McCarthy has looked into this in some detail. Alcohol – Alcohol can now be consumed on premises. The Academy financial handbook stated that alcohol cannot be bought from school funds at all. This has been sidestepped by setting up a PTA and this will be launched to parents in September. A parent has contacted HT to say they would like to fundraise for the year 11 prom so it can be free, this is another benefit of having a PTA in place.  | AB  |  |  |
| 5.6 | Premises portfolio report:*DG Is there a minimum amount of people needed at a meeting?* AB No not at portfolio meetings, there are normally 3 present but JOS was away. There should be a governor and a member of staff. JG Re blinds, a lot of staff don’t have blinds but noted that they need them. JG noted that in science a video was on and even though blinds were down the video could not be seen. HT The blinds are to specification but they are not always effective. *JG Can this be added to the portfolio group to add or replace blinds in classrooms where necessary?* HT This has gone to site staff previously and has been refused, it can be brought up regularly in order to bring the issue to the front.  | AB  |  |  |
| 5.7 | Community portfolio report:ES noted that HT has visited primary school visits and transition days. HT noted these went well. Busy year and year 11 leavers were finishing exams when we met. Prom went well and beach clean planned for after. HT noted the beach clean went well and some drinks bottles were found, we cannot be sure it was our students but they were cleaned up anyway. HT noted that we have some drone footage of the prom and it was a success. Food bank – This is ongoing. Year 11 have been gathering food for this and continue to have dress down Fridays. We will continue this to the incoming year 11. This can become a year 11 standing item. Universal Credit – Need will increase as UC is rolled out over Ilfracombe. The school have already bought quite a few uniforms already. It is good to hear the uniform swap?? Will be rolled out. *JOS Does this include PE kit?* HT We have some already in store. Rotary – Rob Whitney attending rotary as a regular School Events - All of year 10 took part in “you’re hired” which was a huge success. Community events – We have recently had North Devon Sinfonia and the Bulembu choir. These were very popular. Activity days – These have had a low uptake from year 10 but we have put on super learning days for English and Maths for those not taking part in activity days to attend. Exams – These went well and the breakfast on exam mornings had a good uptake. Recycling – To be a standing item. Buses – AB noted that Julie McCarthy has spoken to Filers regarding parking buses near the school entrance, there has been some improvement regarding this. Child protection – Parents to get consent of children before posting online. This is something that parents need to be updated on. Mobile phone policy - HT noted we have had no negative feedback from anybody. AB noted we are to approve the policy in September when we have had a chance to read through it and trial it. **Action** Year Chaplains – GKS There was a year chaplain meeting yesterday which Joe Matthews convened and overall the feeling was very positive. Feedback has been positive. As it was the first year it had been rolled out everyone was “finding their feet” a little, and scheduling has been an issue. One solution has been to be more clear about chaplains having a meeting with the HOY as early as possible in the year to build that relationship and look at dates ahead.  |  ES Clerk  |  |  |
| **6** | **Policies and Procedures** |  |  |  |
| 6.1 | Mobile phone policy – To be approved in September when everyone has had chance to read through it. CPD Policy – To be adopted Restraint Policy – JG noted is there a more up to date one? HT to look through this. Subject to cross referencing September 2018 on the front this is to be adopted. **Action**  Social Media Policy – To be adoptedBusiness continuity plan – to change Pat Glover as chair HLW **Action** Discretions Policy – To be adoptedGovernor Expenses Policy – To be adoptedEquality Policy - To be adopted | Clerk |  | 10/07  10/07  |
| **6.2** | **End and start of term arrangements**HT These are all ready to go.  |  |  |  |
| **7** | **Governance**  |  |  |  |
| 7.1 | Portfolio Strategic questions - All happy with these questions as they are. *AB do people think they have been a help?* JG Yes they help to focus on what needs to be discussed. GKS they are not a checklist they are a guide and are very useful. LGB Strategic questions – All happy with these as they are. Governance review – AB noted this is to be arranged, the last one was with Babcock but HT is not sure Babcock are the best people to go with. AB to look into finding an external review of governance. **Action** We are looking at board wide and chairing training. GKS noted he was happy with the way the governors and HT interacted and felt that governors were listened to. HT noted that this has not always been the case. DA we are here to help and to be held to account. GKS The school ethos extends to the governing body too. Training for Governors: RA noted he needs to do an induction and some external courses. JOS gave a small demo on how Microsoft Teams would work with the LGB. All happy to go ahead with this. To be set up by Rob Whitney and Sean. **Action** JOS and HLW to get governors set up. ES noted she has experience with this and is happy to help take over. Sean to get us set up at the first governor meeting. RA noted that everyone needs to be using it for it to be effective.  | ClerkAB Clerk  |  |  |
| 7.2 | Learning Walks:RA Learning walk, took place at lunchtime and felt he got a good feel for the school. RA also took a learning walk with Paul. Found this very useful. As governors looking into classrooms gave a good overview for the school that you don’t get from a piece of paper. JG noted that the relationship between teachers and pupils was great. Being shown a seating plan and this information was very helpful. RA as a non teacher I enjoyed this and it was nice to see the end result in the classroom. ES noted she really enjoyed her learning walk. The atmosphere on the whole was positive.  |  Clerk |  |  |
| 7.3 | Competency Framework for Governors:- |  |  |  |
| 8 | **Part II** **-** |  |  |  |
| 9 | **Any Other Business** |  |  |  |
| 9.1 | Suggestions – Staff to be able to wear shorts in hot weather. JOS noted that this has been dealt with previously and agreed that staff could wear shorts if necessary.  |  JOS Clerk  |  |  |
| 9.2 | Future dates – Calendar to be finalised and sent on in the next few days.  |  |  |  |
|  |  |  |  |  |
|  | **Meeting Closed:** |  |  |  |
| **Date/Time of Next Meeting:** | TBC | **Location:** | PCRE2 |