

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

Meeting 1 held on Monday 17th July 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			
Joshua Garton*	JG	Co-opted Governor			

*via Zoom

In attendance	Initials	Capacity
Hannah Iles	HI	Clerk to Governors
Lou Nicholls	LN	Deputy to Executive Head
Charlotte Bennellick-Palmer	CBP	Potential governor
Clare Carter	CC	Presentation on online safety

Absent with apologies
Jonathan Ducker (Co-opted governor)
Anne Rossiter (Co-opted governor)

Daniel French (DF)

Item no.	Agenda item	
194	Welcome, introductions and opening prayer (Chair) Chair introduced a potential new governor	Challenges in red Actions in blue
195	Apologies and members present (Clerk) Jonathan Ducker and Anne Rossiter sent their apologies	
196	Declaration of interests on this agenda and confidentiality of items (Chair/Clerk) One governor declared that their spouse is a staff member, one governor declared that they are the parent to a child who has an EHCP and attends a school in the federation	
197	Minutes of the previous meeting on 22nd May 2023 to be approved Chair requested approval No queries or challenges from governors Part one Propose AH Second GS Part two Propose AH Second FR	
198	Minutes of Resources Committee March and May 2023 to be approved No queries or challenges from governors Propose JGar Second AH	
199	Minutes of Ethos Committee 7th June 2023 No queries or challenges from governors	

Signed by: _____ (Chair) Date: _____

200	Matters arising from the minutes of the previous meeting including progress made on actions raised (Chair) No queries or challenges from governors	
201	Governor updates Clerk asked governors to complete skills audit before September meeting – action for all governors	
202	TC ran through Federation event calendar and explained to governors that the federation were hoping to bring children together as a community of schools and events organised to be inclusive of all children.	

Operations

203	Operations update (TK) and Sonar Tracker DPIA approval (TK) We Transfer approval requested Propose AH Second GS MPS roofing works external works complete, internal works by end of summer. New gas boiler being installed at cost to DCC to be completed by end of summer. Clearance company booked in for school house. Governor asked if works would conflict. TK confirmed they would not. SAPs Devon Norse going out to tender for works to caretakers bungalow. MwSH TK requested written confirmation of approval for new fence location from neighbouring property. Owner has changed mind and do not want fence in front of window and have verbally agreed to fencing on wall but slightly inset. TK needs requote. Governor asked if neighbour has given approval in writing for re-routed fence. TK will request . Governor suggested Eco Club look into how to make area next to inset fence wildlife friendly. Kitchen deep cleans booked for SAPS, LPS and MPS GDPR data breach at Loddiswell pre-school. Landlord accepted liability and will review procedure. Governor asked if new procedure will realistically guarantee prevention of reoccurrence if followed correctly. TK will request procedure and review . Audit booked for 27/11/2023 Sonar Tracker approval requested Propose AH Second FR	
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Finance

204	FRS and ICFP's Finance manager advised government announced teacher pay increase of 3% of which 3.5% will come from school budgets and 3% will be funded by government. Finance Manager is unsure if schools will be required to use a previously received grant and will review when full information available. Staffing list finalised on Friday and GH will review staffing costs in September report. Governor asked if there was any information on the additional grant spending. GH advised no information given on if covered previous spending or future. Governor asked if it was it tied to salary Finance manager advised it was to cover additional costs but not specified Finance Manger advised forecast is generally in line with budget Fault on accounting system finally fixed two weeks ago GH and TC sat with heads of school and looked at where they will make a loss. KCPS loss reduced. Schools with maximum capacity with pupil numbers are more healthy financially. Governor asked what specialist print relates to. GH badge system – each school £2.5K A governor requested a break down for difference on school budget share Governors cannot approve FRS in good faith with current variances on FRS GH will investigate and send out information Must be submitted by Thursday A governor asked if there is a IFCP comparison outside of federation	
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	<p>GH confirmed that there is not, no data is published JGar asked if Suzette could provide a benchmark from other schools GH will ask FR asked what is perceived benefit from getting in range for schools that are not in deficit GH there isn't. Schools in deficit we look at this more. Main one is staff in total of revenue income. JG we must be seen as a governing board to be benchmarking but do not have data to benchmark</p>	
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Policies

205	<p>Policies for approval and review Support children with medical conditions policy approved JG GS No challenges or queries for reviewed policies</p>	
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Curriculum

206	<p>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 attendance meetings/Governor visits/Head of School Report</p> <ul style="list-style-type: none"> • KCPS (JG) Jayne Keller continues to go in regularly. JG supported Ofsted and will visit KCPS this week • LPS and Loddiswell Pre-school (GS) New pre-school curriculum developed off the back of Ofsted inspection LPS has stabilised since Lucinda Kirkham commenced in head of school in post Writing moderation went well • MwSH (JG) AR has not visited MwSH. JG has been visiting. Focus is on anticipated SIAMs inspection • MPS (AH) AH met with LN pre-SATS, reviewed year, interviews completed for staff, staff allocated and communicated to parents. Spoken about induction plan, reviewed with Kath Powell • SAPS (FR) FR and TC met last week pre-SATs, looked at EYFS and KS1 <p>No questions or challenges Attendance is at 93% and persistence absentees 23%. Attendance improvement officers will become a buy in service from September. A governor challenged if the service is good value for money and asked if there is another option or if DCC has a monopoly? They wondered if someone internal could be trained and also if their services could then be offered as a centre of expertise to make an income from? TC feels that the attendance improvement officers are very useful as they have knowledge of legal side and also help to maintain relationship between parent/caregiver and school. At the moment everybody uses DCC, even the MATs. TC suggested that this may change in future and will be explored. LN explained that at the moment you need to have gone through the Education Welfare Officer training to become an Attendance Improvement Officer. TC advised governors that for four schools percentage of persistent absentees has reduced.</p>	
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Governance

207	<p>Review boards effectiveness (JG)</p> <ul style="list-style-type: none"> • 20 questions 	
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	<ul style="list-style-type: none"> • self-evaluation (how have we done this year) <p>To be back in September</p>	
208	<p>3 Year Strategic Plan (JG, TC and HI) To be shared in September</p> <ul style="list-style-type: none"> • Vision • Values • Mission 	
209	<p>Data (TC)</p> <ul style="list-style-type: none"> • EYFS Base Line Assessment • SATS • Phonics screening • Data Moderation Visits – Loddiswell and Malborough <p>Overview put together for every child that did not meet ARE. Data to be reviewed in more detail with link governors at next School Development Meeting</p>	
210	Teacher Assessment vs NFER (TC)	
211	<p>Eco club and sustainability update (TC and JD) Eco Club leading testing of reusable glue sticks. Half termly Eco Club meetings to take place involving clubs across SHF</p>	
212	<p>SEND update Governors sent letter sent to MP regarding length of wait time for Educational Psychologist reviews and draft EHCP. Response received, MP trying to arrange meeting but current DCC SEN 0-25 team leader has resigned and waiting for new team leader to start. Council response acknowledged problem with wait times and lack of emergency funding but offered no resolutions. Governors challenged that EHCPs need to be sent early and actively followed up by parents/caregivers and schools. SLT need to be pushing SENDCOs and need to get parents on side to chase with reference to statutory guidelines. Where EHCP refused, parents encouraged to appeal. TC raised DCC failing to approve EHCP where school have already put support in place but pointed out provided 121 TA for children without EHCP funding is detrimental to other children within school who lose TA support. Federation have assessed needs of new pupils. One EHCP awarded and additional TA recruited. Federation have liaised with DCC to confirm where childrens’ needs cannot be met without additional funding and adaptations to schools. Plans put in place with pre-schools to support staged transitions where necessary.</p>	
213	<p>Safeguarding update (GS and TC) Overview of incidents shared with governors</p>	
214	<p>Behaviour for the year (behaviour incidence and pupil exclusions) (TC) 2 one day suspensions for physical attacks on adults. Policy followed. FR following up from SEND perspective.</p>	
215	<p>Staff (JG and TC) Internal transfers across federation and year groups to strengthen key stage two and future proof for anticipated absences. TC and LN are offering support to staff members that need it. Two options being reviewed for external support for Head Teacher appraisal in new academic year.</p>	
216	<p>Update on school admissions for September intake and pupil numbers TC Monitoring outgoing vs incoming pupil numbers due to year six leavers and reception intake. Does not take in to account leavers and new intake in other year group. MPS pupil numbers down SAPS pupil numbers down MwSH pupil numbers up LPS pupil numbers up KCPS pupil numbers down</p>	
217	Management partnership (TC)	

	Continue to work together. Jayne Keller from ESW visiting KCPS. TC has been visiting East Allington Primary School on curriculum monitoring. TC attended a HoS meeting at KEVICs on curriculum. Art and DT curriculum leaders met with ESW to develop a shared curriculum as SHF and ESW MAT both acknowledge this is an area they need to develop on. Spreadsheet for directive time for clarity on expectation	
218	Ofsted (TC and JG) KCPS had a two-day section five inspection with three inspectors. Waiting for report. JG and TC onsite as school came in. TC attended for duration and JG attended for all three days. Jayne Keller from ESW came on second day. SAPS and MwSH/MPS SENDCO went over to support KCPS SENDCO. AH supported for governor questions. Operations Manager was there throughout and led Single Central Record review. Support offered from wider federation but KCPS declined as they felt it was not required.	

Other business

219	Correspondence and any other items, e.g., DCC emails, governance alerts/Governance Today/OMGs (Chair/Clerk) MM has sent letter to clerk resigning from position of staff governor. Resignation accepted and acknowledged and form H sent to DCC.	
220	Any other urgent items brought to the attention of the Chair in the last 7 days (Chair) None	
221	Impact of this meeting on outcomes for pupils (All) CC safeguarding. Important that governors realise what is happening with all staff who come into contact with children. Improvements for children in schools communities coming together.	