



Minutes

Simmons Hub Local Stakeholder Board

23rd September 2021

Online Teams meeting

Meeting Start: 18:00

Governors in Attendance							
Attendees	Initials	Attendees	Initials	Attendees	Initials	Attendees	Initials
Beverley Johnson	BJ	Michaela Myerscough (Left at 19:16)	MM	Karen Sachon (joined at 18:10)	KS	Jenna Price (Left 18:57)	JP
Suzie Stevens	SS	Rebecca Tooms	RT	Sarah Godbeer	SG	Vikki Bendle	VB
Lisa Cann	LC	Richard Parsons	RP				

Also in Attendance			Apologies		
Attendees	Initials		Attendees	Initials	
Ann-Marie Bowles	AMB	Clerk to Governors	Alex Fillingham	AF	Work Commitments
Jo Arnold	JA	Potential Co-Opt Governor			

1. Welcome and Introductions

VB welcomed everyone to the meeting. Jenna Price was welcomed as a Parent Governor and Jo Arnold as a potential Co-opt Governor. JA currently undertaking the process. JA appointed to the LSB subject to Trustee approval. Thanks were also expressed to Hannah Bancroft who has recently resigned as Foundation Governor. Thanks were expressed for all her hard work.

2. Attendance and Apologies

The Clerk advised that apologies had been received from AF. The meeting was happy to accept his apologies. The meeting was quorate.

3. Declarations of Interest

All those present at the meeting confirmed that they had no pecuniary interests to declare that would affect the discussion at the meeting. VB advised that she is working for Devon County Council – working with the Head of Children Services.

4. Minutes of the last meeting

The minutes from the last meeting were agreed. **Action: VB to authorise the minutes from the 7th June 2021 in GH.**

Actions:

VB to authorise the minutes from the 7th June 2021 in GH.

5. Actions from the last meeting

Item 4 – Crib sheet not received. **Action: VB to chase TS.**

Item 8 – AMB confirmed that the version of Code of Conduct is correct. Item closed.

MAT set of accounts required for Sept – October 20 to ratify the Accounts, Clerk to cfwd to next meeting. SS confirmed that this is being actioned.

Safeguarding training – Agenda item

SCR - **VB asked: Are you confident that SCR is up to date?** SS confirmed working on SCR. References required for some missing information. SG confirmed there are a few outstanding aspects for OPS: Governance and contractors. Barbara Manning, Safeguarding lead has undertaken an audit and this will be reviewed again.

VB asked: What is happening in relation to the SCR for DMAT staff on site at St James? SS and VB to discuss.

Sports funding – Agenda item.

Item 14/16 - Item closed.

Item 17 - Item will be covered under Covid.

Item 20 - policies – agenda item

Item 21 - closed.

AOB - All governors to check their profile and declarations with GH. The Clerk advised that register of business interests needs to include personal links to pupils in the schools, also DMAT employments and business connections that could be used by the schools.

Actions:

VB to chase TS for crib sheet.

6. Principals Report

St James - SS advised that the start of term has been positive. New kitchen over the Summer, very positive, benefit to both schools. Really good response from parents. 145 pupils on roll. Two Assistant Principals in place, leadership now shared, more impact. No SIAMS inspection in 21/22 for any of the DMAT schools, allows a full year for St James to get ready.

VB asked: Do we know why? SS confirmed they are behind with schools. St James will be preparing, just gives a bit more time.

Covid – Attendance 97.4% first 7 days. Today 89.6%. 17 reception children currently off, no positive children. 2 members of kitchen staff positive. A lot of children are poorly but not positive. Able to mix bubbles, hold daily worship altogether, lunches are also altogether. £500 raised at recent Summer Fair.

Good bonding for all staff and children. Held first open morning on Friday 17th September. Parents know contingency plan.

VB asked: Update on speech, language EYFS? SS advised on-entry baseline statutory assessment is undertaken. Every year we have some children with poor speech and language. Haven't completed all assessments as yet. Predicting that some children will be below the expected level.

JA asked: Will the pandemic have affected this? SS confirmed yes, have until next week to complete assessments. Holding one to ones. All year groups are affected by the pandemic. EYFS children - masks, handwashing is part of normal life. Difficulties with social skills, relationships, siblings and peers. Life experiences – children haven't visited places, lack of opportunities, results in vocabulary being reduced.

Okehampton Primary School - SG advised that over the holiday period outdoor learning appeared in the paper, thanks expressed to Emily Cannon. Moor Otters, thanks expressed to Luna Redhead. National acknowledgment – Computing in Schools, thanks expressed to Matt Smith. Science Lab fully equipped, located in Great Links Tor, not launched as yet. Now have canopies for Nursery and available for Year 1 class.

Now have consistent internet and telephone lines. Massive thank you to Trust IT team.

Covid – Covid management plan, at level 4. Plan on website. Updated risk assessment.
82 children are off due to illness or Covid.
14 children are positive.
10 children are awaiting PCR results
6 staff are positive.
18 staff are away due to illness or Covid.
3 class bubbles are isolated in school. One reception class in a bubble from today. School has followed contingency plan. Staff have been amazing. Children aren't aware of pressures. Following guidance from DfE and Public Health England.
SG advised that ME, SH and herself are teaching. Things can change very quickly. Focus on education, safe and well-being, doing the best we can.
VB asked: Parents response? SG communicated with parents. Some negative responses when parents are asked to collect children.
LC asked: Is there more that parents can be involved with? SG confirmed that Public Health documents are used. LC suggested that if key points are used parents may be more responsive. JA identified conversations with parents and differences from wider community and role of school. Action: VB, SG and SS to discuss during meeting 24/09/21 and discuss with DMAT.
LC advised that school is incredible, and children are enjoying being back in School.
Principal reports can be found in the LSB meeting section, within GH.
VB advised that a further meeting may be required in relation to these concerns.

Actions:

Format of information to parents - VB, SG and SS to discuss during meeting 24/09/21 and discuss with DMAT.

7. Safeguarding

St James - SS advised that she meets with the DSGL meet fortnightly. Worked through Autumn action points from Barbara Manning. Able to tick off a lot. Undertaken safeguarding walk around school, visible posters, etc.

External review will be happening.

Nothing specific to children

Okehampton Primary School – Nothing specific OPS. A lot of safeguarding training has been completed by staff.

JP left the meeting at 18:57

VB identified that following the departure of HB a Safeguarding Lead is required.

Decision: VB appointed Safeguarding lead. JA appointed deputy Safeguarding lead – to be reviewed after six months.

SS advised that JP may like to consider this role in the future.

Action: VB to undertake advanced safeguarding training.

The Clerk advised that the following training is required every 3 years for all governors, except the SG lead.

Educare safeguarding children and YP

Educare child protection in education

Educare Prevent

Every year: Educare annual CP update.

Reading for Governors KCiE parts 1-5, annexe B and annexe D. SG lead and Chair whole KCSiE document, Trust and local CP policy.

Actions:

VB to undertake advanced SG training

8. Assessment Outcomes

Data previously distributed at the end of the Summer Term, more data will be available next term.

9. DMAT Update

CEO document previously available in Governor Hub (GH). **Action: Governors to bring questions to next meeting if required.**

Actions:

Governors to bring questions to next meeting if required.

10. Ofsted

SS/SG confirmed that every school in the Trust is in the window. People are in place to support schools. SS advised that there has been a phonics visit this week. Positive, identified areas that were already on the action plan. SS is undertaking Early Years visits. Looking for key things and supporting people. VB requested copies of the action plans for the LSB. **Action: SS/SG to forward to the Clerk. Clerk to add to GH.**

BJ asked: Should there be a list of contacts for Governors and guidance? SS advised that this is the SEF and improvement plan. SEF document is a live document. **Actions: VB, SS and SG to discuss roles.**

Actions:

SS/SG to forward action plans to the Clerk. Clerk to add to GH.

VB, SS and SG to discuss roles of Governors with regard to Ofsted visit.

11. SIAMS

See Principals report. No SIAMS inspection for 21/22.

12. Funding – Sports Premium, SEND and Pupil Premium

SS/SG confirmed that Sports and SEND reports are on school websites. Pupil premium to follow later in the term.

LC asked: Will swimming lessons be available for pupils, also for those pupils who missed out last year? SG confirmed that OPS is trying to put swimming lessons back in place, awaiting contact/response from the leisure centre. **Action: LC/MM will make enquires with the leisure centre.**

MM left the meeting at 19:16

SG advised that sustainability and next steps had been added to the SEND report.

SS advised that with regard to sports funding, last year's underspend is coming back to schools, funding hasn't been lost.

SS advised that Lisa Paton is the lead in relation to pupil premium. The report format will come out mid-October. Principals meeting to look at reports. Needs to be actioned by the end of the Autumn term. LC to be involved.

Actions:

LC/MM will make enquires with the leisure centre with regard to commencing swimming lessons for pupils.

13. Housekeeping

Governor Hub – The Clerk reminded Governors that declarations need to be confirmed within GH. Mandatory requirement.

Lead Roles – The meeting agreed roles as follows:

Resources: MM

Safeguarding: VB/JA

SEND RP/LC

QEC: RP (as requested by the Trust)

Ethos: BJ

Foundation: BJ

Health and Safety: **Action: The Clerk to approach JP/AF.** BJ offered to undertake the role if required.

Educare and NGA

The Clerk advised that new log ins had been set up for Educare. This provides access to mandatory safeguarding, child protection and prevent training. **Action: All Governors to complete the training as soon as possible.**

The Clerk advised that all Governors also have access to NGA and on-line training.

Governance Catch up – Saturday 25th September at St James. VB, RP, BJ, JP and KS hoping to attend.

Actions:

The Clerk to approach JP/AF regarding H & S lead governor role.

All Governors to complete the Educare training as soon as possible.

14 Policies

It was identified that a number of school policies need to be ratified by the LSB – Child protection, SEND, RSE etc. Principals need to get these policies in place as soon as possible. Risk that Ofsted could visit.

Action: SS/SG to forward the relevant policies and identified amendments to the Clerk for distribution to the LSB. Agreed to hold an additional LSB meeting to ratify the school policies. Date and time to be confirmed.

Action: Policies still outstanding from previous meeting also to be resolved.

Admission Policy 2121 and 2122 - Policies previously distributed. **Decision: LSB ratified the amendments as advised by the DCC admissions team.**

Actions:

SS/SG to forward the relevant policies and identified amendments to the Clerk for distribution to the LSB. Agreed to hold an additional LSB meeting to ratify the school policies. Date and time to be confirmed.

Policies still outstanding from previous meeting also to be reviewed.

15. Training and CPD

Educare training identified for completion as soon as possible.

16. School events and Governor activity

SS identified the Mayors civic service – reps both schools.
Oke150 – (Okehampton Rail) coming up – Artwork, poetry etc.
Okehampton Carnival

17. Elect Chair and Vice Chair

Decision: VB elected as Chair of LSB. BJ elected at Vice Chair of LSB.
VB reiterated her new role in DCC and will monitor the risk of any conflict of interest.

18. Next meeting

Next meeting 11th November at 6pm.

Other business

Term dates 22/23

SS/SG advised that term dates are set across the Trust. There is one moveable date of the 6th September 2022. **Decision:** LSB agreed the 6th September 2022 for OPS and St James.

Thanks were expressed to school staff in relation to the September return to school.

VB identified the importance of reading documents prior to a meeting. The need for scripts and guidance.

VB identified a mini meeting – Dheart, looking for volunteers. Welcome volunteers. **Action:** Advise the Clerk if you are able to help.

SS/SG enjoying the two schools working together.

BJ – Understanding of what being a Governor involves – community focus. SS advised that this would be a good question for the Governance catch up session.

Meeting closed:19:51

Decisions 23rd September 2021

VB appointed Safeguarding lead. JA appointed deputy Safeguarding lead – to be reviewed after six months.

LSB ratified the amendments as advised by the DCC admissions team to the 2021 and 2022 admission policy.

VB elected as Chair of LSB. BJ elected at Vice Chair of LSB.

LSB agreed the 6th September 2022 for OPS and St James – Term dates 2022-23

Action Table 23rd September

No.	Lead	Action	Deadline
4	VB	Authorise the minutes from the 7 th June 2021 in GH.	

5	VB	Chase TS for crib sheet.	
6		Format of information to parents - VB, SG and SS to discuss during meeting 24/09/21 and discuss with DMAT	
7	VB	Undertake advanced Safeguarding training	
9	ALL	Governors to bring questions to next meeting if required – CEO report.	
10		SS/SG to forward action plans to the Clerk. Clerk to add to GH. VB, SS and SG to discuss roles of Governors with regard to Ofsted visit.	
12	LC/MM	Make enquires with the leisure centre with regard to commencing swimming lessons for pupils.	
13	AMB All	The Clerk to approach JP/AF regarding H & S lead governor role. All Governors to complete the Educare training as soon as possible.	
14		SS/SG to forward the relevant policies and identified amendments to the Clerk for distribution to the LSB. Agreed to hold an additional LSB meeting to ratify the school policies. Date and time to be confirmed. Policies still outstanding from previous meeting also to be reviewed.	
AOB	All	Advise the Clerk if you are able to help with DHeart.	

Trustee Summary 23rd September 2021	
Achievements	
Concerns	
Ofsted OPS – Level 4 Covid management plan	
Risks (Categories: Safeguarding; Education quality; Admissions; Covid recovery; Sustainability)	

Signature of Chair:

Date: