

**LINK MAT**

COMMITTEE  
;

**Totnes Hub LGB**

DATE;

**9 December 2021**

|                   | 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         |            |           |           |               |
| Lizzie Lethbridge | Staff      | Diptford      | 21/10/20    | 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          | S         |            |           |           |               |
| Kizzy Kemp-Gee    | Parent     | Harbertonford | 09/12/21    |            | S         |            |           |           |               |
| Richard Charley   | Staff      | Harbertonford | 02/03/21    | P          | P         |            |           |           |               |
| Lucy Carrol       | Parent     | Diptford      | 11/12/23    | P          | S         |            |           |           |               |
| Georgia Gilby     | Staff      | Diptford      | 01/12/24    | P          | P         |            |           |           |               |
| Grace Coles       | Parent     | Landscope     | 06/2024     | P          | S         |            |           |           |               |
| Sue Vaughton      | Parent     | Stoke Gabriel | 01/11/2024  | S          | P         |            |           |           |               |
| Vacant            | Co-opted   | Stoke Gabriel |             |            |           |            |           |           |               |
| Alice Eeles       | Staff      | Stoke Gabriel | 01/12/24    | S          | P         |            |           |           |               |
| Robin Tugwell     | Foundation | Trust         |             | S          | A         |            |           |           |               |
| Helen Camp        | Co-opted   | Harbertonford | 03/12/21    |            | S         |            |           |           |               |

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| 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> |

**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 17/2021 To record those Present, accept any apologies and welcome any visitors
- Tot 18/2122 Declaration of interests
- Tot 19/2122 Division of Agenda
- Tot 20/2122 To agree the Minutes of the last meeting
- Tot 21/2122 To discuss any matters arising from the minutes and not on this agenda
- Tot 22/2122 Urgent business brought forward at the discretion of the Chair
- Tot 23/2122 Procedural
- Tot 24/2122 ASIP
- Tot 25/2122 Focussed Visits
- Tot 26/2122 Strategic
- Tot 27/2122 Community and Church Links
- Tot 28/2122 Policies and other documents
- Tot 29/2122 Information from the Clerk
- Tot 30/2122 Matters for the next agenda
- Tot 31/2122 Date of next meeting

## ACTIONS TO BE TAKEN

| ITEM     |  | BY WHOM     | BY WHEN    |
|----------|--|-------------|------------|
| 20/2122  | Forward a copy of the Minutes to the Trust Clerk to be placed on the website | Clerk       | asap       |
| 25b/2122 | Raise suggested items with the next S&C Committee                            | Cat Radford | 01/01/2022 |
| 25c/2122 | Include Visit Notes on a future agenda                                       | Clerk       | 01/03/2022 |
| 29/2122  | Re-distribute the Spring Term Training programme                             | Clerk       | asap       |

|         | Item  | Notes  | Action       |
|---------|---|--|--------------|
| 17/2122 | To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors | <p>The meeting commenced at <b>1904</b></p> <p>Location: Teams online</p> <p>In attendance: <b>None</b></p> <p>Apologies: Rebecca Sear, Helen Camp, Kizzie Kemp-Gee, Lucy Carol and Grace Coles sanctioned</p> <p>The quorum for this meeting is <b>3</b> governors for decisions.</p> |              |
| 18/2122 | 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>  |
| 19/2122 | 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>  |
| 20/2122 | To agree the Minutes of the last meeting held 14 October 2021   | <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> |

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| 21/2122 | To discuss any matters arising from the minutes and not on this agenda |  | None |
| 22/2122 | Urgent business brought forward at the discretion of the Chair         |  | None |
| 23/2122 | Procedural   | <p>a. Safeguarding - There were no safeguarding matters raised</p> <p>b. Safeguarding Focus. The governors present confirmed that they had read the latest Focus.</p>  |      |
| 24/2122 | ASIP   | <p>a. Staff Governors provided short updates on ASIP actions this term</p> <p><b>Diptford.</b> Georgia reported that they have now filled out the Global action Plan. For writing they have taken part in the Trust plan and KS 2 have worked on CPD. Staff have had their hub meetings. They are trialling a coaching programme with Harbertonford School which depending on the outcome may be used across the Trust. <b>A Governor asked who suggested the Coaching Trial and where did the model come from. The model was obtained for an external provider (John Whitmore) and had been researched by Lizzie Lethbridge prior to the trial commencing. Richard provided more detailed information on the scheme</b></p> <p><b>Harbertonford.</b> Working with members of the community one class have worked on planting fruit trees and another produced pot plants which have been distributed in the village. There have been conversations about staff workload, and that staff are given proper monitoring time. The time children are receiving Forest School</p> |      |

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|         |                | <p>sessions is used for teacher planning. Staff are working on their medium term plans.</p> <p><b>Stoke Gabriel.</b> There has been a lot going on. The coaching triad has been really good Work has taken place with other heads on feedback to children and whether if the conferencing approach was having the impact that was wanted. It really shaped what we wanted to do with the writing and this had produced some clear actions to be taken forward.. Sue has also spent time with Mat Tanner to better understand PE delivery.</p> <p>b. To receive information on Ofsted preparation – no information available at present.</p>  |  |
| 25/2122 | Focused Visits | <p>a. Focused visits – Feedback from Term 1 Annual Focussed Visit: Safeguarding and data</p> <p><b>Diptford.</b> Lucy and Janet had visited Diptford this week and had viewed the Safeguarding Audit. There is need for a large concentration on Writing. The data drop had been received and had a brief look at it but the Head hadn't had time to analyse it. It was suggested that the Data Drop be moved to the Spring Term which would give schools the opportunity to analyse the data and plan for interventions.</p> <p><b>Stoke Gabriel.</b> Sue had worked through the Safeguarding Audit with Alice and it looked reassuring. Data will be reviewed in the next week.</p> <p><b>Broadhempston.</b> Nanya and Rebecca had visited the school for a data meeting earlier in the term, prior to the data release. They went</p> |  |

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|  |  | <p>through the IDS for the school which is the one that Ofsted use for visits. The most alarming statistic was that overall and persistent absence in Autumn 2020 was in the highest 20% of all schools. They discussed that this is possibly a result of the large outtake of pupils for 11 plus revision/taking the exam/recovery. On average, year on year, pupils are being taken out of school for between 3-4 days during this period for tuition. Jill is tackling absence via newsletters, writing and calling parents directly. Additional teaching needs- £1,775 spent across EYFS and Yr 3/4. In KS1 the additional external support has been phased out, with knowledge and improvement evidenced. QFT, planning progressive and sequential lessons, meeting the need of the learners in place and monitoring schedules reviewing the impact undertaken by Lizzie, Jill and Subject Leads.</p> <p>It was observed that there currently isn't a policy in the Trust on DBS renewals and there are no Mental Health First Aiders on the staff.</p> <p>They had worked through the Safeguarding Audit but had not been able to talk to teachers with safeguarding questions and this is planned to take place on 10 December 2021.</p> <p><b>Harbertonford.</b> Cat had visited the School with Kizzie. They observed that the Trust's Staff Code of Conduct wasn't readily available for LB Governors to see and this has been taken up with the Trust. She commented that it would be useful if during visits Governors quizzed staff on the latest Safeguarding Focus. There are a set of checklist cards being made available. There was a discussion on a policy for suicides which is to go into the Bereavement Policy. Cat had also spoken to the children about safeguarding and whether they feel safe at school.</p> |  |
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|  |  | <p>They had looked at the data, particularly Pupil Premium progress. They also talked to staff about wellbeing and their mental health.</p> <p>There was a discussion on whether there is a need for a safeguarding leads on each LGB. The Trust believes that Safeguarding is the responsibility of everyone and therefore there only needs to be a Trust lead.</p> <p><b>A governor asked how schools are monitoring the progress of pupils in view of the absences brought about by Covid. Cat referred to a presentation by the Trust Data Lead which will be made available to all. This covers how teacher assessment data is being used and whether national figures might be produced.</b></p> <p><b>Landscove.</b> Grace had visited the school and discussed the safeguarding audit and the action plan.</p> <p>b. Highlight issues to feedback to Standards and Curriculum Committee</p> <p>The Following are to be raised with the S&amp;C Committee:</p> <ul style="list-style-type: none"> <li>• Safeguarding leads</li> <li>• Moving the data focus visit to the Spring Term</li> <li>• frequency of DBS checks and the Trust policy on this.</li> </ul> <p>c. Discussion on best practice in drafting visit notes</p> <p>This is to be included in a later meeting agenda when the full LGB is present and preferably when meeting face to face.</p> | <p>b. <b>Cat Radford</b></p> <p>c. <b>Clerk</b></p> |
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| 26/2122 | Strategic | <p>a. <b>Trust update including curriculum and the maths evaluation.</b> This had been placed on the minutes of the last meeting for this agenda and it is believed that it is to do with the work of the maths hub but there is no other information available.</p> <p>b. <b>Feedback from standards and curriculum committee</b> (24 November 2021). The Music Curriculum had been raised by Cat and it was acknowledged as an area lacking across the Trust. A Music Lead has been appointed who is looking at how the funds available could be utilised to best effect. Learning walks/Ofsted Preparation Days had been discussed and a timetable has been produced. They are planned to take place as follows;</p> <p style="padding-left: 40px;">Diptford – 22<sup>nd</sup> February 2022<br/> Broadhempston – (already been undertaken)<br/> Landscope - 27<sup>th</sup> April 2022<br/> Stoke Gabriel - 13<sup>th</sup> June 2022<br/> Harbertonford - 8<sup>th</sup> June 2022</p> <p>There was an update on the learning support triad and phonics being a key Trust priority with new resources purchased.</p> <p>c. <b>Feedback from local board working party meeting and preparation for next focused visits..</b> This has included a presentation by Andrew Key additionally the subject of staff mental health was discussed and the actions and support need for staff.</p> <p>d. The Focussed Visits for the Spring Term are SEND and Pupil Premium.</p> |  |
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| 27/2122 | Community and Church Links        | 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.<br><br><b>Diptford.</b> Georgia had attended the Group and SIAMS had been a big focus of the meeting.   |                  |
| 28/2122 | Policies and other documents      | None   |                  |
| 29/2122 | Information provided by the Clerk | The training programme had been distributed and governors were asked to let the clerk know of any training needs. The Clerk will re-distribute the Training g Programme and highlight suggested training for Individual Governors where believes that they might gain benefit. | <b>All/Clerk</b> |
| 30/2122 | Matters for the next agenda       | <ul style="list-style-type: none"> <li>• Standing items as this agenda</li> <li>• Standards and Curriculum (26 January 2022)</li> <li>• Staff Governors update on ASIP.</li> <li>• Focussed Visits - SEND and Pupil Premium</li> <li>• Policies – if required</li> </ul>       |                  |
| 31/2122 | Date of next meeting              | <b>Thursday 10 February 2022 at 1900</b>   |                  |

The meeting closed at **2016**

**Signed as a true record**

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| Signed: <b>Cat Radford</b> | Date: <b>10 February 2022</b> |
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