




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		
David Richardson	DRi	Co-Opted	-	Y	
VACANT	-	Co-Opted	-		-
VACANT	-	Co-Opted	-		-
VACANT	-	Foundation	-		-
Caroline Raby	CR	Foundation	Y		
Campbell Orr	CO	LA	Y		
David Chugg	DC	Parent	Y		
Debbie Radley	DRa	Parent	Y		
In attendance:					
Jo Williams	JW	Clerk			

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1	Welcome, Apologies and Prayer Apologies were sanctioned as above. The meeting was quorate.	
2	Declarations of interest To note any changes. Governors must declare an interest and leave the meeting when the appropriate item is dealt with. https://www.westberryfederation.org.uk/governors ACTION All Governors to complete the following if they haven't already done so - Declaration of Eligibility Register of Business Interests	ACTION All Governors
3	Election of the Chair and Vice Chair Self nominations were received from Sian Jenkins to become Chair and Campbell Orr to become Vice Chair. Sian Jenkins was voted in as Chair and Campbell Orr as Vice Chair.	



4	<p>Business brought forward by the Chair The Chair and the rest of the Governing Board would like to send their sympathies to the family of Woody and are thinking of everyone at West Down school at this sad time.</p> <p>Have the schools been checked for RAAC? Not by DCC. SC believes the only concerning areas regarding RACC would be the flat roofs at both schools. A builder has checked the West Down one recently and believes it is constructed from wood, not RAAC. Berrynarbors is waiting to be checked.</p> <p>ACTION SC to contact Devon County Council to arrange a survey.</p>	ACTION SC
5	<p>Agree the minutes of the previous meeting Governors approved the minutes as an accurate and true record.</p> <p>w Minutes FGB 170723.docx</p>	
6	<p>Review Actions and Matters Arising</p> <ul style="list-style-type: none">- DC to ask Mo Cann questions regarding the finance side of West Berry Federation joining the Trust and feedback answers to the Governors - Postponed until further down the line with joining the Trust.- SJ to ask Tarka whether they use Insight and if they don't if they would consider purchasing it - SJ did ask but hasn't had a response. Will meet the new Tarka Trust CEO when he visits West Berry Federation schools on 27 September 2023.- CO would like to include more Children Voice evidence in his future reports. CO and SJ to work on a monitoring form to cover this. ACTION - CO and SJ to arrange time to work on this.	ACTION CO and SJ

7	<p>School Development Plan, Monitoring Priorities for the Academic Year</p> <p>HTs Targets</p> <p>Governors worked with SC on the SDP by adding questions for the Governors. These questions will tie into the Governors Monitoring. Governors consider recent achievement data and relate some of their questions back to this.</p> <p> SDP 2023/24</p> <p>SC asks Governors to come and watch a Decision Spelling lesson and feedback.</p> <p>ACTION Governors to arrange someone from the board to visit a Decision Spelling lesson.</p> <p>ACTION Curriculum Governors to meet with Sam Henderson (Lead on Literacy) to discuss subject monitoring.</p> <p>Are there enough good quality books available to children at the schools?</p> <p>SC states there has been a lot of work on the books available to KS1 children. Teachers have found it is better to have a smaller amount of good quality books available to children rather than overwhelming them with lots of lesser quality ones. KS2 books will be reviewed.</p> <p>Governors make a note to check all children’s reading when carrying out monitoring visits - especially PP and SEN children’s reading - what they are currently reading and what they have enjoyed. The school would like to make sure all children are reading for pleasure. They could also check the children’s reading logs.</p> <p>How is reading encouraged in class?</p> <p>KS2 classes all read a novel together. Guided reading also takes place. There are class libraries children can borrow books from. Reading records should be kept too.</p> <p>As part of the SDP SC added her aim for the schools to work even more collaboratively, sharing work and prioritising relationships - between staff as well as the relationships between staff and children.</p> <p>Teaching staff had fed back to HTs that they wanted more time to be able to get to know the children and build relationships with them which fits with the new Relational Approach to behaviour at the federation. At the recent Courageous Camping trip staff were able to take part in activities alongside children rather than running all the activities.</p> <p>The Relational Approach takes time, HTs want to assure staff that it is worth the extra work rather than going back to a traditional behavioural approach.</p> <p>ACTION - CO to talk to all teachers, not just SENDCO, regarding the impact of the new Wake and Shake sessions, which has been moved from early morning to before break time. The change has taken place as it was found that children who didn’t like to take part in the session were more likely to be late.</p> <p>Christian distinctiveness in the SDP, after speaking with Rebecca Nye, is also focused on connections - with ourselves, each other and nature.</p> <p>ACTION – SJ and JW to create a parent survey in time for parent meetings to gauge parent opinions of the school.</p> <p>ACTION - SJ and JW to create a staff survey to gauge staff well being.</p> <p>A “speed dating” evening was organised for staff and Governors to meet - 4pm, 16 January 2024.</p> <p>ACTION Governors to note the date and attend the speed dating evening if possible.</p>	<p>ACTION Governors ACTION DRa and DC</p> <p>ACTION CO</p> <p>ACTION SJ and JW ACTION SJ and JW</p> <p>ACTION All Governors</p>
6PM CR left the meeting.		
8	<p>Affirm the Vision, Values and Ethos</p> <p>Governors reaffirmed the Federation’s Vision, Values and Ethos.</p> <p>Governors and HTs are pleased with the vision the school has fostered and will follow the same Vision, Values and Ethos as last year.</p> <p>Regular monitoring will continue to ascertain successes and challenges.</p>	

9	<p>Housekeeping Items</p> <p>Governors agree to uphold the Code of Conduct. W Code of Conduct 2023.docx</p> <p>Governors agreed the following to lead on these governor roles - W 2023/4 Scheme of Delegation.docx</p> <ul style="list-style-type: none"> - Finance - DC - Health, Safety and Premises - DRa - GDPR - AB - Early Years - CG - Children in Care - CR and SC - Curriculum - DRa and DC - Personnel - DRi - Safeguarding - CO and CR - SEND - CO - Ethos and Diversity - DRi - Ethos and Vision - CR and SJ - Pupil Premium - DRi - 1st (Hearing) Committee - SJ, DC and DRi - 2nd (Appeals) Committee - CO, CG and CR - Pay and Performance Committee - DC, CG and DRi - HT Appraisal Panel - SJ, CO and CR <p>HTs appraisal has been arranged to take place 22 September with external advisor David Chaplin.</p> <p>Currently two co-opted Governor vacancies. No terms due to end this year. ACTION SC, SJ and JW to organise a skills audit and a 360/audit of the Chair</p> <p>Governors agreed that meetings are open to observers. People wishing to observe meetings should notify the board in writing/email to the Clerk a minimum of seven days before the meeting.</p> <p>Governors agree they can meet virtually.</p> <p>Governors agree to share contact information.</p> <p>Governors must give a minimum of 24 hours notice of their absence to a meeting to the Clerk, unless there is an emergency.</p> <p>Governors were reminded of the Confidential Business (Part 2) protocol - Part 2 minutes are confidential, are distributed on paper where possible or in a non downloadable format if electronically. They are stored in a locked cabinet in school. They are not to be discussed with anyone outside of the meeting, including other governors.</p> <p>ACTION - All Governors to read KCSiE and confirm their understanding to the Clerk before 30 September. Keeping_children_safe_in_education_2023.pdf</p> <p>ACTION - All Governors to complete Level 2 Safeguarding training before the next FGB meeting. The National College Annual Certificate in Safeguarding for Governors</p>	<p>ACTION SC, SJand JW</p> <p>ACTION All Governors</p> <p>ACTION All Governors</p>
10	<p>Policies</p> <p>The following Governors will review the following policies and report back to the next FGB meeting on recommendations or any amendments needed -</p> <p>DC and SC -</p> <ul style="list-style-type: none"> - W Charging and Remissions Policy 2023-24.docx - W Finance Policy 2022-2023.docx <p>DC -</p>	<p>ACTION All Governors</p>

	<ul style="list-style-type: none"> -  After School Registration and Booking Procedures. docx (1) (1).pdf -  Managing Financial Arrears Policy <p>SC -</p> <ul style="list-style-type: none"> - Child Protection and Safeguarding Policy 2023-24, -  Emergency Management Plan.doc -  Life Curriculum Policy (Relationships and Sex Education Policy).docx <p>SC and CR -</p> <ul style="list-style-type: none"> -  Model Policy Schools_Settings CiC_revised Aug2022.doc <p>CO and SC -</p> <ul style="list-style-type: none"> -  SEND_Policy_2023-2024.docx <p>AB -</p> <ul style="list-style-type: none"> -  2021 Data Protection Policy.docx -  Preschool Uncollected Child .pdf -  Preschool Missing Child Policy.docx <p>DRI -</p> <ul style="list-style-type: none"> -  Managing Sickness Absence Policy.docx -  Capability Policy.docx -  Staff Disciplinary Policy 2021-2023.docx <p>CR -</p> <ul style="list-style-type: none"> -  Collective Worship Policy 2020-2022.docx <p>For all Governors -</p> <ul style="list-style-type: none"> -  Uniform policy_2022.docx -  Whistleblowing Policy 2022-2023.docx -  Flexible Working Policy.docx -  Online Safety Policy.docx -  Mobile-technology use in school policy.docx -  Governor_model_expenses_policy.doc 	
11	<p>Update on Joining Tarka Trust</p> <p>The Tarka Trust is meeting with the Regions Group on 27 September. The outcome of this meeting will determine the next steps for the conversion to proceed.</p>	
12	<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; ● Overseeing the financial performance of the organisation and making sure its money is well spent. 	
13	<p>Date of next meeting - 5pm, Thursday 19 October 2023</p>	