

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

Meeting 1 held on Monday 27th November 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		Jonathan Ducker (part)	JD
Gillian Soul (part)	GS	Co-opted Governor			
Fiona Rendell (part)	FR	Co-opted Governor (Vice Chair)			
Jane Greaves	JG	Chair (Foundation)			
Andrew Hill	AH	Parent Governor			
Anne Rossiter	AR	Local Authority Governor			

*via Zoom

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

Absent with apologies	Initials	
Joshua Garton	JG	Co-opted Governor
Daniel French	DF	Ex-Officio Governor

Item no./23	Agenda item
26	Welcome, introductions and opening prayer (Chair)
27	Apologies and members present (Clerk) Apologies from JGar Some governors delayed due to roadworks and pre-existing appointments
28	Declaration of interests on this agenda and confidentiality of items (Chair/Clerk) AH declared as per register of business interest (see website)
29	Co-opt new governor onto the board JG requested to co-opt Charlotte Bennelick-Palmer (CBP) onto the board. CBP brings with her experience of working with children with SEND but is unable to attend meetings on Monday's due to work schedule. Chair and Clerk revisited request to vary meeting dates to accommodate. Two governors challenged change of meeting dates, one unable to change meeting dates due to own schedules. Meeting moved to part two
30	Minutes previous meetings to be approved (Chair) 25 th September 2023 Full Board of Governors Part 1 25 th September 2023 Full Board of Governors Part 2 Propose AH Second AR 15 th November 2023 Ethos Committee 13 th November 2023 Resources Committee – not yet available due to technical issue (to be approved at January meeting)
31	Matters arising from the minutes of the previous meeting including progress made on actions raised (Chair) None raised
32	Review boards effectiveness (JG) <ul style="list-style-type: none"> self-evaluation (how have we done this year) Chair reminded governors that this is on GovernorHub and their contribution would be appreciated.

Signed by: _____ (Chair) Date: _____

33	<p>Governor updates (JG and HI)</p> <ul style="list-style-type: none"> • Roles and responsibilities – to remain the same until next meeting, not enough governors present to assign • CPD – to be discussed at next meeting when more governors are present • Meeting -See 29/23 ,meeting dates to be reviewed in May for the next academic year.
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Governance

34	<p>Adopt and formally approve the SDP, 2023-2024 for KCPS (JG) Propose JG Second AR</p>
35	<p>Learning walks and lesson observations TC gave a summary to governors and interlinked with CPD and inset.</p>
36	<p>School reviews MPS reviewed last week by Kath Powell. Positive on the whole. Noted that the new team is cohesive. KP leaving DCC end of January. MwSH school review next term.</p>
37	<p>School on a page School link governors have seen the IDSR tracker and SOAP (internal - only seen by DCC, Head of School and Board of Governors) for their schools. Reports are 12 monthly. TC will send out, so governors can discuss with their HoS if they haven't already</p>
38	<p>SEND updates JG met with SENDCOs about additional document reviewing additional work of SENDCOs starting in January. Will be shared with governors for next meeting. HoS and SENDCOs are working closely with Pre-schools to identify children who would benefit from getting on the EHCP pathway. Governors challenged that despite low funding amounts at pre-school age it was important for the children to have the EHCP in place, so that the support can be in place</p>
39	<p>Governor awards JG will email HoS</p>
40	<p>Management partnership Meeting in January to decide future of management partnership. TC feels that partnership has benefited the federation. The only cost to the federation so far, has been the release time for staff but this has been outweighed by the benefits. Meeting moved to part two.</p>
41	<p>Loddiswell Pre-school SENDCO working with Lisa Gotham. Move to school site on hold.</p>
42	<p>KCPS transition Meeting moved to part two</p>

Finance

43	<p>Report approval (GH) Propose JGar Second AH</p>
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Policies

44	<p>Policies for approval and review (JG)</p> <ul style="list-style-type: none"> • Finance Propose JG Second AR • Supporting children with medical conditions Propose JG Second AR • SEND – 4 schools Propose AR
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	Second AH
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Curriculum

45	<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 (TC)</p> <p>JG, AH, AR and GS summarised their meetings with the heads of school. All reports in School 's Governor folder kept in schools. JG has not visited KCPS, after last management partnership meeting JK was going to gives dates, JG still waiting. Receiving weekly update from GHow and keeping on top of safeguarding</p>
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Other business

46	<p>Correspondence and any other items, e.g., DCC emails, governance alerts/Governance Today/OMGs (Chair/Clerk)</p>
47	<p>Any other urgent items brought to the attention of the Chair in the last 7 days (Chair)</p> <p>Safeguarding DCC moving to a hub model with everyone working in the same place. Governors may aware there is potential disciplinary action</p>
48	<p>Impact of this meeting on outcomes for pupils (All)</p> <p>SEND, management partnership prospective, changing ways meetings SDM are being held is giving a greater insight.</p>