



Date	17.07.23 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		
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	DRy	Parent	Y		
In attendance:					
Jo Williams	JW	Clerk			
Andy Cotton	AC	CEO Tarka Trust			


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



1	<p>Welcome, Apologies and Prayer There were no apologies. The meeting was quorate.</p>	
2	<p>Declarations of interest ACTION All governors to complete the Declaration of Eligibility and Register of Business Interests. Declaration of Eligibility Register of Business Interests</p>	ACTION All governors
3	<p>Agree the minutes of the previous meeting Previous minutes - Minutes FGB 250523.docx Governors approved the minutes as an accurate and true record.</p>	
4	<p>Business brought forward by the Chair Parent Concerns - Governors raised a concern - they have been approached about behaviours from some children affecting other children and staff. HTs remind Governors that concerns or complaints regarding the school should come via the HTs or teachers first, or in writing to the Chair of Governors as per the Complaints Procedure W Complaints Procedure 2023-2024.docx as it can affect the procedure if the concern becomes a formal complaint. HTs also stated their commitment to inclusiveness and equality of access to education, as per the school values, to offer all children an education suited to their individual needs. The Local Authority also expects schools to meet the needs of all children attending the school. <i>Could we ask the LA to make a statement regarding the expectations on maintained schools to include all children?</i> HTs - yes we could ask for this to happen. The Tarka Trusts Inclusion Leader, Chris Wardle (CW), is in the process of producing strategies and systems for schools, which could be shared, so schools can show how inclusion works in the school and what this means. CW has visited West Berry schools and believes they are working in the right way for the children they have. West Berry Federation staff have recently received inclusion training, which also supported what WBFs schools are doing. It is important for children to learn how to build relationships with everyone and inclusivity supports this. <i>Could there be more communication with parents to talk through any issues and share how the school are dealing with issues?</i> HTs - yes, it is important there is good communication with parents and this will be looked at again in the new term. HTs are in contact with parents who have expressed concerns. HTs also want to make it clear that the federation stands for inclusion, all children have a right to an education.</p>	
5.30pm Andy Cotton joins meeting.		
	<p>Andy Cotton (AC), Tarka Trust, to give update on joining the Trust The Regions Group (academies controlling body, representing the Department for Education) has been looking at all South West trusts in regards to the Strong Trusts Agenda (the White Paper which recommends trusts are made up of 4,500 children and/or 10 schools). They have been looking at the way trusts are growing and will be rationalising some of the trusts - some will be allowed to continue to grow and some will be asked to merge as a way to move forward.</p>	



	<p>The Park Secondary School, part of the Tarka Trust, is currently a Requires Improvement school. Due to this the Tarka Trust also had to go through a process around this, including the Regions Group doing their own inspection of the school, to confirm the school is moving forward.</p> <p>The outcome of these issues is that the Regions Group has now given permission for the Tarka Trust to continue to grow with both secondary and primary schools.</p> <p>West Berry Federation is still on the agenda to join the trust.</p> <p>The Tarka Trust has appointed a new CEO in light of ACs retirement. Richard Light (RL) is due to start in September 2023. He comes from the Westcountry Trust, as Director of Education and has a background in Primary schools and with Ofsted as an inspectorate. Tarka will not be growing to be as large as the Westcountry Trust as they remain focused on the North Devon area only.</p> <p>Does AC have any concerns around RL taking over as CEO?</p> <p>No, not at all. RL is committed to the Tarka Trusts values - children come first, relationships are important and commitment to small schools.</p> <p>When will the Governors be able to meet him in person?</p> <p>AC will arrange a time to meet as soon as possible.</p> <p>Does RL have experience working with Church Schools?</p> <p>Yes he does. There are many church schools in the Westcountry Trust. Sue Lockwood, Exeter Diocese, was on the interview panel and believes RL was a good appointment.</p> <p>What are the next steps for WBF joining the Tarka Trust?</p> <p>There is a meeting in Autumn Term with the Diocese's School Organisation and Governance Group (SOGG) to gain clearance to go ahead with academisation and to confirm that the Christian identity of Berryarbor School is protected. The process will then continue from there.</p> <p>Mo Cann, Chief Operations Officer, will be leading on West Berry Federation joining the Trust.</p> <p>Will the Finance Lead be able to speak to Mo Cann with some questions around the financial side of the partnership?</p> <p>Yes, of course.</p> <p>ACTION DC to ask Mo Cann questions regarding the finance side of West Berry Federation joining the Trust and feedback answers to the Governors.</p> <p>Governors and Head Teachers thank AC for his time and the support the school has received so far from the Trust which has been very valuable.</p>	ACTION DC
6pm AC leaves the meeting.		
5	<p>Budget Monitoring</p> <p>Budget Monitoring July 23</p> <p>The Federation is financially better off than some schools, but not as well off as others. The unfunded Support Staff pay award has had a considerable impact on the budget. As well as the teachers' pay rise not being fully funded (contrary to what is being stated in the media at the moment). Only 2.5% is being funded out of a 6.5% pay rise. The Tarka Trust are putting together a letter to explain to parents and staff that this isn't a fully funded pay increase to address the expectation that schools should have more money available.</p> <p>The Business Manager is currently modelling what the impact of this will be. It will effect WBF less than some schools as new teachers will have the biggest pay rise which the federation doesn't have many of.</p> <p>A contingency fund has been created for struggling schools but Tarka's financial officer doesn't think West Berry Federation will be eligible as it is for schools who are currently in deficit, which WBF won't be until year three.</p>	

	<p><i>Why will the federation be worse off once it has joined the Tarka Trust then it is now?</i> Currently our schools are receiving a lot of support from the Trust which is not being charged for. This will change once the federation has academised, there will be a cost to which the future budgets have allowed for. If WBF wasn't going to join a trust it would still have to buy in some of the services Tarka are currently supplying for free, so either way there will be increased costs to the schools.</p> <p>There also used to be a saving when joining an academy on Support Staff pensions, as DCC evens the cost of NJC staff pensions across the board. As schools have lots of staff on the lower end of the NJC scale this would mean they were financially worse off then if they were just paying the pensions for the staff they had and therefore joining an academy would save the schools this pension cost. However, DCC have changed this so academised schools will still pay the same share as maintained schools and therefore a potential £25,00 saving has been lost.</p> <p><i>Why are there lower numbers of children receiving Pupil Premium in Early Years?</i> There is little incentive for parents to apply for Pupil Premium for Reception to Year Two, as all children in KS1 receive free school meals. Pastoral staff speak to parents to check if people might be eligible and to encourage parents to apply for it. But occasionally families who are eligible are missed.</p>	
6	<p>Resources - Discussion of Section 106 money and Potential Building Changes at West Down</p> <p> Copy of Sept 2023 plan - buildings</p> <p>HTs - There is a need to future proof the numbers of children in school as there is a lowering population which is already affecting many schools, including West Down and Berrynarbor which currently has eight children joining the Reception classes in each school for Autumn 2023, which means there will be 11 available spaces. Some schools are reducing class numbers and therefore staff are at risk. By making the Early Years provision as good as we possibly can the schools could attract more families to West Down preschool in the hope higher numbers will then continue to join the federations Reception classes. SC foresees that there will still be lowering numbers joining the schools Reception classes due to the lowering population, but hopefully attracting as many as possible to the preschool will mitigate the risk to staff.</p> <p>There is also a need to provide a more usable and better designed space for the increased numbers of children coming into the school with additional needs. There is a change in the cohorts coming through, and the school needs to meet this change. These children who find it hard to cope with the demands of the school day would benefit from a calmer space, away from the classroom.</p> <p>There is also a safety need. Currently when someone is buzzed through the front gate at West Down they are directed to go to the office, but if they don't arrive then office staff have to go and find the visitor who could have wandered around the school if they wished to, potentially through children on the playground.</p> <p>The Head Teachers see there is an opportunity to improve these issues. They propose to create an office space at the front of the school, within the old Willow classroom, which would mean the entrance is directly in front of the office and would also include a small foyer, which would be a more welcoming and safer entrance to the school.</p> <p>This would release the current office to be turned into a calm, relaxing, safe space for children who need time away from their classrooms.</p> <p>The rest of the space next to the new office will become a group room/staff room.</p> <p>A space will be created in the old library area for meetings to take place with, for example, parents or Team Around the Family (TAF) meetings. This will mean families no longer have</p>	

to walk through the school or classroom to reach the meeting space, also they will no longer be disturbed if meeting in the staff room (as currently happens) so gives people more privacy and less disturbances to classes taking place.

The current Head Teachers office will be given to the Pastoral staff so they have a quiet space to work from. A new Head Teachers office will be created in the old staff room, as well as another group space. A new door will be added so the Head Teachers no longer have to walk through a classroom or teaching space to access their office.

What was the original plan for the 106 money?

Originally the plan was to knock through from old Willow classroom into the office to make it bigger, but this is not affordable or as practical as these changes.

What is the timeline for this work to take place?

Firstly all the classrooms are moving - Preschool and Reception/Cherry class will move to the current Oak classroom to allow for easier, step free access to the outside space, including new patio doors to give Cherry children a safer space to play in. Year One and Two/Maple Class will then move to the current Cherry class, which has better access to the outside, plus a quiet room. Years five and six/Oak class will move into the hall and Willow class will therefore move to the current Maple class.

KS2 children will eat lunch in the hall and the other year groups will eat in their classrooms if staff numbers allow.

HTs would like the classrooms to be completed by September. The office spaces can then be worked on during term time.

When it rains the balcony space outside the current Cherry class is unusable as it is so slippery, will this be improved along with the other changes?

Yes, the plan is to change this with the 106 money used for all these changes. This will then free the money set aside for this work that was going to come from the capital budget.

How much is the Section 106 money?

Roughly £34,000.

The person who administers the money has indicated these plans would be appropriate and approved, although it has to go through a committee first. Also, the money is paid in arrears, but the federation does have enough Capital money to cover the costs until it is awarded to the school.

What will the calm space be used for?

It will be used by any child who needs a calm space at any time. So it could be used by a child if they come into school upset, if they need a break from the classroom or if they find break times overwhelming. There could be lots of reasons lots of children would find this space useful. The educational psychologist at Tarka has approved these plans and believes this will help meet the needs of the children the school currently has and for future needs. The advice from the EP is to not use this space for working in, but it should be a break space away from academic work.

Many schools are creating these types of spaces as mainstream schools are having to meet more needs than ever before.


Will these extra spaces need more staffing to cover them?

The school has already had to increase the staffing levels to help with the support currently needed. EHCPs are taking much longer to be processed at the moment but HTs have found that increasing the staffing/support before extra funding is approved demonstrates to the LA what the funding is needed for more effectively than the school struggling through with less staff. Children's needs will change overtime, so staffing will be affected as needs change.

Does this work need planning permission?

No, the works don't need planning permission.

	<p>Are staff happy with the changes? Staff see the rationale that the younger classes should have the classrooms which are safer and have easier access to the outside. The EP advice has also been for the younger children to have more outside space available to them.</p> <p>Will people working on site have DBS checks? Yes if they are working at the school when children will be around. Unless the builders are completely isolated away from the children.</p> <p>DECISION All governors agree to the plans on how to spend the Section 106 budget.</p>	DECISION
7	<p>HT Report and School Development Plan HT Report - Summer 2023 HTs Report July 23</p> <p>Why does the attainment fall midway through the school years in the writing assessments? A few Year 3 and 4 children are still working through the phonics RWI programme and therefore not accessing their class English lessons. They are slowly coming out of the programme. The phonics programme doesn't support independent writing particularly well. This is why the schools are changing programmes next year as they have realised this is a weakness.</p> <p>The SATs results are largely very good, and well done to everyone for all the hard work. However, Reading at Berrynarbor and Writing at West Down seem to be a bit lower than the other results, why is this? Regarding the reading results for Berrynarbor, there was one child who just missed the 'Expected' mark, and due to the percentages each child represents this has taken the result slightly below the national average.</p> <p>Is there any way we can mitigate the data for these small numbers? No, not at the moment.</p> <p>The pastoral report was really helpful, but could we add Children's Voices into this? Yes, that would be a good idea and HTs will look into it. Governors could also include this on their monitoring visits.</p> <p>Can there be a breakdown of the data to see how minority and/or financially affected children are achieving, being included and accessing all the experiences school offers? No, not at the moment.</p> <p>Insight is a system which allows for this kind of data to be drawn but it is expensive.</p> <p>ACTION SJ to ask Tarka whether they use Insight and if they don't if they would consider purchasing it.</p> <p>Why have the racial and homophobic bullying incidents increased this term? Staff have become more aware and better at recording incidents since staff training. These incidents are required to be reported to the LA from which the LA captures the data and to see if training or more support is needed. Children's identifiable information is not shared with the LA. The LA does ask if this is a repeat offence when they gather the information, and so far West Berry has not had any repeat offences of this nature. Tarka tracks this data in their schools, which does not include West Berry at the moment, but schools can compare their number of incidents to other schools and identify trends.</p> <p>There are a few children in the West Down Early Years classes who seem to be below standard, is there any reason for this? There is progress with this group and Sam Henderson is pleased with the way RWI is working for them so HTs believe they are on the right track.</p> <p>Does reading need to be added in to the SDP specifically?</p>	ACTION SJ

	<p>It is in the plan. The plan is not finished yet and HTs need to expand on this part.</p> <p>When will the SDP be completed?</p> <p>All the headlines are there but HTs need to work on the details. HTs will share the document so Governors can read, comment and contribute as it is worked on over the rest of the term and summer.</p> <p> SDP 2023/24</p> <p>The big difference this year is the relationship priority. HTs have listened to staff comments regarding wanting to spend more time working on relationships with their classes and understanding the different needs children have. Training the staff have just attended also reinforced this as a priority for schools.</p> <p>What assessment opportunities will there be next year?</p> <p>The federation does need to work on the assessment of the foundation years. Tarka schools are buying into a new assessment programme which West Berry will be able to access, which will give HTs a good idea if teacher assessments are accurate. The writing moderation that took place this year did indicate that teacher assessments were very accurate.</p>	
8	<p>Update on progress with Tarka Learning Partnership and any actions.</p> <p>Tarka finances</p> <p>Summer 2023 School Reviews Berrynarbor VC.pdf Summer 2023 School Reviews Berrynarbor VC.pptx West Berry Federation website review - May 2023.docx</p> <p>See above for an update from Andy Cotton.</p>	
9	<p>Ethos and Christian Distinctiveness Update</p> <p>The church has set up a coffee morning for parents one morning a week, which the Pastoral coordinator also attends. Members of the church's congregation also attend.</p> <p>Is the new vicar at Berrynarbor aware of the school's vision and values and does he include this in his assemblies?</p> <p>HTs share the themes for the schools and he relates his lessons to this. For example he has just run some assemblies on Courageous Advocacy.</p>	
10	<p>Safeguarding Update</p> <p>Safeguarding Data</p> <p>The application form has been updated, in line with Tarka's application form, who kindly share their version with the school. The form has more emphasis on safeguarding, and includes social media checks, so HTs believes this sets the importance of the Safeguarding agenda to future employees from the outset.</p> <p>CO added his visit report to the end of the Safeguarding report. CO is reassured with the plan to improve the behaviour in the school, which links to the building changes, and believes this the right direction for the school and the children's needs.</p> <p>ACTION 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.</p> <p>Can the school log each time the SCR is checked?</p> <p>Yes this can be done, as well as having the monitoring report.</p>	ACTION SJ and CO
11	<p>Monitoring Report</p> <p>SEND monitoring report July 2023.docx</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; <p>HTs report and SDP has been considered and will continue to be reviewed.</p> <ul style="list-style-type: none">• Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; <p>Governors have analysed the SATs and other results data and been reassured of the school and staff performance</p> <ul style="list-style-type: none">• Overseeing the financial performance of the organisation and making sure its money is well spent. <p>Governors have considered the budget and the Section 106 money and are assured that the school is getting the best value for money.</p>
13	<p>Date of next meeting - Thursday, 14th September 2023</p> <p>WB Draft Meeting Dates 23_24.docx</p> <p>Note change of last meeting from 18 July to Tuesday 16 July due to the school production.</p>