



**Governing Board, 5pm
20th October 2022
West Down School**

| Date | 20.10.22 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 | | | |



| Being the best we can be, committed to making a difference | | |
|--|---|---|
| | Item | Action |
| 1 | Welcome, Apologies and Prayer | |
| 2 | <p>Declarations of interest To note any changes. Governors must declare an interest and leave the meeting when the appropriate item is dealt with. No new declarations noted.</p> <p>https://www.westberryfederation.org.uk/governors</p> | |
| 3 | <p>Subject leads - early reading, Sam Henderson Deferred to next meeting</p> | |
| 4 | <p>Business brought forward by the Chair Thankyou to all governors for their work to complete monitoring enquiries. We know this took a significant amount of time and effort. We will be looking how monitoring enquiries are developed and executed for the Spring term.</p> <p>ACTION - Sian, Natalie and Governors to meet together to discuss developing monitoring enquiries to ensure they are focussed and effective</p> <p>Jo Dymond recently visited Berrynarbor and was impressed with the pace of change in implementation of Early Reading changes. She particularly mentioned the change to the environment. This is having a positive impact on learning and can be evidenced in the data. Sam Henderson will report on this at the next FGB.</p> <p>David Richardson spoke about Energy 361 – who provide solutions for energy for public bodies.</p> <p>ACTION - Governors agreed to delegate initial contact with Energy 361 to David Richardson and to report at the next meeting.</p> <p>Governors discussed the need to be prepared for OFSTED.</p> <p>ACTION - Governors agreed to complete OFSTED preparation training with Fiona Collier of Devon Education Services – Sian to suggest dates.</p> <p>Heads will receive OFSTED training from Jo Dymond in the form of a 90 minute phonecall. To be reported on at the next meeting.</p> | <p>ACTION NS, SB, ALL</p> <p>ACTION DRI</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. Now booked for support on attendance.</p> <p>ACTION Campbell to ask John Galling, Babcock safeguarding lead, regarding advice on racial prejudice. Done</p> <p>ACTION - Miss Henderson to attend the October FGB to report on progress with early reading - NS to organise. Complete</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> | |
| 5 | <p>To discuss ask questions on the HT Report HT Report and documents</p> <p>Governors asked about attendance and how this compares to the previous attendance. The previous year’s attendance is obviously affected by COVID which makes comparison difficult. That being said – we will start to compare trends in order to monitor attendance and identify challenges. This piece of work will be completed in conjunction with the education and welfare officer (EWO). Governors discussed the government’s renewed focus on attendance and the issue of authorising holidays and fining for those who take unauthorised holiday. Governors asked about the low attendance for Cherry Class – this is due to medical absence.</p> <p>ACTION - Su Carey to clarify rules around fining with the EWO, to formulate a plan to be monitored by governors and report at the next meeting</p> <p>Governors discussed the fixed term exclusion and support going forwards for the family – an EHCP is applied for, more TA support in class currently. The process of applying for EHCP is slowed due to lack of educational psychologists in Devon. This is a nationwide problem.</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> <p>Governors asked about the reported bullying incidents – and were assured that plans that plans were in place to deal with this to ensure incidents are dealt with appropriately. Campbell to follow up in next Safeguarding meeting.</p> <p>Governors expressed their thanks to Su and Faye for another detailed report.</p> | <p>ACTION SC</p> <p>ACTION NS</p> <p>ACTION CG</p> |

| | | |
|----|---|--|
| 6 | <p>To discuss and agree the budget monitors Budget Monitors and Cover Page</p> <p>The budget monitor was noted and agreed in conjunction with the notes and explanations provided by the Heads and Louise Richards our business manager. Staffing continues to be our greatest expense with ongoing, unfunded cost of inflationary pay rises for teaching and support staff to fund out of the current budget. The monitor was externally scrutinised by our finance adviser.</p> | |
| 7 | <p>To discuss and agree planning for meeting with potential partners on 8th November. NGA - Joining an Academy</p> <p>Consider the document attached - many of you have seen this before. It was updated in June 2022.</p> <p>Governors agreed to continue with questions as outlined in the documents attached. All (or as many as can attend) to attend.</p> <p>Natalie Stanbury declared an interest in the decision making process – while she is not a governor, she is employed by the Academies for Character and Excellence and will not be present at the presentations or the decision to formalise an expression of interest.</p> | |
| 8 | <p>Ethos and Christian Distinctiveness Update</p> <p>Heads reported that links with the church at Berrynarbor continue to strengthen. The weekly coffee morning at Berrynarbor is well attended and this gives parents an opportunity to be in church and meet with our pastoral coordinators. Children are enjoying meeting in church for assemblies with Reverend Mark and this is now an established event in our calendars.</p> | |
| 9 | <p>Safeguarding Update</p> <p>Read and consider the One Minute Guide regarding Prevent duties to strengthen our safeguarding knowledge One minute guide - prevent</p> <p>Campbell has completed a termly safeguarding monitor with Su Carey our designated safeguarding lead. Details are within the Governor Google Drive. Campbell was assured safeguarding within the Federation continue to be at the forefront of all we do and continue to strengthen.</p> | |
| 10 | <p>Adopt the following Policies: CP and Safeguarding Policy 2022-2023</p> <p>SEND Policy 2022-2023</p> <p>SEN Policy 2022-2023</p> | |

| | | |
|----|---|--------------------------|
| | <p>Equality Policy</p> <p>Capability Policy 2022-2023</p> <p>Pay Policy 2022-2023</p> <p>Berrynarbor Admissions 2024</p> <p>West Down Admissions 2024</p> <p>Code of Conduct 2022-2023</p> <p>All policies were agreed and noted where appropriate.</p> <p>ACTION – Natalie Stanbury to ensure details of the DCC public consultation on the 2024 Admissions Policy are sent to parents via the newsletter to enable those affected by boundary changes to comment.</p> | ACTION NS |
| 11 | <p>Monitoring Reports</p> <p>Please send any monitoring reports to the clerk prior to the meeting.</p> <p>Thankyou to those completing monitoring reports. This is a good base of evidence for the board. Actions to be completed as above in matters arising.</p> | |
| 12 | <p>Agree the minutes of the previous meeting</p> <p>Minutes for September to be agreed to the next meeting.</p> | 21.07.22 |
| 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; Policy agreement ● Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; Scrutinising and asking questions on the HT report and associated actions, training for OFSTED, Safeguarding monitoring, curriculum monitoring, plans for discussion of external data. ● Overseeing the financial performance of the organisation and making sure its money is well spent. <p>Budget monitoring, discussions regarding energy plans</p> | |
| 14 | <p>Date of next meeting: 08.12.22</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.**



**Governing Board, 5pm
20th October 2022
West Down School**

ACTION – Su to contact EWO and early help to organise support for attendance. **Ongoing. Now booked for support on attendance.**

ACTION - Sian to forward an SIAMS information sheet to all governors. **Ongoing.**

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.**

ACTION - Sian, Natalie and Governors to meet together to discuss developing monitoring enquiries to ensure they are focussed and effective

ACTION - Governors agreed to delegate initial contact with Energy 361 to David Richardson and to report at the next meeting.

ACTION - Su Carey to clarify rules around fining with the EWO, to formulate a plan to be monitored by governors and report at the next meeting

ACTION - Governors asked Heads to discuss IDSR data at the next meeting.

ACTION - Chris to incorporate school food monitoring into H&S monitoring for the Spring term

ACTION – Natalie Stanbury to ensure details of the DCC public consultation on the 2024 Admissions Policy are sent to parents via the newsletter to enable those affected by boundary changes to comment.