

The South Hams Federation

Executive Head Teacher: Mrs. Tess Coulthard

Chair of Governors: Mrs. Jane Greaves

"We are an inclusive school federation family that values the unique personality of each child and inspires all learners, empowering them to achieve through building knowledge, skills and individual character"

Meeting held on Monday 31st March 2026

Board of Governors Part 1 Minutes						
Attendees	Initials	Capacity		Attendees	Initials	Capacity
Tessa Coulthard	TC	Executive Headteacher		Huw Davies*	HD	Parent Governor
Jane Greaves	JG	Foundation Governor and chair		Rosie Poels	RP	Co-opted Governor
Fiona Rendell* left the meeting at 10.15am	FR	Co-opted Governor and vice chair		Sally Erith	SE	Co-opted Governor
Louise Cross* joined at 10am	LC	Staff Governor		Tamara Mortimer* left the meeting at 10.15am	TM	Local Authority Governor
Andrew Hill	AH	Parent Governor		*via Zoom		

In attendance	Initials	Capacity
Gayle Hill	GH	Federation Finance Manager
Hannah Iles	HI	Clerk to Governors
Tracey Kidd	TK	Federation Operations Manager

Absent with apologies
Lou Nicholls (LN)
Chris Smallridge (CS)
Jonathan Ducker

Minutes

Item no./ MAR26	Agenda item
1	Welcome, introductions and opening prayer
2	Apologies and members present Apologies received from Jonathan Ducker and Chris Smallridge
3	Declaration of interests on this agenda and confidentiality of items (Chair/Clerk) AH declared potential interest as per register.
4	Collaborations Ginny French has finished supporting EV&M with SEND. The meeting moved to part 2.
5	Staffing LC contributing on a weekly basis on the bullet in providing information on health and wellbeing, which is being very well received. The meeting moved to part 2.
6	Minutes previous meetings to be approved (Chair). The minutes were shared with governors before the meeting. January 2026 Full Board of Governors Part 1 - AH proposed, SE seconded and JG signed the minutes January 2026 Full Board of Governors Part 2 - AH proposed, SE seconded and JG signed the minutes February 2026 Extraordinary meeting - AH proposed, SE seconded and JG signed the minutes March 2026 Resources Committee meeting - JG proposed, HD seconded. HD to sign the minutes at the May FBG meeting.
7	Ethos Committee Update Document sent to governor. No formal meeting has taken place due to ex-officio vacancy.
8	Matters arising from the minutes of the previous meeting including progress made on actions raised (Chair) No actions outstanding
9	Governor updates (JG and Clerk)

	<p>SE and TM found the appraisal training with Devon Education service helpful in preparing for the headteacher appraisal and will let the clerk know if they would like to attend the full training session in the autumn term.</p> <p>SE attended Ofsted training with DES</p> <p>KCSIE was available to all governors</p> <p>Action: Governors to arrange HT mid-term appraisal</p>
10	<p>Governor awards</p> <p>Governors were asked if they could present the awards and will confirm with JG and the heads of school when they are available to go in.</p>

Pupils and curriculum

11	<p>Governors' role in SATS</p> <p>May is fast approaching. The link governors were asked to go into schools to complete checks and sign-off the checklist shared on GovernorHub.</p> <p>Action: Link governors to make arrangements with heads of school for SATS checks</p>
12	<p>Pupils mental health and wellbeing</p> <p>Document shared on GovernorHub before the meeting.</p>
13	<p>White Paper</p> <p>The white paper is at the proposal stage. NEU are questioning how the proposals will be financed. School leaders are questioning what the proposals will look like for children. £51 per pupil on roll is the proposed figure for funding, based on this SAPs would receive the most at £10,300 but the cost of a TA is £23,000. There have been staffing changes within Devon with Jack Newton becoming the new Deputy Director for Inclusion and Learning. The federation will focus on what they can control while details are decided. It was brought to governors attention that children in year 3 and above who already have an EHCP will retain it, while younger children with an EHCP will be reviewed in year 6.</p>
14	<p>SEND</p> <p>SEND on a page shared on GovernorHub.</p>
15	<p>Safeguarding</p> <p>Safeguarding report shared on GovernorHub. School staff have noticed an increase in parents/carers concerned about the two week Easter holiday, especially trying to organise childcare, which increases pressure on families.</p>
16	<p>Wraparound Care</p> <p>Overview shared with governors of prices of wraparound care providers for the federation vs other schools. LPS have received complaints about cost of wraparound care. Governors noted that a lack of alternative provision makes it difficult, as there is nothing else on offer. Governors suggested schools speaking to parents about whether the wraparound provision has factored in their decision making about schools. Governors would like the federation to look at the monopoly and overcharging and how this could be addressed.</p>
17	<p>Pre schools</p> <p>Overview of numbers per age group shared with governors before the meeting. Staffing problems at LPS have caused problems for the Thursday opening, with late notice closures impacting parents. Existing staff have declined to increase their current hours. LK and TC will be speaking with LG about whether Thursday is feasible. Governors noted that losing Thursday is inconvenient for families, who may make a decision to look elsewhere.</p>
18	<p>Steering Group</p> <p>At MPS Maths, phonics and foundation subject books were reviewed.</p>
19	<p>School Reviews</p> <p>There is an overview online. The school review at LPS with EV&M and SHF staff was a very positive day and LK was delighted with the outcome. There is a next steps action plan running for individual areas, focusing on greater depth opportunities for learning. Kath Powell reviewed MWSH, looking carefully at Maths and there was a good review of what is in place and what the team need to do. TC hopes to have the written report in time for May meeting. DCC looked at both pre-schools and will be revisiting to see what has been implemented. Heads of schools have met with inclusion officers and it has been very positive, working really well.</p> <p>Action: TC to share KPs written reports for all schools</p>
20	<p>Monitoring evaluation visits, Head of School Reports and discuss and challenge development meetings for all four schools and both governor-led preschools (Link Governors) and governor visits</p> <p>SAPS plan shared on GovernorHub. Governors discussed how the new meeting agendas need to be steered towards the new Ofsted Framework and pupil voice and all governors agreed that this will help the meeting to be more strategic. JG is working on the new plans and will share with governors after Easter. No development meeting took place at MPS due to the significant impact on staff of the internet issues, which have now been resolved.</p>

	<p>During a walkaround at LPS governors raised concern over the breakfast club/maths room a look like and the impact on learning of the room not looking like a classroom. It was noted that LK would like to change but doesn't know how as the room is needed as a multiuse space. Preschool opening hours issues were discussed. It was confirmed that the current structure of 4-11 vs 2-11 will not be reviewed until after LPS has their next Ofsted.</p> <p>HD shared a summary of the MWSH report.</p> <p>Action: the MWSH development meeting notes have now been received and will be shared on GovernorHub by the clerk.</p>
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Policies

21	<p>Approve policies - Disciplinary Policy (DCC) & Procedure and AI Policy</p> <p>RP proposed to approved the policies and SE seconded the proposal.</p>
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Finance and Operations

22	<p>Finance - budget approval 2026/7</p> <p>All finance documents were shared on GovernorHub prior to the meeting. HD shared the resources committee findings and that there was a useful pre-budget meeting with TK and GH, attended by HD, TC and JG. The level of challenge at that meeting was very high. HD has suggested that any governors who would like a greater understanding of the finance and/or ops reports should arrange to meet with GH and TK. DCC have asked for budgets to be set by June. The financial year starts on 1st April and GH and TC not happy to have no budget until June and so have prepared already. GH gave a summary of the budget. If the contingency is not needed the federation will not be in the budgeted deficit. Extra money allocated where needed but will need to review energy prices in light of current climate.</p> <p>Staff percentages 84.1 SAPS, 82 MWSH, 84 LPS and 93 MPS. An amendment to HR role description to be discussed at the May Resources Committee meeting. The budget was proposed for approval at the Resources Committee meeting.</p> <p>AH proposed the FGB approve the budget and HD seconded.</p> <p>Finance reports have not been available to be approved due to ssystem issues and lack of availability of reports. HD proposed the reports submitted are approved and RP seconded.</p>
23	<p>Approve SFVS</p> <p>There have not been proper finance reports available for the whole year. The SFVS was reviewed at the Resources Committee and it was recommended for approval by the FGB. RP proposed and HD seconded.</p>
24	<p>Expenditure Approval</p> <p>Three quotes were received for the LPS canopy. The school preferred the Sovereign 8*4 design. JG proposed that FGB approved the purchase and installation of the preferred canopy and RP seconded.</p> <p>The planning department has been contacted and a permitted development application needs to be completed. It should be easier to obtain to permission for MPS as it will be standalone, whereas the LPS one will be attached.</p> <p>Two quotes have been received for the new shelter at MPS, waiting for 3rd quote from the PTFA and will then need to be approved at May FGB meeting.</p> <p>Some bought in services from DCC are no longer available. No additional services are to be purchased in addition to those purchased last year. HD proposed the approval of the bought in service and AH seconded.</p>

Other business

25	<p>Correspondence and any other items, e.g., DCC emails, governance alerts/Governance Today/OMGs (Chair/Clerk)</p> <p>Email from Caroline Voaden MP about the Slapton Line. Federation requested information on impact on staff on children. Staff members and parents using back lanes, travel times increased, planning journeys around times lanes are busy. Impact on fuel use and costs. TC has written to CV. It is a contentious issue.</p> <p>No one minute guides received.</p> <p>Overviews from heads of school and weekly bulletin.</p>
26	<p>Any other urgent items brought to the attention of the Chair in the last 7 days (Chair)</p> <p>IT issue at MPS lasted nearly three weeks and had a huge impact on the school. Disaster recovery plan was in place.</p> <p>School Bungalow at Stokenham is now open.</p>
27	<p>Impact of this meeting on outcomes for pupils (All)</p> <p>Finances, drilling back to the white paper.</p>
28	<p>Next meetings (Chair)</p> <p>Resources Committee Meeting 6th May at 4.30pm LPS and online</p> <p>Full Governing Board 18th May at 9.30am at MPS</p>

