



**Governing Board, 5pm
8th December 2022
West Down School**

Date	08.12..22 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	Y		
Campbell Orr	CO	LA	Y		
David Chugg	DC	Parent	Y		
Debbie Radley	DRy	Parent	Y		
In attendance:					
Natalie Stanbury	NS	Clerk			
Christina Mabin	CM	Diocese of Exeter			
Debbie Clapshaw	DC	Devon County Council			

Being the best we can be, committed to making a difference		
	Item	ACTION/ DECISION
1	<p>Welcome, Apologies and Prayer</p> <p>There were no apologies.</p>	
2	<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>https://www.westberryfederation.org.uk/governors</p> <p>No new interests declared.</p>	
3	<p>Subject leads - early reading, Sam Henderson</p> <p>Sam Henderson gave an update for Governors. The current context is outlined here:</p> <ul style="list-style-type: none"> ● Assessment is half termly – 6 groups within each school ● groups are challenged but not too difficult to ensure they feel progress is being made – the idea is keep, not catch up ● Interventions are based on need and there does not tend to be any bias present for any particular group in terms of attainment and progress ● Teachers continue to be coached by Sam and weekly meetings are being held with teaching assistants ● So far – a great start has been made by the current reception cohort at both schools and this will hopefully ensure a firm building block for reading ● On going CPD for both Sam and all teaching staff and Tas is in place <p>Governors asked the following questions: What about those students not making the expected progress within the programme? What interventions are in place? Boosting and one to one sessions are in place. These are based on need and children tend to improve quickly as a result. Some older children are taking part in the programme and this takes the form of boosting sessions.</p> <p>What has been the impact of the scheme so far?</p> <p>The impact of the scheme is reflected within internal data and has been acknowledged by external advisors. Coaching of teaching and support staff has had a particularly positive</p>	



	<p>impact on early reading as a whole. We also have some positive feedback from parents regarding engagement in reading at home.</p> <p>Governors asked about future plans and challenges for early reading at the Federation – what are they and what plans are in place to tackle these?</p> <p>Challenges around having time protected for those struggling to enable boosting sessions to continue. Plans are in place to do this but does depend on staffing levels. Also a challenge – giving the staff the time to develop further an continue accessing CPD.</p> <p>Is there a plan in place for those children who are not in the right place. 2 years of consistently being in scheme.</p> <p>Governors asked about children with special educational needs and those who attract pupil premium funding - how do these groups access the scheme? Sam has observed this is an effective scheme for these groups which is structured around repetition – a good tool for these groups.</p> <p>Are staff are able to support different groups with different vulnerabilities? Pedagogy is very accessible to all staff and coaching is having n effective influence in this area. Regular email support for staff is available from the programme – including specific role of the leader training.</p> <p>It is hoped that the current Reception cohort will continue to attain and progress well under the new scheme with less need for intervention work moving up the school as time progresses. There are already indications in place that this will be the case. Governors thanked Sam Henderson for her time and looked forward to another update and visiting school to meet with children and see the programme in action.</p>	
4	<p>Business brought forward by the Chair No new business bought 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 - NS to report to parents via the newsletter the survey results and ensure pupils survey is completed, reported and correlated. Pupil survey to be sent after half term. Ongoing.</p> <p>ACTION - Governors agreed to delegate initial contact with Energy 361 to David Richardson and to report at the next meeting.</p> <p>ACTION - Governors asked Heads to discuss IDSR data at the next meeting.</p> <p>ACTION - Chris to incorporate school food monitoring into H&S monitoring for the Spring term</p>	
5	<p>To receive a verbal HT report</p>	

	<p>To discuss the SEF and agree any actions To discuss the recent School on a Page data and agree any actions</p> <p>SEF School on a Page Files</p> <p>ACTION – Heads to provide a narrative regarding the SOAP for governors at the next meeting.</p>	
6	<p>To discuss and agree the budget monitors Budget Monitors and Cover Page</p> <p>Governors noted that agreed pay increases for staff had effected a reduction in carry forward – they are not fully funded increases. We continue to need our carry forward to ensure we can meet our commitments. Variances in actual spending as compared with the budget were unavoidable and necessary.</p> <p>Pressures continue to be around cost of energy and staffing and it was acknowledged that these were largely out of our control.</p> <p>The budget monitor was scrutinised by our DCC finance adviser and the lead governor for finance.</p> <p>Governors agreed the budget monitor as presented.</p>	
7	<p>To discuss future plans for collaboration following information gathering exercise.</p> <p>To agree a formal expression of interest</p> <p>Governors heard presentations from the above Multi Academy Trusts, following a short listing process.</p> <p>The Academies for Character and Excellence TEAM Ventrus Tarka Learning Partnership</p> <p>The following observations were made:</p> <p>Each of the Trusts clearly had the ability to support West Berry Federation in the areas Governors felt were priorities</p> <p>Governors re visited the criteria document already discussed and is here: https://docs.google.com/document/d/1KJRtSMOL6DBjCBfiO1Fq2igQ6OL2TymscMZGd2c9EBs/edit?usp=sharing</p> <p>Following the decision for Heads to visit schools within each Trust the following observations were made:</p>	



	<p>Based on the criteria identified, Tarka Learning Partnership remained the highest scoring Trust.</p> <p>Governors asked the following questions to gain further assurances:</p> <p>Have you spoken Tarka about delegated decisions and how governance works with Tarka Central Services? Chritina Mabin reported there was a significant piece of work being undertaken around the scheme of delegation to ensure it is fit for purpose.</p> <p>West Berry Federation would be the first organisation joining with a CofE foundation – what assurances do we have that our distinctly Christian Ethos can be supported and underpinned with Tarka? Christina Mabin reported that work continues to be completed regarding SIAMS – and this is being taken on board within Tarka. Tarka Articles of Association already reflect and apply to church schools and this shows provision has been made for CofE schools to join the group. The relationship is already established with the Diocese and is receptive on the part of Tarka.</p> <p>Governors asked what the consequences are around doing nothing and remaining as a federation of two schools. This would not solve the long term Issues we have discussed at length around access to external services, staffing capacity to cover the multitude of roles in a small school and ability to deliver sustained school improvement.</p> <p>We have discussed finances briefly with Tarka - are there any considerations we need to make with respect of our current buildings situation? The Heads explained a 10 year plan for buildings was in place at Tarka and arrangements for meetings with the estates manager would be put into place.</p> <p>Governors resolved to agree a formal expression of interest to academise with Tarka Learning Partnership.</p> <p>Governors agreed to enter into a managed partnership with Tarka Learning Partnership as soon as possible.</p>	
8	<p>Ethos and Christian Distinctiveness Update</p> <p>Current work regarding SIAMS, Christian Distinctiveness was discussed.</p> <p>New and improved links continue to be formed with St. Peters Church, Berrynarbor assemblies in church with the Reverend Mark and Tandy Ruuof. Regular Thursday coffee mornings are well attended by parents and carers.</p> <p>Action – Heads, CR and SJ to review the SIAMS SEF</p>	
9	<p>Safeguarding Update</p> <p>Confirm annual training for governors has been completed by all.</p> <p>The termly safeguarding meeting data is here: Safeguarding Data Thank you to Su Carey and Campbell Orr for providing this update.</p>	

	<p>Update on the S175 Safeguarding Audit – this piece of work is in hand. The deadline has moved to the 31st January and will be submitted within the time frame.</p> <p>Read and discuss the One Minute Guide on Operation Encompass Governors discussed the OMG regarding Operation Encompass and strengthened their knowledge of local safeguarding in this area.</p>	
10	<p>Adopt/note the following Policies:</p> <p>To note: Attendance Policy - new model Model Attendance Policy</p> <p>Governors noted the above new model policy and will form the basis of our expectations around attendance for our children.</p> <p>Discuss school decision to issue fines for unauthorised term time holidays.</p> <p>Governors noted the decision for the need to fine families for unauthorised absences over 10 sessions in one academic year and agreed this was a sensible way forward to strengthen the message around good attendance.</p>	
11	<p>Monitoring Reports Monitoring is planned for later in the Spring term.</p>	
12	<p>Agree the minutes of the previous meeting 08.09.22 20.10.22</p> <p>Governors agreed the above minutes as an accurate and true record.</p>	
13	<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; Agreement to future partnership and school improvement arrangements – with expression of interest in formal academisation process with Tarka. Policy review - Attendance ● Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; ● Questions and challenge – HT report, questions and challenge – early reading lead, scrutiny of safeguarding sata ● Overseeing the financial performance of the organisation and making sure its money is well spent. <p>Scrutiny of budget monitors</p>	
14	Date of next meeting:	



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