

**LINK MAT**

COMMITTEE  
;

**Totnes Hub LGB**

DATE;

**7 April 2022**

|                   | Type       | School        | End of Term | 14/10/2021 | 9/12/2021 | 10/02/2022 | 7/04/2022 | 7/07/2023 | Date Resigned |
|-------------------|------------|---------------|-------------|------------|-----------|------------|-----------|-----------|---------------|
| Cat Radford       | Co-opted   | Landscope     | 28/09/24    | P          | P         | P          | P         |           |               |
| Lizzie Lethbridge | Staff      | Diptford      | 21/10/20    | P          |           |            |           |           |               |
| Janet Watts       | Co-opted   | Diptford      | 31/03/24    | P          | P         | P          | S         |           |               |
| Nanya Coles       | Parent     | Broadhempston | 31/09/23    | P          | P         | P          | P         |           |               |
| Rebecca Sear      | Co-opted   | Broadhempston | 31/09/23    | P          | S         | P          | P         |           |               |
| Kizzy Kemp-Gee    | Parent     | Harbertonford | 09/12/21    |            | S         | S          | S         |           |               |
| Richard Charley   | Staff      | Harbertonford | 02/03/21    | P          | P         | P          | P         |           |               |
| Lucy Carrol       | Parent     | Diptford      | 11/12/23    | P          | S         | P          | P         |           |               |
| Georgia Gilby     | Staff      | Diptford      | 01/12/24    | P          | P         | P          |           |           |               |
| Grace Coles       | Parent     | Landscope     | 06/2024     | P          | S         | P          | P         |           |               |
| Sue Vaughton      | Parent     | Stoke Gabriel | 01/11/2024  | S          | P         | S          | S         |           |               |
| Vacant            | Co-opted   | Stoke Gabriel |             |            |           |            |           |           |               |
| Alice Eeles       | Staff      | Stoke Gabriel | 01/12/24    | S          | P         | P          | L         |           |               |
| Robin Tugwell     | Foundation | Trust         | 01/03/25    | S          | A         | A          | A         |           |               |
| Helen Camp        | Co-opted   | Harbertonford | 03/12/21    |            | S         | P          | P         |           |               |

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|-------------------|-----------------|----------------------|-------------------|--|--|--|----------|--|-------------------|
| Kate Wilson       | <b>Staff</b>    | <b>Diptford</b>      |                   |  |  |  | <b>P</b> |  |                   |
| Jane Wilkinson    | <b>Co-opted</b> | <b>Stoke Gabriel</b> | <b>01/12/2024</b> |  |  |  |          |  | <b>30/06/2021</b> |
| Emily McGuinness  | <b>Parent</b>   | <b>Harbertonford</b> |                   |  |  |  |          |  | <b>31/07/2021</b> |
| Sue Roach         | <b>Co-opted</b> | <b>Stoke Gabriel</b> |                   |  |  |  |          |  | <b>31/12/2020</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:**

|            |                    |            |                     |
|------------|--------------------|------------|---------------------|
| Chaired by | <b>Cat Radford</b> | Clerked by | <b>Pete Osborne</b> |
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Agenda:

- Tot 48/2021 To record those Present, accept any apologies and welcome any visitors
- Tot 49/2122 Declaration of interests
- Tot 50/2122 Division of Agenda
- Tot 51/2122 To agree the Minutes of the last meeting
- Tot 52/2122 To discuss any matters arising from the minutes and not on this agenda
- Tot 53/2122 Urgent business brought forward at the discretion of the Chair
- Tot 54/2122 Procedural
- Tot 55/2122 ASIP
- Tot 56/2122 Attendance
- Tot 57/2122 Focussed Visits
- Tot 58/2122 Strategic
- Tot 59/2122 Community and Church Links
- Tot 60/2122 Policies and other documents
- Tot 61/2122 Information from the Clerk
- Tot 62/2122 Matters for the next agenda

Tot 63/2122 Date of next meeting

**ACTIONS TO BE TAKEN**

| ITEM    |  | BY WHOM | BY WHEN |
|---------|--|---------|---------|
| 51/2122 | Forward a copy of the Minutes to the Trust Clerk to be placed on the website | Clerk   | asap    |
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|         | Item  | Notes  | Action      |
|---------|---|--|-------------|
| 48/2122 | To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors | <p>The meeting commenced at</p> <p>Location: Teams online</p> <p>In attendance: <b>None</b></p> <p>Apologies: Janet Watts, Kizzie Kemp-Gee, and Sue Vaughton and sanctioned</p> <p>The quorum for this meeting is <b>3</b> governors for decisions.</p> <p>Cat Radford welcomed Kate Wilson to her first meeting as the staff governor for Diptford and the Governors introduced themselves.</p> |             |
| 49/2122 | 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> |
| 50/2122 | 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> |

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| 51/2122 | To agree the Minutes of the last meeting held 10 February 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> |
| 52/2122 | To discuss any matters arising from the minutes and not on this agenda |   | <b>None</b>  |
| 53/2122 | Urgent business brought forward at the discretion of the Chair         |   | <b>None</b>  |
| 54/2122 | Procedural   | <p>a. Safeguarding - There were no safeguarding matters raised although on is mentioned in a report</p> <p>b. Safeguarding Focus. The governors present confirmed that they had read the latest Focus and watched the video. The quiz had yet to be completed in some cases.</p>  |              |
| 55/2122 | ASIP   | <p>a. Staff Governors provided short updates on ASIP actions this term</p> <p><b>Harbertonford</b> – many of the Headteachers had visited the school during the term and a global citizen’s day had also been held concentrating on water. The ASIP had been reviewed and RAG fated on 7 April 2022.</p> <p><b>Diptford</b> – They had taken part on the water day with Harbertonford and this had opened their eyes on the lack of fresh water in many parts of the world. The ASIP is to be reviewed before the end of the term.</p> <p><b>Stoke Gabriel</b> – the teaching strategy and writing competency has progressed well. Blinks are taking place. Sue Vaughton visited to</p> |              |

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|         |                | <p>look at RE and this was positive. Data shows good or accelerated progress. The school's global day had concentrated on a particular country. Staffing matters have had an impact on teaching and vacancies have been advertised.</p> <p>b. Ofsted preparation – Ofsted preparation days are planned for all schools. Diptford had received a preparation day which included deep dives on English and Maths. Broadhempston had received a preparation day at the beginning of the academic year</p> |  |
| 56/2122 | Attendance     | <p>Broadhempston – Attendance is at 91% but there have been 2 large Covid outbreaks.</p> <p>Diptford – 95%. The school had also suffered with Covid outbreaks.</p> <p>Harbertonford – 95.3%. Th lowest recorded for some time but absence is covid related.</p> <p>Landscape – 93.7%. Attendance meetings are taking place.</p> <p>Stoke Gabriel -</p>   |  |
| 57/2122 | Focused Visits | <p>a. Focused visits – Feedback from Term 2 Annual Focussed Visits: Teaching and Learning – Curriculum Development Data</p> <p><b>Landscape</b> – Grace had met with the AHT and discussed the curriculum and grants which might aid the curriculum. They also discussed the use of expertise within the school and the Trust and the staffing restructure for the next academic year. She will also be attending a challenge day after the Easter Break. Data had been</p>                            |  |

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|  |  | <p>discussed which covered data for the school as a whole and specific pupil challenges.</p> <p><b>Harbertonford.</b> The curriculum and teaching plans had been discussed. Teachers have dedicated curriculum time to prepare curriculum statements and ensure that those on the website are accurate and useful.. Mid-term updates had been produced in January. There was also a walk round the school to gain information from children. The SEND visit hasn't been completed yet.</p> <p><b>Broadhempston –</b> Rebecca carried out a learning walk on Literacy. This was her first learning walk. She observed all 3 class structures and asked questions of children. She saw multiple media being used, particularly in phonics. In all 3 classes there were clear learning intentions displayed. Resources were available on tables for all children and in older class groups there was discussion in pairs. The subject lead had provided feedback to teachers later in the day after the visit.</p> <p>There was some discussion on sports provision and sports leads in schools and across the Trust.</p> <p>Kate Wilson said that in Diptford and Harbertonford the teachers welcome feedback from the 'blink' visits which are regular monitoring of subjects.</p> <p><b>Alice Eeles joined the meeting at this point.</b></p> <p>Nanya had carried out the data visit which had reviewed data across the school and in individual class groups. She observed how the data is used to put interventions in place. There is a direct correlation</p> |  |
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|  |  | <p>between PP children and the data set. There are some areas which might give cause for concern but the next data set may prove this to be incorrect.</p> <p><b>Diptford</b> – Lucy had visited but was unable to move round the school due to Covid, additionally, the school is one classroom missing due to storm damage. She looked at a number of books and various topics including the older part of the school and Plymouth Bombing. Marking had been discussed and the methods being used. Data for this week was compared with that of the Autumn Term and looked at the progress being made and the interventions in place where required. There are no Pupil Premium (PP) Children in the school.</p> <p>Janet Watts had emailed her comments to the effect that there is a great deal of commitment and thoroughness of Diptford staff (despite staff absences.), to continuity and thoroughness of ensuring pupils' achievements. Analysis of data shows individual progress, even if not always matching National Curriculum requirements. T and L analysis was undertaken with examination of pupils' written work; plus reading, writing and maths data.</p> <p><b>Lucy advised that to make visits easier to plan they are arranged at the beginning of the year.</b></p> <p>b. Reports on any 'catch up' visits undertaken this half term including SEND, Pupil Premium. Included above where applicable.</p> <p>c. Highlight issues to feedback to Standards and Curriculum Committee – Staff movements and staff leaving are appearing to give cause for concern and some governors feel that they cannot see the larger picture.</p> |  |
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|         |                            | <p><b>Governors also commented on the fact that it is good that outside visits for children are taking place again.</b></p> <p>d. Next Focused Visits.</p> <p>SATs week is 9 May 2022 and governors will be asked to monitor the administration of SATs in each school. Governors should be provided with guidance for the governors' role.</p>  |              |
| 58/2122 | Strategic                  | Proposed meetings dates for 2022-2023. The dates were agreed.  | <b>Clerk</b> |
| 59/2122 | 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>Broadhempston</b> – A coffee morning for the village had been held which also included fund raising for Ukraine. The Summer Leavers Production was discussed. There are a number of visitors being invited into the school to speak to the children on specific subjects of interest. There is a also a plan to introduce the SIAMS pillars into the meeting although this is not a church school.</p> <p><b>Harbertonford</b> – Helen had attended a meeting at the school and she will forward her notes. There are number of activities planned with the village for the Jubilee and other events</p> <p><b>Diptford</b> – SIAMS preparation is progressing and each pillar is discussed at meetings. The next meeting is in mid-May. The school is teaming up with the Village for the Jubilee.</p> <p><b>Landscope</b> – unable to attend the last meeting.</p> |              |



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|         |                                   | <b>Stoke Gabriel</b> – There hasn't been a chance to introduce a meeting yet but this is being worked on with the School Council.   |  |
| 60/2122 | Policies and other documents      | None  |  |
| 61/2122 | Information provided by the Clerk | Attention is drawn to ' <b>Opportunities for All</b> ' produced by the DfE. A copy of the headlines was distributed with the Governance Alert on 1 April 2022.  |  |
| 62/2122 | Matters for the next agenda       | <ul style="list-style-type: none"> <li>• Standing items as this agenda</li> <li>• Standards and Curriculum</li> <li>• Staff Governors update on ASIP.</li> <li>• Attendance</li> <li>• Focussed Visits <ul style="list-style-type: none"> <li>○ Administration of SATs</li> </ul> </li> <li>• Policies – if required</li> </ul> |  |
| 63/2122 | Date of next meeting              | <b>Thursday 7 July 2022 at 1900</b>   |  |

The meeting closed at **2045**

**Signed as a true record**

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| Signed <b>Cat Radford</b> | Date: <b>7 July 2022</b> |
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