



Governing Board
9th February 2023, 5pm
West Down School

Date	09.02.23 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		Y	
Campbell Orr	CO	LA	Y		
David Chugg	DC	Parent	Y		
Debbie Radley	DRy	Parent	Y		
In attendance:					
Natalie Stanbury	NS	Clerk			



Being the best we can be, committed to making a difference		
	Item	Action/ Decision
1	<p>Welcome, Apologies and Prayer</p> <p>Apologies from Campbell Orr</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>Governors to check and sign the register of business interests Published interests are here: https://www.westberryfederation.org.uk/governors</p>	
3	<p>Business brought forward by the Chair</p> <p>Any urgent business to report not already on this agenda.</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. ROLL FORWARD</p> <p>ACTION - Sian to forward an SIAMS information sheet to all governors. Ongoing. SJ GETTING SIAMS SHEET FROM NAOMI</p> <p>ACTION - Governors agreed to delegate initial contact with Energy 361 to David Richardson and to report at the next meeting. AWAITING REPORT</p> <p>ACTION - Governors asked Heads to discuss IDSR and SOAP data at the next meeting.</p> <p>ACTION - Chris to incorporate school food monitoring into H&S monitoring for the Spring term DATE SET</p>	
4	<p>To receive a verbal HT report</p> <p>Key contexts –</p> <ul style="list-style-type: none"> ● Large body of work completed with vision pamphlets – scripture now embedded into them along with personal development and progression statements. ● Will be sent out in welcome pack and for SIAMS. ● Strike days – partially closed - open for vulnerable children. 9 children attended a West Down 	



	<p>To discuss the recent School on a Page data and agree any actions</p> <p>Key comments and observations:</p> <ul style="list-style-type: none">• EYFS showed low in the data – recent changes to layout and work on phonics and early reading all point to better outcomes. Verified by external scrutiny from the LA.• In particular WD EYFS has seen a change in staff. Governors to check EYFS spring term. No actions because things are being executed to solve issues. <p>ACTION: Governors to complete monitoring and report in the summer term regarding progress on EYFS.</p> <p>To discuss the recently released IDSR data Governors agreed to move this item to the next meeting.</p> <p>ACTION: All Governors to have looked at the IDSR data and prepare questions for the next meeting.</p> <p>School on a Page Files</p>	
5	<p>To review and discuss the recent monitoring exercise involving subject leads and governors</p> <p>Speed Dating Curriculum Monitoring</p> <p>The format was received positively by staff and governors. Ethos and Vision elements are evidently well embedded through discussion with staff. Format to be re organised for the future to allow more time and better recording of evidence.</p>	
6	<p>To discuss and agree the budget monitors</p> <p>Budget Monitors</p> <p>Governors to agree the budget monitor.</p> <p>The Finance Lead Governor , David Chugg, reported and reminded governors of areas of the budget largely out of our control such as pensions and staffing and late payments of awarded EHCP continue to impact on the budget. Recruitment continues for two staffing vacancies. We are due to receive £10k to budget for energy - Tarka going to help us manage that money.</p> <p>Governors agreed the budget monitors.</p>	
7	<p>To discuss the CFR Benchmarking Data</p> <p>https://schools-financial-benchmarking.service.gov.uk/federation/detail?fuid=1725#dashboard</p> <p>Agree any actions</p> <p>Governors noted we continue to sit in a largely similar position to other schools in our benchmark category. The data is as expected. We continue to benchmark with local schools and will begin to benchmark with Tarka.</p>	



8	<p>To discuss and agree the Schools Financial Value Standard Schools Financial Value Standard</p> <p>There has been very little change to the submission compared with last year. Statements have been checked and are still relevant. Our Finance Lead continues to meet regularly with the business manager and the DCC finance officer at all budget meetings.</p> <p>Governors agreed the SFVS and was signed by the chair.</p>	
9	<p>Ethos and Christian Distinctiveness Update</p> <p>We continue to build very positive relationships with our vicar, Reverend Mark Ruoff. The children engage well with him and we are attending weekly assemblies in church.</p> <p>Governors thanked the Heads for the new vision documents – this will allow for better monitoring going forward.</p>	
10	<p>Safeguarding Update Confirm annual training for governors has been completed by all.</p> <p>ACTION: Clerk to check all governors have completed L2 Safeguarding Training Update on the S175 Safeguarding Audit. S175 Safeguarding Audit Agree any actions.</p> <p>Read and discuss the One Minute Guide on Managing Allegations in the light of the recent high profile news story Managing Allegations</p> <p>Note the recent advice from DCC to complete S128 checks for all current governors - minute agreement to checks on all governors to help us remain compliant</p> <p>ACTION: Clerk to update Governors on this at the next meeting – Section 128 checks</p>	
11	<p>Monitoring Reports Please send any monitoring reports to the clerk prior to the meeting.</p>	
12	<p>Agree the minutes of the previous meeting 08.12.22</p> <p>Governors agreed the 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; ● Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; 	



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	<ul style="list-style-type: none">• Overseeing the financial performance of the organisation and making sure its money is well spent.
14	Date of next meeting: