

LINK MAT

COMMITTEE
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Totnes Hub LGB

DATE;

10 February 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			
Lizzie Lethbridge	Staff	Diptford	21/10/20	P					
Janet Watts	Co-opted	Diptford	31/03/24	P	P	P			
Nanya Coles	Parent	Broadhempston	31/09/23	P	P	P			
Rebecca Sear	Co-opted	Broadhempston	31/09/23	P	S	P			
Kizzy Kemp-Gee	Parent	Harbertonford	09/12/21		S	S			
Richard Charley	Staff	Harbertonford	02/03/21	P	P	P			
Lucy Carrol	Parent	Diptford	11/12/23	P	S	P			
Georgia Gilby	Staff	Diptford	01/12/24	P	P	P			
Grace Coles	Parent	Landscope	06/2024	P	S	P			
Sue Vaughton	Parent	Stoke Gabriel	01/11/2024	S	P	S			
Vacant	Co-opted	Stoke Gabriel							
Alice Eeles	Staff	Stoke Gabriel	01/12/24	S	P	P			
Robin Tugwell	Foundation	Trust	01/03/25	S	A	A			
Helen Camp	Co-opted	Harbertonford	03/12/21		S	P			

Jane Wilkinson	Co-opted	Stoke Gabriel	01/12/2024						30/06/2021
Emily McGuinness	Parent	Harbertonford							31/07/2021
Sue Roach	Co-opted	Stoke Gabriel							31/12/2020
Lizzie Lethbridge	Staff		21/10/20						09/12/2021

P – Present
EA – Absent

S – Sanctioned
L – Late arrival

In attendance:

Chaired by	Cat Radford	Clerked by	Pete Osborne
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Agenda:

- Tot 32/2021 To record those Present, accept any apologies and welcome any visitors
- Tot 33/2122 Declaration of interests
- Tot 34/2122 Division of Agenda
- Tot 35/2122 To agree the Minutes of the last meeting
- Tot 36/2122 To discuss any matters arising from the minutes and not on this agenda
- Tot 37/2122 Urgent business brought forward at the discretion of the Chair
- Tot 38/2122 Procedural
- Tot 39/2122 ASIP
- Tot 40/2122 Attendance
- Tot 41/2122 Focussed Visits
- Tot 42/2122 Strategic
- Tot 43/2122 Community and Church Links
- Tot 44/2122 Policies and other documents
- Tot 45/2122 Information from the Clerk
- Tot 46/2122 Matters for the next agenda
- Tot 47/2122 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
35/2122	Forward a copy of the Minutes to the Trust Clerk to be placed on the website	Clerk	asap

	Item	Notes	Action
32/2122	To record those who were present, accept apologies and sanction absences where appropriate and welcome any visitors	<p>The meeting commenced at 1906</p> <p>Location: Teams online</p> <p>In attendance: None</p> <p>Apologies: Kizzy Kemp-Gee and Sue Vaughton and sanctioned</p> <p>The quorum for this meeting is 3 governors for decisions.</p> <p>Cat Radford introduced Helen Camp as a new governor for Harbertonford</p>	
33/2122	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	None
34/2122	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)	None
35/2122	To agree the Minutes of the last meeting held 9 December 2021	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

36/2122	To discuss any matters arising from the minutes and not on this agenda		None
37/2122	Urgent business brought forward at the discretion of the Chair		None
38/2122	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. Apparently there was a problem with the questionnaire and it has required amendment</p>	
39/2122	ASIP	<p>a. Staff Governors provided short updates on ASIP actions this term</p> <p>LB Governors asked Staff Governors to comment on staff wellbeing. Responses are noted below.</p> <p>Harbertonford. Richard reported that their vocabulary project and the word of the week are progressing well and his is being recorded. Individual writing targets are produced for each child. Staff wellbeing is not currently posing a problem</p> <p>Diptford. Georgia reported that due to her leaving here has been a need to assign subjects to other teaching staff. A plan is in place for different subjects to be looked at each month so that subject leaders can monitor children. Kate Wilson will take on the role of Staff Governor in the interim. There are some staff changes taking place at the school. Staff wellbeing is not good and the school has had a tough month due to covid and other sickness and staff have had a</p>	

		<p>challenging time. The half term break is coming at a good time and will assist in refreshing staff.</p> <p>Stoke Gabriel. Alice reported that they are considering where they are at present compared to the December data and the picture is promising. Staff wellbeing has been challenging and this is at the forefront and staff meetings have been changed to allow subject leaders to cope.</p> <p>There was some discussion on teachers' pay and the matter is to be raised at S&C Committee. There is concern that middle management may not be recompensed in an appropriate way.</p> <p>b. To receive information on Ofsted preparation – no information available at present.</p>	
40/2122	Attendance	<p>The LB Chair commented that that monitoring absence is part of the LGB role and would be a regular item for feedback at meetings going forward.</p> <p>Diptford -25% of children out of school.</p> <ul style="list-style-type: none"> • Broadhempston – the school is hovering around 93% attendance • Landscope. Attendance last term was about 94% but this term has dropped to 90%. • Stoke Gabriel. Attendance is at 92.92%. Letters had been sent to parents but most of the absence is covid related. • Harbertonford. Currently 93% <p>A governor asked if there had been any discussion of the likely impact of lack of attendance as children work through the school system. Alice Eeles said that in late 2021 they had written to a</p>	

		<p>large number of children but this was due to Covid issues. She said that she was sure that the impact wouldn't be different to absence from school due to flu. Georgia explained that children who were isolating are still completing work and submitting it to school. Alice advised that there had been a discrepancy in the systems due to the Covid code not being used for absence. Another governor asked about covid reacted absence and whether this should count towards unauthorised absence since children are completing their work online.</p>	
41/2122	Focused Visits	<p>a. Focused visits – Feedback from Term 1 Annual Focussed Visit: Safeguarding and data</p> <p>Broadhempston. Completed data and SEND and Pupil Premium (PP)PP visits. Methods for identifying SEND needs are:</p> <ul style="list-style-type: none"> • Inclusion register reported termly • Progress – data & pupil progress meetings • Professional dialogue • Plan- Do – Review provision mapping • Interventions currently having best impact are daily Phonics and daily reading <p>Pupil Premium</p> <ul style="list-style-type: none"> • PP strategy on website. • Systems for identifying need are same as SEND <p>Diptford. Data had been covered previously. Lucy spoke about PP children and the actions being take and also with regard to emotional support. Interventions re being made by both TAs and teachers.</p>	

		<p>Once the school has a full quota of staff this will be able to be managed more effectively. Currently there is no Gifted and Talented programme and Alice advised that this is an area being worked on across the Trust to enable teachers to find the talents and develop them through teaching. This would then be fed back through the curriculum. A governor asked how parents are provided with an explanation of this. Alice explained that it would be part of the conversations with parents during parents evening Janet advised that the data had only just been received in December and she had not been able to discuss this in the early part of the term. Data is to be considered again next term and this will mop this up.</p> <p>Harbertonford. SEND and PP visit not yet completed. Helen advised that she had visited with Parent Governor Kizzy Kemp-Gee and had considered three areas which were the School's Vision, Budgets and the Oracy Project. Children were conversant with this and showed a keen interest.</p> <p>Landscope. Grace advised that she had not had a chance to have a meeting with Jill but she has a set of data from her which she will be discussing.</p> <p>Stoke Gabriel. The SEND and PP visit hasn't taken place yet. They had met before Christmas and discussed interventions for PP children. There is refining of the processes taking place.</p> <p>b. Highlight issues to feedback to Standards and Curriculum Committee</p> <p>It was agreed that the Chair escalate a question raised about how staff are recompensed for taking on greater responsibility at middle management level.</p>	
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42/2122	Strategic	<p>a. Feedback from standards and curriculum committee (26 January 2022). One issue raised was SEND and how the Trust is complying with the SEND Code of Conduct. It was reported that the Trust has restructured SEND leadership across the Trust made up of SENDco and SEND Lead roles. This is to ensure that should an Academy Head be the qualified SENDco, they are not SENDco across two school settings.</p> <p>b. Feedback from local board working party meeting and preparation for next focused visits There was discussion on reports and how Hubs are to report to the Trust.</p> <p>c. A policy review has been carried out highlighting where references to role and responsibilities of Local Boards within the Trust structure. It was commented that what appears in policy is not always seen through in practice, or is at odds with the Scheme of Delegation. It was commented that there are name governor roles within safeguarding and Looked After Children policies that do not appear to have a function beyond appearance in the policy. It has been proposed that Local Board chairs attend an away day to continue work on this. The Focussed Visits for the Spring Term are:.</p> <ul style="list-style-type: none"> • Teaching and Learning – Curriculum Development • Data 	
43/2122	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.	

		<p>Diptford. The SIAMS visit has been delayed and their group meets every month. Each member of the group has visited for collective worship.</p> <p>Landscope. Grace has attended the Ethos meeting and there is concern that possibly being used as a parents' forum so now the group is being realigned. The school is entering the Global Neighbour (Silver) programme. There is also work being carried out on how links can be maintained with the community when many of the children aren't from the village.</p> <p>Broadhempston. The school has a forum but it's proving difficult to move it ahead. There was a general discussion on ensuring that gripes etc are referred to the Head and not discussed at the meeting and how this can be managed. It was also mentioned that the meeting should also refer to the School's vision.</p> <p>Stoke Gabriel. Alice said that the school is in the process of setting up a group and she will take into account the comments of the meeting.</p> <p>Harbertonford. The group had considered a number of areas including mental health and behaviour, commenting that the school will be soon adopting a relational approach to behaviour.</p>	
44/2122	Policies and other documents	None	
45/2122	Information provided by the Clerk	Attention was drawn to the training programme for this term. The next edition of Governance Today will be available after the half term break together with the training programme for the Summer Term.	
46/2122	Matters for the next agenda	<ul style="list-style-type: none"> • Standing items as this agenda • Standards and Curriculum • Staff Governors update on ASIP. 	

		<ul style="list-style-type: none"> • Attendance • Focussed Visits <ul style="list-style-type: none"> ○ Teaching and Learning – Curriculum Development ○ Data • Policies – if required 	
47/2122	Date of next meeting	Thursday 7 April 2022 at 1900	

The meeting closed at **2045**

Signed as a true record

Signed. Cat Radford	Date: 7 April 2022
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