

Primaries AC Meeting – Part I Minutes					
Date/Time	21 October 2020			Location	Okehampton College
Attendees	Initials	Attendees	Initials	Attendees	Initials
Marilyn Livingstone	ML	Sarah Bernie (5.30)	SB	Phil Whittlely	PRW

Apologies	Initials	Reason
Julia Capell	JC	Prior Commitment
Bridget Down	BD	Prior Commitment
Absent without apology	Initials	

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Tania Skeaping	TS	Link Trustee
Adam Hill	AH	Head of School
Jane Colbourne	JC	New Governor awaiting MAT approval
Steve Williams	SW	SEN Lead
Sulina Tallack	ST	Clerk to Governors

1.1 and 1.2 Apologies and Pecuniary Interests	
<ul style="list-style-type: none"> • Apologies were received from JC and BD. The meeting was happy to accept the apologies. • All those present at the meeting confirmed that they had no pecuniary interests to declare that would affect the discussion at the meeting. • The meeting was quorate. 	
2. Discuss Matters Arising	
Governors to complete skills matrix and business interest forms and return to clerk	All skills matrix responses received
Clerk to amend the agenda re reference to D Brett	Completed
PRW to share the priorities for the year with the clerk.	Completed
JW will be sharing a report which will be come to governors. Clerk to circulate.	Completed
Governors to share potential international school links with AH.	ML to share
AH to share any policies that reflect SIAMS with BD.	Completed
Clerk to put CW report on the new website.	Completed
Clerk to circulate dates of JW/AK monitoring visits.	Completed
Governors to confirm which safeguarding training date they will be attending.	JL to share dates

Governors to confirm on their lead role preference	On agenda
Governors to return the skills audit and identify and clerk to identify the gaps.	Completed
To run a parent and staff governor election.	In process
Clerk to send NGA staff recruitment to the Heads of School once signed off by the chair.	Completed
Governors to ensure that they read the documents re-circulated by the Chair 'Keeping Children Safe in Education'.	Completed
Governors to accompany PRW when doing his head of school performance management. PRW to share dates.	Completed

Actions: None

3. Executive Headteachers report to include updates on attendance, Covid, behaviour (including exclusions), safeguarding and autumn examination arrangements

PRW overviewed his report and invited questions. He noted that Some schools have more than their fair share of children with EHCPs and SEND plans.

G – Boasley Cross has 46 rather than 47 students showing.

PRW – These are the latest numbers.

AH – Exbourne now has 60 students.

Exbourne – 4 children have left – 2 of these are now home schooled, 1 has moved to South Tawton and 1 has moved to Okehampton Primary School.

G – Why have the parent/carers chosen to home school?

AH – 1 parent felt that during lockdown they had achieved home schooling and it was something that they could now do themselves. A further parent was influenced by the child with complex SEND needs.

G – How are you maintaining contact?

AH – They are still receiving our social media e.g. newsletters. The safeguarding concerns have been reported to DCC. Two younger siblings still attend pre-school.

SW – The family have now applied for an EHCP.

PRW – The Exbourne budget now reflects the high level of SEND children in the school.

G – In Northlew are the numbers are stable?

PRW - We look to increase pupil numbers by;

- Learning and sharing successes from schools who have increased and retained pupil numbers
- Improve communication with parent/carers and the community
- Stabilise staffing as much as possible
- Deploy staff more efficiently
- De-clutter and make schools more presentable
- Raise standards of teaching and learning
- More effective support of SEND children
- Widen the enrichment opportunities (within Covid restrictions)
- Increase the level of support for vulnerable children and families
- Make closer links to community groups – pre-schools, nurseries, Rotary, WI etc.
- Review school websites
- Take a greater role in the schools PR.

Attendance

Even with Covid, attendance is still very high. The aspirational target for attendance is 97% which is higher than the national average.

G – Are you getting the support you need from external agencies?

PRW – C-POMS entries are higher than normal as we are recording all absences in detail.

AH – We are getting support but it is still not a quick process. The timescales are slow even in urgent situations.

PRW – Social Services are involved at an early stage, along with other agencies.

SB joined 17.30

G – Could we use reserves if you wanted to fund specialist packages?

SW – There is new guidance from DCC. Exbourne and Bridestowe have two high clusters of need and they are short of TA support in both. The Federation are drawing in the funding of £81,000 for the 15 children with EHCPs in the Federation (note that 12 of those are 15 or in Exbourne and Bridestowe). 10% of the children in Exbourne have EHCPs. We are looking at recruiting additional support staff.

Exbourne and Highampton are bidding for additional DCC funding to become an area resource base. We have a level of expertise in Exbourne regarding autism and Highampton have the physical space. The deadline for the funding bid is the 23rd of October 2020.

Behaviour

G – Are the interventions as robust as we can make them?

PRW – Yes.

G – Do we have supervision and support provision for staff in place?

AH – Staff know where to go.

Parental consultation

Parental consultation shows 100% engagement. Teachers and parents are jointly setting targets and sharing the responsibility.

Actions: SW/PRW to copy in HF and update her on the bid

4. Premises
4.1 Review OSHENS report for summer term

There are more communications now than ever before. We are working on how we support each other across the schools.

4.2 Update on Everys system

G – I thought the responsibility was meant to be held centrally?

PRW – the systems are in the process of handover. More responsibility has been passed to the Heads of School.

G – The fire drills are not showing as having been undertaken.

AH– Exbourne and Bridestowe have run their fire drills but this has not been noted on the system. These are normally done termly.

PRW – The other schools will do that very soon. We are not in the habit yet of using the EVERYS system.

4.3 Receive and Review monitoring visit report – re Covid risk assessment

JW was pleased with the size of the bubbles in our schools.

Actions:

- PRW to request clarity re-EVERYS from AK. Who is responsible for which elements?
- PRW to ensure that the fire drills have taken place in all schools.

5. Finance
5.1 Period 11 accounts

SK has the year-end figures but will not share these until the end of the audit.

G – When will the audit finish?

PRW – During half term.

5.2 Report on budget development progress

Staffing issues are covered in part two and will impact upon the budget.

Actions: PRW to identify what is a real saving compared to a Covid saving.

6. Personnel

6.1 Staffing update (Part 2)

Actions:

7. Governor Roles

7.1 Receive and approve the development plan and confirm Governor Leads

School	Governor
Boasley Cross	Tbc
Bridestowe	Tbc
Exbourne	BD
Highampton	SB
Lyford	tbc
Northlew& Ashbury	ML

7.2 Receive report from SEN lead on SEN since start of term

This was discussed in part during the Headteachers report.

G – Highampton and Northlew have no element to their funding?

SW – There are no pupils with EHCPs in either school.

G – What is the ‘other’ category?

SW – That reflects that there is no specialist assessment to date, although we are aware there is likely to be diagnoses.

G – Is there an issue with SEND attendance at Lydford?

SW – This is one child.

SW – In terms of staff training needs. Boxall take up has been really good. 247 out of 288 children have been assessed. In three out of four schools there are already nurture groups already in place.

G – How did Year 6 handle the transition to Year 7?

SW – There was a good transition to ‘Running Deer’ and to ‘Orchard Manor’. There has been no feedback from the college as yet.

Devon released its updated 2020 policy format. This will need will require us to review our policy documents.

SW left at 6:26 pm.

Additional priorities action sheet.

G – This looks really comprehensive.

G – Is there an admin person with an interest in websites?

PRW – Some are good with content.

G – The new CEO will hopefully be find this to be a priority. We need to look at the trust as a whole.

PRW – We are doing what we can within the school.

G – What strategies worked in the past in terms of recruitment? Has any funding been allocated?

PRW – There is no funding and no strategy. We need staffing stability and positive communications.

AH – Word-of-mouth and the website seems to be what is working at the moment.

AH left at 6:45 pm

G – We should be capitalising on people relocating to the South-West.

Actions:

- AH to review SEND policy
- PRW to look at how to overhaul the website. Updates by end of term.
- PRW/Chair to raise the website issues with the communication specialists.

8. Policies

8.1 Acknowledge MAT Policy updates

N/A

Actions: None

9. Matters brought to Chairs attention

Trust Champions

Trust champions – Paper have been uploaded for information and interviews are taking place this week.

Ethos leads meeting

ML is attending. BD is our ethos lead.

Governor Recruitment

Recruitment is underway by the end of the week. Ideally there will be an election mid-November.

Actions: PRW/Chair to request a clear set of the Champions purpose.
10. Risks identified for Trustees
<ul style="list-style-type: none"> • Staffing • Website • PR/advertisement and recruitment • SEND and EHCPs and staffing • EVERYS lines of communication.
11. Read and Approve Minutes of last Meeting
The minutes were agreed as an accurate record of the meeting and will signed at the next available opportunity.
Actions: None
12. Meeting Review
Excellent meeting although it did overrun slightly. The talk was a little too operational and we are now clear on actions.
Actions: None
13. Time and Date of next meeting
<ul style="list-style-type: none"> • 18 November 2020 at 17.00 – Virtual • Meeting closed at 19.25

Action Table from Full AC 21.10.20		
WHO	WHAT	WHEN
SW/PRW	Copy in HF and update her on the funding bid.	ASAP
PRW	Request clarity re-EVERYS from AK. Who is responsible for which elements?	ASAP
PRW	Ensure that the fire drills have taken place in all schools.	ASAP
PRW	Identify what is a real financial saving compared to a Covid saving.	ASAP
AH	Review SEND policy.	ASAP

PRW	Look at how to overhaul the website. Updates by end of term.	End of term
PRW/Chair	Raise the website issues with the MAT communication specialists.	ASAP
PRW/Chair	Request a clear set of the Champions purpose.	ASAP