

LINK MAT

COMMITTEE
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Totnes Hub LGB

DATE;

15/10/2020

	Type	School	End of Term	15/10/2020					Date Resigned
Cat Radford	Co-opted	Harbertonford	28/09/20	P					
Lizzie Lethbridge	Staff	Diptford	21/10/20	P					
Janet Watts	Co-opted	Diptford	31/03/24	P					
Nanya Coles	Parent	Broadhempston	31/09/23	P					
Rebecca Sear	Co-opted	Broadhempston	31/09/23	L					
Sue Roach	Co-opted	Stoke Gabriel	31/07/20	S					
Emily McGuinness	Parent	Harbertonford	31/04/24	P					
Lucy Carrol	Parent	Diptford	11/12/23	P					
Grace Coles	Parent	Landscope		P					
Nick Easen	Parent	Stoke Gabriel							31/07/2020
Anna Neville	Co-opted	Landscope							31/03/2020

P – Present
EA – Absent

S – Sanctioned
L – Late arrival

In attendance:

Totnes LGB 201015

Chaired by	Cat Radford	Clerked by	Pete Osborne
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Agenda:

- Tot 01/2021 To record those Present, accept any apologies and welcome any visitors
- Tot 02/2021 To agree the Minutes of the last meetings
- Tot 03/2021 To discuss any matters arising from the minutes and not on this agenda
- Tot 04/2021 Division of Agenda
- Tot 05/2021 Urgent business brought forward at the discretion of the Chair
- Tot 06/2021 Declaration of interests
- Tot 07/2021 Election of Chair and Vice Chair
- Tot 08/2021 Strategic
- Tot 09/2021 Procedural
- Tot 11/2021 Focussed Visits
- Tot 12/2021 Community and Church Links
- Tot 13/2021 Policies and other documents
- Tot 14/2021 Information from the Clerk
- Tot 15/2021 Matters for the next agenda
- Tot 16/2021 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
02/2021	Forward a copy of the Minutes to the Trust Clerk to be placed on the website	Clerk	asap
04/2021	Notify the Trust of the re-appointment of Cat Radford a co-opted Governor with effect from 29 September 2020	Clerk	asap
08c/2021	Continue to pursue the concerns of governors on the clarity of the appointment process and collate responses to the process paper.	Cat Radford/ Rebecca Sear	On-going
10b/2021	Raise the concerns of Governors on actions over reports with the S&C Committee	Cat Radford	asap

10b/2021	Reports from visits should be placed in teams for access by all.	All	On-going
10b/2021	Source a document on adding to and working with Teams documents storage	Clerk	asap
12a/2021	Looked after Children Policy – Nanya Coles will produce a first draft and place this on teams for Governors to edit as necessary	Nanya Coles/All	asap

	Item	Notes	Action
01/2021	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	The meeting commenced at 1907 Location: Online In attendance: None Apologies: Sue Roach and sanctioned The quorum for this meeting is 5 governors.	
02/2021	To agree the Minutes of the last meeting held 2 July 2020	Agreed and signed. A copy to be forwarded to the Trust Clerk for the Trust website and a copy to be retained by the LB Clerk.	Clerk
03/2021	To discuss any matters arising from the minutes and not on this agenda	The following were actions from the last minutes: a. Suggest to the Clerk of the Trust that the last S&C meeting be moved back so that the Hubs can provide information to the meeting – The Clerk advised that due to the other meetings in the calendar this is not possible this year but will be considered in 2021/2022.	
04/2021	Urgent business brought forward at the discretion of the Chair	Re-Appointment of a co-opted Governor.	

		Cat Radford was reappointed as a co-opted Governor with effect from 29 September 2020. Clerk to notify the Trust	Clerk
05/2021	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
06/2021		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
07/2021	Election of Chair and Vice Chair	The following were elected: Chair - Cat Radford Vice Chair – Rebecca Sear Clerk to notify the Trust Clerk	Clerk
08/2021	Strategic	Minutes and reports from: a. Standards and Curriculum Committee meetings (16 September 2020). Lucy Carrol pointed out that there\was mention in the minutes of a catch up fund for IT. And Lizzie Lethbridge provided an update on this matter which relates to the provision of equipments to enable effective blended learning. This led to a wide ranging discussion on the problems with internet access at various homes and the problems with learning. b. Finance Committee meeting (28 September 2020). Minutes not available for review. Rebecca Sear arrived at this point. c. School staff appointments. The AH at Landscope will also cover Broadhempston School following the resignation of the AH at Broadhempston. Cat Radford and Rebecca Sear had spoken to the CEO and written to the Chair of Trustees and Chair of the	

		Remuneration Committee regarding transparency on appointments It was acknowledged that this might not always be as governors are frequently questioned by parents on changes. A paper outlining the appointment process had been provided to them, however as this paper did not cover protocols or processes around staff progression it was agreed that Cat Radford and Rebecca Sear would continue to progress this matter.	Cat Radford/ Rebecca Sear
09/2021	Procedural	<ul style="list-style-type: none"> a. Safeguarding – To receive reports on any issues relating to safeguarding. No reports were made. b. Safeguarding – For LB governors to confirm that ‘Abuse of the Month’ information has been read and understood. The document has not yet been produced but an October issue is due. The clerk advised that he has online Level 2 training and asked whether governors have received Prevent training. Nanya Cole is to pursue this with Alex Waterman. c. Confirmation that governors have read Keeping Children Safe in Education (KCSiE) – Governors confirmed that they had read the document. d. To appoint A Looked After Children Governor (from S&C Meeting) – The LB did not appoint a Looked After Children Governor. See item 12/21 	Clerk
10/2021	Focused Visits	<ul style="list-style-type: none"> a. Annual Cycle of Focussed Visits It was noted that the Pupil Premium plans will not be published until mid-November. It was therefore suggested that LB Governors may wish to carry this aspect of focused visits into the next half term. b. Feedback from focused visits. Governors confirmed that they had carried out the following visits: <ul style="list-style-type: none"> 1) Diptford – ASIP 2) Broadhempston – Recovery curriculum, ASIP. 	

		<p>3) Landscope – ASIP and recovery curriculum, risk assessment. A further meeting is planned on Pupil Premium and PE.</p> <p>4) Harbertonford visit scheduled in the coming week</p> <p>5) Stoke Gabriel – ASIP, Recovery Curriculum, Risk Assessment, PE.</p> <p>Rebecca Sear commented that it had been a useful meeting and that she had taken part in a staff away day. It was commented that governor visits for 2019/20 documented some of the challenges at Broadhempston now being uncovered and scrutinised which led to a detailed discussion on how visits are followed up, whether the S&C Committee consider governors visit reports and how issues are escalated. It was commented that S&C committee do not read full reports but a summary given. Cat Radford will raise the concerns of Governors on these matters with the S&C Committee and the Improvement Lead. Nanya Coles commented that consideration needs to be given to the well-being of staff particularly in connection with the current situation. and this is a matter that gives cause for concern.</p> <p>Reports from visits should be placed in teams for access by all.</p> <p>The Clerk will source a document on adding to and working with Teams documents storage.</p> <p>c. Planning and preparation for ASIP focused visits</p> <p>Nanya Cole left the meeting at this point (20.15)</p> <p>d. PSHE 2020 progress - Relationships and Sex Education (RSE) and Health Education. Update on preparations for the new curriculum. This area of the Curriculum is being covered by Jigsaw but is in the</p>	<p>Cat Radford</p> <p>All</p> <p>Clerk</p>
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		early stages. Using this system enables changes to be made as they become necessary.	
11/2021	Community and Church Links	<p>Christian Ethos Monitoring or any issues for the Local Board's attention from the school committee/ethos group meetings they have attended.</p> <ul style="list-style-type: none"> a. Diptford School have reviewed their committee membership but have not held a meeting yet. Lucy Carrol advised that parents have a renewed energy since the re-opening of the school b. Landscope School were due to hold a meeting this week. c. Harbertonford School committee is in a state of flux. d. Stoke Gabriel School committee is not currently functioning. e. Broadhempston School. This has been discussed and they are looking to try to establish a committee in January 2021. 	
12/2021	Policies and other documents	<p>The following were policies/documents were considered:</p> <ul style="list-style-type: none"> a. Looked after Children – Nanya Coles had reviewed the policy and had detailed comments which she will forward to Cat Radford for inclusion. Other Governors expressed concerns over the tone and content of the policy. It was commented that the Looked After Children Governor role as described is beyond the scope of a Local Board with a 'learn, support, challenge' remit, and that a Looked After Children trustee should be appointed to provide oversight and support to the designated teacher, with Local Board Governors undertaking a monitoring role throughout annual focused visit meetings. b. Nanya Coles will produce a first draft and place this on teams for Governors to edit as necessary. Cat Radford will follow this up with the ATSIL and Clerk to the Trust. c. Agree the format for the LB Constitution and Terms of Reference – Deferred to the next meeting 	<p>All</p> <p>Clerk</p>
13/2021	Information provided by the Clerk	The training programme for this term has been distributed and training booked where governors have requested it.	

14/2021	Matters for the next agenda	<ul style="list-style-type: none"> • Standing items as this agenda • Standards and Curriculum and • Finance and General Purposes Committee minutes. • Policies <ul style="list-style-type: none"> a. LB Constitution and Terms of Reference 	
15/2021	Date of next meeting	Thursday 10 December 2020 at 1800	

The meeting closed at **2040**

Signed as a true record

Signed: Cat Radford	Date: 10 December 2020
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