

**MEETING 105– PART 1 - MINUTES of Full Governing Board Meeting 20<sup>th</sup>  
September 2022 = Hybrid**

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Christine Bevan	CB	Co-opted (Chair)	16:55/19:25	Ben Mitchell	BM	Co-opted	16:55/19:25
Jennie Harvey	JH	Interim Head Teacher	16:55/19:25	Amanda Burrows	AB	Foundation	16:55/19:25
Hayley Hardy	HH	Parent	16:55/19:25	Cathy Scoffield	CS		17:00/19:25
Lorraine Ovey	LO	Staff	17:00/19:25	Tamsin Winter	TW	Interim Deputy Head Teacher	17:52/18:23
Maria Dark	MD	Clerk	16:55/19:25	Kristel Norris	KN		18:17/18:40
Apologies	Initials		Reason	Apologies	Initials		Reason
Peter How	PH	LEA	Work Commitments				

<b>FOCUS</b>		<ul style="list-style-type: none"> <li>Ensuring clarity of vision, ethos and strategic direction</li> <li>Holding the Headteacher to account for educational performance of the school and its students</li> <li>Overseeing the financial performance of the school and making sure its money is well spent</li> </ul>
1.	105.75	<p><b>Apologies</b></p> <p>Apologies from PH we were received prior to the meeting and were sanctioned.</p> <p>CB informed the board that Elaine has resigned from her Parent Governor role due to personal commitments.</p>
2.	105.76	<p><b>Declaration</b> Pecuniary/non-pecuniary interest</p> <p>CB declared a conflict of interest in Health and Safety Audit in Item 4.</p>
3.	105.77	<p><b>Minutes of</b></p> <ul style="list-style-type: none"> <li>July FGB Meeting – Part 1</li> </ul> <p>All actions completed apart from the MAT investigation which is ongoing</p> <p><u>Minutes agreed as a true and accurate record</u></p>

4.	105.78	<p><b>Premises, Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>- Spot Checks</li> <li>- Health &amp; Safety Audit</li> <li>- Premises Updates</li> </ul>	<p>PH shared the following information with MD prior to the meeting:</p> <p>PH visited the Premises Manager on 21.9.22 and can confirm all standard checks including water flushing, shower cleaning, temp tests and legionella – updated fire alarms, emergency lighting all in place &amp; standard tree/ladder &amp; cleaning routines adhered to.</p> <p>Covid/CO2 testing is still in place.</p> <p>PH was pleased to learn the school had received 100% in their recent Health &amp; Safety Audit. CB extended her thanks to the Premises Manager and the Premises Team for the hard work done in the background to prepare the school for this audit.</p> <p><b>MD to send a thank you letter to the Premises Team on behalf of the Governing Board.</b></p> <p>During the summer 3 members of the Premises Team have passed the playground equipment inspection training. The team also completed many maintenance jobs over the summer including, but not limited to, a new fob system on the exit doors, kitchen upgrades, forest school electrics, new fencing, general maintenance and decorations.</p> <p>PH also checked the Team Teach books. There was only one entry in July but nothing this term, which is great to see.</p> <p>PH also met with the Premises Manager a couple times over the summer holiday and has had regular dialogue.</p> <p>Prior to the meeting Governors submitted the following questions:  <span style="color: red;">We know that the prices are increasing hugely, I'm wondering if we have been informed yet whether the DCC will be helping and allocating extra funds for the school going to have to pay it out of our set budget.?</span></p> <p>The response provided was: nothing yet, there is a mini budget on Friday and School Business Manager would be attending the Bursar Briefing in October, therefore may hear something from either of them</p> <p><span style="color: red;">Question 3.4 (on page 5) asks 'Have governors received appropriate Health &amp; Safety training?' I haven't received any H&amp;S training as a governor but I'm not sure if I need to?</span></p> <p>MD followed this up with Governor Service Support and the response received was: It is not a requirement for all governors to have undertaken H&amp;S training, but it is useful if at least one member of the board either has knowledge of H&amp;S, or has undertaken some specific training.</p> <p>DCC offers an introduction to health and safety for governors and trustees' session, but we do not have any dates this term. HR ONE also offer H&amp;S training.</p> <p><u>Due to CB and PH having the appropriate knowledge and skills, it was decided at present that the remaining Governors do not need to</u></p>
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			<u>undertake Health and Safety training, however this can be relooked at in the future.</u>
5.	105.79	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>- Child Protection &amp; Safeguarding</li> <li>- Access to Reading</li> <li>- Exams &amp; Accreditation</li> <li>- RSHE</li> <li>- Staff Leave &amp; Absence inc</li> <li>- Emergency Time Off</li> </ul>	<p><u>All policies were approved.</u></p> <p>The following questions and answers were provided prior to the meeting:</p> <p>Child protection:  <b>After reading the policy on p45 states "Governors should have training for child protection/safeguarding at induction and regular intervals ". We read the policy yearly as governors but is this enough. should we be training during the year, or should we be receiving training more each year via the school or by Babcock?</b></p> <p>Moving forwards the Assistant Headteacher responsible for Care and Safeguarding will be sharing more regular safeguarding updates and training for governors including some of the National Online Safety resources and training and the Babcock 1-minute guides.</p> <p>Access to reading:  <b>A Governor said it is a very comprehensive but would like to know how school fosters a love of reading alongside?</b></p> <ul style="list-style-type: none"> <li>• We foster a love of reading across the school through a variety of ways. Some of these include: <ul style="list-style-type: none"> <li>• Taking good care and constantly expanding our libraries with a range of text types and genres</li> <li>• Having the DCC library van visit once a term so that students can exchange old library books for new</li> <li>• Every child has a levelled book and a book of choice. This book may be beyond or below their assessed reading level but on a topic of their interest</li> <li>• Every classroom has a book corner which includes books student can choose for books of choice. These are encouraged to include not only a range of fiction and non-fiction but real-life examples such as magazine, comics, leaflets, posters, travel brochures, newspapers etc</li> <li>• National events such as world book day is celebrated and students are encouraged to discuss books and authors they like as well as competitions, dressing up and author visits</li> <li>• We participate in Appledore book festival where we have 2 visiting authors/illustrators come each year and do talks and workshops with groups of students</li> <li>• This year we have an exciting book fair running from 26-30th September giving students the opportunity to purchase good value books. These will be explored and encouraged during class time and lots of information sent home to parents on ways these can be purchased. A percentage of sales will be given to school in vouchers to spend on new books for our libraries</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>• Students are encouraged to visit local libraries in their communities. LS mainly visit Barnstaple but Middle and upper have visited Bideford and other surrounding areas. As part of their options upper school also provide the opportunity to help students sign up for their own library card so they can access this service out of school.</li> <li>• Each class also has a chosen book that is above the reading level of most, or all students in the class to share out loud in order to help expose students to different genres or authors they might not be able to access independently.</li> </ul> <p>Exams and Accreditations:</p> <p>A governor asked do governors witness/get involved in monitoring exams for the purposes of testing systems and procedures?</p> <ul style="list-style-type: none"> <li>• Not currently, but they would be very welcome to!</li> </ul> <p>RSHE:</p> <p>A governor said it's a really comprehensive policy. Wonder what percentage of parents/carers do not give consent to RSHE non-statutory teaching? How is this addressed/encouraged to change? Section 9 – training, how are new staff inducted in delivering RSHE/PSHE particularly if they are less experienced in teaching this to pupils with C&amp;I needs?</p> <ul style="list-style-type: none"> <li>○ We have had a very small number not give consent with only one parent needing to meet with PSHE lead. Once we have had them in and shared planning, resources with them. We have had to implement a more bespoke plan for one student whilst still ensuring all statutory content and responsibilities are fulfilled.</li> <li>○ Training has been provided to all teachers each year since the empower curriculum has been in place. All planning and resources are provided along with safeguarding aspects highlighted and procedures that are needed when covering sensitive content. Planning details essential good practice that staff need to follow. (RC)</li> </ul>
6	105.80	<b>Governor Items</b>  - Vacancies	Vacancies:  Due to a resignation, we have the SEND and Safeguarding portfolios that we need a Governor to fill. After discussions with the Chair prior

		<ul style="list-style-type: none"> <li>- Register of Business Interests</li> <li>- Committees</li> <li>- Election of Chair &amp; Vice Chair</li> <li>- Sentient Conference</li> </ul>	<p>to the meeting <u>it was ratified at the meeting that BM will take over portfolio responsibility for SEND.</u></p> <p><u>Following discussion at the meeting it was agreed CB will temporarily oversee the Safeguarding portfolio with HH as a second Safeguarding Governor.</u></p> <p><b>CB and HH to complete the Level 3 in Safeguarding with National Online Safety.</b></p> <p>We currently have 2 Parent Governor vacancies. MD advised the board letters have gone to all parents with a deadline of interest to be received by 26<sup>th</sup> September 2022.</p> <p>Clerk vacancy: JH informed the board the closing date for applications is 26<sup>th</sup> Sept with an interview date 28<sup>th</sup> Sept.</p> <p>Register of business interests: MD distributed the forms to Governors. All were completed apart from CS who attended virtually. <b>MD to post CS a form and upload all to our website once received.</b></p> <p>Committees: <u>It was agreed CB, AB and CS will form the First Committee and Pay Committee, with the Second and Pupil Discipline committees remaining the same as present.</u></p> <p>Chair: CB confirmed she is happy to continue as Chair. The board <u>numinously agreed to her appointment in this role.</u></p> <p>Vice Chair: <u>The board agreed to continue having 2 Vice-Chairs. PH and HH were voted in to these roles.</u></p> <p>Sentient Conference: Due to unforeseen circumstances CB will no longer be able to attend. As we have 4 spaces assigned to us, it would be beneficial for some Governors to attend alongside JH and our School Business Manager.</p> <p><u>BM and HH agreed to attend on behalf of the board.</u></p> <p><b>MD to email Susie Nightingale (Sentient Clerk) to confirm those attending.</b></p> <p><b>Attendees to feed back at next governor meeting.</b></p>
7	105.81	<b>KS4 Accreditation</b>	<p>TW shared the KS4 accreditation presentation with the board and informed them we had 22 leavers this year. The delay in presenting this to Governors is due to needing the results externally quality checked prior to release.</p> <p>Due to Covid restrictions we were unable to do our annual baseline assessments in Years 9 for these students. These students were also unable to achieve as highly in extracurricular awards e.g., Ten Tors.</p>

			<p><b>AB asked how do we know we are improving year on year?</b>          TW it's not based on the levels students achieve but by making the qualifications available that meet the needs and levels of each learner.          JH reiterated our exam offerings are so individualised, so we need to make sure our curriculum is developed to match that of the current students. It is about that child's individual progress not comparing them to their peer.          BM added the qualifications seemed to be stable year on year.  <b>AB added it'll be valuable to articulate the individual level and how we know that that ambition is enough, and how we know it is enough?</b>  <b>TW added she will attend a future meeting to present on the points progress system.</b>  <b>AB will also oversee this as part of her teaching, learning and curriculum portfolio.</b></p> <p>TW added we had a spot check from the exam board last week, and have some actions that need to be implemented.  <b>This will be added in the next Headteacher's Report.</b></p>
8	105.82	<b>Sports Premium</b>	<p>The following question and answer were provided prior to the meeting. <b>A Governor asked why they can't see this information on our website yet – is that because it's being brought to FGB first? Can we have an update on how swimming is being addressed?</b></p> <ul style="list-style-type: none"> <li>○ The report is being shared with Governors first before it is shared on the website.</li> <li>○ This year all students will receive 12 sessions of swimming to give the students more time to develop and consolidate their skills – even if they are not in lower school. Students are also being tracked across the school for swimming now and non-swimmers identified for booster swimming sessions with the aim that all students can swim/be water safe before they leave LCS. Sports premium will fund the Lower School Swimming and middle and upper school swimming will be funded from the PE budget.</li> </ul> <p><b>Slide 4- is there any more updates on the active Devon providing skateboarding or dance coaching? Or is this actively going on already?</b>          Our PE Teacher is contacting Project Dance with a view to getting them to come in to school during PE lessons and also exploring the possibility of an after-school club. We have decided not to pursue skateboarding as we no longer have the staff that can support this well in school.</p> <p>Sports Premium report for 2021/22 shared prior to the meeting.</p>

			<p>KN informed the board there were difficulties last year following on from Covid and students ended up with only 6 weeks of swimming which wasn't effective for them to learn, so this year they will all have 12 weeks of sessions, the PE department will put together a tracker to help identify students who might need more support in this area.</p> <p>Lower School (LS) will attend the Leisure Centre and will be taught by their staff but supported by our staff.</p> <p>Middle School (MS) and Upper School (US) will continue using the pool at Skern Lodge.</p> <p><b>CB asked if they will be using Torrington Pool?</b> KN not this time as the pools we will be using will work well for our groups, but it is an option if needed.</p> <p>Active Devon/Enrichment/Clubs – some LS students attended onsite clubs e.g., badminton. We also had a member of staff from Park School attended to facilitate a sports day. This worked really well, so this year we are bringing in more external coaches to provide sessions in school with the hope they will then offer an afterschool club to students. KN also wants to involve students from local schools to show our students activities so our students are aware these activities are out there and their peers take part. KN is also looking into training some more members of staff in Fun Fit which can then be delivered to more students across the school.</p> <p><b>AB asked if we are allowed to pay for it out of Sports Premium?</b> KN confirmed we can do this if it is for the benefit of our LS students.</p> <p><b>AB how does afterschool clubs with most of our students going on transport?</b> JH they can only do afterschool if their parent will collect as transport are unable to provide this. We do offer lunch time clubs to counter this, however most students prefer playing with their friends in school time.</p> <p>KN added we will be looking into producing certificates for in-class challenges to increase participation in sport/physical activity by our students. Also, we looked at activity in non-sporting ways e.g., healthy lifestyles, so purchased raised beds for our garden area.</p> <p>We are currently looking into residential options and the possibility of having activity days spread throughout the year. Also, the possibility of using local facilities e.g., Braunton Athletics club.</p> <p>We will also be offering cycle training as this in an important life skill for students to have, to give them the ability</p> <p><b>JH asked if we could use pupil premium to transport students' home after school clubs, e.g., a school minibus drop-off route?</b></p>
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9	105.83	<b>School Development Plan</b>	<p>JH shared 3-year strategic plan, successes from the 2021-22 school development plan which included the creation of the Alumni Scheme, mental health support and the implementation of the CPOMs (online safeguarding system).</p> <p>JH added the objectives for this year are:</p> <ul style="list-style-type: none"> <li>- To develop effective systems to monitor progress across the EMPOWER curriculum</li> <li>- To improve attendance through holistic and personalised approach</li> <li>- To adopt a staff wellbeing charter / policy</li> <li>- To ensure a robust, co-ordinated and SEND-focused approach to Online Safety across the school community</li> <li>- To prepare the school for, and advise on, joining a Multi Academy Trust (MAT) in the future</li> <li>- To prepare the school community for expansion</li> </ul> <p>JH confirmed this will be put into an action plan by our Senior Leadership Team to form the 2022/23 action plan</p>
10	105.84	<b>Expansion Update</b>	<p>JH shared some photos from expansion plan works that took place over the summer.</p> <p>JH added the main works are delayed and it is looking like late Spring 2023 that this main area will become available, however this is ongoing and the timelines can change.</p> <p>Governors would like a school tour.  <u>Governors can meet with JH at 4:30pm on 20<sup>th</sup> October 2022 for a tour.</u></p>
11	105.85	<b>Portfolio Holder Reports</b>	<p>CB reported she has been meeting with JH weekly since the start of term, to support her through the initial period as Interim Head Teacher.</p>



12	105.86	<b>Effective Governance</b>	<p>CB reflected on the difference this meeting has made to our students.</p> <p>We know that our school is a healthy and safe environment for our students and that students are becoming more active and fitter through the activities funded through the Sports Premium. We know that our students has achieved at KS4 and in other areas, such as the Ten Tors Jubilee Challenge and that this is celebrated. We have decided upon the objectives from our strategic plan for the forthcoming academic year.</p>
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