

Okehampton Primary School Academy Committee Meeting – Part I Minutes

Date/Time	16 th November 2020 at 18:00		Location	Virtual meeting	
Attendees	Initials	Attendees	Initials	Attendees	Initials
Neil Payne	NP	Hannah Bancroft	HB	Rob Hicks	RH
Ian Meese	IM	Richard Parsons	RP	Sarah Godbeer	SG
Emma Goodwin	EG	Jo Arnold	JA		

Apologies	Initials	Reason
Amanda French	AF	Maternity Leave
Caleb Stevens	CS	Work Commitments
Martin Evely	ME	Other commitments
Absent without apology	Initials	
None		

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Ann-Marie Bowles	AMB	Clerk
Dan Morrow	DM	Associate Trustee/CEO
Tania Skeaping	TS	Chair of Trustees

1 – Apologies and Pecuniary Interests

- RP welcomed DM and TS to the meeting.
 - Apologies were received from CS and ME. The meeting was content to accept their absence.
 - All those present at the meeting confirmed that they had no pecuniary interests to declare that would affect the discussion at the meeting.
 - The previous Minutes from the 12th October 2020 were accepted as a true and accurate record of the previous meetings. Minutes to be signed at a later date.
 - The meeting was quorate.
- JA joined the meeting at 18:01*
- Introductions were made.

2 – Income Pooling and Cohesion Strategy

2.1 Income Pooling and Cohesion Strategy DM advised the drive to look at the family of schools. Review was undertaken at the beginning of the year. DM is currently an Associate Trustee until he commences as CEO in January 2021. DM advised that structures can make it difficult to get the right resources. Two papers: Cohesion Strategy – Governance and Income pooling. Looking at structure and then income pooling. Task and finish group in place, looking to consult widely. Open to challenge and change. RP has been challenging and asking questions. Change in terminology from MAT to Trust. All in it together.

A Governor asked: Looking forward, some previous frustrations, use of 'Trust' is good, structure was based on earned autonomy, this structure includes OPS with two other primaries. OPS had a clear identify. How do we build on community aspect with merging with other schools?

DM advised that in relation to autonomy, system has moved on, autonomy doesn't exist as before. Difficult 3 year structure, MAT structure delays activities. Local board - are children challenged? Balanced curriculum and do we offer progression? Standards board has different purpose. Governors shouldn't look at children's books. Governors explore if children are thriving and enjoying school, if not why. DM gave an example of structure in another school. Looking at Trust as a family of schools.

TS advised that she feels SG is passionate about the community of Okehampton. St James also in Okehampton and Exbourne just outside. Share the same resources. Board don't get a sense of what it is like to be a child or member of staff. This is missing at the moment.

DM advised that the community board would be a peer group of governance to go to, support executive and leaders. Quality of education board would have members who have education backgrounds. Ensure that everyone is trained and delivering on all your purposes.

TS reiterated that OPS board is confident with examining data. Staff and student voice is important.

A Governor asked: OPS is a large school, concerned what shared meetings would look like. Traditional governance would talk to parents and local accountability. Community around this school and concerned accountability is further away?

DM advised that accountability depends on what people are doing. This structure would represent all parents. School uniform makes no different, education in a setting in an area. Protect identify in schools. Potential of broader alliance. Different way of looking at accountability, Board and Trust understand accountability.

NP stated that Trustees are accountable, Governors are selected by peers. Concerned by risk of erosion of local focus, within a big Trust OPS could get lost and potential size of meetings within a group of schools.

DM asked: SG what is your view? SG advised that current structure isn't working. She has spoken to task group and trusts their conversations. Change is uncomfortable, current situation can be challenging. Currently can't access what she needs. SG confirmed she likes collaborative working with other schools and wants OPS to continue to thrive. Also access to resources. Need change to be more successful. DM confirmed three step process: One: Governance structure: Two: Trust services, Three: connections on the education site. All of this is to empower leaders. Bringing clarify at each level and don't sacrifice good areas.

TS asked: Would you be happier with pairing with just St James? Is it specially that? HB identified that Boards work in different settings; we are volunteers and want to do a good job. For example elements of Safeguarding over 3 schools rather than 1. DM identified that Parent Governors shouldn't be undertaking safeguarding lead governor role. Each level of role, description and time commitment, everyone needs a clear understanding. HB reiterated that Governance could work smarter. DM advised that governance works best with a focus on what we need and conversations around what we need. Respectful lines between professional roles and governance.

A Governor asked: Committees may look like 8 -10 members, OPS is a large school, is there flexibility around these numbers? Could lose experience. DM advised that once we have model: Community board/Quality and Trust board, will then confirm with all governors and skills audit. People may sit in different places. Looking at things in more detail. No hierarchy between community cooperative board and quality of education board. Boards have a specific purpose. Volume of meetings. Reviewed minutes across boards.

DM asked NP: Structure of governance in your MAT? NP confirmed small Trust: Trust board and academy adviser groups. Head of school line managed by CEO.

Action: NP to discuss with TS and DM their structure and opportunity to look at structure of another AC.

NP raised concern that governance would be doing what the Trust needs rather than the school. Discussion was held in relation to line management of the HT. Current structure AC has line management responsibility of HT.

RP asked EG if she had any questions. EG in agreement that there needs to be some change. Teaching is constantly evolving. Needs to be for the good of the children and the town.

RP advised that the AC is there to challenge and support HT and staff. Line management should come from CEO.

A Governor asked: Process for income pooling? DM advised that not initiating until governance is resolved. Two barriers: Capacity of central team and culture, underpin processes in place. Need to look at further down the path.

DM and TS offered to come back to the December meeting to provide feedback. Governors were invited to

contact TS and DM if they had questions.

RP advised that task group have a large area to cover. DM reiterated that income pooling would need to commence Sept 21. Important to review time scales, decisions need to be the right ones. RP will report back regularly on Task Group. Good communication needed and opportunity to voice concerns.

DM advised that he is looking forward to commencing in January and thanked the AC,

DM and TS left the meeting at 18:58

Actions:

NP to discuss with TS and DM their structure and opportunity to look at structure of another AC.

3 – Matters arising from previous meeting

4.1 Safeguarding scenario training, audit and update (03.02.20) – Action: Clerk to carry forward safeguarding scenario training to a future meeting.

9.1 Data in relation to % of pupils that needed improvement from Nursery to effect of 2 year old intake into year 1 (03.02.20) - Action: Clerk to add item 9.1 to the agenda for a future meeting

6.1 Sports funding(29.06.20) - Action: Clerk to add Sports Funding financial information to records for future follow up.

7.1 Update Register of Pecuniary Interests (14.09.20) - The Clerk advised that some information is still outstanding. Action: Clerk to follow up outstanding business interests.

8.2 Governors' code of conduct and safeguarding documents (14.09.20) – The Clerk advised that some Governors need to confirm that they have read these documents. Action: Clerk to follow up outstanding confirmations by Governors.

5.1 School Improvement Plan (12.10.20) Agenda Item. Item closed.

6.1 Budget (12.10.20) Agenda Item. Item closed.

9.1 Pay Committee (12.10.20) – Item closed.

10.1 Approve draft admission policy 2022/23 (12.10.20) – The Clerk confirmed that the policy has been added to the website. Item closed.

11.1 Nursery Policy (12.10.20) – Item closed.

Actions:

Clerk to carry forward safeguarding scenario training to a future meeting.

Clerk to add item 9.1 to the agenda for a future meeting

Clerk to add Sports Funding financial information to records for future follow up.

Clerk to follow up outstanding business interests

Clerk to follow up outstanding confirmations by Governors.

4 – Matters brought forward at the direction of the Chair.

3.1 Matters brought forward at the direction of the Chair – No matters brought forward.

5- Pupil attendance

5.1 Pupil attendance - SG advised that EG had produced the attendance document that had previously been distributed.

A Governor previously asked via email: The Autumn term's data is skewed by far fewer sessions but I note that attendance for the disadvantaged groups is lower than whole school. It is an increase on last year and I appreciate above the 95% magic number and I can see actions taken by school and EWO but I was wondering why it is slightly lower? SG advised that EG has looked at groups. 12 children have had letters: 7 pupil premium (PP) children, 6 Child Protection (CP) concerns and 3 with EWO. Know details about children, no pattern. Higher proportion has CP. EG confirmed that attendance is over 97%, higher than national %. Last week 3 classes were 100% attendance. Persistent absences are PP group, keeping an eye

on these families.

A Governor asked: Do we link with DCC? SG advised that EG meets with EWO. So links are in place. Dawn Stabb (DCC) confirmed at the HT meeting that Devon % is 93% and National 89%. SG confirmed there is a different code for shielding. EG advised that several families have had unauthorised absences due to Covid concerns. Government guidance is that pupils should be in school. Difficult conversations.

A Governor asked: Do you have enough EWO provision: EG advised that the EWO is brilliant. Met with her face to face and via 'Teams'. SG advised that she needs to check provision that we buy into, meeting tomorrow and will feedback. **Action: SG to feedback in relation to EWO provision.** SG advised that the EWO has always been available and supportive. EG stated that one child had only been in for 5 days. Letters sent, and home visits. Spoke to EWO, child was in the next day, impact was good.

SG advised that school is monitoring possible threads and the use of the 'x' code. When people isolate a robust system is in place, contact with home, and can arrange home testing. TED talk with parent. Test now available on site.

HB identified that the report is very through, actions in place, well done. SG advised that EG is new to the role of attendance officer and has worked closely with EWO. She has picked up the role quickly. Thanks were expressed to EG.

Actions:

SG to feedback in relation to level of EWO provision.

6 – School Improvement Plan/Data

6.1 School Improvement Plan – SIP data distributed at previous meeting. The Clerk confirmed that no governor questions have been received. SG confirmed that contents will be in HT report. School improvement meeting was held last week. Pupil progress meetings all year groups. Target children identified and showing 'Catch-up'. Data picture, numerical measure will be in HT report. Governor visits to pick up 'Catch-up' and will be linked to recovery plan. SIP around recovery.

No questions.

Actions:

None

7 – Receive safeguarding update including Summer termly figures

7.1 Receive safeguarding update including Summer termly figures - HB undertaken Governor visit – safeguarding. County audit – focus induction of new staff and training. Action plan completed. Single central record (SCR) HB scrutinised and signed.

SG shared action Plan 20-21. 18 children. 15 families don't have 2nd contact number. Undertaken parent consultation.

Induction – Refine specific roles, link with HR team. Induction document needs some fine tuning. 7 Gold rules, information sharing (GDPR). Position statement – Equality/Diversity. Require deputy safeguarding governor and review induction governors.

SG advised that Jane Lake, Trust safeguarding lead has visited. EG confirmed that Jane Lake will be sending Induction PowerPoint, whistleblowing, handling allegations and Covid information. CPOM's – couple of children need to be escalated. John Lawlor impressed with detail on CPOM's. Discussion was held in relation to mental health. EG is the mental health lead. Supervision undertaken with key staff. TA's working with vulnerable children have supervision and staff who face most challenge. SG confirmed that HT's are getting supervision. John Lawlor has fed back that he was impressed with what OPS is undertaking.

Key data:

<u>Safeguarding</u>	Number for Autumn 1 2019-20	Number for Autumn 1 2020-21
MASH enquiries made	2	0
MASH request for information	0	1
Children in CP	3	0
Children in Care	2	2
Reported to LADO	0	0
ViST reports received (police information report)	3	3
Operation Encompass	1	1
E-Safety concerns	15 (home related)	10 (9 out of school)
Child missing in education	0	1
Concerns of radicalisation	0	0

E Safety - SG advised that a piece of software call 'Smoothwall' ~~that~~ monitors what externally is viewed. It's come to light that one child knows how to get around the Smoothwall to access a game. Reported and IT have closed the Smoothwall. Being monitored in a positive way. HT report will contain headlines.

A Governor asked: Do school talk to parents? SG confirmed that this was shared with person at home.

A Governor asked: Have you lost pupils to home learning? SG confirmed 12 children, due to Covid and they want to return after Covid. The Governor asked: Are there any safeguarding concerns? SG confirmed that one was flagged to County. Tried to keep them in school, County to pick up.

Actions:

None

8 – Budget

8.1 Budget SG advised that she received the budget at a similar time to Governors. Budget information as at Sept 20. It was identified the need to see a live budget in order to make timely decisions. Tried to obtain last year's budget figures.

A Governor raised concern that it was difficult for the pay committee to make decisions in relation to pay rises without budget detail.

SG confirmed that she has emailed SK (CFO) and Governors can meet with SK. Can be organised via Clare Kelly.

NP confirmed frustration at lack of detail.

RP question to task group - Why don't we have information?

Action: RP to write to Trustees to ascertain why HT is unable to see live budget figures.

Aged Debtors – SG advised that majority of debtors have been previously cleared apart from 3 and 1 has been partly paid. Staff have followed process. Acknowledged good work undertaken by staff. Also, Fusion Lifestyle – sat with central team, Trust are chasing, relates to swimming lessons.

Actions:

RP to write to Trustees to ascertain why HT is unable to see live budget figures

9 – Governor visits

9.1 Governor visits - SG suggested that Governor visits this term look at children voice, curriculum and catch up.

SG advised suggested dates to meet with subject leaders via 'Teams'

24th November

26th November

<p>30th November 8th December 14th December</p> <p>SG that children will talk about curriculum, what they are covering, and also catch up children. SG requested that Governors confirm their availability. Discussion with children and link with subject lead. Catch up plan – Specific area and pupil's voice. Opportunity to talk to subject lead. Visit to be undertaken remotely.</p> <p>SG advised that Governors need to capture pupils voice. RP identified that Governors would be guided by subject leaders and suggestions for questions. SG confirmed that aspects will be included in questions. Phonics – link with subject lead; catch up key aspects and Ofsted areas. This will provide evidence that Governors are involved with school.</p> <p>Action: Clerk to email these dates to Governors for them to confirm their availability.</p>
<p>Actions: Clerk to email these dates to Governors for them to confirm their availability</p>
<p>RP asked Governors if there are any concerns.</p> <p>EG asked: Do we have a volunteer to be the Deputy Safeguarding Governor? HB raised concern in relation to her being the safeguarding lead as a parent. Discussion was held. SG advised that the role is data driven and not around specific children. JA identified that Governors are aware of confidentiality and the role of parent governors. RP stated that this has not been identified before and the reiterated the importance of the role that HB has undertaken. Decision: Governors agreed to continue with HB as Lead Safeguarding Governor.</p> <p>SG reiterated a child could say anything at any time. Governors sign up for this role and information remains confidential.</p> <p>Action: The Clerk to ask CS if he would consider becoming the Deputy Safeguarding Governor.</p> <p>Updated Covid Risk Assessment - SG confirmed that the updated RA had previously been distributed to Governors. No questions were asked.</p> <p>Action: The Clerk to invite TS and DM to the AC meeting on the 7th December. Governors to prepare questions.</p> <p>Action: RP to provide updates from task group meetings.</p> <p>RP expressed thanks to Governors.</p>
<p>Actions: The Clerk to ask CS if he would consider becoming the Deputy Safeguarding Governor. The Clerk to invite TS and DM to the AC meeting on the 7th December. Governors to prepare questions. RP to provide updates from task group meetings.</p>
<p>10. Time and Date of next meeting</p>
<ul style="list-style-type: none"> Monday 7th December 2020 at 6pm Meeting closed at 20.01

Action Table from 16.11.20		
WHO	WHAT	WHEN
NP	Discuss with TS and DM their structure and opportunity to look at structure of another AC.	
AMB	Clerk to carry forward safeguarding scenario training to a future meeting.	
AMB	Clerk to add item 9.1 to the agenda for a future meeting	
AMB	Clerk to add Sports Funding financial information to	



AMB AMB	records for future follow up. Clerk to follow up outstanding business interests Clerk to follow up outstanding confirmations by Governors	
SG	Feedback in relation to level of EWO provision.	
RP	Write to Trustees to ascertain why HT is unable to see live budget figures	
AMB ALL	Clerk to email these dates to Governors for them to confirm their availability for Governor visits.	
AMB AMB RP	The Clerk to ask CS if he would consider becoming the Deputy Safeguarding Governor. The Clerk to invite TS and DM to the AC meeting on the 7 th December. Governors to prepare questions. RP to provide updates from task group meetings.	

Appendices	
Appendix A	None
Actions/Questions for Trustees	
None	