

**LINK MAT**

COMMITTEE  
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**Totnes Hub LGB**

DATE;

**1 December 2022**

	Type	School	End of Term	13/10/2022	1/122/2022	9/02/2023	30/03/2023	6/07/2023	Date Resigned
Cat Radford	Co-opted	Landscope	28/09/24	P	P				
Kate Wilson	Staff	Diptford		S	P				
Janet Watts	Co-opted	Diptford	31/03/24	P	P				
Nanya Coles	Parent	Broadhempston	31/09/23	P	P				
Rebecca Sear	Co-opted	Broadhempston	31/09/23	P	P				
Vacant	Parent	Harbertonford							
Gemma Blair	Staff	Harbertonford		P					
Lucy Carrol	Parent	Diptford	11/12/23	P	S				
Grace Coles	Parent	Landscope	06/2024	P	S				
Vacant	Parent	Stoke Gabriel							
Vacant	Co-opted	Stoke Gabriel							
Alice Eeles	Staff	Stoke Gabriel	01/12/24	P	P				
Robin Tugwell	Foundation	Trust	01/03/25	S	A				
Vacant	Co-opted	Harbertonford							
Kizzy Kemp-Gee	Parent	Harbertonford	09/12/21						30/06/2022

Helen Camp	<b>Co-opted</b>	<b>Harbertonford</b>	<b>03/12/21</b>						
Sue Vaughton	<b>Parent</b>	<b>Stoke Gabriel</b>	<b>01/11/2024</b>						<b>19/04/2022</b>
Lizzie Lethbridge	<b>Staff</b>		<b>21/10/20</b>						<b>09/12/2021</b>

**P** – Present  
**EA** – Absent

**S** – Sanctioned  
**L** – Late arrival

**In attendance: Holly Edgington**

Chaired by	<b>Rebecca Sear</b>	Clerked by	<b>Pete Osborne</b>
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Agenda:

- Tot 17/2223 To record those who were present, accept apologies and sanction absences where appropriate
- Tot 18/2223 Declaration of interests
- Tot 19/2223 Division of Agenda
- Tot 20/2223 To agree the Minutes of the last meeting
- Tot 21/2223 To discuss any matters arising from the minutes and not on this agenda
- Tot 22/2223 Urgent business brought forward at the discretion of the Chair
- Tot 23/2223 Procedural
- Tot 24/2223 ASIP
- Tot 25/2223 Attendance
- Tot 26/2223 Strategic
- Tot 27/2223 Focussed Visits
- Tot 28/2223 Community and Church Links
- Tot 29/2223 Policies and other documents
- Tot 30/2223 Information from the Clerk
- Tot 31/2223 Matters for the next agenda
- Tot 32/2223 Date of next meeting

## ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
20/2223	Forward a copy of the Minutes to the Trust Clerk to be placed on the website	Clerk	asap
23b/2223	The latest MSF is to be re-circulated plus the dates of the safeguarding training	Clerk	asap

	Item	Notes	Action
17/2223	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at <b>1900</b></p> <p>Location: Teams online</p> <p>In attendance: Charlotte Roe (Clerk to the Trust)</p> <p>Apologies: Grace Coles and Lucy Carrol and sanctioned</p> <p>The quorum for this meeting is <b>3</b> governors for decisions.</p>	
18/2223	Declaration of interests	Governors are invited to declare any personal or prejudicial interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting	<b>None</b>
19/2223	Division of Agenda	Consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information (Part 2 Matters)	<b>None</b>
20/2223	To agree the Minutes of the last meeting held 13 October 2022	<b>Agreed and signed.</b> A copy is to be forwarded to the Trust Clerk for the Trust website and a copy to be retained by the LB Clerk.	<b>Clerk</b>
21/2223	To discuss any matters arising from the		<b>None</b>

	minutes and not on this agenda		
22/2223	Urgent business brought forward at the discretion of the Chair		<b>None</b>
23/2223	Procedural	<p>a. Safeguarding – There were no issues reported.</p> <p>b. Safeguarding – The latest focus is to be re-circulated. The latest MSF is to be re-circulated plus the dates of the safeguarding training</p> <p>c. Operation Encompass. Alice Eeles had raised the subject of Governors and Operation Encompass. Alex Waterman had provided the following information:</p> <p>She doesn't know that Governors need to be trained in Operation Encompass – he thinks it's just the DSL - however the link below to Key Adult Training if necessary</p> <p><u><a href="#">Online Key Adult Training : Operation Encompass</a></u></p> <p>The Trust set a trust Operation Encompass email address DSL@thelink.academy which is monitored By Nicky, Matt and Alex. This is because Operation Encompass need a generic email address - not someone's name.</p> <p>They then forward the information to the DSL at the school. Governors are not involved in any of this.</p> <p>There is an intention to do an MSF on Operation Encompass to raise awareness in all staff.</p>	<b>Clerk</b>
24/2223	ASIP	<p>a. Staff Governors short update on ASIP: <b>Stoke Gabriel</b> – Nothing to report</p>	.

		<p><b>Diptford</b> – Reading is on SIP and Parents have agreed to provide funds for library books</p> <p>b. Information on Ofsted preparation. No further update. Kate advised that a SIAMS pre-visit had taken place which was satisfactory</p>	
25/2223	Attendance	<p>Attendance Targets and actual attendance to date and the reasons for the level of attendance:</p> <p>None recorded</p>	
26/2223	Strategic	<p>a. Governor vacancies and agree action. The information from the Away Evening had been shared prior to the meeting. Charlotte advised that Governors are encouraged to attend the next meeting on 21 January 2023 so that the challenges that they have can be recorded and discussed. <b>Janet advised that her special role has now been delayed due to the suspension of recruitment and review of the Local Board structure.</b> Business Interest Forms. Completed to the best of my knowledge.</p>	
27/2223	Focused Visits	<p>a. Focused visits.</p> <p><b>Diptford</b> - There have been no new visits into Diptford since the last meeting as a result of the AH having to step in to do some additional teaching so having limited capacity. Lucy has an extended session on the 8 December instead to cover this half term's visits.</p> <p>There was a wide ranging discussion on the programme of focussed visits and the problems associated with meeting it in time to report to the S&amp;C Committee.</p> <p><b>Broadhempston.</b> Rebecca advised that she had visited the school on the safeguarding visit and had met with the children of Year 6 to discuss this. Nanya worked with the AH to complete the Safeguarding Audit. These visits had produced a number of actions to ensure that safeguarding is at the required standard.</p>	

		<p><b>Harbertonford</b> – Cat had carried out a Teaching and Learning visit which had coincided with a SIAMS preparation visit and the two had been combined. She had been able to look at the RE curriculum including comparing/reviewing books across RE and English.</p> <p><b>Stoke Gabriel</b> – a visit is planned for the near future which is intended to look at Alice’s leadership across the school and the areas in which she may require support.</p> <p>b. Highlight issues to feedback to Standards and Curriculum Committee. None</p> <p>c. Preparation for next Focused Visits. The focus for the next S&amp;C meeting is SEND and Pupil Premium.</p>	
28/2223	Community and Church Links	<p>Feedback from Governors on Christian Ethos Monitoring or any issues for the Local Board’s attention from the school committee/ethos group meetings they have attended.</p> <p><b>Harbertonford</b> - Cat advised that the School Life Group has new members attending and the role of governors had been discussed. The group meet regularly and talk about the 6 pillars of SIAMS.</p> <p><b>Broadhempston</b>- The group meet regularly and the meetings are constructive. The group is proactive and working well.</p> <p><b>Diptford</b> - A meeting had been held this week and is now working relatively well. The School is also looking at a Global Day in the near future. The children had been asked what they believed Collective Worship is and the answers had been impressive and encouraging.</p>	
29/2223	Policies and other documents	None	<b>Remove from future meetings</b>
30/2223	Information provided by the Clerk	<p>The following are from the Autumn Edition of Governance Today:</p> <ul style="list-style-type: none"> <li>• Working Together to Improve School Attendance</li> <li>• Ofsted Inspection - a Chairs Perspective</li> <li>• What does Safe Look and Feel Like?</li> <li>• The Role of Vice Chair</li> </ul>	

		<ul style="list-style-type: none"> <li>• Training Programme Spring Term 2023 12</li> <li>• The Impact of Poverty on Attendance</li> <li>• School hours</li> <li>• School Uniform</li> </ul>	
31/2223	Matters for the next agenda	<ul style="list-style-type: none"> <li>• Standing items as this agenda</li> <li>• Staff Governors update on ASIP.</li> <li>• Attendance</li> <li>• Strategic</li> <li>• Focussed Visits</li> </ul> <p>SEND - linked with data - including GD</p> <p>Pupil premium - linked with data, including service children, LAC, other school identified vulnerable groups</p> <p>EIT LSC: Drakes, Cheriton, Stoke Gabriel – please check date with AH or Hub Chair and you are welcome to join.</p> <p>Ask to see Trust-wide Safeguarding plan</p>	
32/2223	Date of next meeting	<b>Thursday 9 February 2023 at 1900</b>	

The meeting closed at **2008**

**Signed as a true record**

Signed <b>Rebecca Sear</b>	Date: <b>9 February 2023</b>
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