

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 18th May 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		Jonathan Ducker* Joined the meeting at 10.55	JD	Co-opted Governor
Andrew Hill	AH	Parent Governor				
Sally Erith	SE	Co-opted Governor				
Chris Smallridge	CS	Co-opted Governor		*via Zoom		

In attendance	Initials	Capacity
Gayle Hill (joined for MAY26/19-22)	GH	Federation Finance Manager
Hannah Iles	HI	Clerk to Governors
Ginny French (joined for MAY26/14)	GF	Federation SENCO Lead

Absent with apologies
Tamara Mortimer, Louise Cross, Fiona Rendell, Louise Nicholls

Minutes

Item no./ MAY26	Agenda item
1	Welcome, introductions and opening prayer Rosie Poels has resigned from the board with immediate effect, due to work commitments, but will continue as a school governor
2	Apologies and members present Apologies received and accepted from Tamara Mortimer, Louise Cross, Fiona Rendell, Louise Nicholls
3	Declaration of interests on this agenda and confidentiality of items (Chair/Clerk) AH declared potential interest as per register.
4	Collaborations TC said the SHF and Exe Vally/Moorsway Federation will be working together but not in a formal partnership. JG will continue to be part of their Church School Distinctiveness Team of Exe Valley and Moorsway and TC and SL will continue to work with them on school improvement, 2 members of staff went over to the Erme to support in the recent Ofsted inspection.
5	School kitchens Governors discussed the importance of school meals in supporting children to learn eating skills like using cutlery, eat healthy and benefit from socialising at meal times. Governors discussed how some menu option names sounded unappealing to children and some of the menu options were no popular. The schools are relooking at menus to identify why numbers have dropped slightly. Surveys to be sent out after half term. Tasting sessions went really well and more will be planned for future. Meeting moved to part two.
6	Human Resources Governors discussed anticipated changes to staffing for the beginning of the new school year and school plans for cover and recruitment. Governors had no concerns. Meeting moved to part two.
7	Minutes previous meetings to be approved, matters arising, progress made & outstanding actions (Chair). Full Governing Board 30 March 2026 <u>Part 1 minutes for approval</u>

Signed by: _____ Jane Greaves, Chair of Governors on 13th July 2026

	Part 2 paper copies will be brought to the meeting Governors unanimously agree to approve the minutes. Resources Committee 13th May 2026 - minutes were not shared with the FGB, they are awaiting approval by the committee chair. 16th March 2026, committee chair attended via zoom and was unable to sign the minutes Action: clerk to add signing of the March Resources Committee meeting minutes and approval and signing of the May Resources Committee meeting meetings to the agenda for the July FGB meeting
8	Governor updates (JG and Clerk) - Governor CPD, succession planning, wellbeing and sharing responsibilities - Roles and responsibilities and skills audits - Governor Awards - governors to liaise with heads of schools - Meeting dates for academic year 2026-7 - please can governors consider their preference and availability shared before the meeting. Governors suggested moving the May SDM to end of April (WC 26th April). Governors discussed the meetings being held during the day time may limit the potential candidates balanced against staff availability and childcare. - Inset September 2026 - will include safeguarding level 2 update, GDPR, allergy training including epipen training with a first aid training. 3rd September 2026 at Stokenham, all governors invited to the morning. Action: Clerk to advertise vacancies, send skills audits, redo matrix and send out current roles and responsibilities

Pupils and curriculum

9	Monitoring Evaluation visits - Review reports from School Development meetings and governor led preschools, including SEND and Head Teacher Reports Spring 2026. All school development meetings have been held. Link governor reports for SAPS and MPS shared before the meeting along with the Head of school reports for all schools. report to be shared after meeting. MWSH - Governors spoke about SATS and also the support from Kath Powell and Victoria Page and how the suggestions made have had a positive impact. Data projections are concerning for maths but governors confident with current interventions, there are also concerns regarding year 2 phonics. There was a low response rate to the survey and governors expressed concerns over MCAS as a method of communication and suggested the schools check that parents/carers are receiving communications. Touched on SIAMs and positive response for children to mixed year group activities. Incident within community and support for staff and reactions from parents discussed, noted that pupils were not affected due to staff efforts. No pupil voice as governors were worried about disruption due to it being SATS week. LPS - Governors looked at head of school report, data (including phonics), attendance, SATS, pupil premium and SEND progress. Spoke with five key stage 2 children, who were very positive about reading at school. SAPS - Governors discussed the head of school report, School Development Plan, survey outcomes and SATS provision. Spoke with SENDCO and visited EYFS class. MPS - Governors looked at the head of school report, looked at attainment figures; year 3 down in comparison to other year groups (looked at interventions, staff support and screening to close the gap and satisfied with interventions), year one SEND attainment low; looked at reasons. recognised hard work of staff in preparing year 6 pupils for SATS. Looked at year one phonics and year 4 times tables (issues with speed of entering answers), TA morale is being monitored. Pupil voice - spoke to four children in each year group for years 3, 4 and 5, who shared that they are enjoying reading but there were mixed views on Accelerated Reader, especially on reading current AR level when they would like to read the books a level above. Governors noted that they found the meetings more succinct using the new meeting framework (which the chair devised based on the new Ofsted framework). Invited SAPS moderator to look at year 6 writing on 12th June. Lottie working with Bella as Bella was previously a moderator. Governors asked what happens if you are not happy with the outcome and TC explained the process, which governors were happy with. Action: HD to share MWSH SDM report and JG to share LPS
10	NFERS Start year in December with year 3, 4 and 5 NFERS and second set planned after May half term to look at outcomes and put in place intervention. Multiplication and phonics checks planned for after half term.
11	Key stage two SATS - governor observations One timetable variation applied for due to sickness, advice and guidance from DfE followed, there was no cost implication because it was completed within a five-day period. All papers collected on Friday afternoon.

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	External moderator at MPS at the same time as SE, moderator impressed that governor carried out checks and was very supportive. New online attendance registers caused a lot of stress in schools. HD went into MWSH. JG went into SAPS (FR conflict as child in year 6). JG went into LPS and helped with breakfast and it was a good bonding process for the children. Try to make the week as special as possible as it is their first experience of formal exams. Feedback was the same across all schools about the papers. Expect results on 7th July and will be discussed at the July FGB meeting. The application has been approved for additional marks at MWSH due to the impact of the lockdown. Action: clerk to add SATS result to agenda for July FGB meeting
12	Headteacher appraisal, mid-term and arrange Autumn appraisal date Mid-term appraisal delayed. TC will email to HD. Emailed Tina to book September appraisal.
13	Pupil wellbeing Aware of strain on pupils of SATS, mindful makers came into all four schools with supportive strategies. Governors noted formality of environment. Celebrations after the last exam in all schools.
14	SEND – parent group sessions, SEND reform This was discussed after item 25 Coffee afternoons have taken place at each of the schools and participation is increasing. Parents have asked for the dates for all schools in case they can't make the one at their child's school. Some schools have set up a group chat. There will be another coffee morning for each school towards the end of summer term. GF shared a summary of the SENDCOs shared with parents and carers about the White Paper: The aims are brilliant – inclusivity, consistency, community. They want children to have support even if they do not have an EHCP. Pupils will have a legal right to support if they are on the SEND register, so how will schools decide whether a child should be on the SEND register? At the moment a child being on the SEND register does not have any legal implications for schools and children do not need a diagnosis. Support plans will be created using an online support plan. GF explained the three support levels and the criteria for EHCPs (existing EHCPs for Key Stage 2 children to remain and new EHCPs for children with complex need that cannot be supported under the proposed new system. Expecting decision on whether law will be changed in early 2027 and changes to start happening between 2028-2030. An inclusion fund has been allocated to be given to schools. The inclusion mainstream fund will be based on pupils numbers from the October census and the actual amount each school will receive is expected to be announced in May - £3000 per school plus £16 per pupil. An inclusion strategy needs to be written by December to be published on the website., creating more work for school staff This funding is on top of the £6000 allocated by the school to each SEND child, at the moment most of this funding is spent + on children with EHCPs (topping up LA funding). The on cost issue (insufficient funding for one to one TA) has been challenged with DCC, this is a national issue. LPS 7 EHCPs + 2 in September 7.6% of school with total top up funding of £82,000 (was topped up by the LA for Loddiswell in April). MPS 6+2 in September £60,000 top up funding. MWSH 3 3.8% £27,000 top up funding 3+2+1 1.5% £19,000 top up funding. Governors discussed the funding additional funding is not enough for even one TA, currently TAs are mostly funded by EHCPs and contracts are linked to the EHCP, with no new EHCPs there will be no way of funding the TA. Governors are concerned how changes will impact recruitment and retention of TAs, with so little job security. There are currently a lot of unknowns. GF attending SEND conference after half term, hoping to learn more. Under the proposed plans there will be inclusion hubs but no TAs in the classroom and lot's of focus will be on high quality adaptive teaching strategies for teachers to manage classes with no TAs. The unions are pushing how this will be resourced and Caroline Voaden MP is pushing the topic on behalf of the South Hams. GF is finding is that schools are refusing children with SEND that the federation are recognising can be supported within the federation. Governors discussed the impact on environment and staff and pupil wellbeing of the proposed changes. Governors discussed concerns that there are limitations on school buildings for having a hub. MPS are looking at creating a room within a room. Governors asked if there would be a single inclusion basis for the federation. GF explained that this is being looked at but there is no plan from the LA for funding transport. Governors discussed concerns that parents will choose other schools with a hub rather than their children being transported for half an hour a day. This may impact on pupil numbers and funding. Low level SEND would still need needs met in school but there would be no funding
15	Safeguarding and governor SCR checks. It is good practice for governors to look at the SCR once a term. A checklist was shared to go through with the school administrator. Updated safeguarding reports shared with all governors. Learning from incident in Malborough that impacted MWSH shared with heads of school at inset and all schools will be having lock down drills. Decision made to lock down was discussed with police, who agreed it was the correct course of action.

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16	Allergy policy and allergy training. Allergy policy shared with governors. Allergy and EpiPen training booked for inset, governors welcome to attend.
17	New RSE part of PHSE curriculum Needs to know shared with governors. Schools are in line with DfE guidelines. Schools need to send out another parent survey with the new guidelines. Governors asked if a letter will be sent out to parents, it will be after the parent voice (survey) has been received and reviewed. The survey will inform regarding age guidance. The curriculum planning has been updated. The outcome will be shared at the FGB meeting in September, TC will ask Victoria Page to present the results. Action: Clerk to add RSE survey results presentation to FGB meeting agenda for September

Policies

18	Approve policies – Redundancy (DCC) No amendments to the Redundancy Policy. Governors unanimously approve the Redundancy Policy in its current form. Action: Clerk to advise TK that policy has been approved.
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Finance and Operations

19	Approve the five-year budget CFR and income and expenditure reports for schools and pre-schools shared. The Resources Committee reviewed the budgets, looked at any significant changes and there was nothing major to flag. The only query was regarding Scomis and any implication on costs. The headline is the expected deficit in three years. Based on the carry forward from March due to trial balance issues (finance consultant from DCC meeting with Gayle at Loddiswell this afternoon in an attempt to resolve). The SEND additional funding is unknown and therefore has not been included. There were no challenges and the Resources Committee recommend the board approve the budget. Governors present unanimously approved the five-year budget.
20	Approve the finance reports. GH explained that the reports are not available. GH is meeting with DCC this afternoon to rectify the problems preventing the reports being generated.
21	Expenditure Approval Scomis' contract will end on 31 st July 2026. Three quotes obtained. Waiting for planning permission for canopy at LPS.
22	SAPS roof Observations and moisture checks have been carried out and drone footage obtained of the flat roof. DCC put roof forward for DfE funding but will take 18 months but the roof condition is so poor it cannot wait that long to be repaired (the leaks are expected to effect the kitchen electrics imminently and the disabled toilet is already out of use due to ceiling damage). Waiting on DCC regarding a project to repair worse of damage, have asked if funds that were allocated to upgrade kitchen (that has not been refurbished since the 1960s) can be re-allocated to roof.
23	Staff wellbeing LC was not able to attend meeting and shared report in advance: The TES wellbeing report found retention was a challenge with many teachers not expecting to stay in the profession. 83% of teachers said workload was the main cause of stress- which has increased since the 2024 survey 75% said meeting send needs in the classroom is one of the biggest challenges. Low level disruption was also identified as a common behaviour issue and source of stress in the classroom Only 15% of teachers surveyed rated their wellbeing positively As part of my apprenticeship LC would like to conduct a staff survey on wellbeing looking at similar themes to the TES report and where we are as a federation and what we can address to improve wellbeing.
24	Apprenticeships It is a big expected workload with some staff finding it hard to complete their 4-6 hours of "off the job" training within the school week and so there is a lot that is also conducted at home/not within working hours. If anyone else were to do an apprenticeship I'd therefore consider carefully who is chosen. However, we are all enjoying the courses and learning from them. I'm on module 9 out of 12 so will be done the end of the year. The members of staff who have taken it have fed back that their eyes have been opened to what goes on behind the scenes and it is being shared with other TAs through conversations that have taken place in the staff room

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Other business

25	Correspondence and any other items, e.g., DCC emails, governance alerts/Governance Today/OMGs (Chair/Clerk) Audit results received. Six audit criteria, five out of six substantial. Records of evidence quotations received in line with financial policy, there was one incident where three quotes were not obtained for furniture (screen prints should have been kept as a record). There is one item to be disputed. Governors asked for follow up on the discussions regarding breakfast clubs and afterschool provision. Another provider is currently looking at whether they can provide an alternative at one of the schools where parents find the current provision too expensive. Action for chair - Sustainability to be discussed at the July meeting. Jonathan Ducker joined the meeting online at 10.55
26	Any other urgent items brought to the attention of the Chair in the last 7 days (Chair)
27	Impact of this meeting on outcomes for pupils (All) It is great for pupils for governors to see governors in schools.
28	Next meeting - 13th July 2026 at Stokenham Area Primary School (Chair)

Meeting closed at 11.23am

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