



**Governing Board
23rd March 2023, 5pm
West Down School**

Date	23.03.23 5pm	Location	West Down Primary School		
Governor name	Initials		Present	Apologies (Sanctioned)	Apologies (not sanctioned)
Su Carey	SC	Co-Head	Y		
Faye Poynter	FP	Co-Head	Y		
Allie Barnett	AB	Staff		Y	
Sian Jenkins	SB	Co-Opted Chair	Y		
Chris Galloway	CG	Co-Opted	Y		
Mike Hunt	MH	Co-Opted	Y		
David Richardson	DRi	Co-Opted		Y	
VACANT	-	Co-Opted			
VACANT	-	Foundation			
Caroline Raby	CR	Foundation			
Campbell Orr	CO	LA		Y	
David Chugg	DC	Parent	Y		
Debbie Radley	DRy	Parent	Y		
In attendance:					
Natalie Stanbury	NS	Clerk (Virtual)			



Being the best we can be, committed to making a difference			
	Finish time	Item	Action/Decision
1	1702	<p>Welcome, Apologies and Prayer</p> <p>Apologies were sanctioned as above. The meeting was quorate.</p>	
2	1704	<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 checked the register of business interests</p> <p>https://www.westberryfederation.org.uk/governors</p> <p>No new interests were noted.</p>	
3	1745	<p>Presentation from Della Oliver, Information and Governance Leader - Tarka Learning Partnership</p> <p>Presentation can be found here:</p> <p>P Governance Structures - West Berry Presentation 23.03.2023.pptx</p> <p>Governors asked the following questions in the following areas:</p> <p>Where does Christian Distinctiveness sit within this? Della explained that Christian Distinctiveness is alrdy part of the Trust’s Articles and we are already working with the Diocese of Exeter on how we incorporate this into our Governance structure. This will form part of the work you will be included on for the Schools Organisation and Governance Group (SOGG). Sian Jenkins has been working on this.</p> <p>ACTION: Sian Jenkins to report to governors following any preparation for SOGG.</p> <p>Who is responsible for speaking to OFSTED in terms of Governance? Della explained School Community Boards would still meet with OFSTED. The Trust would also support and be involved.</p> <p>Who carries out the HT Appraisal? Della Explained this is lead by the Trust but School Community Boards are still involved.</p> <p>How does the monitoring cycle work?</p>	ACTION SJ



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		<p>Della explained that monitoring in school at a local level still happens but how this is carried out will change. SCB's are the local lens for the Trust. We carry out monitoring via a range of methods learning walks, focus groups, surveys and visits to school.</p> <p>Governors thanked Della for her time and for the opportunity to discuss governance structures as we move forward in Tarka Learning Partnership.</p>	
4	1748	<p>Business brought forward by the Chair Any urgent business to report not already on this agenda.</p> <p>No new business brought forward.</p>	
		<p>Matters Arising</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 - Sian to forward an SIAMS information sheet to all governors. Ongoing.</p> <p>ACTION - Governors agreed to delegate initial contact with Energy 361 to David Richardson and to report at the next meeting. Ongoing</p> <p>ACTION: Governors to complete monitoring and report in the summer term regarding progress on EYFS. Ongoing.</p>	
6	1815	<p>To receive a written HT report Spring 2023 HT report</p> <p>Governors noted that progress at KS2 looks positive and asked what had informed this information? Heads explained this data was informed by pupils progress reviews, class teacher assessment and the data sets in the HT report. Work continues to prepare pupils for KS1 and KS2 assessments with targeted interventions in place for those children who need it.</p> <p>ACTION: Faye Poynter to share progress data with governors.</p> <p>Governors noted and thanked staff involved for the work continuing within the EYFS at both schools. They noted external scrutiny via the EYFS team at DCC had been positive with next steps identified.</p> <p>ACTION: Governors to continue to monitor work within the EYFS in the summer term.</p>	<p>ACTION FP</p> <p>ACTION All</p>

7	1830	<p>Receive an update on progress with Tarka Learning Partnership and agree any actions</p> <p>The update can be found in the HT Report.</p>	
8	1840	<p>Ethos and Christian Distinctiveness Update</p>	
9	1850	<p>Safeguarding Update</p> <p>Note the recent advice from DCC to complete S128 checks for all current governors.</p> <p>Governors noted the current clarification to complete the above checks as these were not carried out within the enhanced disclosure checks made for governors currently and agreed to the school carrying out these checks on all current governors.</p>	
10	1900	<p>Monitoring Reports</p> <p>Please send any monitoring reports to the clerk prior to the meeting.</p> <p>W Safeguarding Data 2022.2023.docx</p> <p>The Safeguarding Data Collection sheet has been completed for this term and is above.</p> <p>Campbell Orr, our safeguarding lead has also spoken with children. The details of which can be found in the report. This is evidence of our pupil voice.</p>	
11	1910	<p>Consider the requirement for 32.5 hour week and any steps to ensure we comply 8.50am-3.20pm - proposed new opening times (3pm finish for YrR)</p> <p>Will there be an increase in cost to staffing as a result of the change in hours?</p> <p>The heads explained there will be an increase to cost of staffing but this change is required by the DfE and therefore unavoidable.</p> <p>DECISION: Governors agreed the proposed new opening times to bring to ensure we meet the requirement for a 32.5 hour week.</p> <p>These times will be implemented from September 2023.</p>	DECISION
12	1915	<p>Policies</p> <p>Agree the Admissions Policy for 2024/25</p> <p>DECISION: Governors agreed the Admissions Policy for 2024/25.</p>	DECISION
13	1920	<p>Agree the minutes of the previous meeting</p> <p>W Minutes FGB 090223.docx</p>	



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		Governors agreed the minutes as an accurate and true record.	
13	1930	<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; Discussion on governance structures with Della Oliver. Agreement of policy for Admissions. Agreement of meeting the 32.5 hour week requirement.• Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; Questions and discussion on the HT report in a number of areas. Agreement of further monitoring priorities.• Overseeing the financial performance of the organisation and making sure its money is well spent.	
14		Date of next meeting:	

ACTION: Sian Jenkins to report to governors following any preparation for SOGG.

ACTION: Faye Poynter to share progress data with governors.

DECISION: Governors agreed the Admissions Policy for 2024/25.

DECISION: Governors agreed the proposed new opening times to bring to ensure we meet the requirement for a 32.5 hour week.

ACTION: Governors to continue to monitor work within the EYFS in the summer term.