

Date	30.06.22 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 Chair	Y		
Chris Galloway	CG	Co-Opted	Y		
Mike Hunt	MH	Co-Opted		Y	
David Richardson	DRn	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 and Apologies</p> <p>Apologies were sanctioned as above.</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>Published interests are here: https://www.westberryfederation.org.uk/governors</p> <p>No new interests noted.</p>	
3	<p>Items brought forward by the chair</p> <p>No items brought forward.</p>	
	<p>Matters Arising</p> <p>ACTION - SB to meet with Heads to discuss pupil review data and feed back at the May meeting. Complete – data reported in this HT report.</p> <p>ACTION - Heads to share pupil progress data to all governors. Complete.</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>DECISION - Governors agreed to option 2 - use revised figures for energy for inputting onto FMS.</p> <p>ACTION - DC make arrangements to familiarise himself with the budget plan and budget monitors with LR. Complete.</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 - NS to send the updated Pupil Premium template to the Heads to ensure we are using the correct one. Complete.</p> <p>ACTION - NS to send an attendance policy template if one exists to ensure we can meet the new requirements by September 2022. Ongoing – no template is in existence currently. NS will forward guidance.</p>	

	<p>ACTION - NS to organise a meeting of the Ethos and Vision Committee to plan for further monitoring and strategic planning. Complete.</p>	
4	<p>Governance Update Keeping Children Safe in Education has been updated for September 2022 – see safeguarding update for details.</p>	
5	<p>HT Report Available here: Summer 2022 HT Report</p> <p>Thank you to the Heads for a wealth of information regarding our schools.</p> <p>What are we doing to tackle absenteeism and improve attendance figures? COVID19 continues to impact our attendance figures. Where COVID19 is not the issue we are finding families are taking term time holidays (in response to recent restrictions following COVID19) and these in the main have not been authorised in line with our attendance policy. The Heads reported work to support families continues via our pastoral system but there is not enough resource to deal with the current work load. There are ongoing problems engaging the education and welfare officer. The appointment of staff to the pastoral system has had an impact on our service due to the need for training. Governors asked what more we can be doing to support the pastoral system? Governors asked the heads to revisit the attendance policy in light of new government guidelines around attendance coming into force in September. Governors asked the Heads to contact the EWO and a member of the early help team and ask for an attendance audit in order to formulate plans for supporting our attendance figures and our pastoral offer. Governors felt it was important to highlight this issue and ask for support in order that we seek an external opinion on our attendance and early help offer.</p> <p>ACTION – Su to contact EWO and early help to organise support for attendance</p> <p>Governors asked what more can we be doing to support Pupil Premium children? The heads assured governors that planned interventions continued. In many cases the context of families meant that specific help was in place. Governors asked that pupil Premium Report is made available and the relevant governor monitors the report and the impact of our offer for children is reviewed in the Autumn term.</p> <p>EHCP – how can we support the children who have needs but do not get EHCP? We continue to support the children as far as we can and working with parents, via regular communication. Governor noted the parent survey includes questions to parents of pupils with SEND. They await responses and will pn monitoring accordingly.</p> <p>ACTION - Watching brief on reception at Berry by the curriculum leads.</p>	<p>ACTION -SC</p>
	<p>Partnership Working Update Update regarding progress on future partnerships - note any actions After lengthy discussion Governors agreed to explore partnerships with other organisations in order to ensure we are partnered with an organisation who can support all of our needs, including that of Christian distinctiveness.</p>	

	ACTION – Heads to contact relevant organisations as discussed under the partnership working update	ACTION Heads
7	SIAMS, Ethos and Distinctiveness Update Following the monitoring exercise Caroline undertook, plans are in place for an Ethos and Vision meeting to take place to discuss next steps and further monitoring opportunities. Unfortunately COVID19 has hampered this effort.	
8	Monitoring Reports and future monitoring update Safeguarding Monitoring Governors noted the termly safeguarding monitoring had taken place and thanked Campbell and Su for their time. Governors asked about our attendance issues in terms of safeguarding – should we be concerned about absence as a safeguarding issue? Heads explained that attendance issue do not meet the threshold for a safeguarding enquiry but are monitored under safeguarding procedures (early, same day calling and liaison with families, school early help put in place). Governors asked why the early help numbers looked low bearing in mind our previous conversation under attendance. DSL and Campbell agreed to report on the number of cases receiving school early help in order to monitor actual numbers and effectiveness more effectively.	
9	Safeguarding (Standing Item) Keeping Children Safe in Education has been updated. The current version being in force until September 2022. ACTION – Natalie to send a summary of key changes to KCSIE to all governors A discussion took place regarding recent anxieties from parents regarding children visiting places of worship as part of our RE curriculum. ACTION Campbell to ask John Galling, Babcock safeguarding lead, regarding advice on racial prejudice	ACTION SCa
10	Agree the minutes of the previous meeting 26.05.22 Governors agreed the minutes of the previous meeting as an accurate and true record.	
11	What have we done today to ensure and assure ourselves in the following areas: <ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction; Discussions regarding future partnerships and the decision to explore other options for partnership working, including continuing to develop a partnership with Tarka. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; Questions and challenge on the HT Report particularly on attendance and plans for support. Overseeing the financial performance of the organisation and making sure its money is well spent 	



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ACTION - Governors to include safeguarding above to staff when in school and report back at the May meeting. **Ongoing – some monitoring was postponed.**

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.**

ACTION - NS to send an attendance policy template if one exists to ensure we can meet the new requirements by September 2022. **Ongoing – no template is in existence currently. NS will forward guidance.**

ACTION – Su to contact EWO and early help to organise support for attendance

ACTION – Heads to contact relevant organisations as discussed under the partnership working update

ACTION Campbell to ask John Galling, Babcock safeguarding lead, regarding advice on racial prejudice