



The South Hams Federation

Executive Head Teacher: Mrs. Tess Coulthard

Chair of Governors: Mrs. Jane Greaves

Meeting 1 held on Wednesday 29th March Virtual Meeting & in person Minutes to attendees, school administrators and diocese

Board of Governors Part 1 Minutes					
Attendees	Initials		Attendees	Initials	
Tessa Coulthard	TC	Executive Headteacher	Anne Rossiter	AR	Local Authority Governor
Gillian Soul	GS	Co-opted Governor	Jonathan Ducker	JD	Co-Opted Governor
Fiona Rendell	FR	Co-opted Governor (Vice Chair)	Miranda Martyn	MM	Staff Governor
Jane Greaves	JG	Chair (Foundation)			
Joshua Garton	JGar	Parent Governor			
Andrew Hill	AH	Parent Governor			

In attendance	Initials	Capacity
Hannah Iles	HI	Clerk to Governors
Gayle Hill	GH	Finance Manager

Absent with apologies

Daniel French (DF)

Item no.	Agenda item	Action points
128/22	Welcome, introductions and opening prayer (Chair)	Challenges in red Actions in blue
129/22	Introduction to proceedings for new governors (Chair)	
130/22	Apologies and members present (Clerk) No apologies received by Chair or Clerk, attendees noted	
131/22	Declaration of interests on this agenda and confidentiality of items (Chair/Clerk) None relating to items on this agenda	
132/22	Governors updates to personal details and paperwork (clerk) None	
133/22	Training and courses feedback (Clerk) Clerk requested governors complete feedback forms	
134/22	Minutes of the previous meeting, Part 1 minutes to be approved from the 23rd January 2023 to be approved (Chair) FR Propose GS Second	
135/22	Minutes of Resources Committee on 21st March 2023 to be approved (chair) and set time and date for next meeting	

	Minutes not reviewed due to short time between meeting. Clerk to send out minutes for next meeting.	
136/22	Minutes of Ethos Committee if applicable (chair) JG Awaiting SIAMS autumn term 2023	
137/22	Matters arising from the minutes of the previous meeting including progress made on actions raised (Chair) None	

Governance

138/22	<p>Staff wellbeing and mental health (JG)</p> <p>TC monitoring staff attendance. Two attendance meetings with staff at MwSH following policy document agreed by DCC and SHF. Lots of illnesses going around all of the schools, having to fill gaps. One member of staff offered stress risk assessment waiting to hear back. Each school has a wellbeing lead and doing wellbeing Wednesday.</p> <p>JG asked if governors have anything they would like to add from their weekly meetings and visits.</p> <p>AH on back of Ofsted and what has been in the media it is something we should look at. Having had Ofsteds and seeing stress for 24-48 hours it is very intense.</p> <p>JG agreed it is very stressful and asked the governors if they think that there is anything the SLT can do to make it any better.</p> <p>FR added any suggestions for improvements are very welcome</p> <p>AH somehow there has to be a better way to prepare for Ofsted inspections</p> <p>TC Everything ready to go in terms of SEF and school development but some information can only be collated at the last minute</p> <p>AH felt that curriculum plans and rescheduling time tables caused panic of no lesson to do</p> <p>Clerk advised governors that there is an Ofsted training session available from DES for governors if any governors feel that it would benefit them to attend</p> <p>FR has attended the course and would not recommend it.</p> <p>JG and AR at MwSH had a meeting the day of the call and discussed what the inspectors may ask. JG and AR were well prepared. Had also met with LS. At MPS JG met with AH and then they met with LN and Ginny and at LPS JG met with GS and then they caught up with LK and Ginny and Clare. School do not know what the inspector will want to look at until 90-minute call.</p> <p>AH found questions on The Key very helpful and almost matched what inspectors asked</p> <p>JG weekly visits and school development meetings make us well prepared and we are there to support the schools, which reassures staff.</p> <p>GS found night before a bit like headless chickens, found quite confusing but found speaking to JG and looking at questions very useful. Was not as daunting as what I thought it would be.</p> <p>TC everybody cares so much, they want it to be just right. They want to have all of the paperwork to hand and everything to be up to date and that they are teaching their best lessons within the sequence, there is a lot to prepare.</p> <p>JG feedback from all three inspectors is that they like the governors folder, they like to weekly overviews given to</p>	
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	governors by heads of schools. As governors we know what is going on, nothing is a surprise.	
139/22	Monitoring evaluation visits all governors review reports from school development meetings Covered in 142/22	
140/22	SEND update (TC) JG Each school has weekly SEND on a page half termly TC updated by SENDCO monthly, so should reflect exactly what is going on in the school at that moment. Met with Hannah Channings (DCC SEN and Disabilities Advisor) as part of a review and meeting this afternoon to come together as a team again working together to improve practise across the schools. The SEND team support each other. GS LK adding to weekly report JG will send SEND on a page to HI to add to Hub	
141/22	Safeguarding update (TC) TC Across SHF one child on a Child Protection Plan. five children on a Child in Need Plan. Supporting more families with Early Help (eight across federation) and process has been redeveloped which has made it easier for schools to refer. Breakdown available to governors on GovernorHub. Following a rolling programme of training on safeguarding. Weekly safeguarding update, contextualising safeguarding presentation developed for inset on 17 th April 2023. Biggest safeguarding risk in Devon at the moment is vaping, different flavours attractive to younger and younger children. To be included on inset day training. JG Governors are invited to join inset day on 17 th April 2023 at LPS 9am (am only) TC after Easter moving from target tracker to sonar. Target tracker not working for us. Sonar allows you to pull down information. On Sonar is cloud based and everyone can access to input and pull-down data. Everyone will have training. JG governors could look at when they attend their next school meeting	
142/22	School reviews (TC) TC Review meeting with KP, TC, GH, MM and JK. Not received report yet but will share. KP and Helen Eversett reviewed SAPS. Looked at subjects and pupil progress, pupil premium and attendance. Report will be shared when available. KP will be reviewing MPS next. AH asked what happens to the federation have to agree the notes and once they are agreed they are shared with link governors via HoS. AH stated that he is yet to see any value from the reviews and feels it would be good to see. TC value coming in development within specific areas for example curriculum development FR is arranging meeting with KP asked AH if he feels it would be beneficial to do the same AH has met with KP already but may go to the next review JG prints off review notes and puts hard copy in governor folder. JG will send to HI to add to Hub.	
143/22	Attendance (TC) TC HoS sharing attendance with link governor on a weekly basis. Pre-Covid expected 96% whole school attendance, post-Covid national benchmark 93.8%. 4 schools just above and KCPS monitoring on a weekly basis and following DFE guidelines, working with families and monitoring persistent absentees on a weekly basis to boost attendance. Currently national average for persistent absentees within schools is	

	<p>19% of cohort. SHF are below that. New forms from HoS will be breaking down persistent absentees by group and include unauthorised absence.</p> <p>FR asked if definition of persistence absentee is attendance below 90% and if 19% of children across country are below 90% attendance</p> <p>TC confirmed</p> <p>FR asked if it was related to term time holidays</p> <p>TC advised information from Education Welfare Officer is that work from home a reason as parents would previously need to work but not are at home keep children at home when they are slightly ill. SHF has seen a lot of bugs doing the rounds. Schools have met with the persistent absentee parents and are following letter system structure.</p> <p>JG asked if there are any questions.</p> <p>JG team at KCPS are spending a lot on time on absence register and chasing up persistent absentees.</p> <p>MM yes, we spend a few hours a week</p> <p>FR is that good use of SLT time</p> <p>MM Yes, we are seeing a good improvement</p> <p>FR wondered if there is a problem across all the schools could a federation wide team take on for all schools to take on some of the work like sending letters</p> <p>MM we don't do admin but we know families well to work with them and track the improvement. We have seen a big improvement from 126 to 100. We have more persistent absentees that some of the other schools in the federation have pupils.</p> <p>FR just mindful of workloads and wanted to check that MM is comfortable that they have resources and no negative impact on wellbeing or do governors need to think about support needed</p> <p>MM I am doing it and is finding it manageable as does not have teaching commitment</p>	
144/22	<p>Governor's award</p> <p>JG has had SAPS and KCPS nominations, waiting on LPS, MPS and MwSH, expected this week. JG asked if any governors will be free to present the awards last this week or first week of the summer term. JG going into KCPS Friday to present and FR hoping to go into SAPS.</p> <p>GS will go in to LPS on Friday</p> <p>JG hopefully LK would have sent by then and JG will get over</p> <p>AH will speak to LN</p> <p>JG MwSH have Easter service on Thursday afternoon if AR can attend</p>	
145/22	<p>Eco club update (TC)</p> <p>JG has emailed leads and asked for a meeting and suggested a meeting across the federation and setting up an Eco Club drive. JG wondered if JD would like to attend.</p> <p>JD would like to attend</p> <p>JG trophy has been suggested if children manage to save a certain amount of plastic or for turning off lights. KCPS have Rights for Respecting Schools and JG is hoping to meet with their leader to see what they are hoping to do to support sustainability. JG will update at May meeting, it is something that we need to keep driving sustainability in schools forward.</p> <p>TC children need to have a purposeful voice and be part of the change.</p>	

146/22	<p>SHF Approval of the budget</p> <p>To go back to after 148/22 -153/22 and 147/22 GH Funding where we do not know if it will be approved and when we don't know how long it will be funded for is not included Pay rise is included at rates given at the time. It looks like pay rises will be higher than previously advised (information came out from NEC) £80,000 increase based on £2 Premises – MPS a lot of building work funded by DCC (figure yesterday for school to pay is £37k), as a federation we cannot afford £150k for school house and DCC said that building would be condemned and so it has been allowed to fall into disrepair. DCC recommended increase percentages for energy, they said not to expect to see a decrease Reviewed catering 40% of meals are paid for remaining 60% a FSM (universal and PP), do schools charge same amount as funding? KCPS are run by Devon Norse and their part of the budget is provided by Devon Norse. GH is reviewing their figures and has added a bit more as does not look correct. DCC have reduced costs of services since taking back from Babcock Costs haven't increased (because building costs reduced) loss £160K, covered by carry forward JG any questions JGar for benefit for other governors, JGar has reviewed and sent questions to GH and pending responses to questions JGar is happy to endorse the budget. Propose JGar 2nd GS GH Pre-school budget – have to break even, no assistance from DCC. Deficit £4,500 but do have carry forward. Meeting tomorrow to discuss rent and hopefully will reduce deficit. Need to ensure all sessions are full. We also have not received income from solar panels, GH is investigating. GH we would like to put the price up from £4.30 to £4.50 can I have governor approval from April AH propose GS second SFRS Propose JGar 2nd AH JG asked if governors can review documents</p>	
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Policies

147/22	<p>Policies for approval (JG):</p> <ul style="list-style-type: none"> ● Disciplinary Policy and Procedure (DCC) ● SEND for all five schools <p>To go back to after 148/22 AR joined call at 09:40 JG asked for approval for the policies Policies had not been saved in the correct place and will be approved at the next meeting</p>	
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Curriculum

148/22	<p>KCPS – Feedback data, discuss, challenge on Weekly keeping in touch meetings/3-week Head of School meetings/1/2 termly curriculum leaders CL meetings/Governor visits/Head of School Report (JG) Governors questions and challenge (All) JG going in weekly to speak with GHow and MM and tries to support them. JK from ESW is coming in weekly (except last two weeks) to help drive school improvement and has been looking at SEND and revamped ILPs, maths, early reading, writing, science MM we feel very ready for Ofsted and put systems in place to support subject leaders, which we did not have before. Practised high level deep dive and provided Ofsted coaching and given system to drive school improvement and all time spent purposefully. FR asked MM if they are planning for someone from another school to come in to help support when they get the call from Ofsted. MM from what JK suggested how GHow and MM should do call together to prompt and not sure they would need another person- from another school to do it. TC thinks it is much easier if there are two of you, with you and GHow together to bounce off each other rather than one person trying to find there way through. MM we have rehearsed which of us will speak about what. We have a folder, which is full of what we need and we have gone through TC other schools different as KCPS have a team and other schools have one head of school JG and you have been working on Geography and History curriculum MM using ESW history curriculum and working really well. Will pick up geography curriculum after Easter. Works well as quite a big school.</p>	
149/22	<p>LPS – Feedback data, discuss, challenge on Weekly keeping in touch meetings/1/2 termly Curriculum leaders CL meetings/Governor visits /Head of School report (GS) Governors questions and challenge (All) GS visiting regular, LK doing very well and has implemented various parts of the curriculum. GS has met with curriculum leads. SENDCO returned from leave but did not appear to be provision for handover from staff covering. TC advised there was a plan for handover but one SENDCO was ill and one was covering other staff. They are meeting this week. GS they have revamped ILPs.</p>	
150/22	<p>Loddiswell Pre School (LN/GS) Governors questions and challenge (All) GS Integration of pre-school is a constant discussion. Rent has been upped by the village committee. LPS attendance has been good at 96%. JG JG and GS have been doing more work with pre-school and LK has been visiting every week Pre-school will be sending a weekly overview report and monthly SEND</p>	
151/22	<p>MwSH –</p>	

	<p>Feedback data, discuss, challenge on Weekly keeping in touch meetings/1/2 termly Curriculum leaders CL meetings/Governor visits, Head of School Report (AR) Governors questions and challenge (All) JG led as AR not back in meeting. JG post Ofsted is continuing to drive curriculum. Pupil numbers increasing. Focusing on SIAMs inspection and is working with another school who have recently had a grade 1 inspection.</p>	
152/22	<p>MPS – Feedback data, discuss, challenge on Weekly keeping in touch meetings/1/2 termly Curriculum leaders CL meetings/Governor visits/Head of School Report (AH) Governors questions and challenge (All) AH hit quite severely with staff absence. Did not have full development meeting. Have spoken. Post Ofsted looking at staff wellbeing and moral. Attendance picking up. Spoke about teacher arrangements and making sure changes in place and plans going forward. AH has helped year 4 forest school. Spoken about structure of forest school. Last week there was a safeguarding issue. Reviewed incident and 100% improvement in what they were doing and focus on the children. Have had a staffing change for forest school. Will continue weekly meeting with set agenda going forward. Will be looking at 6-week plan post Ofsted at start of next term.</p>	
153/22	<p>SAPS – Feedback data, discuss, challenge on Weekly keeping in touch meetings/1/2 termly Curriculum leaders CL meetings/Governor visits/Head of School Report (FR) Governors questions and challenge (All) Met TC to review Self-evaluation and SDM. Met SENDCO looking at speak to type, which is working really well. Looking at challenges and impact of Motional. Next improvement is to look at pupil voice. Looked at PHSE and how it is contextualised for the school and how post-Covid anxiety is forming as a significant concern and how it is being picked up. Happy with resources available. Met with Susannah Taylor (ST). There is no federation lead for DT, FR feels that this maybe needs to be addressed. Spoke with James Branch federation lead for PE, teacher from Achieve for All is changing next year and we spoke about what impact, if any this would have and looked at what we would like from next person (we were aware current teacher strong in some areas but not in others). Met with year 5 and 6 pupils for pupil voice exercise on safeguarding and online safety. Was very interesting, especially discussions they had with each other when they thought that FR was listening to someone else.</p>	
	<p>JG feels that meetings with school curriculum leaders are very important, so that governors understand how curriculum is being developed and whether it has impact that we expect it to have. It is not only good for governors to improve knowledge but also an opportunity for curriculum leaders to share theirs. Speaking to ST very interesting and has highlighted to governors that DT is a slight weakness within the federation, which reflects a nationwide problem. TC agrees that it is a subject that a lot of schools are reviewing at the moment. JD asked what the weaknesses of the Achieve for All teacher are. FR felt that he was strong in some disciplines, possibly those he had more of a personal interest in but weaker in areas like dance and gymnastics.</p>	

	<p>JG felt that this was a fair reflection. AH also saw at MPS that the coach picked up the ball skills on his sessions and the other teachers picked up other parts of the curriculum in the other weekly PE session. GS agreed that the same thing happened at LPS. JG asked MM what happens at KCPS. MM advised that their sports premium pays for release time for PE lead to teach teachers on curriculum that she has written.</p>	
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Other business

154/22	<p>Correspondence and any other items, e.g., DCC emails, governance alerts/Governance Today/OMGs (Chair/Clerk) AH asked for a social media policy now that we have a Twitter account and are posting TC is currently looking at and asked if AH can look at with TC FR asked if it is posted by TK and who is monitoring TC is monitoring</p>	
155/22	<p>Any other urgent items brought to the attention of the Chair in the last 7 days (Chair)</p>	
156/22	<p>Impact of this meeting on outcomes for pupils (All) Reviewing curriculum improvement for the benefit of pupils learning, monitoring finances will ensure that more money is available for frontline teaching and resources.</p>	Close

Next meetings

Board of Governors' Meeting – in person

Monday 17th July 2023 at 8.30am Modbury

Wherever you are able to your attendance in person is extremely valued and much appreciated.

Governors may be able to join virtually for some meetings, but please try and at least join in person to your own school and one other of the Schools in the Federation.

School development meeting

June 12th-16th

Monday's, LPS 10am, SAPS 2pm, Tuesday's, KCPS 2pm, Wednesday, MWSH 9am, Thursday's LPS 4.30pm

Forthcoming meetings

Board of Governors meetings – in person at 8.30am

2023-2024 meetings to be published

Finance, Premises, Resources, Health & Safety Committee – remote

2023-2024 meetings to be published

School Development Meetings –

Monday's, LPS 10am, SAPS 2pm, Tuesday's, KCPS 2pm, Wednesday, MWSH 9am, Thursday's LPS 4.30pm

July 10th-14th