



# Minutes

## Ruby Country Local Stakeholder Board

Date 2<sup>nd</sup> December 2021 (postponed from 8<sup>th</sup> November 2021)

Meeting Ref: RC02122021

### Meeting Start:

Governors in Attendance							
Attendees	Initials	Attendees	Initials	Attendees	Initials	Attendees	Initials
John Lawler	JLaw	Nigel W	NW	Lisa Paton	LP	Anne Bunning	AB
Phil Whittley	PW	Chris Luxford	CL				

Also in Attendance			Apologies		
Attendees	Initials		Attendees	Initials	
Karen Yorke-Dunne	KYD	Clerk	Rebecca Andrew	RA	
			Jan Lefly	JLef	Prospective governor & Safeguarding lead

### 1. Welcome and Introductions

Everyone gave a brief description of their background as we are all reasonably new to RC.

### 2. Attendance and Apologies

Governors accepted the apologies from RA & JLef.

### 3. Declarations of Interest

CL is HT at Milton Abbot school who are working in partnership with DMAT.

### 4. Minutes of the last meeting

Governors agreed that the minutes of the 21<sup>st</sup> September were a true reflection of the meeting. JLaw to sign electronically.

Action: KYD to talk JLaw through the process of signing minutes after the meeting.

### 5. Outstanding actions

Data reports have been superseded by a DMAT template report on a page discussed at the Chairs meeting.

### 6. Principals report

#### Bridgerule

Quality Assurance curriculum:

Are you getting many visits from DMAT subject leaders?

AB replied that Elizabeth has visited for Maths and Debbie for Science – feedback is available in governor hub. Our staff are also involved in English and French hubs, these hubs are evolving with our staff as the professionals.

**How are you enhancing the curriculum?**

AB: We have many visits set up with professionals in their field, who are passionate about their subjects – Brigemill – Archaeological dig & looking at stone age artefacts and a river trip to look at the diversity of our local river. Unfortunately, these have all been cancelled due to the local Covid cases.

AB: Staff training is taking place on poverty and homelessness. **Do you need a governor there to support?** If at all possible.

**Action: NW and/or JLaw to attend training & write a report.**

**Is the attendance issue better?**

It has been better at 94.8% but with the latest Covid we have gone down to 94.3%. Dheart have been looking at groups that have been impacted by Covid. We have looked at absence where children are not on time and we are also using a timetabled approach to support children back into school. The attendance policy has allowed a common approach in every school. PW added that persistence absence has been going down with absence and behaviour logs being collated termly.

PPG plan is on the school website; we will have time to implement the plan and feedback at the meeting in January.

**Action: Feedback on impact of Pupil Premium Grant.**

JLaw informed the meeting that Suzanne Kiff had shared with Chairs that SEND funding would be allocated at school level as it is specific to the children in the school. LSB will be involved in holding the school and MAT to account for how the spending is allocated. LP has worked with Gill Tremain to form a spreadsheet mapping where staffing are allocated, EHCP statistics, the impact of the resources and whether their requirements are met.

**Are we getting good value for money from our central finance team?**

The finance team have been amazing. The team are meeting with principals next week to go through the system.

### **Bradford and Black Torrington**

With the resignation of S Chuahan, LP has returned as acting Executive Head to Black Torrington and Bradford; she is confident in the role as she was principal there for 4 years previously; parents and children know her.

**What areas do you feel need support?**

There are lots to do around the curriculum. We have an inset day on the 4<sup>th</sup> January for next steps across the Trust. The MAT is providing regular and extensive support.

At BT, we could be seen as vulnerable due to staff turnover: we have 2 new teaching staff since half term as well as a staff member who is currently ill and 1 who has Covid. When all staff are in we make good progress but we have lost improvement time where we could be coaching the children. We have not had an administrator for a while.

With the latest Covid restrictions we have moved to more enhanced cleaning and all mixing between schools has been cancelled.

*AB left the meeting at 6.37pm*

Our new website is not at all user friendly, it was changed by my predecessor.

**Do we have a common methodology for website design across schools?**

The majority of the schools use one of three or four websites but this is not one of them. PW we need money to build a sensible website as it is key to promoting the schools, communicating with the community and sharing information

**Action: LP to ask Mark Butler to look at the contract and if possible find an alternative website.**

**Do every year group carry out end of term tests?**

Next week is data assessment week across the MAT where all children will complete tests; Year 2 & 6 will use past SATs papers. It is a useful tool for moderation and all results will be uploaded to Arbor.

#### Have you had support with your new administrator?

Jo Carter is coming over to work with our new administrator. Due to Covid she now gives support/training remotely. LP: I have begun the induction process today.

#### Do you have to provide remote learning at the moment?

As the number of children isolating is low, we are emailing work home. New staff do not have Google log ins yet – another ticket for the IT team.

**Action: chase log ins for teachers to be able to teach via Google classroom.**

### 7. Lead Governor Report

Annie Little had sent in a report on her Safeguarding visit, no questions were asked.

### 8. School Improvement Plan

Covered in Principals report

### 9. Safeguarding

#### Is there much guidance for the new Covid restrictions?

Yes, they are very detailed. We are looking at the updates all the time. We have stopped all essential visitors. We are only allowing repairmen/women and the NSPCC visit.

PW added that parents have been very understanding and they are wearing masks at drop off and collection times. The schools are reminding children to wash hands regularly and procedures are back to how they were in the previous lock down.

#### Do they wear masks in class? Do staff who work 1:1 have to wear a visor so the children can read facial expressions?

Staff do but not the children. Staff must wear a mask even with a visor; we have tried to purchase the transparent masks for staff working with SEND children so it is easier to read lips as talking is muffled with little success so far. If anyone is known to have the Omicron variant they must isolate for 10 days.

### 10. Governor Visit Reports

None received

### 11. DMAT update

At the Chairs meeting they discussed the change in clerking across the MAT. LSB hubs will now be clerked by Judicium with local clerks taking on other committees – H&S, Chairs, Ethos.

### 12. Terms of Reference for LSB

The changes in the ToR mean that LSB hubs are no longer responsible for Health and Safety (although as with Safeguarding it is everyone's responsibility) this has moved to a committee. Schools are responsible for SCR and updating their websites.

### 13. Report on Governor Training

Governors to update training information on Governor Hub & to inform the clerk.

**Action: Induction training to take place as part of Ruby Country meeting in January.**

**14. Governor recruitment**

We sent out a parent governor recruitment poster at Bridgerule with no success.  
**Action: Heads: Try parent governor recruitment in the new year.**  
**Action: KYD to send LP staff governor recruitment poster.**

**15. Impact of recovery funding**

Within Principals report.

**16. New and Updated Policies**

School admissions policy was discussed: Governors are content with the admissions process.

**17. Sports premium**

Next meeting.

**18. Training**

As above.

**19. School events**

Most school events have been cancelled due to the latest rise in Covid cases in Bridgerule and across the country.  
**Is it possible to video plays/concerts for the parents?**  
Yes, we are videoing & sharing photos on Dojo.  
BT & Bradford have a parent forum the last week of term; this will take place virtually with a questionnaire afterwards.

**20. Governor activity**

**21. Next meeting Date**

18<sup>th</sup> January 2022 16.30 via TEAMS

**Meeting closed: 19.10**

**Decisions from 02.12.2021**

No decisions were made as the meeting was not quorate.

**Action Table from 02.12.2021**

No.	Lead	Action	Deadline
4.	KYD	KYD talk JLaw through the process of signing minutes after the meeting.	ASAP
6.	NW/JLaw	NW and/or JLaw to attend staff training & write a monitoring report.	

6.	Principals	Feedback on impact of Pupil Premium Grant.	18 <sup>th</sup> January 2022
6.	JLaw	Ask Mark Butler to look at the contract and if possible find an alternative website.	
6.	LP	Chase log ins for teachers to be able to teach via Google classroom (Black Torrington).	
13.	Clerk	Induction training to take place as part of Ruby Country meeting in January.	18 <sup>th</sup> January 2022
14.	Clerk	Parent governor recruitment drive in the new year.	January 2022
14.	KYD	KYD to send LP staff governor recruitment poster.	ASAP

<b>Trustee Summary from 02.12.2021</b>
<b>Achievements</b>
<b>Concerns</b>
<b>Risks (Categories: Safeguarding; Education quality; Admissions; Covid recovery; Sustainability)</b>

PPG – Pupil Premium Grant  
MAT – Multi Academy Trust  
BT – Black Torrington  
SATs – Standardisation Assessment Tests