

LINK MAT

COMMITTEE
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Totnes Hub LGB

DATE;

9 February 2023

	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	P			
Kate Wilson	Staff	Diptford		S	P				
Janet Watts	Co-opted	Diptford	31/03/24	P	P	S			
Nanya Coles	Parent	Broadhempston	31/09/23	P	P	P			
Rebecca Sear	Co-opted	Broadhempston	31/09/23	P	P	P			
Vacant	Parent	Harbertonford							
Gemma Blair	Staff	Harbertonford		P	P				
Lucy Carrol	Parent	Diptford	11/12/23	P	S	S			
Grace Coles	Parent	Landscope	06/2024	P	S	P			
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	A			
Vacant	Co-opted	Harbertonford							
Kizzy Kemp-Gee	Parent	Harbertonford	09/12/21						30/06/2022

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

P – Present
EA – Absent

S – Sanctioned
L – Late arrival

In attendance: Charlotte Roe

Chaired by	Rebecca Sear	Clerked by	Pete Osborne
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Agenda:

- Tot 33/2223 To record those who were present, accept apologies and sanction absences where appropriate
- Tot 34/2223 Declaration of interests
- Tot 35/2223 Division of Agenda
- Tot 36/2223 To agree the Minutes of the last meeting
- Tot 37/2223 To discuss any matters arising from the minutes and not on this agenda
- Tot 38/2223 Urgent business brought forward at the discretion of the Chair
- Tot 39/2223 Procedural
- Tot 40/2223 ASIP
- Tot 41/2223 Attendance
- Tot 42/2223 Strategic
- Tot 43/2223 Focussed Visits
- Tot 44/2223 Community and Church Links
- Tot 45/2223 Information from the Clerk
- Tot 46/2223 Matters for the next agenda
- Tot 47/2223 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
36/2223	Forward a copy of the Minutes to the Trust Clerk to be placed on the website	Clerk	asap
39b/2223	Forward a copy of the Safeguarding Card to Charlotte to enable circulation	Cat Radford	asap

	Item	Notes	Action
34/2223	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1900</p> <p>Location: Teams online</p> <p>In attendance: Charlotte Roe (Clerk to the Trust)</p> <p>Apologies: Janet Watts and Lucy Carrol and sanctioned</p> <p>The quorum for this meeting is 3 governors for decisions.</p>	
34/2223	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	None
35/2223	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)	None
36/2223	To agree the Minutes of the last meeting held 1 December 2022	Agreed and signed. A copy is to be forwarded to the Trust Clerk for the Trust website and a copy to be retained by the LB Clerk.	Clerk
37/2223	To discuss any matters arising from the minutes and not on this agenda		None

38/2223	Urgent business brought forward at the discretion of the Chair		None
39/2223	Procedural	<p>a. Safeguarding – There were no issues reported.</p> <p>b. Safeguarding – There was a discussion regarding the latest Safeguarding Focus on Prevent and Governors asked if there is a Trust risk assessment in place for this. Cat advised that she had seen a one minute guide on Safeguarding and this was thought to be useful. Cat will forward a copy to Charlotte for distribution.</p>	Cat Radford/ Charlotte Roe
40/2223	ASIP	<p>a. Staff Governors short update on ASIP:</p> <p>a. No staff governors attended this meeting</p> <p>b. Information on Ofsted preparation. No further update.</p>	.
41/2223	Attendance	<p>Attendance Targets and actual attendance to date and the reasons for the level of attendance:</p> <p>a. Broadhempston – Target 97% Whole school attendance 96.9%</p> <p>b. Harbertonford – Below target.</p> <p>c. Landscope – Whole school – on target</p>	
42/2223	Strategic	<p>a. Governance Review.</p> <p>Slides had been circulated from a meeting held on 31st January 2023 in which local governors had been asked for feedback on local board governance: the role of the 'Hub Committees' (previously referred to as 'Local Boards'), a proposed change of name from 'governors' to 'ambassadors' and proposals for a new governance structure, seeing a reduction in the current size of the local hub.</p>	

		<p>The Trust's Governance Professional was present in the meeting to provide context to proposed changes and to engage in discussion. One of the members of the Totnes Hub had a recent opportunity to discuss the board structure with the Trust's CEO and was able to bring further context to the discussion, notably that the proposed changes are as a result of a national change of approach to governance in which some trusts are choosing to remove local level governance entirely. It was fed back that the CEO had commented on seeing great value in the role of local boards and that they wanted to see this level of governance maintained, but, as the Trust has grown and that a number of core Executive Improvement roles are now well established, it is the CEO's view that it is appropriate to review local board structure to avoid duplication and maintain best practice within a changing national context.</p> <p>The Chair invited all governors and the Clerk to comment on the proposals and the following issues were noted:</p> <ul style="list-style-type: none"> • There was some concern that should the size of the local hub be reduced and governors be required to undertake visits in multiple schools, that there is a risk that the individuality of the different schools could be lost. This was particularly pertinent to schools who had come into the Trust on the proviso that their individual identity be preserved. • Should the number of governors be reduced, so the opportunity for greater diversity in governance. This echoes the Totnes Hub's previous concerns about 'promoting from within' in reducing opportunities for an external counter balance to the status quo. • There was a sense that the professional skills and competencies brought to the board by parents were not always respected. Parent governors are more than 'just a mum' and have the capacity 	
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		<p>and capability to separate their governance role from their role as a parent. It was noted that parent governors being the main link to a school in which their child attended may be subject to external scrutiny.</p> <ul style="list-style-type: none"> • It was commented that volunteer governors, particularly those who are also parents have limited time to give and need to maintain a work life balance. Should governors be required to include significant travel into their role, this may become a barrier to volunteering. • It was noted that whilst the issue of travel is as much about the cost of time as it is about the cost of transport, it had been noted that governors can claim travel expenses if required. • Some governors already feel quite isolated acting as the sole governor in their link school, with role feeling somewhat precarious already before reducing the number of governors within a hub. • A governor commented on the value of undertaking visits in more than one school, bringing deeper insight into the wider governance structure, seeing how difference schools operate within the trust and how learning is shared. It was commented that pairs of governors do not always need to be paired together in only one setting, and that buddying pairs across different settings (i.e. three governors buddying in different combinations across four schools) could bring value within a changed system with fewer governors, that governors may not feel quite so isolated and that, if buddying in different combinations across schools this could allay any concerns about external scrutiny of parent governors operating in isolation within their own child's school. • It was commented that due to the linked nature of Trust schools, insight as a parent would still be valuable within a governance structure, even if it were decided that a parent should not be solely connected to their own child's school. It was noted that some 	
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		<p>current governors may not put their hat into the ring if such a rule was implemented.</p> <ul style="list-style-type: none">• There was some uncertainty about the change of name from 'governor' to 'ambassador', with the comment that the role as described is not an ambassador, or an advocate, to anyone or anything. The principle of adopting a term that makes a clearer distinction between the legal role of governor trustees and the 'eyes and ears' role that local hubs play in the governance structure is generally on the right track, but none of the current suggestions do this adequately.• A major concern expressed by those governors present was in the potential loss of current governors and the local board role not being attractive to new governors. Succession planning is a main challenge, and without there being a route for new parents to bring their skills and interests into a local hub via an engagement in their own child's school is a real risk to recruitment and longer term hub development.• Governors also felt very strongly that undertaking visits in schools was an extremely valuable part of the role of local hub governance, and in having the time to build relationships with school staff. All local governors had experienced a reduction in school visits during the pandemic, and whilst meetings can be held with the academy head and key staff members online, the experiences of visiting schools and having the opportunity of meeting with school pupils, teachers, TAs, administrators and support staff gives a much deeper insight into the impact of school leadership. Whilst there is concern about duplication between the role of the Executive Improvement Team and local hubs, reducing the requirement to visit a school setting reduces the opportunities for local governors to see leadership in action.	
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		<p>There is a planned survey on the proposed changes which will be circulated for local board governors to complete shortly after the half term holiday.</p> <p>b. To update Business Interest Forms. Up to date</p>	
43/2223	Focused Visits	<p>a. Focused visits. (SEND and PP Data)</p> <p>a. Broadhempston – Presented at the last meeting and S&CC meeting.</p> <p>b. Diptford -</p> <p>c. Harbertonford -</p> <p>d. Landscope – Fed into the last S&CC meeting.</p> <p>e. Stoke Gabriel – Cat has a meeting planned to look at the ASIP after half term. She advised that PP pupils are 25.5% although funding is unchanged. They have been developing a support package for service children. Still struggling with the difference between the Trust PP Policy and that of the school. Some funding used for sports club for PP children. SEND. 18 Children identified. Discussion over provision mapping which is a fluid system and regularly reviewed and monitored. TA confidence is a core training principle for this year.</p> <p>b. Highlight issues to feedback to Standards and Curriculum Committee.</p> <p>Ensure sure that SEND resources are not reduced</p> <p>c. Preparation for next Focused Visits. Further to the S&CC meeting on 25th January, it was decided themes for focussed visits would be more aligned to the timetable of the S&CC meeting, the following themes for Spring 2 visits are:</p>	

		<p>Theme of Next Meeting</p> <p>The themes for the next meeting were mid-year pupil outcomes and progress towards targets.</p> <p>Questions/documentation for this focus</p> <ul style="list-style-type: none"> • A detailed analysis of nationally reported data on EYFS, Y1 Phonic check, Y4 multiplication check, KS1 SATS and KS2 SATS, SEND and PPG analysis. • Any identifications of concerns or additional adaptations that might be needed that arose from the analysis. • Broad overview of other groups on their progress and expectations to targets. • The Chair reiterated that the governors only need to consider the data for this year only. <p>The other focus was to look at the progress through the ASIP.</p>	
44/2223	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>Broadhempston. The school also "School Life". Rebecca said that she wanted to ensure that those schools in the hub that weren't Church Schools maintained a relevant SLG agenda aligned across the hub The clerk will forward some words and she will review the current ToR to ensure they are relevant.</p>	

		<p>Harbertonford. A new relational behaviour policy now in place following a trial. Parents have been invited to see how the policy works. The term “school life” has been dropped. There is now more emphasis on the vision statement. They are supporting the TAs to complete training round individual children. The staff wellbeing questionnaire has proved useful and produced a healthy culture.</p> <p>There is a Trust Wide staff well-being questionnaire sent out in December 2022 and the results will be produced in the near future.</p>	
45/2223	Information provided by the Clerk	The next issue of Governance Today will be available after the half term break and will contain the training programme for the Summer Term	
46/2223	Matters for the next agenda	<ul style="list-style-type: none"> • Standing items as this agenda • Staff Governors update on ASIP. • Attendance • Strategic • Focussed Visits 	
47/2223	Date of next meeting	Thursday 30 March 2023 at 1900	

The meeting closed at **2025**

Signed as a true record

Signed Rebecca Sear	Date: 30 March 2023
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