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 13th July 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		Louise Cross	LC	School Governor
Andrew Hill	AH	Parent Governor				
Fiona Rendell	FR	Co-opted Governor				
Jonathan Ducker*	JD	Co-opted Governor				

In attendance	**Initials**	**Capacity**
Gayle Hill (joined for JUL26/17-27)	GH	Federation Finance Manager
Hannah Iles	HI	Clerk to Governors
Tracey Kidd (joined for JUL26/17-27)	TK	Federation Operations Manager

Absent with apologies
Sally Erith, Chris Smallridge

Minutes

Item no./ JUL26	Agenda item
1	**Welcome, introductions and opening prayer**
2	**Apologies and members present** Board to agree if accept apologies from Sally Erith. Tamara Mortimer has left the board and RP has left the board but continues as a school governor. CS plans to join via Zoom.
3	**Declaration of interests on this agenda and confidentiality of items** IAH noted a potential interest but no conflict with items on the agenda.
4	**Minutes from previous meetings (Chair).** **Minutes of the previous meetings to be approved by Governors and signed by the chair** Full Governing Board 18th May 2026 - Part 1 and Part 2 were approved by all governors present. Resources Committee 13th May 2026 HD will review before the next meeting. **Matters arising and outstanding actions from previous meetings to be discussed. TC will update midterm appraisal and send to HD.** Allergy policy training – EpiPens ordered for each school (£400 per school). Expire after 12 months, expiry dates diarised. Schools will look at funding for next year's pens during 12-month window before next purchase. Training planned in accordance with Benedict's law. Apprenticeships – TAs taking apprenticeships, paid for by levy. Programme ran by Be Ready. Apprenticeship being advertised at Loddiswell pre-school. **Action: HD to review resources committee minutes**
5	**Governor updates (Chair and Clerk)** • Governor CPD – CPD opportunities shared with governors. • Roles and responsibilities and succession planning (SEND and Head Teacher Appraisals). Governors will review at the September meeting.

	• Skills audits, self-evaluation and twenty questions. No questions or amendments from governors, Skills audits and self-evaluations sent to governors before meeting. Chair asked governors to complete and return before next meeting. • Review of the standing orders – all governors approved amendment to virtual attendance, no other amendments made. • Governor attendance – no queries from governors

Pupils and curriculum

6	**Transitions** Transition information shared. 1/3 children from one school offered enhanced transition attended. SENDCOs made direct contact with parents to let me know the benefits of these sessions. Schools have not followed up yet but governors feel that federation should identify why parents chose not to attend and also how parents who did attend found the session. Pre-school transitions have gone well, positive feedback from parents.
7	**Vision and strategy - discuss and reaffirm the federations vision and review the federation's strategy.** The were no changes to the federations vision and strategy. The board reaffirmed the vision for 2026/7 and the SLT plan to review next year with staff input and taking consideration of the impact of new Ofsted framework.
8	**Data - NFERs, phonics checks, MTC and Key stage two SATS results (pupil progress CIC, disadvantaged, SEND and high attaining)** SATS data not available until 16th July due to marking issues. Will be reviewed on Thursday, SLT acknowledged this will put additional strain on administrators and the year 6 team. Re-marking has been delayed until end of September. Moderation visit at SAPS for writing, Miss Moor supported Mrs Wibberley, just above 80% at age related. Everyone sitting above 80% for EY data (above last year's national average). Phonics, pushing towards 90% (government target, but above last years national average). Year two children who did not pass year one phonic screening, have been reviewed as part of yearly update. Children practised for the MTC using TTC rockstars and daily multiplication practice, each school is above last year's national average of 37. Year 2s sat KS1 SATs internally. Based on data phonic outcomes shows Little Wandle is working, looking at EY handwriting and speech and language, MTC need to practice being be more pacey.
9	**Evaluate the schools PHSE and cultural curriculum and the impact on wellbeing, character development and understanding British Values. RHSE approval and survey result review (TC)** RHSE has been changed this year. There are changes in vocabulary, which will inform Safeguarding policy. Broken down year by year and will not be working on same themes in each year group every half term. Survey sent to parents and will be looked at and reviewed school by school. Parents have raised concerns over content of curriculum but it is law that the topics are covered.
10	**Pupil wellbeing** SAPS pupil voice (key stage 2, 8 children in each – randomly selected). 55% reported that they feel happy most of the time in school while 32% feel ok, 81% feel safe all or most of the time. Governors suggested a greater sample is needed to analyse feeling safe; it is fundamental that children feel safe in school, so they can learn. Mental health needs to be considered when looking at why children may not feel safe. 96% of pupils reported having at least one adult they can speak to, 88% have friends they can spend time with, 60% get help when they need it (33% neutral and governors feel this could be split out in future, so it can be identified whether children don't need help or need help but not receive it). Year 6 exit interviews this week.
11	**SEND** Need to scrutinise EHCP refusals. Children will be allocated reference to help link governors track progress going forward, so they can review information in a meaningful way. EHCPs application refusal to assess increasing and sending straight to mediation. Governors concerned that parents are being pushed into making concessions and parents may be better to go straight to appeal as there will be legal standing to change the outcome. Mediation is delaying the legal decision. JG attended SEND coffee afternoon, well attended. Governors would appreciate information about what support the board could give to SENDCOs. Timeframes would be helpful for governors.
12	**Safeguarding – Review safeguarding termly meeting report and year 7 Elective Home Education (JD)** Governors discussed children who will not be moving onto secondary school, where parents have decided to EHE. Help has been offered to complete paperwork but has not been accepted. It was noted that the EHE team are being overwhelmed by increasing numbers. Governors discussed if there could be any link between SEND reform and more children being EHE. Safeguarding information will be included in newsletters again this week.
13	**Pupil attendance**

	Governors noted that attendance over the academic year follows a positive trend. Governor receive weekly updates around attendance ad requested that this be split into medical vs non-medical for better analysis.
14	**Behaviour incidence, bullying and exclusions – this year and trends (TC)** Behaviour logs kept on a weekly basis. There have been several suspensions at MWSH and SAPS, working with parents (4/5 suspensions were to enable school to review safety process for child, in accordance with advice from the SEND team). Governors queried if hand over could be better from other schools when pupils transitions, so that federation schools can be more prepared to meet need.
15	**Monitoring Evaluation visits - Review reports from School Development meetings and governor led preschools and confirm SCR checks. Review progress schools have made, recognise and celebrate.** Report received from FR and SE. HD will send over draft report from meeting with KP last week. JG met with LK last week.

Policies

16	**Approve policies** The DCC Acceptable Staff Behaviour, SHF SEND policy and Allergy Policy were approved by governors. PTFA conduct policies updated, governors would like PTFA spending to be shared with parents and carers.

Finance and Operations

17	**MWSH school kitchen** – LC left the meeting, Part two.
18	**Sustainability** No meeting arranged yet with sustainability leads. TC to send documents to JD and HD for review. JH is teaching today and unable to present to the board. Schools are working with Deer Wood and will be hosting assemblies in each school. There is a year 3 and 4 after school planting and cultivating project (National Lottery Funding) starting in September.
19	**ECT year overview** One second year ECT fully qualified, one first year ECT moving to second year. One first year ECT starting in September.
20	**Staffing structures** All letters went out to parents and carers to share staffing structure. LPS slightly later as waiting to recruit. LC left the meeting Part two.
21	**Staff wellbeing and attendance** Staff tired but happy, ready for the holidays. Working to make sure year 6 have great transition and ready for next year. Weekly bulletin staff wellbeing element well received. Supporting individuals and sign posting external support. Thank a staff day involving pupils at SAPs went well.
22	**GDPR** All reports shared, One data breach, one SAR and one FOI request, DPAs updated. Monthly forum meetings are useful.
23	**Health and safety - ensure annual risk assessments have been carried out and monitor H&S arrangements in line with H&S Policy** Report shared. Training is ongoing. No serious incidences logged. Residential trips have taken place. Norse carrying out standard checks.
24	**Premises updates and summer works** Premises walks taken place and schedule created. Skips ordered for all schools. Governors asked if schools could consider why a skip is needed each year, noted a lot of items disposed of are old and schools are clearing space. Record of commission signed with Norse for Modbury library (partitioning year 3 classroom). SAPS waiting for another roof survey. Governors noted concern over lack of disabled toilet facility at SAPS, current pupils are able to use the classroom toilets. Work on disabled toilet will be linked to overall roof work. Modbury school house has not progressed any further, despite chasing, roof repairs carried out for health and safety reasons at a loss to the school but in accordance with the lease, which specifies school responsible for repairs. Governors would like the lease to be examined further. DCC and the diocese are delaying progress and it is costing the school money. Waiting for quotes to repair hole in fence at MPS,
25	**Websites** Website report shared. Increase in number of people viewing the websites and they are constantly being updated.
26	**Expenditure Approval** TK provided all of the quotes and a comparison spreadsheet for the work at MWSH and asked governros to consider approving the Rhino Play quote. The quote includes everything asked for and comes with long

	guarantees. Work will take a week and cannot be carried out in the school holidays due to availability. Governors approved the awarding of the project to Rhino Play. SCOMIS ceasing IT support on 31st July. Quotes shared with governors. TK approached four companies. The cheapest quote does not allow adequate onsite report. One company already supporting other schools and one of the SCOMIS technicians is moving to them three days a week (feel that this would be the easiest transition). Contract is for one year. Some providers were concerned about location of the schools and what onsite support they could offer. Governors approved awarding the contract to Harbour Trust.
27	**Finance report monitoring and approvals** DCC capital team contacted GH to advise £30,000 of the capital fund should have been allocated to KCPS and they will be taking it back, thankfully it has not been spent! They blamed their failure on system changes. Finance report shared with governors, year closed and books balanced with DCC. 99% accurate. Capital now £39,000 but Santander money for SAPS to go back in taking back to £69,000. Governor report created in BROMCOM, but teething issues reported by other schools, GH delaying producing report while they are addressed. BROMCOM cannot be utilised as carry forward balances not put in yet. GH hopeful for September. Hoping a lot of the unit 4 problems will be ironed out. DCC person in charge retiring in December after 12 months. Most of GH's information comes from other schools rather than DCC. Last week, following backlash from unions and school leaders sports premium funding will carry on until the end of March. After this schools have no information about what the funding will be. Accepted EHCP funding taking a long time to come in. No news on additional SEND funding. DCC missed deadline for sending in SEND reports to DofE. Possible small saving on teacher pay rise but waiting for support staff pay rise information.

Other business

28	**Correspondence and any other urgent items brought to the attention of the Chair in the last 7 days.** None.
29	**Impact of this meeting on outcomes for pupils (All)** JG thanked HD for the fantastic job he has done chairing the resources committee, noting the positive impact. JG thanked all of the governors and TC added her thanks on behalf of all of the schools. As a governing body all of the conversations come back to the children, all of the children are important. Ofsted season begins again next term. All schools should be Ofsted ready all of the time.

Governors are invited to attend Inset on 3rd September and the next meeting will be held at 9.30am on Monday 21st September 2026 at Stokenham Area Primary School

Meeting closed at 11.41