



**Governing Board
8th September 2022,
West Down School**

Date	08.09.22 5pm	Location	West Down Primary School		
Governor name	Initials		Present	Absent With apology (sanctioned)	Absent without apology (not sanctioned)
Su Carey	SC	Co-Head	Y		
Faye Poynter	FP	Co-Head	Y		
VACANT	-	Staff			
Sian Jenkins	SB	Co-Opted Chair	Y		
Chris Galloway	CG	Co-Opted		Y	
Mike Hunt	MH	Co-Opted	Y		
David Richardson	DRn	Co-Opted	Y		
VACANT	-	Co-Opted			
VACANT	-	Foundation			
Caroline Raby	CR	Foundation	Y		
Campbell Orr	CO	LA	Y		
David Chugg	DC	Parent	Y		
Debbie Radley	DRy	Parent	Y		
In attendance:					
Natalie Stanbury	NS	Clerk			



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Being the best we can be, committed to making a difference			
	Finish time	Item	Information to be read/brought to the meeting
1	1703	<p>Welcome, Apologies and Prayer</p> <p>The Prayer was led by Caroline Raby. Governors noted change in surname for Sian Jenkins nee Barten.</p> <p>The Clerk updated regarding staff governor vacancies – we await the deadline in order to announce results.</p> <p>Apologies were sanctioned as above.</p>	
2	1705	<p>Declarations of interest</p> <p>To note any changes. Governors must declare an interest and leave the meeting when the appropriate item is dealt with.</p> <p>Governors to check and sign the register of business interests Published interests are here: https://www.westberryfederation.org.uk/governors</p> <p>Governors to sign the register of business interests via google form electronically.</p> <p>Sian Jenkins declared an interest in Item 3 – Election of Chair</p>	
3	1715	<p>Election of Chair and Vice Chair</p> <p>Self-nominations were received from Sian Jenkins. Sian left the room at this point.</p> <p>Governors agreed to elect Sian Jenkins for a further year to the position of vice chair and Chris Galloway to the position of vice pending his agreement.</p> <p>Sian returned to the meeting at this point.</p>	
4	1720	<p>Business brought forward by the Chair</p> <p>Partnership working update – the heads reported conversations continued with future managed partnership possibilities. We look forward to a visit from Sue Lockwood, Education Director at the Diocese of Exeter.</p>	

		<p>Governors agreed to discuss next steps at the next FGB meeting on 20th October.</p> <p>Governors discussed the 106 funding recently allocated to West Down as a result of a housing development and were conscious of any time limits that might be attached to the fund.</p> <p>ACTION – NS to check 106 allocation is not time sensitive with Devon County Council and report to governors</p>	
		<p>Matters Arising</p> <p>ACTION - Governors to include safeguarding above to staff when in school and report back at the May meeting. Ongoing – some monitoring was postponed.</p> <p>ACTION - NS to send equality audit and objectives information to SENDCO, Head, MH and SB to review the policy and objectives following the completion of an equality audit by the Autumn Term 2022. Ongoing.</p> <p>ACTION – Su to contact EWO and early help to organise support for attendance. Ongoing.</p> <p>ACTION Campbell to ask John Galling, Babcock safeguarding lead, regarding advice on racial prejudice. Advice sought. Ongoing.</p> <p>ACTION - Clerk to organise an election for a new staff governor in the Autumn term. Ongoing</p> <p>ACTION - Miss Henderson to attend the October FGB to report on progress with early reading - NS to organise.</p> <p>ACTION - Governors agreed to continue to monitor the effectiveness of our priorities using the monitoring templates in the Autumn term and re visit the School Development Plan (SDP) in September to ensure we are monitoring the right areas. To be added to the agenda for September. New monitoring formats are here: https://drive.google.com/drive/folders/1E9bzDo4RVd33XW7Qlna23x_2mopXNUJb?usp=sharing ng Complete</p> <p>ACTION - Sian to forward an SIAMS information sheet to all governors.</p> <p>ACTION - NS to report to parents via the newsletter the survey results and ensure pupils survey is completed, reported and correlated</p>	
5	1800	<p>School Development Plan and Monitoring Priorities</p> <p>SDP Priorities SDP 2022/23 Governor Monitoring Forms</p> <p>Governors thanked the Heads for the comprehensive plans for 2022/23 and school development plan. Governors agreed to monitor areas as follows in the autumn term as follows, using the monitoring forms mentioned above:</p>	

		<ul style="list-style-type: none"> ● SEND Mike Hunt ● EYFS/Foundation- Debbie Radley ● Writing Read – Caroline Raby ● RE – Caroline Raby ● Ethos – David Richardson ● Maths – David Chugg <p>Governors also asked about curriculum monitoring and with teacher workload in mind agreed a “speed dating” style event to include all subject leads. This will be an opportunity to build on the monitoring work started in 2021/22 and will allow subject leads and governors to further their understanding of our curriculum, it’s successes and challenges. Date was agreed for 11th January 2023.</p>	
6	1810	<p>Ethos and Christian Distinctiveness Update</p> <p>Governors and heads were pleased that positive relationships continue to be built between our new vicar Rev. Mark Ruoff. Su Carey met with both Mark and Tandy Ruoff (also an ordained priest). Mark will begin to lead assembly in church. Mark has offered the church for a meeting space for parents prior to assemblies on Thursday morning. Julie Gooch will also be in attendance as Pastoral Coordinator. This will offer further opportunity to build relationships with the church and within the parent community.</p> <p>Monitoring forms have been structured and we continue to visit school, hold Ethos Group meetings and monitor successes and challenges.</p>	
7	1825	<p>Housekeeping Items:</p> <p>Affirm the Vision, Values and Ethos https://www.westberryfederation.org.uk/our-vision-and-values Heads reported we continue to focus particularly on our “committed to making a difference” aspect of our vision. This will be reinforced this year with plans for further enrichment opportunities formally paused by COVID19.</p> <p>Governors affirmed the vision, values and ethos.</p> <p>Agree updated Code of Conduct and affirm agreement to uphold the code Code of Conduct 2022 Governors agreed to uphold the 2022 Code of conduct and noted this formed part of a wider menu of safeguarding policy.</p> <p>Agree lead governor roles, terms of reference and delegation. Governors agreed the terms of reference and delegations. There were no amendments.</p> <p>Agree if meetings will be open to observers Meetings are currently open to observers with 7 days notice to the clerk. Governors agreed with no amendments.</p>	<p>Terms of Reference</p> <p>Governors to agree</p>

		<p>Reminder of confidential business protocol – for information Part 2 minutes are confidential, are distributed on paper where possible or in a non downloadable format if electronically. They are stored in a locked cabinet in school. They are not to be discussed with anyone outside of the meeting, including other governors.</p> <p>Agreement to share contact information Governors agreed.</p> <p>Agreement to meet virtually and number permitted Governors agreed any number of governors can meet virtually.</p> <p>Review the procedure for dealing with apologies and sanctioning of absence Apologies to the Clerk as soon as possible before any meetings to ensure we remain quorate. Meetings will be cancelled and rearranged if quorum is not met. Governors agreed with no amendments.</p>	
8	1835	<p>Adopt the following Policies:</p> <p>Child Protection and Safeguarding - Sept 2022 model – deferred to the next meeting</p> <p>Supporting Pupils with a Medical Condition - no change Supporting Pupils with Medical Conditions Policy Is the scope for children managing their own meds? Yes – but meds do have</p> <p>Finance Finance Policy</p> <p>SEND Policy – deferred to the next meeting</p> <p>SEN Information Report – deferred to the next meeting</p> <p>Whistleblowing Policy Whistleblowing Policy</p> <p>Governors agreed to the above policies minus those being deferred.</p> <p>Governors discussed plans for an equality policy review and audit.</p> <p>ACTION: MH, SJ and NS to meet and coordinate and equality policy review and audit.</p>	



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9	1845	<p>Read KCSIE 2022 and confirm your understanding – this does not have to be completed prior to the meeting.</p> <p>KCSIE 2022</p> <p>Make arrangements for governors to complete safeguarding training</p> <p>https://learning.nspcc.org.uk/research-resources/schools/keeping-children-safe-in-education-caspar-briefing</p>	
10	1855	<p>Minutes of the previous meeting</p> <p>21.07.22</p> <p>Governors agreed the minutes of 21.07.22 as an accurate and true record.</p>	
		<p>What have we done today to ensure and assure ourselves in the following areas:</p> <ul style="list-style-type: none">• Ensuring clarity of vision, ethos and strategic direction; Election of chair, agreement of policy, agreement to terms of reference and delegations, review of SDP and ensuring it is in line with our priorities, discussions for plans around partnership working• Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; Review of the SDP and plans in place for monitoring progress	
		<p>Date of next meeting:</p> <p>Thursday 20th October, 5pm, West Down</p>	