

Date	10.02.22 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		
Warren Thornton	WT	Staff		Y	
Sian Barten	SB	Co-Opted <b>Chair</b>	Y		
Chris Galloway	CG	Co-Opted	Y		
Mike Hunt	MH	Co-Opted	Y		
Andy Isaac	AI	Co-Opted		Y	
VACANT	-	Co-Opted			
VACANT	-	Foundation			
Caroline Raby	CR	Foundation		Y	
Campbell Orr	CO	LA	Y		
Vacant	-	Parent	Y		
Debbie Radley	DR	Parent	Y		
In attendance:					
Natalie Stanbury	NS	Clerk			

Being the best we can be, committed to making a difference			
	Finis h time	Item	ACTION/ DECISION
1	1702	<p><b>Welcome and apologies</b> Welcome to our subject specialists. Apologies were sanctioned as above. The meeting was quorate.</p>	
2	1705	<p><b>Declarations of interest</b> 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 advise any amendments to the register of business interests Published interests are here: <a href="https://www.westberryfederation.org.uk/governors">https://www.westberryfederation.org.uk/governors</a></p>	
3	CB	<p><b>Subject Specialists</b> Early Years Foundation Stage Training is on going, specialists attend the EYFS briefing</p> <p>One of our biggest challenges is managing the start points for in coming reception years. This has been exacerbated by COVID19 and the different home experiences of children. Literacy is most difficult element as we have seen across the curriculum, plus social and emotional aspects - eg sharing following COVID19. Thresholds have not been met for need for additional help - these needs are having to be met in the classroom. Pressure on staffing is impacting on making interventions.</p> <p>Governors asked is there transition programme in place for new starters? For preschool - have a slow start for their time. Reception - can be offered a slow start but transition arrangements have been more difficult due to COVID19 restrictions. Is it difficult to get assessment data from different assessment point? The assessment data varies depending on the setting children have attended - we are lucky to have a good relationship with Berrynarbor Preschool at Berrynarbor and West Down Preschool is integrated.</p> <p>Governors asked about the transition to year one - do you feel positive about moving them up? Yes - at Berrynarbor they are in the same class and at West Down the Year one and two teacher integrates them at an early stage.</p> <p>Do you get time to come together to plan? This is tricky but useful when it happens. The environment at Berrynarbor is a barrier to the continuous provision needed at EYFS stage.</p>	

		<p>The benefit at West Down of the integrated preschool provision means that we know the families from a younger age.</p> <p>Space at Berry - taught separately , made changes to the building which have helped, big reliance on teaching assistant, lots of planning that goes into that, would be helpful if TA could have training in EYFS, resources and prep, very little time to have training, in order to have knowledge in the building blocks of childhood development. D feels like she is not able to offer continuous provision like what is needed. Curriculum for Ds children is more formal than it needs to be. Lunch.</p> <p>Vision and values - how does this thread through? This is not taught explicitly at this stage but we do offer green cards and work on values implicitly as part of our life curriculum.</p> <p>Life curriculum PSHE, mental health, sex and relationships curriculum has been adapted using published resources and meets the requirements of the new RSE curriculum. We use a range of schemes to deliver this We Eat Elephants and Girls on Board. As with all specialists subjects - time is at a premium and due to COVID we have had to work at pace.</p> <p>Assessment is challenging for this subject - we know children know more as they become more regulated. CO suggested that arranging feedback from students can be an effective way of assessment and works well at secondary. Su agreed with this and we try to capture a reflection at the lesson - Have we consulted parents regarding the RSE curriculum? Yes we did this when we adapted the curriculum a few years ago.</p>	
3	1735	<p><b>Business brought forward by the Chair</b> Any urgent business to report not already on this agenda.</p> <p>Sian reported a complaint had been received from a parent. The complaints procedure has been followed and completed. For information.</p> <p>Sian asked that we update our skills audit.</p> <p><b>ACTION</b> - NS to send out skills audit to all governors.</p> <p>Sian asked that we make arrangements to survey staff and parents as part of our conversation with stakeholders.</p> <p><b>ACTION</b> - NS and SB to collaborate on staff and pupil questionnaires and make arrangements to send out.</p>	
4	1740	<p><b>Governance Update</b></p> <p><a href="https://nationalonlinesafety.com/enrol/west-down-school">https://nationalonlinesafety.com/enrol/west-down-school</a></p> <p>The clerk reminded all governors to complete the safeguarding training via the National Online Safety Hub using the link above.</p>	

		<p>Training dates - please have a look at training dates published in the Governance Alert and let the clerk know if you would like to book a place. All governors should have completed at least a new governor course and if they hold a specialism the appropriate course.</p> <p>Wellbeing training - Governors were asked to consider attending the looking after your head session in March. Sian to attend this.</p> <p>Governance Briefing - slides for this are uploaded to the Babcock Governance site here Reminder to complete training through National Online Safety Portal.</p> <p>Governors agreed the appointment of David Richardson to the position of co-opted governor. David has served on the board previously and brings with him strategic management skills via his day job. David will be warmly welcomed.</p>	
5	1800	<p><b>Discuss and agree the budget monitors, noting variance and the reason for</b></p> <p><a href="#">Cover page</a> <a href="#">Capital Budget</a> <a href="#">School Budget Share</a> <a href="#">Extended services</a></p> <p>Governors noted expenditure is largely as planned or will be as planned by the end of the financial year. Key risk factors discussed were rising energy and food costs and the effect of this on un planned school expenditure. Plans were in place to look at charges for lunches for all groups and raise the cost if absolutely necessary.</p>	
6	1825	<p><b>HT Report - discussion and challenge - verbal update</b></p> <p>Attendance - Due to declining cases of COVID19 attendance is now improving and it is hoped will continue to improve. We are working with a small number of families where attendance presents a problem other than COVID19.</p> <p>COVID19 Update - cases at the time of writing are low, current DCC risk assessment is in place. We continue to feel a knock on effect with the effects of long COVID and phased return of those recovering from COVID.</p> <p>Staff wellbeing - Under the current circumstances managing well being is difficult. As ever, the gift of time is precious. We have been conscious that we need to continue to create opportunities to support staff as we are with the children. Staff continue to be supported via staff meetings and supervisions.</p> <p>Curriculum updates - we continue to implement our specialist subject curriculum and staff have continued to travel across both sites to do this where possible and staffing allows. We are using regular supply, in line with advice from Public Health, to ensure our provision is meeting the needs of children. Due to intense pressure on staffing pupil reviews have been delayed but these are our priority. We can confirm we have identified pupils for the national tutoring programme and this programme has begun for an hour a week of maths with each child assigned an individual tutor virtually.</p> <p>Pupil reviews - these are delayed, concerned about presentation, fine motor skills,</p>	

		<p>106 Monies - staff met to review the building provision at West Down. We identified the staff room and conservatory area as having potential for improvement an ultimately an additional classroom. This would represent better value for money in terms of the work required to transform the area than the originally identified classroom and office refurbishment. Work will continue to gather quotes in line with the finance policy.</p> <p>ACTION - NS to contact DCC to enquire about any time limits placed on the 106 fund due to us.</p>	
7	1835	<p><b>Monitoring Reports - Autumn Term</b> Ethos and Vision Committee Minutes <a href="#">Curriculum Monitoring</a></p>	
8	1845	<p><b>Safeguarding Update</b> Campbell Orr (Safeguarding governor) to feedback from termly safeguarding governor meeting 03.02.22 between himself and SC (Headteacher) <a href="#">Termly Safeguarding Data</a></p> <p>Following the termly safeguarding meeting Campbell reported actions from the S175 safeguarding audit had been either followed up or in hand. The SCR had been investigated with Su Carey in attendance and was found to be thorough and robust with no outstanding actions. Governors noted CPOMS was being investigated for use in school in order to further strengthen our safeguarding provision.</p> <p>Campbell asked governors attending school to ask the following question of staff and note the response to help us evidence our strong safeguarding system in school.</p> <p>How would you deal with a student towards the end of the day who did not want to go home? What would you do if you were worried about the wellbeing of a colleague in school?</p> <p><b>ACTION</b> - All governors to include the questions in section 8 as part of their monitoring.</p>	C
9	1855	<p><b>Partnership Working Update</b></p> <p>We continue to actively pursue partnerships for our federation both in light of the anticipated push to academisation and in the best interests of our schools.</p> <p>Having met with the Diocese and talked about the importance of our distinctly Christian ethos at Berrynarbor we were advised to investigate a Trust containing church schools and with an established capacity for supporting church schools.</p> <p>Governors agreed to make contact with a local Trust, Ventrus, and work with the CEO, to anticipate what they could offer in terms of provision for church schools.</p> <p><b>ACTION</b> - SB to report fact finding meeting with Ventrus at the next meeting</p>	

10	1900	<p><b>Minutes of the previous meeting</b> <a href="#">14.12.21</a></p> <p>These were agreed as an accurate and true record.</p>	
11		<p>What have we done today to ensure and assure ourselves in the following areas:</p> <ul style="list-style-type: none"> <li>● Ensuring clarity of vision, ethos and strategic direction;</li> <li>● Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;</li> <li>● Overseeing the financial performance of the organisation and making sure its money is well spent.</li> </ul>	

**ACTION** - NS to send out skills audit to all governors.

**ACTION** - NS and SB to collaborate on staff and pupil questionnaires and make arrangements to send out.

**ACTION** - All governors to include the questions in section 8 as part of their monitoring.

**ACTION** - SB to report fact finding meeting with Ventrus at the next meeting