

**The South Hams Federation**  
Executive Head Teacher: Mrs. Tess Coulthard  
Chair of Governors: Mrs. Jane Greaves

**Meeting 1 held on Monday 22<sup>nd</sup> May 2023 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			
Gillian Soul	GS	Co-opted Governor			
Fiona Rendell	FR	Co-opted Governor (Vice Chair)			
Jane Greaves	JG	Chair (Foundation)			
Andrew Hill	AH	Parent Governor			

In attendance	Initials	Capacity
Hannah Iles	HI	Clerk to Governors
Lou Nicholls	LN	Deputy to Executive Head

Absent with apologies
Joshua Garton (Co-opted governor)
Jonathan Ducker (Co-opted governor)
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Daniel French (DF)

Item no.	Agenda item	
147/22	<b>Welcome, introductions and opening prayer (Chair)</b>	Challenges in red Actions in blue
148/22	<b>Apologies and members present (Clerk)</b> Joshua Garton apologies received and sanctioned. Jonathan Ducker late for meeting due to emergency at home and travel difficulties. Anne Rossiter not in attendance. No apologies received.	
149/22	<b>Declaration of interests on this agenda and confidentiality of items (Chair/Clerk)</b> None for this meeting	
150/22	<b>Minutes of the previous meeting, Part 1 minutes to be approved from 29<sup>th</sup> March 2023 to be approved (Chair)</b> FR propose AH second	
151/22	<b>Minutes of Resources Committee on 21<sup>st</sup> March and 16<sup>th</sup> May 2023 to be approved (chair) and set time and date for next meeting</b> Minutes have not been read. To be approved at next meeting. Minutes are available on GovernorHub.	
152/22	<b>Governors updates to personal details and paperwork (clerk)</b> Operations have provided clerk with dates of DBS checks for governors. Clerk proposed DBS checks should be carried out again when new term of office begins or every four years if term is open ended and should be backdated for all governors where last DBS checks was more than four years ago. FR agreed DBS checks should be carried out every four years minimum and asked about possibility of using the DBS update service. LN advised that this is used for staff but must be requested at time of DBS. <a href="#">Clerk will explore DBS updates with Operations Manager before July meeting.</a> Clerk asked governors if there were any objections to governors who were also school employees continuing to come under current staff rules and for their DBS checks to be managed by Operations. No objections.	

153/22	<p><b>Training and courses feedback (Clerk)</b> Clerk requested feedback forms to be completed. Feedback is very helpful to know if other governors should go on the course. It also helps the clerk and chair to know if the governor who attended the course may benefit from alternative training. The clerk reiterated to let them know if any governor would benefit from training and the clerk will source appropriate courses.</p>	
154/22	<p><b>Inset invitations to governors (TC)</b> TC Governors very welcome to join the inset sessions GS found the April inset day very interesting and helpful <a href="#">TC and MM will share inset schedule with the board via the Clerk</a></p>	
155/22	<p><b>Governors manual 2023/2024 (Clerk)</b> Clerk advised first version of the manual will be shared at July meeting via PDF. The manual will continue to be updated after the summer break and an updated version available at the September meeting. Paper copies will be available at September meeting if requested. Manual will be saved on GovernorHub and updated as required with a message sent via the noticeboard to alert governors to changes. FR shared which parts of the manual they referred to on a frequent basis and which would be more beneficial on the drive/hub. The clerk advised that JG had sent an email with proposed meeting dates for 2023/4 and asked if all governors agreed with the schedule. No objections from governors.</p>	
156/22	<p><b>Matters arising from the minutes of the previous meeting including progress made on actions raised (Chair)</b> None</p>	

## Governance

157/22	<p><b>SIAMs presentation</b> Lauren Stallard and Meriam Peppiat presented to the board. <a href="#">JG advised governors slides will be shared on GovernorHub after meeting</a></p>	
158/22	<p><b>Staff wellbeing and mental health (JG)</b> TC said that there had been extra support for KS2 teachers for SATs. Doors are locked at 5.30pm and all staff are off site. <b>FR concerned staff are still working after 5.30pm using laptops.</b> MM concerned that leaving laptops at school adds to stress. <b>FR worried about moving to trend of checking emails at 9pm and undermines sending home at 5.30pm.</b> MM feels that asking teachers to complete work by 5.30pm is to do an impossible job. MM schedules emails to go out the next day (email is sent but held in outbox). FR thinks that this is a good model to staff as they will not see that email has been sent until the next day and will not feel that they have to reply in the evening. <a href="#">JG suggested TC speak to Heads of School to agree scheduling times for emails to be sent</a></p>	
159/22	<p><b>SEND update – SEND on a page (TC)</b> JG KCPS EHCP lower than national average, SEND on track with rest of Devon MM advised KCPS have been awarded three additional EHCPs. FR asked if MM could share best practise as other schools are struggling to secure EHCPs when they would have previously been granted. MM agreed <b>FR concerned that process with DCC that schools are having to take TAs from other classes to assist children who need one to one support but who do not have funding. This means that children in those in those classes are not receiving the support that they need with scaffolding.</b> JG added schools are working more closely with pre-schools to identify ECHP needs before children start school with the aim of funding being in place before the child starts LPS three EHCPs in progress. TC SAPS currently taking TA away from another class to provide 121 provision to child waiting for an EHCP AH MPS one EHCP granted. Other EHCPs in progress GF At MwSH GF is happy that staff understand the benefits of iLPs and are quick to provide them.</p>	

160/22	<p><b>Safeguarding update (TC)</b> TC attended DCC level 3 safeguarding refresher overriding message was “just because we live in Devon doesn’t mean it won’t happen here”. Discussed rise in emotional abuse and how to gather evidence. Covered male adult suicide and the impact. Covered trauma and giving support without lowering expectations. Terminology on child on child abuse has changed. Tie governor visits in on the safeguarding annual cycle, ensuring safeguarding scenarios are being shared. Need to create an in school Early Help tier system. Schools must ensure all children understand consent, Federation work with NSPCC for PHSE classes. Discussed need for opportunity for single sex discussions as experiences can differ. MM offered to share single sex questions MM has developed TC and LN agreed this would be helpful JG reminded governors safeguarding overview available on hub TC advised KCPS has seen a rise in incidents FR asked if TC and MM have any insight to why numbers of incidents has risen MM believes it followed NCPCC Pants discussion TC it leads the children to ask questions. TC added that bank holidays increases incidences and can be linked to excessive alcohol consumption. Operation Encompass has been delaying relaying information by up to two to three weeks since they moved from a telephone call to an email system in 2022. Email should be received before start of next school stay, so that school can be ready to support child(ren). SHF have spoken to them and they are aiming to send email within 24 hours. LN added that sometimes schools are finding out about domestic violence incident when MASH contact them not via Operation Encompass. Children are missing out on support. <b>FR asked if schools should escalate to local MP. Concerned child may be unsupported for two weeks. FR asked who SHF can escalate to?</b> TC said that there is a body schools can refer to <b>FR asked do you do this every time?</b> TC said that the schools have been</p>	
161/22	<p><b>Attendance (TC)</b> JG advised governors that overview is available on the Hub. Attendance is improving. <b>FR questioned 0 late on Malborough attendance and asked if there are good practise learning opportunities that can be shared with other schools to improve lateness?</b> LS believes that this is because of many families living within walking distances, those who drive arriving early to secure a parking space and many parents dropping children to school on their way to work and not wanting to be late. <b>LS is querying figures from SIMs and reviewing whether lateness is being recorded correctly.</b></p>	
162/22	<p><b>Governor’s award</b> <b>JG will email heads of school for nominations</b></p>	
163/22	<p><b>Eco club update (TC)</b> JG discussed at resources meeting. <b>JG trying to organise meeting with all schools.</b> Likely to go ahead in the Autumn term</p>	
164/22	<p><b>Publishing Diversity (Chair)</b> JG DfE have started saying that we should be collecting data about diversity of the board. <b>JG keeping up to date with requirements and will update board.</b></p>	

## Operations

165/22	<p><b>Electronic Reception (TK)</b> Business case and quotes on hub. Resources committee supported appointing option two. Mid-range price, products and services meet all of SHF needs without unnecessary extras inflating price. Company is local and offer aftersales support. AH propose FR second</p>	
166/22	<p><b>IT equipment (TK)</b> Rolling plan for IT equipment. IT equipment is old. Scomis looked for quotations. 30 laptops and 90 Chromebooks. No spending on IT last year. £42,000.00 quoted. <b>FR asked how many companies did they approach.</b> TK they have gone out to multiple companies, not sure of the exact number. They are not linked to the suppliers. <b>AH asked the impact of not approving today. Concerned by amount.</b></p>	

	<p>TK some devices are at imminent risk of break down and not enough devices will be available. Quote may expire and quantity of devices required may not be available.</p> <p>FR asked how numbers have been arrived at?</p> <p>TK plan to replace devices over five years will mean that devices never become too out of date for updates. Some of the current MacBook's are not able to be updated. There are no spare laptops available. Schools do not have enough Chromebooks for all children to have their own device during lessons. Children sharing are missing opportunity during lessons.</p> <p>FR asked what happens to waste electricals</p> <p>TK they are collected free of charge, they are cleared by the company that collects them, disposed of and a certificate received.</p> <p>FR asked why the staff need laptops rather than Chromebooks (laptops £261 more expensive than Chromebooks per unit)</p> <p>TK they need access to Microsoft, which you cannot have on Chromebooks</p> <p>FR and AH asked that Operations approach Scomis to check how many quotes they received and governors will review at next meeting.</p> <p>JG suggested that governors vote via email once information received if quote will be invalidated before July meeting, devices will not be available or schools require devices urgently.</p> <p>TK will update chair and clerk after speaking to Scomis</p>	
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### Policies

177/22	<p><b>Policies for review and approval (JG)</b></p> <p>Polices for approval</p> <p>Redundancy – no changes</p> <p>All policies available on the Hub and the Drive. No questions raised by governors.</p> <p>FR and JG stated changes must be tracked. It is a waste of governor time to read multipage policy documents for one or two minor changes.</p> <p>TC agreed changes will be tracked from now on.</p> <p>Clerk raised issue with DCC archiving policies without advised schools that they have been archived or if content has been moved to another policy.</p> <p>TC now using The Key to assist with policy development.</p>	
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### Curriculum

178/22	<p><b>KCPS –</b></p> <p><b>Monitoring evaluation visits and review reports from school development meetings. 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)</b></p> <p>JG lots of improvements been made.</p> <p>MM JK not been in for a few weeks due to inspections and SATS. SLT have been doing a lot of work around data.</p> <p>JG this has been identified as a requirement across SHF.</p> <p>MM we want to see the impact of our data. We have been working on behaviour and curriculum and JK suggested linking school vision and values to behaviour.</p> <p>TC this was also a subject of inset at beginning of the term.</p> <p>JG deep dives in music, PE, core subjects. Planning art, geography and history.</p>	All reports in School 's Governor folder kept in school
179/22	<p><b>LPS –</b></p> <p><b>Monitoring evaluation visits and review reports from school development meetings. 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)</b></p> <p>Covered in SEND</p>	All reports in School 's Governor folder kept in school
180/22	<p><b>Loddiswell Pre School (LN/GS)</b></p> <p><b>Governors questions and challenge (All)</b></p> <p>TC issue with relocating pre-school. Funding not available. Exploring options.</p> <p>JG current landlord of current premises have given notice that they would like preschool to vacate.</p>	All reports in School 's Governor folder kept in school

181/22	<p><b>MwSH – Monitoring evaluation visits and review reports from school development meetings. 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)</b> JG covered in SIAMs presentation AR absent from meeting, no update provided</p>	All reports in School 's Governor folder kept in school
182/22	<p><b>MPS – Monitoring evaluation visits and review reports from school development meetings. 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)</b> AH TA move around to support classroom behaviour. LN able to spend less time teaching. Working on six-week plan, onto measuring impact. Curriculum conversation with PE lead, very passionate and had lots of ideas. suggested inter-school. Achieve4All has helped, teachers are staying and watching and learning. LN added teachers are enjoying team teaching.</p>	All reports in School 's Governor folder kept in school
183/22	<p><b>SAPS – Monitoring evaluation visits and review reports from school development meetings. 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)</b> FR met Art lead. New scheme working well. JG met with Maths lead – notes sent to FR FR pupil voice exercise on British Values.</p>	All reports in School 's Governor folder kept in school

#### Other business

184/22	<p><b>Correspondence and any other items, e.g., DCC emails, governance alerts/Governance Today/OMGs (Chair/Clerk)</b></p>	All sent out previously and on GovernorHub
185/22	<p><b>Any other urgent items brought to the attention of the Chair in the last 7 days (Chair)</b> KCPS: JG KCPS gate locking delay needs to be looked at Ofsted: LPS Ofsted inspection report live and reflected what has been discussed. Only next step is bringing pre-school onsite and integrated curriculum. Behaviour overview – be specific about incidences that happen in school</p>	
186/22	<p><b>Impact of this meeting on outcomes for pupils (All)</b> School improvement. Link governors are understanding schools. Appropriate allocation of resources.</p>	

**SIAMS** - The Statutory Inspection of Anglican and Methodist Schools is the Church of England and Methodist Church's outworking of the requirements of section 48 of the Education Act 2005.

<https://www.legislation.gov.uk/ukpga/2005/18/contents>

**SMSC** – Spiritual, Moral, Social and Culture

**NSPCC pants rules** - Privates are private, Always remember your body belongs to you, No means no, Talk about secrets that upset you, Speak up, someone can help. The NSPCC is the UK's leading children's charity, preventing abuse and helping those affected to recover.

**Operation Encompass** is a police and education early information safeguarding partnership enabling schools to offer immediate support to children experiencing domestic abuse.

#### 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 meetings**

June 12<sup>th</sup>-16<sup>th</sup> - 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 10<sup>th</sup>-14th