


Governor name	Initials		Present	Apologies (Sanctioned)	Apologies (not sanctioned)
Su Carey	SC	Co-Head	Yes		
Faye Poynter	FP	Co-Head	Yes		
Allie Barnett	AB	Staff		Yes	
Sian Jenkins - Chair	SB	Co-Opted	Yes		
Chris Galloway	CG	Co-Opted	Yes		
David Richardson	DRi	Co-Opted	Yes		
VACANT	-	Co-Opted	-		-
VACANT	-	Co-Opted	-		-
Tandy Ruoff	TR	Foundation	Yes		-
Caroline Raby	CR	Foundation		Yes	
Campbell Orr	CO	LA	Yes		
David Chugg	DC	Parent	Yes		
Debbie Radley	DRa	Parent	Yes		
In attendance:					
Jo Williams	JW	Clerk			
Della Oliver	DO	Information and Governance Leader, Tarka Trust			

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

1	Welcome, Apologies and Prayer Apologies received as above. The meeting was quorate.	
2	Declarations of interest No new declarations were made.	
3	Agree the Minutes of the Previous Meeting W 11 January 24 Minutes FGB .docx Governors approved the minutes as an accurate and true record.	

	<p>Note - The meeting arranged for 29 February 2024 was cancelled due to the number of apologies received.</p>	
<p>4</p>	<p>Tarka Conversion Update</p> <p> Governance Structures - West Berry Presentation 21.03.2024.pptx</p> <p>Della Oliver (DO) spoke to Governors on how Governance will look once the federation joins Tarka Trust.</p> <p>Governors will be called Representatives. The school board is made up of a minimum of seven Representatives - two parents, two co-opted/community, two staff and the Head Teacher/s. The Diocese would like the board to be made up of 20% Foundation Representatives. There is no maximum number of Representatives.</p> <p>When the federation moves over to the Trust the constitution of the board does not need to change straight away. As terms come to an end Representatives will be recruited to fill the required roles.</p> <p>Representatives can be shared across schools when needed.</p> <p>Representatives meet a minimum of once a term, but more if they prefer. They are not responsible for finances, HR, the majority of policies, GDPR and more. These would become the Board of Trustees responsibilities. This allows the Representatives more time to discuss the school and local issues.</p> <p>Whilst the school board could still have a Safeguarding Representative who would check the Safeguarding Policy was being followed, it wouldn't be for them to review the policy. It would be similar regarding the budget - whilst the school board should have an awareness of the budget they would not be responsible for monitoring it.</p> <p>The main focus for the school board will be to review the school values and Christian distinctiveness, discuss the School Development Plan, parent and community views of the school, acting as a critical friend to the Head Teachers, monitoring school improvement and effectiveness.</p> <p><i>Will there be new Terms of Reference for the roles?</i></p> <p>Yes, DO will share these with JW and SJ to send on to Governors. There is also a Scheme of Delegation which gives everyone's roles and responsibilities in the trust.</p> <p><i>Can Governors talk to other Tarka school Representatives who have been through this process?</i></p> <p>Yes, that would be a good idea. Maybe North Molton would be a good school to approach as they are similar size schools.</p> <p>There are trust wide termly Chairs and Clerks meetings to share information and check what needs to be covered in the school meetings. They are also networking opportunities and a chance to ask Tarka Trustees for advice if needed.</p> <p>A termly Governance conference with the CEO is held to look at the trust priorities and check where the school sits within this. There will also be training opportunities for Representatives, for example, on Ofsted visits.</p> <p><i>Can the school Representatives see the Trustees meeting minutes?</i></p>	

Yes, a summary report on key decisions is circulated to the Clerks and Chairs to share with the other Representatives.

All schools have the same minutes template for meetings which will include any Trust items to be covered and also has a space for Representatives to ask any questions to go back to the Trustees to answer.

What is the relationship between the Trust and the school Representatives?

DO acts as a conduit between the school clerks and the Trustees. Any questions or queries that come up from the school minutes are taken to the Board of Trustees. DO will then feedback responses to the school clerk. The school can also call DO at any time outside of meetings. Representatives can contact the trustees directly as well as there being meetings and training to access.

The trust will have a lot more oversight on their schools than the Local Authority currently does. The trust might ask the school to work on a particular area and ask Representatives to check on the effectiveness of this work.

Will Representatives have any influence on the School Development Plan?

Yes, they are expected to be involved in this and to monitor in relation to this too. The HTs will also be working within the trust priorities.

Will the Terms of Office for Governors be reset?

The trust Representatives also have a four year term. These will therefore continue as they are. There is no need to re-elect Representatives but new DBS checks will be carried out.

Will the foundation trustee visit the school and talk to the Representatives?

Christine Mabin (CM), Exeter Diocese, will be on the board and will visit schools. DO and Richard Light, CEO, have put together templates for school checks and have a visioning session planned. The Christian distinctiveness has been built into the Scheme of Delegation.

Berrynarbor is the first Church school to join Tarka. Tarka have worked hard to make sure they are able to support this but the school has a lot of experience having worked so hard on the Ethos and Vision which has Christian distinctiveness as well as being able to fit with West Down which is not a Christian school. The HTs have put in a lot of work to make sure the balance is right so Tarka will be able to draw on their experience.

Will the Trust adopt the Exeter Diocese's vision?













This will feed into the Trust's overall vision.

A lot of work was done by the school and trust to complete the SOGG application for Berrynarbor to join the Tarka Trust. CM reviewed all the trusts Terms of References and other documentation. The Trusts HTs meetings will have a standing agenda item on Christian Values. Tarka would like all schools to retain their identity - community, religion and culture.

The Clerk, Chair and Representatives will be invited to Tarka's meetings soon.

Would Governors continue to handle complaints or issues at the school?

Tarka would support schools if there were any complaints if the school weren't able to resolve the issue with mediation. The trust has legal support available to schools if it were ever needed.

	There will be a transition period for the Governance and the new way of working with the Trust. DO will help set the agendas and monitor the minutes to check that the essential items are covered.	
5	<p>Review Actions from the last Meeting and Matters Arising</p> <ul style="list-style-type: none"> - DRa and DC to send replies to monitoring questions from Sam Henderson and monitor Literacy. DC and DRa to organise having books in one place for monitoring. Completed  Reading (RWI)Feedback Nov 2023.docx - CG and CR to read KCSiE and confirm their understanding to the Clerk. Ongoing ACTION CR and CG. - CR and CG to complete Level 2 Safeguarding training - <u>The National College Governors Safeguarding training</u> - or send proof of equivalent training. Ongoing ACTION CR and CG. ACTION SJ to send details for Level 3 Safeguarding training to those interested. - SJ and JW to add dates to the monitoring sheet and send to Governors. Ongoing ACTION - SJ to meet with SC to work through outstanding policies - see item 10 for policies. - Governors to send their notes from the Subject Specialism Evening to JW. Completed  Speed Dating Notes - TR, CR and SJ to meet to discuss Ethos and Vision. Ongoing ACTION - SC/FP to share the SOGG presentation with Governors. Completed  SOGG presentation to share (1).pdf - SC to ask LR when DC can look at the finances under Tarka - Completed - Tash Brown, CFO Tarka, met with the Business Manager and SC yesterday to start looking at the budget under Tarka. The BM will meet with DC after Easter to go through this. 	<p>ACTION CR and CG</p> <p>ACTION CR and CG. ACTION SJ</p> <p>ACTION SJ and JW</p> <p>ACTION TR, CR and SJ</p>
6	<p>Business brought forward by the Chair</p> <ul style="list-style-type: none"> - Governor Membership. AB will be leaving the school at the end of the summer term so the board will need to recruit a new Staff Governor. ACTION FP to ask staff if they would like to join the Governing Board. - Inset Day Tarka have an additional inset day on 8 July 2024. Tarka HTs will be using this to visit schools together. As both SC and FP can leave the schools on the same day they are asking Governors to approve the additional inset day (the federation is due to join the Tarka Trust 1 July 2024). DECISION Governors agree to add the additional inset day to the school calendar. 	<p>ACTION FP</p> <p>DECISION</p>
7	<p>Head Teacher Update - Written</p> <ul style="list-style-type: none">  HT Report - Spring 24  Attendance  2023-24 Action Plan 2023.pdf  Parent Survey 2024 for Govs  OFSTED feedback form - Berrynarbor SB 310124.docx  Pastoral Spring Term 2024 - Report for Governors (2).pdf  Berry Pastoral March 2024  Govs Berry 2023/24  Govs WD 2023/24 <p><i>Is there an expected 'booklist' that should be available to children? Do we have it? How do we know the books the kids have access to are liked by them and meet the needs of all ranges of children?</i></p> <p>There are many available books lists - the school doesn't tend to share them directly with</p>	

children. Teachers support children to pick books they think they will enjoy and are constantly recommending books to children. In an ideal world there would be more money where we can replenish our libraries with new books regularly.

What library use / research skills are taught to children? Are online libraries used?

Library skills are not taught as the libraries at both schools don't really allow for this system. The school doesn't have many books and teaches information retrieval.

In literacy lessons children are taught about non fiction texts and online books/ websites are used for research.

Are there patterns in the suspensions? How is attendance otherwise?

The suspensions relate to a small number of children, most of whom are on the SEN register. We have taken advice from the SEMH team, Inclusion officer and SEN adviser about how best to meet the needs of these children. Suspension is always a last resort.

Berrynarbor school seems to be seeing a drop off in achievement for two pupils. What is happening here and are we sure it's not a systems issue?

There are fluctuations in pupil achievement. These variations are discussed at class reviews and plans made to support individual children. Perhaps Governors could monitor this?

There seems to be a more pronounced drop in achievement for some pupils in Year 6 in West Down and certainly the appearance of an increasing progress gap - what is the issue here do you think?

The Year 6 data is a snapshot of the current situation. The class is working hard on writing in particular and we expect end of year attainment in writing to be better. The children with SEN in this class have made progress against their personal targets.

The parent survey feedback is broadly very positive with lots of recommending school. One area that does appear with various negative responses is opportunities for children to do activities - do we have any idea how we benchmark for these activities?

The HTs spoke to Ofsted about this as it came up in the response from that questionnaire too.

- The introduction of after school clubs at Berrynarbor would mean a lower uptake of the after school club which could result in it running at a loss - therefore closing. Many families rely on this resource.
- The school has not been able to recruit staff to run an afterschool club at West Down. Most of the TAs are parents of children at our school and one of the attractions of the job is being able to collect their own children from school.
- HTs aim to offer a very broad and balanced curriculum within the school day to ensure equality of access for all children. The wider curriculum offer is good with a focus on personal development. The school should try to develop more opportunities for children to take part in sporting events with other schools.

Any ideas how British Values (BV) can be monitored?

SC has observed one assembly at Berrynarbor since the renewed focus on BV and also observed teachers making reference to BV in teaching. Governor monitoring of this in the Summer term would be helpful.

Breakfast club - is the school eligible for any funding given deprivation indices etc? Are there any opportunities for sponsorship from local suppliers?

The HTs have applied for funding but have been unsuccessful so far. Numbers of pupils attracting

	<p>the pupil premium is low therefore the school isn't eligible for most grants and the general low pupil numbers seem to disadvantage the school for others. HTs haven't asked local suppliers for support but they could try this.</p> <p>Regarding pastoral support - what hours does Berry Pastoral lead think would be sufficient in a pastoral role? Are there things not being done now, that could be? Pastoral work at both schools could easily fill a full time role. There is insufficient funding for more hours and staffing reducing further will increase the pressure on this role. Time is also an issue due to skeleton staff - if someone is off sick the pastoral lead is called to cover. SC is supporting pastoral work at both schools which accounts for a significant part of the week.</p> <p>Is there local pastoral lead peer support / forums for sharing local knowledge and info on VCSE sector etc? There is a SEND, safeguarding and inclusion leads meeting with Tarka. The Early Help team sends out regular info about services and we go to triage to request support in a particular area even when we are not sure which service would be best.</p> <p>Three racist incidents is an increase, how is the school dealing with this? The school has been putting in measures to try and deal with this. The school has support from the Devon Education Services but the behaviour is still concerning. The school has followed all the recommended work for this age group and HTs have asked parents to support the school by explaining what racism is. The school is considering running a project with the children such as creating a video which parents will then see.</p> <p>Are TAs receiving autism training? Tarka are running a training day on one of their inset days so some TAs will be released to attend this but unfortunately not all TAs will be able to attend as the federation schools will still be open. Next year the term dates will align with the Tarka term dates so all the training will be able to be accessed.</p> <hr/> <p>6.30pm DRi leaves the meeting.</p> <hr/> <p>Do children who are suspended receive work to do at home? Yes they are set work, but this is not always completed. Some children who have been suspended are losing academic knowledge, not due to the time away from school but because of the time spent dysregulated in school. The TAs who work with these children are very consistent but not all needs are being met, even for children with an EHCP.</p>	
8	<p>Governors Monitoring Updates</p> <ul style="list-style-type: none"> - Finance Lead <ul style="list-style-type: none"> - Discuss bought-in services and agree or recommend SLA within delegated limits Ongoing ACTION JW to add to the next agenda. - Identify levels of surplus/deficit balances at the financial year end and plans for use/recovery of these Ongoing ACTION JW to add to the next agenda - Schools Financial Value Standards document and confirm submission to the LA - Finance monitor Ongoing ACTION JW to add to the next agenda - SFVS financial competencies matrix 📎 April 24 WestBerry__SFVS__checklist_2023-24 (1).docx.pdf Completed. 	<p>ACTION JW</p> <p>ACTION JW</p> <p>ACTION JW</p>

	<ul style="list-style-type: none"> - CFR Benchmarking Report Benchmarking Data sfb-benchmark-charts.pdf Governors discuss comparisons between schools. Difficult to compare the federation against these schools as there are two sites to manage and run. <p>HTs and the Business Manager spent time with DC looking at the budget. Due to two resignations there is no need to look at redundancies. There will be a change in the class set up at Berrynarbor school. These changes would mean that the budget currently balances but the new structure needs to be checked and approved by Jo Down, the HR Lead at Tarka. Overall it seems that the budget has slightly improved.</p> <p>HTs proposed that Nursery charges increase in line with funding for a nursery place, plus the cost of Parentmail. DECISION All Governors agree to the increase in costs. HTs proposed that school lunches increase to £2.60 each (£2.00 for staff) due to rising costs. Should the charge increase a little more to cover more of the cost? HTs feel the price shouldn't raise to high to dissuade families from purchasing a school meal. DECISION All Governors agree to the increase.</p> <ul style="list-style-type: none"> - SEND Lead Report SEND Govs MArCh 2024.docx - Governors to monitor the Governance section of the SDP SDP 2023/24 <p>ACTION SJ to monitor and share information with Governors.</p> <p>ACTION CO to monitor behaviour particularly around respect and values at Berrynarbor school.</p>	<p>DECISION</p> <p>DECISION</p> <p>ACTION SJ</p> <p>ACTION CO</p>
9	<p>Ethos and Vision Update</p> <p>ACTION CR, TR and SJ to organise a meeting to discuss the federations ethos. ACTION TR to look at the elements of Christian distinctiveness at Berrynarbor against the SIAMS requirements. SC and TR to organise time to look at this.</p>	<p>ACTION CR, TR and SJ</p> <p>ACTION TR and SC</p>
10	<p>Policies</p> <ul style="list-style-type: none"> - After School and Breakfast Club Booking Procedures After School Registration and Booking Procedures Oct 23 ACTION SC - Emergency Management Plan Emergency Management Plan.doc DECISION Governors agree to adopt the policy. - Life Curriculum Policy Life Curriculum Policy (Relationships and Sex Education Polic... ACTION SC - Collective Worship Policy Collective Worship Policy 2020-2022.docx ACTION TR - Lettings Policy Lettings Policy Sept 2022-2023.docx DECISION Governors agree to adopt the policy. - Online Safety Policy and Mobile Phone Use in School Policy Mobile-technology use in school policy.docx Online Safety Poicy.docx ACTION JW to take out the duplication. DECISION Governors agree to adopt the policies. - Privacy Notices - Pupil, Workforce and Governor Governors Privacy Notice.docx Privacy_notice_suggested_text_for_educational_setting_pupil (1).docx Privacy_notice_suggested_text_for_workforce.docx DECISION Governors agree to adopt the policies. - Teachers Appraisal Policy Teachers Appraisal.docx DECISION Governors agree to adopt the policy. 	<p>ACTION SC</p> <p>DECISION</p> <p>ACTION SC</p> <p>ACTION TR</p> <p>DECISION</p> <p>ACTION JW</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p>



	<ul style="list-style-type: none">- Intimate Care Policy W Intimate Care Policy.docx DECISION Governors agree to adopt the policy.- Exit Interview Policy W Exit Interview Policy.docx DECISION Governors agree to adopt the policy.	DECISION
11	One Minute Update No 29 The Children Act - Sept 2020.pdf Governors to read the One Minute Update.	
12	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; Governors discussed the future of the federation and the future of Governance under Tarka Trust● Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; Governors discussed and questioned the Head Teachers report● Overseeing the financial performance of the organisation and making sure its money is well spent. Governors agreed the SFVS, discussed the budget and Benchmarking data.	
13	Date of next meeting: 5pm 16th May 2024 W WB Meeting Dates 23_24.docx	