| Meeting – Minutes Part 1. | | | |
|---|---|---|---|
| Date/Time | 13th July 2022, at 6.00pm | Location | Microsoft Teams Meeting. |

| Governors: | I | | | Governors: | I | | |
|---|---|---|---|---|---|---|---|
| A Douglas | AD | Vice-Chair – Co-opted. | | E Stephenson | ES | Staff | |
| A Kanini | AK | Co-opted | | S Tarr | ST | Head Teacher. | |
| E Oakley | EO | Staff | | L Williams | LW | Chair – Co-opted | |
| P Phillips | PP | Co-opted. | | | | | |
| | | | | | | | |

| Apologies | Initial | Reason (Category of Governor) |
|---|---|---|
| J Gott | JG | |
| J Masters | JM | |
| | | |

| Absent without Apology | Initials |
|---|---|
| N Lewis | NL |
| | |
| | |

| In Attendance | Initials | (anyone who is not a governor/associate) |
|---|---|---|
| K Bond | KB | Premises Manager |
| K Nairn | KN | Deputy Head Teacher |
| K Palmer | KP | Governance Professional |
| | | |

| Minutes to |
|---|
| Attendees |
| Apologies |
| Academy Website |
| Trust Board. |

| No | Agenda | Led by |
|---|---|---|
| 1 | Welcome and Apologies | Chair |
| 2 | Declaration of Interests | Chair |
| 3 | Minutes from the previous meeting | Chair |
| 4 | School Development Plan | Head Teacher |
| 5 | Head Teachers Report | Head Teacher |
| 6 | Finance Update | AD |
| 7 | Safeguarding Update | PP |
| 8 | Staff & Pupil Wellbeing Update: | Head Teacher |
| 9 | Update on SEND | Head Teacher |
| 10 | Premises Report | K Bond |
| 11 | Governor Training | Chair |
| 12 | Communication with the Trust Board: | Chair |
| 13 | Matters brought forward by the Chair: - Part 2: | Chair |
| 14 | Future Meeting Dates | Chair |

| Agenda Number | Details of discussion | Decision or Action |
|---|---|---|
| 1. | **Welcome & Apologies:**<br><br>LW welcomed governors to the meeting. Governors **approved** AK's appointment as a co-opted governor.<br><br>Apologies were received from JG and JM, Governors **consented** to these absences. Governors noted and **approved** JG's request for a sabbatical from Governorship until January 2023.<br><br>NL was not present at the meeting. Governors noted that NL's future intentions regarding continuing as a governor were unknown and ES agreed to discuss this with NL.<br><br>Governors welcomed KB to the meeting and agreed to bring item 10 earlier on the agenda to support KB's attendance. | **Decision:** AK appointed as a co-opted governor.<br><br>**Decision:** JG sabbatical until January 2023 approved.<br><br>**Action:** ES to liaise with NL regarding future intention. |
| 2. | **Declaration of Interests:**<br><br>No additional interests were declared. | |
| 3. | **Minutes of the previous meeting 8th June 2022 – Part 1:**<br><br>Governors **approved** these minutes as a true and accurate record of the meeting.<br><br>No matters arising were highlighted. | |
| 10. | **Premises Report:** (Item taken out of order as previously agreed)<br><br>KB reported that during the summer break the fire escape in the year 5 building would be replaced, portable appliance testing (PAT) would be completed on all appropriate electrical items within the school, and it was hoped that the year 3 fire doors would be replaced but confirmation of this was awaited. Governors noted that a ten-year inspection of glazing would be conducted and safety film installed, prices for the installation of insulating safety film to reduce heat loss were awaited. Reflective film would be installed on key windows including the headteachers office to improve privacy and confidentiality. A service of the fire and intruder alarms and the replacement of the gate and broken gate post were also scheduled for the summer.<br><br>Governors noted the additional £8,000 grant from Sport England for the swimming pool and the planned work on the boiler, filter and heating systems planned for the holidays. KB advised that a gas meter was being fitted to support accurate costing for the hiring of the pool, and that the pool already had a separate water and electricity meter for this reason. KB reported that the leak within the pool persisted, but work was being carried out to find and seal the leak.<br><br>KB advised that the new grounds maintenance contract was working well and would potentially be used across the Trust. Governors noted the Health and Safety audit had been completed with the school scoring 100% and congratulated ST for her work on this.<br><br>KB reported that general data protection regulation (GDPR) training for governors was now a requirement and he would forward the link for this to all governors for | **Action:** KB forward GDPR training link. |



Signature of Chair

| | | |
|---|---|---|
| | completion. Governors noted that items identified in the GDPR audit were being addressed. Governors asked whether governor training, such as GDPR, was recorded and monitored, KB confirmed this.<br><br>KB reported that work was being undertaken to manage the space in school to best effect prior to the refurbishment being finalised. ST noted the significant input and assistance from KB to the school in all aspects of premises management and the positive impact of this.<br><br>Governors noted the current challenge where quotes received only remained valid for a very short time and the impact of this on the school being able to obtain three quotes prior to commissioning work. KB advised that the Trust was trying to streamline services where possible and achieve best value for money for all schools.<br><br>LW thanked KB for his report.<br><br>*KB left the meeting at 6.27pm.* | **Action:**<br>Governors to complete GDPR training. |
| 4. | **School Development Plan (SDP):**<br><br>ST advised that this was reviewed at the last local governing board (LGB) meeting and the SDP for 2022 / 2023 was currently with Rachel Shaw (CEO) and would be available to governors for the first meeting of the new academic year.<br><br>ST reported that areas highlighted within the 2022 / 2023 SDP were:<br>1. Special Educational Needs and Disability (SEND): which was also a Trust-wide focus. Governors noted the appointment of a new SEND co-ordinator from September and that the focus would be looking at the wider curriculum and access to this within the classroom, as well as ensuring pupils with SEND were making progress comparable to their peers.<br>2. Development of the music curriculum: Governors noted the positive impact of the focus on art in 2021/22 and ST reported that the focus would move to music with the development of a school choir, music performances and the training and upskilling of staff as required to support this area.<br>3. Spelling: ST reported that 91% of year 1 pupils had passed the phonics screening which was the highest result to date for the school and the recently introduced phonics scheme had worked well. Governors noted that the English lead was focusing on introducing a scheme for spelling. Governors asked which scheme was to be used, ST advised this would be the Purple Mash Spelling which provided a clear framework for staff as well as training to staff on marking and feedback for children. Governors asked whether staff time would be allocated for training, ST confirmed this and advised that time would be allocated from staff meetings, identified within the SDP, staff coaching programmes, professional growth and continuing professional development activities would continue to be available.<br>4. Combined data for reading, writing and maths: ST reported that work would be done to investigate and identify why some children were not achieving age related expectations in all areas and measures would be put in place to address identified gaps. | |
| 5. | **Headteacher's Report:**<br><br>Governors noted the Headteachers report was circulated prior to the meeting and was available in the appropriate folder within Teams. ST advised that a finance report and information regarding the current financial position was also available on Teams. | |



Signature of Chair

| | | |
|---|---|---|
| 6. | **Finance Update:**<br><br>AD reported that there had been an additional expenditure of approximately £5,000 since the last meeting which reduced the predicted surplus funds correspondingly.<br><br>Governors noted the supporting finance document which had been submitted previously to the Trust Board and AD advised that the Trust Board had indicated they would support the suggestion of finances to be ringfenced for identified work that had not been completed within the current year. AD highlighted that any additional costs for these works were not protected. | |
| 7. | **Safeguarding Update:**<br><br>PP advised he had visited school on 16.6.22, he and AD had attended a safeguarding lecture provided by Babcock for school staff, and he had recently completed a safeguarding course. ST advised that staff would complete the level two safeguarding training before the summer break as often there was an increase in the number of disclosures by children in the leadup to the longer holiday.<br><br>Governors noted the report in the Teams folder from the external safeguarding audit completed the previous week which was very detailed and included a review of the child protection online management system (CPOMS), the single central record (SCR), pupil voice, a site walk, review of staff files and safer recruitment practices. ST reported that no issues were identified, and it was very positive to have the policies and practices reviewed. | |
| 8. | **Staff and Pupil Wellbeing Update:**<br><br>ST advised that the school was part of the wellbeing award which linked with the anti-bullying award.<br><br>ST reported that the staff room was no longer big enough for all staff, and work was being done to attempt to address this to improve this facility for staff to support wellbeing. Governors noted that some pupils continued to have need of therapeutic interventions to support their wellbeing, and these were continuing in school. ST noted that the ethos in school continued to aim to provide an environment where everyone felt valued.<br><br>Governors asked whether the development of the staff room was included within the plans for review, ST advised that the currently physical environment provided challenges and all available space was currently designated for pupil interventions, but that the aim was to provide some identified space for teachers' preparation activities. Governors asked whether the issue of deliveries being left inappropriately at the front of the school had been resolved, ST advised this had improved but was still variable. Governors asked whether additional space would alleviate this, ST advised that work needed to be undertaken to remodel the available space. | |
| 9. | **Update on SEND:**<br><br>Governors noted this was a priority in the SDP, the anticipated impact of the newly appointed SEND co-ordinator and the hard work being undertaken by the current and incoming SEND co-ordinators to provide a smooth a transition for children and their families as possible. ST advised that all staff would have a greater involvement with provision for SEND pupils which would have a positive impact upon provision for these children. | |



Signature of Chair

| | | |
|---|---|---|
| 10. | **Premises Update:**<br><br>Item discussed earlier within the meeting. | |
| 11. | **Governor Training:**<br><br>Governors noted that AD and PP had completed safeguarding training and AD had also completed the GDPR training module. Governors discussed the importance of undertaking training and noted that training undertaken by staff governors was equally relevant and important. Governors noted that they could inform KP when training had been completed. | |
| 12. | **Communication with the Trust Board:**<br><br>AD advised that he had attended the Chair's Forum on 30.6.22 and reported that governor information will be moved to a new platform, Governor Hub, from Teams during the summer. AD reported the requirement for GDPR training as previously discussed.<br><br>Governors noted the Trust Away Day held on 13.7.22 and the discussion regarding how the proposals within the White Paper would impact upon the Trust and the growth of the Trust. Governors noted the scheme of delegation was discussed and updates to this were agreed which included the duties of LGB renumeration committees to be undertaken by the Trust Board. Twice yearly Trust Away Days were planned to which all governors were invited.<br><br>Governors noted the change in Rachel Shaw's role to be 0.4 whole time equivalent CEO and 0.6 at Devon County Council on a six-to-twelve-month secondment, and the opportunities for staff development within the Trust this provided. AD reported that there would be some changes to ST's role. ST advised that she would now be working 0.3 per week secondment across the Trust on school improvement which would be a positive impact for Alphington and also provide staff within the school additional opportunities for leadership roles. Governors noted that 3/10 of ST's salary would also be refunded to the school during the secondment period. ST advised that she would inform the staff and parents of this secondment. Governors discussed the developments and noted their support for the secondments and the positive impact for the school. | |
| 13. | **Matters Brought Forward by the Chair:**<br><br>AD advised the renumeration committee had met immediately preceding the LGB meeting and had supported the recommendations presented. Governors noted these would be forwarded to the CEO and ST would inform the relevant staff members. | |
| 14. | **Future Meeting Dates:**<br><br>Governors **agreed** Tuesday at 6pm was the preferred time for LGB meetings and noted that these could run as face-to-face meetings with governors joining remotely as necessary.<br><br>Dates of meetings for next academic year to be confirmed.<br><br>LW advised she needed to step down from the role as Chair but was able to remain a governor. AD agreed to take the role of chair until the September meeting and thanked LW for her work as Chair. AD advised that he was not willing to take the role of Chair of Vice Chair in September as he wished to support other governors as he neared the end of his term of office and asked all governors to consider taking | **Action:**<br>Governors to consider taking on |



Signature of Chair

| | | |
|---|---|---|
| | on the role of chair or vice chair. Governors noted that members of staff were not permitted to be Chair. ST thanked all governors for their input and noted the importance and value of a strong and supportive governing board to the school.<br><br>ST informed governors that the following events were happening at school and advised governors that they were welcome to attend if able:<br>• Year 6 end of term performance, 14.7.22<br>• Summer Fete, 2.30 – 5.30pm 15.7.22<br>• Sports day at Exeter Arena, 14.7.22<br>• Leavers Assembly, 22.7.22.<br><br>ST and LW thanked all governors for their input and support during the year. | roles of chair and vice chair. |

The meeting closed at: 7.26pm.

| | | | |
|---|---|---|---|
| Date/Time of next meeting | TBC | Location | At school with remote access if required. |



**Signature of Chair**