

Date/Time	Thursday 24 th November 2022 5.30pm	Location	In school with a Microsoft Teams option. *-denotes attendance via Teams				
Governors:	I			Governors:	Initials		
A Boyce	AB	Chair, Community Governor		B Jordan	BJ	Parent Governor	
S Caunter	SCa	Community Governor		M Parkes	MP	Community Governor	
S Cooke	SCo	Community Governor		A Purcell	AP	Head Teacher	
K Grant	KG	Community Governor		D Rew	DR	Parent Governor	

Apologies	Initial	Reason (Category of Governor)	Absent without Apology	Initials
J Webb	JW	Community Governor		
S Williams	SW	Staff Governor		

In Attendance	Initials	(anyone who is not a governor/associate)	Minutes to
K Palmer*	KP	Governance Professional	Attendees
P Woodbridge* (joined 5.36pm)	PW	CFO	Apologies
			Academy Website
			Trust Board.

No	Agenda	Led by
1	Welcome and Apologies	AB
2	Declaration of Interests	AB
3	Local Governing Board Matters	AB
4	Minutes of Previous Meeting	AB
5	Headteachers Update	AP
6	Financial Update and Review	PW
7	Premises Update	PW / SCa
8	Health and Safety (H and S) Update	AP
9	Safeguarding Update	SCo / AP
10	Staff and Pupil Wellbeing	AB
11	Governor Monitoring	AB
12	Policies	MP / AP
13	Links with Parents and Community	SCa
14	Governor Training	AB
15	Communication with Trust Board	AB
16	Any Other Business	ALL
17	Date of next meeting	KP

Agenda Number	Details of discussion	Decision or Action
1	Welcome & Apologies AB welcomed everyone to the meeting. Apologies were received from JW and SW, governors consented to these absences.	
2	Declaration of Interests No declarations of interest regarding matters on the agenda were made. AB reminded governors of the requirement to complete the pecuniary interest declaration on Governor Hub.	Action: To complete declaration
3	Local Governing Board (LGB) Matters: <u>Code of Conduct:</u> AB highlighted the confidentiality aspect as noted in the Code of Conduct. Governors reviewed and approved the Code of Conduct and agreed to sign this on Governor Hub.	Decision: Code of Conduct approved Action: All sign Code of Conduct
4	Minutes of Previous Meeting <u>Minutes:</u> The minutes for the meeting on 20th October 2022 were approved as a true and accurate record of the meeting. <u>Matters Arising:</u> Governors noted a staff governor vacancy remained on the LGB. AB advised this role had been advertised to the staff but there had been no volunteers to date. SCa reported that that links had been made with the local council however there had been no uptake by council members to join the LGB. Governors asked whether it was possible to sit in on local council meetings. SCa advised he had been invited to observe the meeting but had not been able to on that occasion. SCa agreed to maintain the links with the local council.	
5	Headteachers Update Governors noted the updated self-evaluation form (SEF) which was previously circulated and available on Governor Hub. AP advised the school assessed its performance against the Ofsted criteria in order to complete the SEF. Governors asked who saw the SEF, AP advised this was made available to the LGB, the CEO and then to Ofsted following receipt of notification of inspection. Governors asked if the SEF was made available to the public, AP advised this was not the case. Governors asked how frequently the SEF was updated, AP advised it was a live document but was formally updated on an annual basis. Governors asked if the SEF was shared with Trustees, AB confirmed this. Governors asked if the SEF was seen by staff, AP confirmed this. Governors asked AP to highlighted the most significant points from the SEF, AP advised that ensuring high expectations of pupils in all aspects was a significant area and developments in this area had been outlined within the document, including adjustments made for pupils with special educational needs and disability (SEND) made by subject leads. Governors noted that details of adjustments made were also included on the curriculum details shown on the school website.	

	AP highlighted the SEF reflected the current strong behaviour management within the school and the provision of a calm learning environment. AP noted there had been no pupil exclusions in the last two years which was felt to be due to consistent implementation of the school's behaviour policy. Governors noted that attendance was currently 96% overall, 88.5% for children in receipt of pupil premium (PP), and 94% for pupils with SEND. Governors asked whether these were acceptable levels, AP advised 96% was a high level of attendance. Governors asked how these figures compared to national levels, AP advised that currently attendance was 94% nationally. Governors noted that the attendance for children with PP was low, but AP advised that the school reviewed the individual reasons for this which included pupils on part-time timetables. AP advised that unauthorised absence was 0.52% and had involved 14 pupils since the start of term. Governors noted that the school contacted Devon County Council (DCC) when a child had ten sessions, which equated to five days, of unauthorised absence and DCC then decided whether to progress with a fine to the family. AP advised that the school decided what constituted unauthorised absence and worked with the education welfare officer (EWO) regarding school absence. Governors discussed the issue of fines for school absence. Governors asked whether the EWO was based locally, AP advised they worked for DCC and were based locally. Governors asked when the last Ofsted inspection was done, AP advised this was in 2011 and there had been several changes of headteacher and SEND Co-ordinators (SENDCo) since. AB advised the next inspection would last for two days. Governors asked if it was usual for such a high turnover of SENDCos, AP advised the role was unusual in format and was originally a part-time responsibility of teaching staff but now one day per week of dedicated SENDCo time was bought in for the school. Governors asked if there was national guidance regarding how much SENDCo time a school should have, AP advised there were no national stipulations and the time required was judged on local need and contributing school factors. AP invited Governors to contact her with any further questions regarding the SEF. Governors asked if the SEF had been approved externally to the school, AP advised it had been approved by the CEO. Governors noted the value of the SEF in assessing how the school was achieving the objectives on the school development plan (SDP) and noting areas for further development. AP advised the school also had an external review to monitor progress.	
6	Financial Update and Review Governors noted the previously circulated financial reports which were also available on Governor Hub. PW advised the external audit had been successful and no significant issues had been highlighted. PW noted that the school had 2021 /2022 end of year overspend of £30,000. Contributing factors had included two staff members on maternity leave, supply cover and a reduced income from nursery and before and after school provision. Governors noted that with the £25,000 carry forward from the 2020 / 2021 budget there was an end of year deficit of £5,000. PW highlighted that the 2022 / 2023 budget had included an allowance for pay awards for all staff but the actual awards had exceeded the anticipated levels therefore there would be an increase of £15,000 in support staff salary costs for the 2022 / 2023 year. Due to new teaching staff being appointed on a lower salary point the increased teacher salary	

	costs would have minimal impact on the budget. Governors noted the significant increase in utility costs, PW advised that support from the government was only currently available until March 2023. PW advised that spending was also required on building maintenance and, if this was completed, the school would have a deficit budget of £71,000. PW advised there was some additional funding pledged by the government, but it was still unclear how this would be allocated to schools. PW advised that the increased national insurance contributions had been covered by a supplementary grant received from government which was expected to continue providing an additional £7,000 to the school up to March and an additional £3,000 between April and August. Governors noted that the fixed price utility contract had ended in October and current costs were awaited as was any announcement regarding additional government support for these costs. Governors asked whether the school would receive the additional £10,000 as outlined, PW confirmed this. Governors asked whether the Trust had any plans for installing solar panels at the school, PW confirmed this and advised that this had been considered within the current condition improvement fund (CIF) bids and that solar panels would require planning permission, but grants were also thought to be available for the installation of these. Governors asked whether the Trust was actively investigating this currently, PW advised that nothing had been confirmed at present. Governors asked what plans were in place to increase the income to the school and whether pre-school was at capacity, AP confirmed the pre-school was at capacity for the current number of staff and a small waiting list existed, but currently this was not sufficient to justify another staff member. Governors asked whether there was scope to appoint an additional teacher to support SEND pupils and the pre-school, AP advised that there was not capacity. Governors asked whether the pre and post school clubs generated income or broke even, PW confirmed these clubs did provide additional income. AP advised that an external provider for these clubs had been considered but discarded due to the potential for income generation to the school. Governors asked whether the clubs were running at capacity, AP advised they were not currently full. Governors asked how these clubs and pre-school could be promoted most effectively, AP advised that Facebook had worked well previously to promote the pre-school. Governors asked whether the school ran holiday clubs, AP advised this was not currently done. Governors discussed holiday club provision. Governors asked whether it was felt holiday clubs would provide income for the school, AP advised this was unlikely as the school would not be able to run these in house. Governors asked whether increased letting of the school buildings after school hours was possible, AP advised that access and security would need to be considered. Governors discussed this and agreed this should be discussed further with the premises manager. Governors asked the cost of hiring the village hall, SCa advised this was £5 per hour although the school hall was a better venue, but a cost would need to be agreed. SCa agreed to discuss this further with the premises manager. Governors asked if there were additional grants that the school could bid for to support premises, PW confirmed this. Governors asked whether this was a LGB or a Trust role, PW advised there was currently no spare capacity within shared services to undertake this. MP advised that the school had previously advertised for assistance with submitting bids but had received no response. Governors discussed bid submission and noted the requirement to have targeted projects to bid for such as the outside area and upgrading the field equipment.	Action: SCa discuss lettings with premises manager
--	---	--

	Governors noted that the scheme of delegation stated that LGB's needed to ensure that school funds were used appropriately. Governors asked how the LGB's could do this as most school finance was handed centrally, PW advised that assurance was provided by the annual external audit, the two internal audits, the teacher pension audit and the support staff audit which all checked that required processes were correctly followed by the Trust. Governors asked the difference between internal and external audit, PW advised that a formal financial report was provided from the external audit, internal audit was required as the school spent public money and recognised companies were required to conduct these audits. Governors noted they had access to the audit reports and also received reports from the Chief Finance Officer (CFO) for the Trust.	
7	Premises Update AB noted and thanked PW for the very clear premises reports and five-year premises plan which were previously circulated and available on Governor Hub. SCA confirmed that all items noted on the recent premises walk round had been included within the plan. Governors asked whether the maintenance plan required LGB approval and whether they were able to have input into the plan or choice of contractors, PW advised the LGB was welcome to liaise with the premises manager or herself as needed and requested that the LGB reported back any work that was not satisfactory as soon as possible. PW noted that priority issues within the plan were those which would close the school if not addressed. Governors noted the LGB's wish to have increased involvement with the review of quotes to provide current local knowledge regarding the quality of service provided and ensure best value for money and highlighted that the current process did not allow for this liaison. PW noted the current challenge in obtaining quotes and subsequently securing contractors but advised she would liaise with the premises manager to request they liaised with the health and safety named governor but highlighted that due to the current challenges responses would be required rapidly to allow work to be commissioned. Governors noted the level of local expertise regarding these matters within the LGB. PW asked for contact points for the premises manager, Governors agreed this would be SCA and BJ. Governors discussed the allocated provision of £60,000 for nursery development and noted that a clear outline of requirements was needed prior to any further work being done. Governors discussed the value of a working group for building improvement projects and associated grant investigation work. SCA noted that the parish council had stated support for increased pre-school provision. Governors asked whether the general data protection regulation (GDPR) course was a legal requirement, PW confirmed this. Governors noted the email regarding this course would need to be resent to governors, PW agreed to liaise with the premises manager regarding this. Governors asked whether it was necessary to download a certificate of completion, PW advised that this could be added to the training record on Governor Hub. Governors asked whether they were required to approve the premises plan, PW advised this was not required as it was a live document.	Action: PW request KB liaises with SCA and BJ re premises matters Action: PW liaise with KB re GDPR course info
8	Health and Safety Governors asked whether the school boiler had been fixed, AP confirmed this. AP advised that fire alarms had been checked, fire drills had been carried out and fire breaks were now in place. Governors noted that an issue existed with outside lights not working and a blocked drain in pre-school which had been investigated but the school had been advised the playground needed to be dug up to address the issue with predicted costs of	Action: BJ liaise with

	approximately £20,000. AP advised that standing water remained in the children's area. Governors asked if there was a temporary fix which could be undertaken, AP advised the cause of the issue had not been identified. BJ agreed to follow this issue up with the premises manager. Governors delegated authority to BJ to approve a temporary fix to be instigated if appropriate. Governors asked regarding the time frame for repair to the decking and seating area, AP advised this was as soon as possible. Governors asked if any funding was available for repairs to this area, governors discussed the need for quotes and AB agreed to contact the Newton Abbott company for a quote. PW asked how this work would be funded, AB advised it could be done through a school fundraising campaign. Governors asked whether the school paid VAT on purchases, PW advised any VAT paid could be claimed back by the school. AB highlighted the potential availability of space in the school attic for storage, SCa and BJ agreed to investigate this area.	KB Decision: Delegated authority to BJ regarding repair Action: AB obtain quote Action: SCa and BJ investigate attic
9	Safeguarding Update SCo reported she had a visit planned to the school for 9.12.22. Governors noted the report from SCo provided at the previous meeting regarding the review of the single central record (SCR). AP advised that a safeguarding issue had arisen where it had been necessary to contact external teams for advice. The external team had not taken the issue forward, but the school had recorded the details. AB reminded governors of the requirement to read the appropriate section of Keeping Children Safe in Education (KCSiE) and to note this on Governor Hub.	
10	Staff and Pupil Wellbeing Governors noted that AB and KN were lead governors for staff wellbeing and MP and DR lead governors for pupil wellbeing. AP advised that no issues had been raised regarding pupil wellbeing. Governors noted the changes in support staff and requirement for agency teaching assistants (TA) which had impacted on the school budget. Governors asked when the new TA was due to start at the school, AP advised this would be when all recruitment checks had been completed. Governors asked if one TA vacancy remained, AP confirmed this. Governors asked if this was to cover long term sick leave, AP confirmed this and advised that Occupational Health had been involved and the school staff absence policy followed. Governors asked if staff had access to support packages if required, AP confirmed this was available via Medigold. Governors asked if there were waiting times for support, AP advised that support was available quickly from this provider. Governors asked whether feedback from the support had been positive, AP advised that no feedback had been received by the school.	
11	Governor Monitoring Maths: SCo advised a visit was booked to review this area. Governors noted the new reporting template available to record governor monitoring visits. Governors asked whether this report template had been shared with staff, AB advised they had been shared with subject leads.	

	SEND: Governors noted the previously circulated reports from these visits. Governors asked whether the school had sufficient SENDCo input, AP advised that the guidance document does not state a specific allocation, but it was felt that the school would benefit from more input and this had been discussed with the CEO who felt that the input was commensurate with the current need at the school. Governors noted the challenge of the SENDCo role nationally. MP noted a recent presentation from the National Governance Association (NGA) regarding the value of children with SEND remaining in their classroom and the importance of all staff retaining high expectations for these children. AP highlighted the school had made adjustments to support children with SEND to remain in their classrooms. Governors asked whether the model used at Alphington could be replicated at Ide, governors discussed this and the impact of pupil numbers on the viability of this provision. Governors asked whether the school felt it was doing all it currently could to support pupils, AP confirmed this. Governors noted the significant issues with services for children with SEND nationally and the level of unacceptable delays negatively impacting upon these children's education across the country. DT: Governors noted a visit was undertaken in July on this area and a report presented to the LGB. AB noted a significant improvement in this area over the last year. Governors asked if SEND considerations should be reported on as a routine part of every monitoring visit, AB confirmed this. Governors asked if there was a limit on frequency of governor visits, AB advised that two visits per topic per year, spaced during the year would be sufficient.	
12	Policies Governors noted the following policies for approval: SEND Policy, Intimate Care Policy, Toileting Policy, Supporting Children with Medical Needs Policy and Accessibility Plan. Governors asked if these had been adapted from model policies, AP confirmed this. Governors noted the policies could be approved via email and approval or comments recorded at the next LGB meeting.	Action: All to review and approve policies via email
13	Links with Parents and Community Governors noted the recent parent open morning had been poorly attended. Governors discussed the challenge of timing for these events and ensuring clear objectives were publicised. Governors asked whether assemblies had been opened to parents, AP advised this had not yet occurred. Governors asked whether parent workshops providing a creche facility would improve attendance, AP advised the school may consider this. Governors asked whether parents came into school to talk to children about their working lives, AP confirmed this had occurred pre-pandemic. Governors discussed this and KG agreed to liaise with JW regarding repeating this event.	Action: KG liaise with JW
14	Governor Training AB advised governors of the availability of governors courses from DCC and the National College. Governors asked who paid for the courses, PW advised that the Trust bought services from Devon Educational Services. SCa noted the LGB could also have a bespoke course. Governors noted the value of the recent Ofsted course and supporting information. Governors asked how to become a member of the National College, KP agreed to send the National College link to all governors and School Bus information. SCa advised he had attended a recent course on pupil exclusions and would upload the	Action: KP send link Action: SCa upload training

	training notes. AB advised that it would be of benefit for an additional governor to complete the safer recruitment training, SCa agreed to undertake this.	notes Action: SCa undertake training
15	Communication with Trust Board AB summarised the recent Chair's Forum meeting highlighting the main items discussed were the new governor induction policy and the skills audit which would be developed to support this. Governors agreed to undertake the new skills review annually when available. AB advised that the role of the LGB in premises had been clarified and the need for the LGB to confirm their requirement in this area. Governors discussed this and noted the need for increased communication between the LGB and Trust's premises team would be of value. AB asked for governors to contact her with any items to take to the next Chairs Forum meeting.	
16	Any Other Business AB highlighted the value of identifying one topic to discuss in detail during the LGB meeting and asked for suggestions of topics to be forwarded to her. An item was raised which is recorded under a confidential minute.	
17	Date of Next Meeting Thursday 26th January 2023, 5.30pm at Ide School. A virtual link will also be available.	

The meeting closed at: 7.44pm.

Agenda Item	Action Log	Who
2	Complete declaration of interest on governor hub	All
3	Sign code of conduct on governor hub	All
6	Discuss lettings with premises manager	SCa
7	Liaise with Premises manager regarding contacting SCa and BJ regarding premises matters	PW
7	Ask premises manager to resend GDPR course information	PW
8	Liaise with premises manager regarding drain work	BJ
8	Obtain quote for decking and seating replacement	AB
8	Investigate attic	SCa and BJ
12	Review and approve policies via email	All
13	Liaise with JW regarding parent talk to pupils on job roles	KG
14	Send National College and School Bus links	KP
14	Upload course notes on pupil exclusions	SCa
14	Undertake safer recruitment training	SCa