




Date	11.1.24	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
David Richardson	DRi	Co-Opted	Y		
VACANT	-	Co-Opted	-		-
VACANT	-	Co-Opted	-		-
Tandy Ruoff	-	Foundation	Y		-
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			
Rosie Phillips	RP	Marwood Co-Chair	Observing		
Caroline Tucker	CT	Marwood Co-Chair	Observing		

Being the best we can be, committed to making a difference

1	<p>Welcome, Apologies and Prayer Apologies were as above. Governors welcome Tandy Ruoff to the Governing Board. The meeting was quorate.</p>	
2	<p>Declarations of interest No new declarations were made.</p>	
3	<p>Agree the minutes of the previous meeting W 30 November 2023 Minutes FGB .docx Governors approved the minutes as an accurate and true record.</p>	
4	<p>Review Actions from the last Meeting and Matters Arising</p> <ul style="list-style-type: none"> - Curriculum Governors to meet with Sam Henderson (Lead on Literacy) to discuss subject monitoring. DR sent SH questions as was unable to meet in person. DR will share answers when SH replies. Ongoing ACTION - DRa and DC to send replies and monitor. - JW to update surveys and arrange with HTs to send them out to staff and parents. Completed - All Governors to read KCSiE and confirm their understanding to the Clerk before 30 September. All Governors to confirm to the Clerk if they haven't done so already. Ongoing ACTION CG and CR - All Governors to complete Level 2 Safeguarding training before the next FGB meeting - The National College Governors Safeguarding training - send their certificate to the clerk as soon as possible or proof of equivalent training if they haven't already done so. Ongoing ACTION SJ, CR and CG - Tandy Ruoff from St Peter's, Berrynarbor and the Holy Trinity church is interested in joining the Governing Board. SJ to contact TR. Completed - All governors to add dates when monitoring is to be completed by on the attached planning sheet. Ongoing ACTION SJ and JW to add dates and send to Governors - FP to let JW know when the Information Report is completed. Completed. - Monitoring - DC and DR to organise having books in one place for monitor. ACTION FP and SC to organise this for Speed Dating meeting 16 January 24. - Policies - see Part 7 - Tarka Conversion - see part 10. 	<p>ACTION DRa and DC</p> <p>ACTION CG and CR</p> <p>ACTION SJ, CR and CG</p> <p>ACTION SJ and JW</p> <p>ACTION FP and SC</p>
5	<p>Business brought forward by the Chair</p> <ul style="list-style-type: none"> - SJ, FP and SC had a successful SOGG meeting with the Exeter Diocese as part of the application to academise. The Headteachers produced a good presentation and the school has received a conditional letter of consent from the Diocese to join the Tarka trust. Progress for joining Tarka is therefore on track. The Regional Group meets in February for the next step in academisation. 	
6	<p>Head Teacher Update - Verbal Report</p> <ul style="list-style-type: none"> - Building work took place over the Christmas break to amend the door in Maple class, which made the break out room easier to access, with less disruptions to the main classroom. - Behaviour - There is one child who may be at risk of a permanent exclusion due to the number of days suspension they have received. HTs are working with the 	

	<p>Exclusion officer and the 0-25 Team to find the best solution. The situation has been time consuming for staff, there is an experienced TA with this child all times they are in school and a member of SLT on hand and ready to intervene when needed too.</p> <p>Are we confident the school is doing all it can to help this child? HTs are sure that they are and they have recorded lots of evidence to support this. It is very difficult to get support in these cases at the moment and the Education Psychologist at Tarka is unfortunately not available. Further support has been requested from the SEMH team.</p> <p>Are the family supportive? Yes they are supportive. But it is a difficult situation and everyone needs to be patient.</p> <ul style="list-style-type: none"> - The school are now producing half termly newsletters which HTs invite Governors to add to if they would like. FP will be adding further information about the academisation to the next newsletter so parents are up to date with the progress. - Curriculum and Development - Last year's timetable allowed Subject Leaders to teach their own subject across all classes, but this year, now subjects are embedded, lesson plans are in place and the standards have been raised, SLs are teaching other teachers to teach the different subject areas in some cases. This has also helped when teachers are absent as more than one person can teach each area so there are less disruptions to the children. - Staffing - Three new TAs have been employed to support children with EHCPs. This is a slightly contentious decision as there are serious budget concerns and some pupils they are supporting have not yet had their funding secured. However, the HTs believe the funding will be awarded and need to create a safe environment in the meantime. - Subject Specialism Evening/Speed dating - FP has shared the questions used last year with Governors. Governors would like to add questions on Early Years, handwriting, standards, SLs developing their subject area and vocabulary this year. They would also like to have a little longer with each SL this year. Governors decide to pair up so one can write down notes and the other can ask questions. - The school is preparing for World Book Day. This year's theme is Traditional Tales and challenging stereotypes. - Years 3 and 4 are organising an overnight trip to Yenworthy. 	
7	<p>Policies</p> <ul style="list-style-type: none"> - After School and Breakfast Club Booking Procedures - Emergency Management Plan - SC - Life Curriculum Policy - SC - Collective Worship Policy - CR - Lettings Policy - SC - Online Safety Policy and Mobile Phone Use in School Policy - SC <p>Ongoing ACTION SJ to meet with SC to work through outstanding policies.</p>	ACTION SJ and SC
8	<p>Governing Monitoring Updates</p> <ul style="list-style-type: none"> - DRa and DC meeting to look at Maths lessons next week. - ACTION Governors to send their notes from the Subject Specialism Evening to JW. 	ACTION All Governors

9	<p>Ethos and Vision</p> <ul style="list-style-type: none"> - ACTION TR, CR and SJ to meet to discuss Ethos and Vision. - ACTION SC/FP to share the SOGG presentation with Governors 	<p>ACTION TR, CR and SJ ACTION SC/FP</p>
10	<p>Tarka Conversion Update</p> <ul style="list-style-type: none"> - Review actions from last meeting - <ul style="list-style-type: none"> - SJ to invite Della Oliver, Tarka, to discuss forming the new Governing Board once the schools have joined the trust - Completed - SJ has arranged for DO to attend February's meeting to talk to the board. - DC to review the school's finances under Tarka. Ongoing ACTION SC to ask LR when this can be arranged. - SOGG has given the school their provisional approval to join the Tarka Trust. The school will meet with the Regional Group next month to seek their approval for the move. - All Trusts are being challenged to make sure they are robust and working well with other agencies. In light of this there are discussions between the Tarka Trust and Ventrus MAT regarding possibly working together. They have invited all local schools to join in this discussion. They have reiterated to schools that they wish to provide the best service to North Devon schools. <p>Does this mean that Ventrus as the bigger trust will take over Tarka? No, this would be a collaborative group. Ventrus has a stronger team and they are a larger MAT but this is not a takeover. Both trusts are looking at their shared values and meeting with HTs to discuss the possibilities of working together and building relationships. The aim is to create a strong voice for education in Devon with the services around children, which can only be positive.</p> <p>When will the budget be looked at by Tarka? SC is working with the Business Manager on the budget including a deficit recovery plan for Regions Group at the moment. Tarka has not yet asked for this information but it will be part of their due diligence. SC and our Business Manager will work with Tarka's CFO on this in due course . Once the Regional Group meeting has taken place the formal consultation still needs to take place. Although everything is still on target for West Berry Federation to be a part of the Tarka trust on 1 July 2024.</p> <p>Could the academisation run late? Everyone is aiming for 1 July 2024 and at the moment there is no reason this won't be met. If this didn't take place in July for any reason the federation would have to wait until after the summer holidays to join, which is a very busy time of year, so would be difficult for the admin staff particularly. Tarka have suggested that if we miss the July date we postpone until Oct 24 however this could be further complicated if the general election is called because of purdah.</p>	<p>ACTION SC</p>
6.10pm DRi and AB leave the meeting		
11	<p>One Minute Update</p> <p> No 22 Ready for Anything - Feb 2023.pdf</p> <p>Have schools practised an invacuation or lockdown? Not with children yet. But children do practise fire drills and evacuations regularly. Staff are prepared though.</p> <p>Could the schools practise these with just staff? Yes this is a good idea. SC will look at this during a staff meeting.</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; Governors were updated on the academisation and they made plans for an Ethos meeting.● Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; The HTs verbal report was discussed and challenged.● Overseeing the financial performance of the organisation and making sure its money is well spent. There are plans to discuss finances with Tarka.
13	<p>Date of next meeting - 5pm, 29th February 2024 WB Meeting Dates 23_24.docx</p>