

**LINK MAT**

COMMITTEE  
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**Totnes Hub LGB**

DATE;

**13 October 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					
Kate Wilson	Staff	Diptford							
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	P					
Vacant	Parent	Harbertonford							
Gemma Blair	Staff	Harbertonford		P					
Lucy Carrol	Parent	Diptford	11/12/23	P					
Grace Coles	Parent	Landscope	06/2024	P					
Vacant	Parent	Stoke Gabriel							
Vacant	Co-opted	Stoke Gabriel							
Alice Eeles	Staff	Stoke Gabriel	01/12/24	P					
Robin Tugwell	Foundation	Trust	01/03/25	S					
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>Cat Radford</b>	Clerked by	<b>Pete Osborne</b>
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Agenda:

- Tot 01/2223 To record those who were present, accept apologies and sanction absences where appropriate
- Tot 02/2223 Declaration of interests
- Tot 03/2223 Division of Agenda
- Tot 04/2223 To agree the Minutes of the last meeting
- Tot 05/2223 To discuss any matters arising from the minutes and not on this agenda
- Tot 06/2223 Urgent business brought forward at the discretion of the Chair
- Tot 07/2223 Procedural
- Tot 08/2223 ASIP
- Tot 09/2223 Attendance
- Tot 10/2223 Strategic
- Tot 11/2223 Focussed Visits
- Tot 12/2223 Community and Church Links
- Tot 13/2223 Policies and other documents
- Tot 14/2223 Information from the Clerk
- Tot 15/2223 Matters for the next agenda
- Tot 16/2223 Date of next meeting

## ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
04/2223	Forward a copy of the Minutes to the Trust Clerk to be placed on the website	Clerk	asap
04/2223	Distribute the draft minutes to the LGB after approval by the Chair	Clerk	asap
07/2223	a. Safeguarding – The latest focus is to be re-circulated. b. Governors not attending to confirm that they had read KCSiE 2022 Part 2.	a. Clerk b. Clerk	a. asap b. asap
10b/2223	Business Interest Forms. Clerk to send blank forms to Governors for completion.	Clerk	c. asap
10d/2223	Notify the Trust of the election of the Chair and Vice Chair	Clerk	asap

	Item	Notes	Action
01/2223	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: <b>Holly Edgington</b></p> <p>Apologies: Kate Wilson and Robin Tugwell and sanctioned</p> <p>The quorum for this meeting is <b>3</b> governors for decisions.</p> <p>Cat welcomed Governors to the first meeting of the Academic Year and governors introduced themselves for the benefit of Gemma and Holly.</p> <p>She also advised the governors that Helen Camp had resigned.</p>	
02/2223	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>

03/2223	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>
04/2223	To agree the Minutes of the last meeting held 7 July 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.  There was a request for the minutes to be distributed to the LGB after the draft has been agreed by the Chair.	<b>Clerk</b>  <b>Clerk</b>
05/2223	To discuss any matters arising from the minutes and not on this agenda		<b>None</b>
06/2223	Urgent business brought forward at the discretion of the Chair		<b>None</b>
07/2223	Procedural	c. Safeguarding – There were no issues reported. d. Safeguarding – The latest focus is to be re-circulated. e. Governors confirmed that they had read KCSiE 2022 Part 2.	
08/2223	ASIP	a. Staff Governors short update on ASIP: <b>Harbertonford.</b> There has been a session for staff on the relational approach. Oracy has been continued with and also the coaching programme. Monitoring of subject leads is continuing and the diversity book and global knowledge. Sessions have been provided on beekeeping under the Lister scheme and the World Explorer Day there is an intention to work with the Community. <b>Governors asked if this is being followed by other schools in the Trust and it was confirmed that there is an intention to roll this out across the Trust. It was also mentioned that Broadhempston and Landscope work together in the same way as Harbertonford and Diptford.</b>	

		<p><b>Stoke Gabriel.</b> The school has a very new team and they are working on Oracy but are not as advanced as Harbertonford. They are working with the Trust on a Relationships Policy. They had a Phonics visit last term and were able to visit Ilington School in this context which was invaluable. There are lots of parents volunteering to go into the school and they welcome them and encourage them to look around the school. <b>A governor asked if the children have done any work on the old logbook and Alice confirmed that they do have access when required.</b></p> <p><b>Diptford.</b> It has been a settling in period for Holly and has been a period of change for the school including the problems with the premises. A priority has been to bring the team together and they have been looking at what they wish to achieve during this year and their priorities. They are also in the early stages of the Oracy Project and staff are very keen to progress this. Feedback champions have been appointed in each school and this is working well. There is a priority for every children to leave the school as a reader and the children are keen on reading and using the library. Collective worship is also moving ahead and they are intending to share this with other schools. <b>A governor mentioned the new language in the new ASIPs and there is a lack of understanding on the meaning of some of this. Holly said that feedback has always been a key area to ensure that children have knowledge of where they are and where they might need to develop their skills. There was brief discussion on the subject and the concerns that governors have over understanding it. This included some detailed thoughts on the reasons for feedback.</b></p> <p>b. Information on Ofsted preparation. The programme for OFSTED preparation days has been finalised and should have been distributed. There has been a round of OFSTED visits in some of the other hubs. Broadhempston is expecting a visit at any time. <b>A governor said that</b></p>	
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09/2223	Attendance	<p>Attendance Targets and actual attendance to date:</p> <ul style="list-style-type: none"> <li>• Broadhempston - Target 96.8 - Actual 97%</li> <li>• Stoke Gabriel – Actual 89%</li> </ul> <p>There were comments made on the fact that if you have a small school then one child absent skews the figures.</p>	
10/2223	Strategic	<p>a. Governor vacancies and agree action. Then Chair provided an update on recruitment and the position of the Diocese and currently there is a hold on recruitment of Governors due to concerns expressed by the Diocese. Governors expressed their concerns on the delay in recruiting and the possible change to their roles. There is a proposed away day where this may be included on the agenda.</p> <p>b. Business Interest Forms. Clerk to send blank forms to Governors for completion.</p> <p>c. Code of Conduct. The Trust doesn't currently have a Code.</p> <p>d. Election of the Chair and Vice Chair for the Academic year. The following were elected:  <b>Chair – Rebecca Sear</b>  <b>Vice chair – Cat Radford</b></p> <p><b>Governors thanked Cat for her work with the Local Board over the last few years.</b></p>	
11/2223	Focused Visits	<p>a. Focused visits.  <b>Diptford.</b> A visit had taken place which focussed on SIAMS, Sports Premium and ASIP. It had been agreed with the AHT that the ASIP would be covered during each visit. Feedback from the Community and Parents on the school have been good. There are obviously concerns on the building but the school carries on working regardless.</p>	

		<p>It was also mentioned that children’s confidence had improved during this term.</p> <p><b>Broadhempston.</b> A visit had not been able to take place but one is planned for the next two weeks but it was observed that pupil numbers had increased since the beginning of the term.</p> <p><b>Stoke Gabriel.</b> A visit is being planned for the next week or so. It was asked if any governor would wish to take on Harbertonford for visit and they were asked to consider this.</p> <p>b. Highlight issues to feedback to Standards and Curriculum Committee. None were selected.</p> <p>c. Preparation for next Focused Visits. The programme was distributed with the meeting papers.</p>	
12/2223	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>Broadhempston.</b> The group is in the process of electing new members. They are taking part in a book eco exchange on 15 October 2022. There have been discussions on cost of living support and the effects on parents. Christmas productions are being planned and work is also planned for the playground. There is a “love your school” day in November.</p> <p><b>Diptford.</b> There has been a refreshment of parent representatives and a lot of SIAMS discussions. There is an ongoing discussion on how other matters can be discussed and whether a further group should be set up. Clarification is required on how letters from parents should be dealt with and where do they go in the Trust.</p>	
13/2223	Policies and other documents	None	<b>Removed from future</b>

14/2223	Information provided by the Clerk	Governors were reminded about the training programme for the remainder of this term and that the next issue of Governance Today will be available and distributed shortly after the half term break and that will include the Spring training programme.	
15/2223	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>	
16/2223	Date of next meeting	<b>Thursday 8 December 2022 at 1900</b>	

The meeting closed at **2045**

**Signed as a true record**

Signed <b>Rebecca Sear</b>	Date: <b>! December 2022</b>
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