



# Minutes

Ruby Country Local Stakeholder Board

Date 09 June 2021

Meeting Ref: MLD 21002

Meeting Start: 17:06

Governors in Attendance							
Attendees	Initials	Attendees	Initials	Attendees	Initials	Attendees	Initials
Bridget Down	BD	Diedre Peterson	DP	Adam Hill	AH	Ian McQueen (until 17:56)	IM
Jo Luxford (from 17:18)	JL						

Also in Attendance			Apologies		
Attendees	Initials		Attendees	Initials	
Tania Skeaping	TS	Chair Trustees	Jane Colbourne	JCo	
Brian Simber	BS	Ofsted Inspector	Davina Dimmock-Wright	DDW	Timing of meeting

## 1. Welcome and Introductions

BD welcomed all to meeting, introductions made.

## 2. Attendance and Apologies

Apologies DDW and JC. Still some issues with email contacts which may impact on attendance.

## 3. Declarations of Interest

Reminder issued, none declared

## 4. Minutes of last meeting

Minutes of meeting 5th May 2021 agreed and signed

## 5. Outstanding actions

**Lead Governors** still interim until board fully populated. Current leads:

Resources - IM; Safeguarding and Foundation - BD; QEC - JL

Governor links for schools - JCo - Northlew (NIW) & Boasley Cross (BC); IM - Lydford (LD) & Bridestowe (BW); BD - Highampton (HH) & Exbourne (EX)

**Websites** BD reviewing for compliance and gradually updating

**Newsletters** BD receiving all newsletters. Governors flag if they wish to receive any/all.

## 6. Governor Housekeeping

**Governor Hub** - Still issues with emails and access, but progress being made.

**Governor Recruitment** - Vacancies: 2 X Parent, 1 X Staff, 1 X Co-opted. No response to letter asking for parent & staff nominations. Potential sources to follow up: Principals - Discussions with parents and school support groups; JH - lodge vacancies on GfS;

**Meetings 2021-22** - Dates already set for the next year. All content to keep to a Wednesday, and 5.00 start time (subject to new appointments and availability/access).

**ACTION:** Follow up recruitment actions (all)

## 7. Ofsted (item taken at start of meeting)

BS introduced himself, and gave a brief outline of things for governors to consider in preparation for an Ofsted inspection.

All advised to re-read the powerpoint slides as presented in training session in March.

JH will set up an 'Ofsted-Essentials' folder in Gov Hub for key documents which should be re-read on a regular basis.

BS outlined the key issues for governors to familiarise themselves with (see attached summary). He also outlined the process of inspection, and the focus required of governors.

Governors noted the importance of meeting notes to document challenge and support.

BS reiterated the importance for governors to have clarity of the vision and aims of the school(s), an understanding of the school(s), to hold the school to account, and to ensure that money is being spent to the advantage of the children.

BS thanked for his very helpful presentation. BS left meeting 17:55

**ACTION:** JH set up 'Ofsted-Essentials' folder in Gov Hub for key documents

## 8. Summer Works

No decision possible as meeting not quorate.

## 9. DMAT update

TS acknowledged issues with IT, and the need to focus on recruitment.

Principals reported much more collaborative working, although noted frustrations with communications, and issues with impacts on staff and community in respect of confirmations of staffing levels. Noted that the impacts are much more visible and stressful in small school and community environments.

Governors stressed the need to keep dialogue open, and alert LSB if issues not resolved.

TS noted issues to feed back.

**ACTION:** TS follow up

## 10. Principals Reports

Reports available and read in advance of the meeting.

Looking at the sports premium spend, are schools under pressure to purchase items that should come from other budgets?

It's difficult to spend the sum granted on sports in a school with 34 children. We therefore become creative and have invested spend in healthy living and lifestyle facilities, such as forest school.

When we are recruiting new staff for a church school, how are we ensuring that Christian distinctiveness questions are being asked?

When Principals are on panels, we adapt some of the questions in order to capture those required. It is always made clear to candidates if an appointment is to a church school.

CPOMS entries look high?

Entries for EX and HH have raised issues around vigilance and consistency across staff. This is being addressed.

[Do you bring staff together to look at issues like this?](#)

Not often. These issues also reflect the current level of supply teaching in those schools.

[Does that also impact on safeguarding and teaching & learning?](#)

Yes, although supply teachers have a generic access for CPOMS the level of entry is inconsistent.

[Are staffing issues also having an effect on covid catch-up?](#)

Yes, and it is creating differences across our schools. To have effective catch-up you need after school clubs and lessons, and you need a willing staff to provide that. In tiny schools you simply don't have the capacity that larger schools have, so we need a different strategy.

[How as governors can we best keep an eye on this?](#)

Keep talking with Principals and others across the Trust to see if we can work out an alternative.

[Are all Yr 6 going to the summer school catch-ups at secondaries?](#)

Don't know what the uptake is; we can promote it again.

**ACTION: Principals promote summer schools**

## 11. Attendance Data

[Attendance is looking very good - although dipped in HH?](#)

Dip is due to one family, where work is being done.

## 12. Risk Assessments

Risk assessments reviewed regularly and published. No major changes to arrangements.

## 13. Assessments

Assessments proceeding.

[Any concerns raised by parents?](#)

None to date. letters will go out at the end of this week.

## 14. Lead Governor reports

QEC Committee met 26 May. BD commended JL for excellent questioning and input. Discussion regarding appropriateness of staff member on Committee; JL happy as long as Principals have trust in professionalism and confidentiality. Agreed that Principals should formally discuss and agree their stance, and JL make a formal declaration of interest at the start of a QEC meeting to ensure an open dialogue.

**ACTION: Principals agree their position**

## 15. School visits

Nothing formal planned, but Governor Leads allocated to school pairs (see Item 5). IM attended a parent forum.

## 16. Policy updates

N/A this meeting

## 17. Ethos update

BD reported there is a lot of work being done with CofE schools, which is progressing fast.

**18.**

N/A this meeting

**19. Recent training**

Lists to be forwarded for records

**20. Next meeting**

Wednesday 22 September

**21. School Events**

None listed

**Meeting closed: 18:43**

**Decisions from (09 June)**

**None made**

**Action Table from 09 June 2021**

No.	Lead	Action	Deadline
6	ALL	Follow up recruitment actions	end June
7	JH	Set up 'Ofsted-Essentials' folder in Gov Hub for key documents	immediate
9	TS	Follow up staffing confirmations	immediate
10	Principals	Promote summer schools	mid July
14	Principals	Agree position on QEC Lead	end June

**Trustee Summary from (09 June 2021)**

**Achievements**

Good attendance

**Concerns**

Governor recruitment  
Staffing confirmations

**Risks (Categories: Safeguarding; Education quality; Admissions; Covid recovery; Sustainability)**

**Education quality:** Staffing levels to provide consistent delivery of catch-up learning across all schools

Signature of Chair:

Date: