



# Minutes

Ruby County Local Stakeholder Board

Date Tuesday 21<sup>st</sup> September 2021

Meeting Ref: MLD212201

Meeting Start: 16.38

Governors in Attendance							
Attendees	Initials	Attendees	Initials	Attendees	Initials	Attendees	Initials
Phil Whittley	PW	Sunita Chauhan	SC	Anne Bunning	AB	Nigel Williams	NW
Richard Parsons	RP	Annie Little	AL				

Also in Attendance			Apologies		
Attendees	Initials		Attendees	Initials	
Jay Hooper	JH	Clerk			
Karen Yorke-Dunne	KYD	Clerk to DMAT clerking pool			

## 1. Welcome and Introductions

PW welcomed all and introductions were made. KYD has joined the clerking pool at DMAT and is likely to be the clerk for Ruby County for future meetings.

## 2. Attendance and Apologies

No response from KH, SF and SL.

## 3. Declarations of Interest

AL has been supporting Colebrook Academy to set up governance.  
All governors who can have access to Governor Hub have updated their declarations of interest.

## 4. Minutes of last meeting

Minutes of meeting 8<sup>th</sup> June agreed and signed.  
[How do I sign the minutes electronically?](#)  
JH informed PW how to sign the minutes via Governor Hub.

## 5. Outstanding actions

PW has attempted to contact KH. Recruitment is still a priority.  
Safeguarding has moved on considerably with the new staff appointment.  
[Do staff know what to do if a safeguarding lead is not available?](#)  
Yes, we have a contact list of designated safeguarding leads for advice and guidance.  
[Is it on display?](#)  
Lisa Paton has supported SC with persistent absence; we continue to monitor this closely. AL has seen this when she has visited.

Lunchtime safety measures have been tightened up but the risk has been removed now we are no longer eating in bubbles.

Do we have a report for the visit?

Nothing has been written down.

JH reminded governors that there is guidance on recording of governor visits is included in the draft governor handbook. PW also stated that it is governors legal responsibility to hold schools to account and reports are good evidence of this.

**ACTION: Re-share governor recruitment poster that has been produced by Bridget Down**

**ACTION: PW to speak with Barbara Manning the Safeguarding trust lead**

## 6. Principals reports

A few governors had not read the reports ahead of the meeting due to accessing Governor Hub.

[Where can we find the documents on the gov hub?](#)

JH explained to go to Documents; LSB meeting; Ruby County.

[How have you adapted the base curriculum to suit your small schools?](#)

We came together to cover 2, 3 and 4 year rolling plans to ensure that we had spread the skills and knowledge across the primary education within our schools. We will meet to evaluate the rolling plans and adapt them accordingly. A governor expressed a level of empathy as it is very different to larger schools where there are many classes in one year opposed to many years in one class. SC and AB have many years experience of teaching small cohorts: with small numbers you can adapt the learning for each child.

[Can I see the curriculum?](#)

It is available on the school website.

### **Risk Assessment**

[What would happen if a number of staff or children test positive?](#)

We have a contingency plan in place: lateral flow tests then PCR tests for those showing symptoms. If children have a period of absence they will complete remote learning if they are well.

[What if staff aren't well whilst off?](#)

If staff are unwell they would be off duty and supply staff would teach blended learning between remote and in class.

### **Safeguarding**

[Is the SCR marked as fully compliant?](#)

Not completely, all red actions have been ticked off and we are waiting for verification. Staff have had KCSiE refresher training during the inset day.

JH informed the meeting that DMAT are using Educare for training; staff and governors must complete all of the tasks requested.

[To AB: Have exit interviews taken place with families who have left to home-school?](#)

The children were not registered with us as they never attended the school.

[Are County aware and was there a period of non-attendance?](#)

Yes County are aware: we had completed the paperwork when they moved. There was not a period of non-attendance.

Arbor (new reporting system) will generate reports to ease principals work/life balance. This is pertinent to Bradford to support the improvement of attendance.

[Has it been impactful?](#)

Whole school attendance is currently 98.7%, target 97%

BT: 95.3% with girls down, those children absence are not PPG. SEND 96.9% They are also not vulnerable.

[How many girls does that equate to?](#)

2 children.

[Are these children/families getting support from EWO?](#)

We have yet to meet EWO; support has come from AB.

School numbers BT: 22 Bradford: 16

[What are you, as principal, doing to increase numbers?](#)

In April, we set up a Baby/Toddler group; we regularly have 8 or 9 babies. We would like an additional volunteer to support this. We are currently talking to advisors: LP has previously set up FSU and we hope to draw on her reputation.

PW commented on how successful the summer school was.

#### **Parent forum**

BT & B linked for the forum with 6 attending in person and others at home. AB joined us to promote the next steps as a hub. BR had 5 in person and 7 at home. We discussed joint events that are planned throughout the year. For example: we have transported children so they can be taught dance together. There were heated discussion regarding decisions that had been taken.

AB has created a short video for parents highlighting the changes in the RSE policy and curriculum for the 3 schools.

**Staff wellbeing survey** – it will be interesting to look at what staff find challenging and how principals have addressed the findings.

BR 95.7% of attendance for various reasons, part time timetables for specific SEND needs which we have reported to the LEA

[Will attendance data look different this term?](#)

The summer term was difficult 12% of pupils with EHCP.

[Does the behaviour associated with SEND needs involve handling?](#)

No but we do have children with EHCP in each class.

Numbers include 5 transitions with 9 in FSU which will increase each term.

The community action group are working on website compliance.

[Do you have joint ventures lined up for this term?](#)

The 3 schools are learning about Romans and they have a beach clean to help them flourish in the joint community.

**ACTION:** Please can you report on quality assurance delivery and the impact of the curriculum on small schools.

**ACTION:** AL to visit schools to ensure SCR is compliant.

**ACTION:** SC to keep track of the Educare courses being undertaken by staff.

**ACTION:** Principals to liaise with Lisa Paton to generate an Arbor report so governors can see absence.

**ACTION:** Attendance data to be humanised for small schools.

**ACTION:** Prepare a business plan for the toddler group to present to the Trust for future investment.

**ACTION:** Secure communication of changes with parents.

**ACTION:** Look at what staff find challenging and how principals have addressed the findings.

## **7. Spending and Impact**

Governors discussed funding that is ring fenced for the individual schools for PP, catch up, sports and SEND funding. There is a workshop 13<sup>th</sup> October for completing plans ready for the deadline in December.

[How do you evidence the spending?](#)

Principals will evidence the funding on the report which is far more in depth now than a few years ago. AB stated that the PPG funding is separate to SEND. We are accountable for the impact on the vulnerable children; results show they have flourished.

JH reminded the meeting that our scheme of delegation states that stakeholder governors must agree the plans. Ofsted will ask: How involved are we on challenging where the money goes?

[Is the catch up funding to be spent on individual schools not DMAT?](#)

There is new guidance on funding to include how the school has supported families through Covid.

**ACTION: Governors to receive reports on SEND and PP/catch up funding.**

**ACTION: Governors to receive guidance on funding.**

## 8. Safeguarding

Discussed in Principals report.

## 9. Assessment outcomes

Governors commented on the importance around what is done with the data from teacher assessment. Baseline assessments have taken place already this term. It will be interesting to explore the impact of the recovery funding and how the gap is being closed.

**ACTION: Add impact from recovery funding to agenda**

## 10. DMAT update

Governors to look at address from the CEO.

## 11. Governor Housekeeping

**Declarations** have been completed.

**Lead roles:** Safeguarding – AL

SEND – NW

H&S -

**Training** Governors to carry out training by end of September through Educare for KCSie, keeping safe online, duty prevent, 5 modules in total. Access to Educare is through DMAT email.

**Recruitment** the strategy is for governors to be part of the whole MAT and to be mobile for the time being as meetings are virtual. NW suggested advertising with Governors for Schools. We would have to register each individual vacancy which would be too time consuming across the MAT. A governor suggested approaching local companies and Duchy College for diversity. Companies have a corporate responsibility to their surrounding community.

**ACTION: JH to send Educare link via email.**

**ACTION: KYD to contact some local companies to ask if staff would consider governance.**

## 12. Ofsted Readiness

Partial readiness schools have rag rated all areas green. AB stated that they will be revisit curriculum to ensure compliancy.

Key Performance Indicator for structure will take place next week where there will be a conversation around school improvement and what is happening with principals. Will DLEAD look at specific requirements across the MAT or on individual school bases?

## 13. SIAMS Readiness

AM has met with LP regarding SIAMS; we are not expecting to have an inspection for another 12 months due to Covid.

#### 14. Funding

Ring fenced funding discussed in item

#### 15. New and updated policies

Governors approved

CP policy in principle- once Trust approval is received it will be on the website by the end of next week.

RSE policy - subject to changing the text (Ruby County not Holsworthy).

SEND

Behaviour policy - agreed to adopt the policy that has been ratified by Moorland hub subject to changing names. It includes anti bullying statement. Exclusions come under the safeguarding policy. Schools have to report any incidents of exclusion.

[As safeguarding governor, should I be asking about exclusion?](#)

It is always good to talk about behaviour which may include exclusion.

#### 16. Ethos

N/A this meeting

#### 17. Training

NW, RP, AL will be attending the Governance Meet Up Event on Saturday 25<sup>th</sup> September at 9.30am. A, JH and KYD will also be attending.

#### 18. School events

BT – Harvest festival at BT Church – 5<sup>th</sup> October 2.30pm

BR – Harvest Festival at Bridgerule Chapel – 20<sup>th</sup> September 9.30am

Everyone is welcome.

#### 19. Governor Activity

#### 20. Next Meeting Date

Tuesday 9<sup>th</sup> November 2021 at 4.30pm via TEAMS

Meeting closed: 18.10

#### Decisions from 21 September 2021

#### Action Table from 21 September 2021

No.	Lead	Action	Deadline
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5	JH	Re-share governor recruitment poster that has been produced by Bridget Down	asap
5	PW	Speak with Barbara Manning the Safeguarding trust lead about SCR	asap
6	Principals	Report on quality assurance delivery and the impact of the curriculum on small schools.	09 .11.21
6	AL	AL to visit schools to ensure SCR is compliant.	End Oct
6	SC	Keep track of the Educare courses being undertaken by staff.	ongoing
6	SC/AB	Generate an arbor report so governors can see absence.	09.11.21
6	Principals	Attendance data to be humanised for small schools.	09.11.21
6	SC	Prepare a business plan for the toddler group to present to the Trust for future investment.	End Oct
6	SC/AB	Secure communication of changes with parents.	Half term
6	Principals	Look at what staff find challenging and report on how principals have addressed the findings	09.11.21
7	AB/SC	Governors to receive reports on SEND and PP/catch up funding.	09.11.21
7	PW	Governors to receive guidance on funding.	asap
9	JH	Add impact from recovery funding to agenda	09.11.21
1	JH	JH to send Educare link via email.	completed
11	KYD	KYD to contact some local companies to ask if staff would consider governance.	End Oct

<b>Trustee Summary from 21 September 2021</b>
<b>Achievements</b>
<b>Concerns</b>
Governor numbers
<b>Risks (Categories: Safeguarding; Education quality; Admissions; Covid recovery; Sustainability)</b>

Signature of Chair: Phil Whittlely

Date: