

The South Hams Federation

Executive Head Teacher: Mrs. Tess Coulthard
Chair of Governors: Mrs. Jane Greaves

Meeting held on Monday 22nd January 2024 Virtual Meeting & in person
Minutes to attendees, school administrators and diocese

Board of Governors Part 1 Minutes					
Attendees		Initials		Attendees	
Tessa Coulthard	TC	Executive Headteacher			
Jane Greaves	GS	Chair (Foundation)			
Fiona Rendell	FR	Co-opted Governor (Vice Chair)			
Jonathan Ducker	JD	Co-opted governor			
Anne Rossiter (part)*	AR	Local Authority Governor			

*via Zoom

In attendance	Initials	Capacity
Hannah Iles	HI	Clerk to Governors
Lou Nicholls	LN	Deputy to Executive Head
Will Erith	WE	Potential Governor
Louise Cross*	LC	Potential Governor
Gayle Hill	GH	Finance Manager
Tracey Kidd*	TK	Operations Manager

Absent with apologies	Initials	
Joshua Garton	JG	Co-opted Governor
Daniel French	DF	Ex-Officio Governor
Andrew Hill	AH	Parent Governor
Gill Soul	GH	Co-opted Governor

Item no./23	Agenda item
1	Welcome, introductions and opening prayer (Chair)
2	Apologies and members present (Clerk) Apologies from AH, GS expected at 10.30am, JGar unable to access meeting via Zoom. AR joined on Zoom
3	Declaration of interests on this agenda and confidentiality of items (Chair/Clerk) AH declared as per register of business interest (see website)
4	Co-opt new governor onto the board Louise Cross and Will Erith co-opted onto the board LC is thinking about it she joined the meeting to observe
5	Minutes previous meetings to be approved (Chair) <ul style="list-style-type: none"> • 27th November 2023 Full Board of Governors Part 1 • 27th November 2023 Full Board of Governors Part 2 Cannot be approved. FR and JD not present for full November meeting. Unable to speak to AR via Zoom due to technical issues. Clerk to carry forward to next meeting. <ul style="list-style-type: none"> • 13th November 2023 Resources Committee Propose JG Second JD
6	Matters arising from the minutes of the previous meeting including progress made on actions raised (Chair) None raised
7	Review boards effectiveness (JG) <ul style="list-style-type: none"> • self-evaluation (how have we done this year) Review boards effectiveness (JG) JG reminded the board of the need to self-evaluate on a regular basis to ensure that the decisions and actions of the board reflect it's role and objectives. Governors were asked to review the self-evaluation available on GovernorHub and make tracked changes as appropriate.
8	Governor updates (JG and HI)

Signed by: _____ (Chair) Date: _____

	<ul style="list-style-type: none"> Roles and responsibilities – the clerk and chair are concerned that reallocation of the roles and responsibilities has been postponed over the last two meetings due to lower than usual governor attendance. Some governors have asked to amend their roles and have graciously continued on while this is reviewed. Clerk is to send out a list of roles and responsibilities, first to be reviewed by the board and then to put themselves forward. FR suggested structure of board be reviewed if the number of roles has increased to ensure sufficient capacity. Potential of role for associate governor put forward. CPD – clerk asked for governor to put themselves forward for wellbeing training with DES on the back of Gillian Keegan’s OFSTED letter. JG said she would attend the training Governor Briefings – the clerk asked that all governors attended one of the briefing sessions. Governors should email the clerk their preferred slot. WhatsApp – GS, JGar and AR to confirm if they want to join the WhatsApp group. JG recapped the remit of communications that would be shared via WhatsApp.
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Governance and curriculum

9	<p>Data TC explained refocus on data after importance was curtailed in Covid and explained how and when data will be measured. FR asked that data is shared in advance of meetings, TC agreed – data to be shared in advance of meetings. As suggested by LN governors to access Sonar where they will be able to review anonymised pupil data. TC went through fourteen-week SATS plan for year six children and JG asked for SATS to be included on weekly updates from heads of schools, which was agreed.</p>
10	<p>Learning walks and lesson observations TC Spring term steering group commenced last week. Returning next week to look at maths, behaviour and attendance and pupil voice. SHF have brought into Steplab (a professional development platform for schools) using pupil premium funding. Walkthrus last year gave strategies to work on and now building on that with Steplab. Governors asked who does the coaching and TC confirmed that coaches are in each school.</p>
11	<p>School reviews Kath Powell has become an associate to DCC. Tina Jackson, who worked with the federation last year has become SHF link to DCC. Reviews designed in conjunction with Exec Head and HoS to look at weaknesses they have identified.</p>
12	<p>Ofsted Under new leader, Sir Martyn Oliver. Inspectors have received mental health awareness training. Inspections resume today (22nd January 2024). Focus on governors ensuring support in is place for staff and SLT.</p>
13	<p>SEND</p> <ul style="list-style-type: none"> JG and school link governors met with SENDCOs last week. Clare Carter (CC) and TC met with DCC on IPSI course last week. TC found informative. JG, TC, FR, CC and GF have a meeting with Anthony Mangnall MP Kellie Knott, DCC (SEND Improvement Director) Cllr Lois Samuel, DCC (Cabinet Member, SEND) 15 March 2024
14	<p>Pupil Premium Megan Searle (MS) taken role while Victoria Page(VP) is on leave and is following strategy laid out with VP. MS asking staff for impact data. JG suggested MS give governors an update at the next meeting, TC agreed and will arrange.</p>
15	<p>Safeguarding Increase in MASH referrals since beginning of term. Schools have put in place what they are able to. Part two.</p>
16	<p>Attendance LN Attendance and Attitude steering lead. On a weekly basis information is shared with school link governors. Persistent Absence (PA) group monitored to see if they remain on PA list or dip on and off. Tracking termly. TC advised governors of school’s attendance data and compared Pupil Premium with overall data. PA overall average 16% last year. All but one school in federation are below 16%. SHF following new DFE guidelines for dealing with absence.</p>

17	<p>Emotional/behaviour and Pastoral Reports Overviews of children who are struggling to make sure whole staff team are aware that they need to provide a little bit more support for children who need it. Schools have a checklist of criteria to work through. FR suggested child carers are on list. TC will implement policy.</p>
18	<p>Staff/Wellbeing Days absence: <u>Teacher</u> 15 SAPS, MPS 27 6 LPS, MwSH 13 <u>TA</u> 55.5 SAPS, 72 MPS, LPS 61, 36 MwSH Term time leave requests considered and reviewed against impact on all staff and pupils. Evidence requested as appropriate. Part two Flexible working requests considered and reviewed against impact. One team member has requested to increase by one day and one reduce by one day. Board not opposed if agreement is made to ensure no detriment to children. Part two One HoS maternity leave commenced AW23/24 and interim HoS covering maternity leave for three days per week. Educatering covered kitchen manager absence. Appraisals currently taking place. For support staff</p>
19	<p>Wellbeing charter TC shared Wellbeing Charter with governors JG asked LC if staff feel supported. LC shared that a positive would be supporting staff to feel able to take time if they are not fit for work to stop staff worrying about calling in when they are very unwell. WE asked if the charter covers mental health, TC confirmed it does.</p>
20	<p>Staff CPD Weekly inset timetable. Karl Pupé (KP) (founder of The Action Hero Teacher) reviewed each of the schools last term and staff participated in two online sessions with him and another booked. Looks at behaviour and aspirations for children. Feedback very good. Rich Head from Motional visited on inset day in January and is coming back to help interpret data. All teaching staff have had spelling training from DCC English lead.</p>
21	<p>ECT 1 MPS 1 SAPS 1 MwSH 1 LPS Using StepLab to log training. Approach much more cohesive than those used before.</p>
22	<p>Management partnership Maintained heads have been invited to a meeting with DCC next week. ESW are proposing a termly fee for support going forward. FR asked if this offers good value for the SHF. Part two TC needs to review what will be offered but on the basis of what has been offered over the last year feels that the benefits to the federation outweighs the costs. Governors approve in principal based on same level of support being agreed in the terms. Propose FR Second JD</p>
23	<p>Loddiswell Pre-school Meeting arranged with landlord to discuss continuing tenancy. Part two</p>
24	<p>KCPS transition SHF were advised no questions put forward from staff about transition. JG highlighted to ESW that SHF felt that they had been left out of the loop, ESW had thought HoS had been updating SLT and BoG. Part two</p>

Finance

25	Update (GH)
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	<p>JGar unable to attend meeting. Emailed GH to confirm that he is happy with detailed budget report and appreciates variances due to items that had not being able to be budgeted for as were unknown e.g. EHCP, pay grant, teachers pay rise, new sign in system, food price increase.</p> <p>TC advised governors that budgets expected to be easier to formulate going forward as more known factors. JGAR had asked if schools prepared for anticipated deficit in next years budget. TC and GH have been on a budget briefing to help prepare. GH has been on strategy course to help focus on budgets. Strategy meeting planned for February to run alongside budget planning.</p> <p>MPS ceiling quote received - approximately £23,000. £25,000.00 MPS capital funding set aside (partially from energy funding grant). Lowering ceiling and introducing LED lights will increase energy efficiency. Contractor is able to complete in February half term and will improve the classroom environment for the children.</p> <p>FR proposed JD second</p>
26	<p>Pupil numbers First figures anticipated for September 2024 intake, changes expected – 28 SAPS 8 MwSH 18 LPS 25 MPS TC confirmed that DCC responsible for alterations required to accommodate pupils.</p>
27	<p>March Resources Committee Meeting Booked for Monday 18th March 2024 16.00-18.00 Clerk to add SEND budgeting to agenda, School Meals and pre School Costs</p>

Operations

28	<p>Grounds Maintenance Contract Governors reviewed quotes. Lowest quote received was from current contractor. Governors asked TK if schools are happy with the current contractor and TK confirmed that they are. Propose FR Second JD</p>
29	<p>Websites Administrators are updating with HR assistance. SAPS used as benchmark after review by TC and TK. TK monitoring visits to each website.</p>

Curriculum

30	<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) Link Governors met with Languages, reading and history Leads trying to ensure triangulation is there across schools (what curriculum leaders are saying is reflected in pupils work). Same questions asked for each lead across the schools. JG and TC explained the process and use of PowerPoint presentations/MTPs/LTPs and how they can be adapted across the schools to individual class needs. They went through the Head of Schools Autumn Reports and SDPs, met with the SENDCo's and toured the schools. FR appreciated pre-prepared questions and preparation that teachers had put in to answer questions. ALL GOVERNORS TO WRITE UPO THEIR REPORTS JG reported she has asked the Head of School at Kingsbridge for his weekly overviews, Autumn term Head of School Report and Attendance figures, SENDCo at Kingsbridge sent through the SEND On A Page</p>
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Other business

31	<p>Correspondence and any other items, e.g., DCC emails, governance alerts/Governance Today/OMGs (Chair/Clerk) None</p>
32	<p>Any other urgent items brought to the attention of the Chair in the last 7 days (Chair)</p> <ul style="list-style-type: none"> • Behaviour Policy has been reviewed by all governors. • Gates at SAPS and MPS to be reviewed to ensure it is not possible to exit the sites without a member of staff being aware.

33	<p>Impact of this meeting on outcomes for pupils (All)</p> <p>The governors reflected on the important impact any teacher or member of staff can have on a pupil and the quote “No one will know how much you know unless they know how much you care.” Staff and governors are all here to improve the lives of children in schools. Motivated and happy staff lead to motivated and happy children.</p>
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