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**MEETING 122 – PART 1 - MINUTES of Full Governing Board Meeting
25th of April 2024**

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Jennie Harvey	JH		5.15pm/7.30 pm				
Lorraine Ovey	LO		5.15pm/7.30 pm				
Craig Banyard	CB		5.15pm/7.30 pm				
Ben Mitchell	BM		5.15pm/7.30 pm				
Martin Bevan	MB		5.15pm/6.45 pm				
Hayley Hardy	HH		5.15pm/7.30 pm				
Amanda Burrows	AB		5.15pm/7.30 pm				
Apologies	Initials		Reason	Apologies	Initials		Reason

FOCUS		
		<ul style="list-style-type: none"> Ensuring clarity of vision, ethos, and strategic direction Holding the Headteacher to account for educational performance of the school and its students Overseeing the financial performance of the school and making sure its money is well spent
121.268	Apologies	No apologies MB leaving at 6.45pm
121.269	Declaration Pecuniary/non-pecuniary interest	MB wished to declare that he is a Governor at Millwater who are going through the due diligence part of potentially joining the Special Partnership Trust Schools MAT. Agreed that any voting or decisions made regarding this would mean Martin will abstain.
121.270	Minutes (March)	Agreed and signed – no queries
121.271	GDPR	Nothing to report
121.272	Finance	AR reported on the budget and had updated everything until today – this was uploaded initially and adjusted today.

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		<p>MB queried the percentage on staffing. This was clarified. The forecast can only be as good as it can be with the current 'climate' and challenges. Any DCC requirements have been incorporated and there are not concerns from AR's perspective, other than the longer term budget which holds challenges which every school is facing.</p> <p>All voted to approve publishing the budget</p> <p>AR then reported on the work carried out over Easter:</p> <ul style="list-style-type: none"> • Sound proofing in the hall – LO commented it's 'incredible' • Fencing to front and back has been done – old fencing has been re-used for animals pens. • A new door in the entrance is installed and is working really well. • Kitchen windows are completed. • Science room – going to be converting into a STEM room. One circular desk has been removed. Worktop and extra sockets have been installed. • There are now 39 CCTV cameras installed around the school. The review after the last Invacuation drill prompted this. They have been invaluable in a couple of recent vaping incidents and a parental disagreement which involved the police. • Concrete slab for the Motor Vehicles workshop has been laid. The shed is coming in half term. • Numerous H&S testing has taken place • There has been a deep clean • 3 tenders for Ocean View Cottage have been submitted. Architects have confirmed they have worked with the cheapest tender before and this is also the one JH and team have selected. It is a 5 week completion project. A small fee to the architects is ensuring they project manage it. MB asked who this was It is Arrowbuild – recommended by architect. (£48 000). AB asked if the architect was a reliable source. JH stated yes. • MB asked about interaction between them and the school – AR stated it is going to be completed over 5 weeks over the summer break. Our Premises Manager will be on site. If it goes over 5 weeks, it will need to be stalled and finished in October half term. • MB stated that it does need a school liaison here over the summer. AR and JH stated that PS would be present throughout and can oversee H&S aspects. <p>AB thanked AR for her hard work on the budget.</p>
121.273	<p><u>Premises, Health & Safety</u> Spot Checks Premises Updates</p>	<p>MB has submitted a report – the changes were noted. Sp Formatted Table the monthly spot checks being too 'operational'. The visit and agreed by PS was to visit termly.</p> <p>Discussion around Legionella checking – a statutory requirement. MB stated that the tanks need valves on them. PS alerted MB to this – Devon Norse disagree and Devon Norse say they don't. MB</p>

			<p>advises that Devon Norse put in writing the fact they have said they are happy with it. Action for School</p> <p>Snagging list is getting through – only small things are outstanding now. JH reported that a meeting has been arranged with those responding to the Snagging Letter sent by Governors to DCC. JH will meet with PS beforehand. This is on the 9th May at 10.30am Unfortunately AB can't attend. CB has said he will provisionally attend. Action - CB will let JH know soonest</p> <p>MB asked PS to go through all of his training – he is very well trained. JH is going to book the first available H&S training that she can. This will affect the next H&S Review that we have so it is important.</p> <p>Action - JH to ask DCC why the H&S training is in half term 2024</p> <p>MB had signed off the Team teach book – thank you</p>
121.274		<p>Data case study (Governor contextual information of data)</p>	<p>SM presented her case study of data as requested using Evidence for Learning (EfL). Assessment Book – like a banding document as-was which is now digital. Personal Learning Goals, (PLG) and non-PLG assessment books. Maths, Phonics, Sp& L, Reading, Writing, TALC (=test of abstract language concepts). These are the academic assessment books. There are non-academic books for PLGs. SM focused on Maths for one class. Teachers can view data on an iPad or a desktop PC. Teachers can see their class and the banding system which the school use. The statements sit against NC levels and information. Within the bands, various strands are noted, e.g. time, money, fractions etc At a quick glance, you can see the percentage a pupil is working at within each band, e.g. 56% against fractions. Photos can be uploaded as evidence. Parents can view this too if information is released – (there are 2 'sides' to it) CB asked how do you guarantee a good cross reference across topics SM showed the collapsed view which adjusts as you work. LO explained further in terms of how she assesses using this. Support is based upon the MITA model, progress is captured through each strand with an attainment score too. AB asked how parity is achieved across teacher judgements. SM explained that standardisation and moderation are diarised and in the subject leaders portfolio of work. MB asked – if Ofsted were in and picked a child and that child could not do what the EfL is stating...? LO and JH stated that inspectors do not do this anymore. However staff would happily explain the narrative around each child and their needs if an inspector asked. The assessment books go into 'Insights' and gives a capture which is 'live.' There are harvesting points throughout the year but teachers can add data anytime. This means everyone is part of the data capture and analysis.</p>

			<p>CB asked, as a leadership team, do you baseline it where pupils are not making progress?</p> <p>JH explained that there is moderation and student progress meetings termly. Support is put into place where necessary, formal or informal as required. JH stated that there is always a context to data and this is only one part.</p> <p>MB stated that we have the qualitative as well as quantitative data. Governors agreed it is brilliant and thanked SM</p> <p>BM asked what the level of parent engagement with EfL is. SM stated it is improved. There are 17 students whose families are not engaged. This is real progress. Well done to SM!</p>
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121.275	<p>Policies</p> <p>1.Governors Annual statement (Amanda has kindly drafted)</p> <p>2.Disciplinary. Governor and - Complaints Committee Structure (Prev Pupil Disciplinary and Grievance committee)</p> <p>3.GDPR (with hyperlink changes please) (Uploaded with hyperlink)</p> <p>4.Data protection Policy</p> <p>5.Data Subject Rights Policy</p> <p>6.Supporting Pupils at School with Medical Conditions</p> <p>7.Bereavement Policy</p> <p>8.Mobile Phone Policy</p> <p>9.Governors allowance & Expenses</p> <p>10.Complaints committee (Lauren has forwarded the link for information to AB)</p> <p>11.Terms of Reference joint governor panel</p> <p>12.Equality Objectives (This policy will be moved to May due to needing approval from Marland and Pathfields.</p>	<p>1. All Governnors agreed it LH please accept changes and save document as ratified</p> <p>2. Push to May agenda</p> <p>3. No GDPR Policy as such. But the other data policies make up the suite of policies related to GDPR. AR had contacted DCC to ask about the hyperlinks and access to Inside Devon. Governors need to decide if removing the hyperlinks is acceptable or whether we need a different policy. LH with AR to remove hyperlinks please and ensure that any signposting is accurate or is cited correctly. If this is not possible we will need a new policy.</p> <p>4. See above</p> <p>5. See above</p> <p>BM noted that there are hyperlinks that DO work on the Data Subject Rights Policy - this is confusing.</p> <p>Action – project for LH to work with AR please and sort this issue out. May agenda item please</p> <p>6. Add Medicines Policy to September meeting. LH to change date to Sept 2024 please. We agreed a biannual review unless there is a significant change.</p> <p>7. Fine and agreed</p> <p>8. Queries were cleared up – governors agreed</p> <p>9. Agreed</p> <p>10. Push to May</p> <p>11. Waiting Marland and Pathfield agreement to share – May agenda</p> <p>12. Agreed by Governors</p>
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121.276	<u>Governors</u>	<p>Staff meeting presentation from Govs to staff...LO reported her wellbeing meeting this week. She has suggested Governors join the end of year celebration rather than having a presentation during a training session. 11th or 18th July – 3.30- 6.30pm TBC Governors to please try to attend once the date has been confirmed. LO to please confirm date soonest</p> <p>Snagging Letter response – AB requests feedback please following the 9th May meeting</p> <p>MS has resigned – Governors agreed it and AB asks that LH removes her from the website and all other Governor business/access to Governor Hub</p> <p>Discussion around recruitment – minute using handout</p> <p>Academisation discussion: We have ruled out WAVE and the potential Ventrus/Tarka partnership. JH and AB have invited 2 HTs to come and speak at the next meeting – HT from Millwater who are undergoing due diligence with SPT currently and the HT from Orchard Manor who is in the Mat already. Please read the Q card for next time May meeting agenda</p> <p>BM commented that we should explore another. AB will contact Transforming Futures as another exploratory conversation.</p>
121.277	<u>Portfolio Holder Reports</u>	<p>MB's: H&S report was discussed in earlier item HH's: Safeguarding, CiC, Monitoring & Flitering, SCR check</p> <p>Big thanks for completing these</p> <p>CB will rearrange the visit from last term AB is visiting for finance in May</p>
121.278	<u>Effective Governance</u>	<p>.What difference has this meeting made to Lampard students?</p> <ul style="list-style-type: none"> • Agreed a budget • Approved many policies which keep students safe and well • We have understood more about data and feel more confident about how the school measure progress in a nuanced and accurate way • Discussion about future-proofing the school and governance



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