

Date	19.9.24	Location	West Down Primary School		
Governor name	Initials		Present	Apologies (Sanctioned)	Apologies (not sanctioned)
Susan Carey	SC	Co-Head	Y		
Faye Poynter	FP	Co-Head	Y		
Rachel Harding	RH	Staff		Y	
Sian Jenkins	SB	Co-Opted Chair	Y		
Chris Galloway	CG	Co-Opted		Y	
David Richardson	DRi	Co-Opted	Y		
Tandy Ruoff	TR	Foundation		Y	-
Caroline Raby	CR	Foundation	Y		
Campbell Orr	CO	LA	Y		
David Chugg	DC	Parent	Y		
Debbie Radley	DRa	Parent	Y - online		
In attendance:					
Jo Williams	JW	Clerk			

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

1	Welcome, Apologies and Prayer Apologies were received as above. The meeting was quorate. CR led Governors in a prayer.	
2	Declarations of interest ACTION All governors to complete the Register of Business Interests before the next meeting - Register of Business Interests Governors to complete the Declaration of Eligibility if not previously completed or to update information - Declaration of Eligibility	ACTION All
3	Election of the Chair and Vice Chair SJ is elected to the post of Chair of Governors - nominated by CO and seconded by CR. CO is elected to the post of Vice Chair - nominated by SJ and seconded by DR.	DECISION
4	Business brought forward by the Chair None.	

5	<p>Agree the minutes of the previous meeting</p> <p>W 16 July 2024 Minutes FGB .docx</p> <p>Governors approve the minutes to be a true and accurate account.</p>	
6	<p>Review Actions from the last meeting and Matters Arising</p> <ul style="list-style-type: none"> - 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. - SC to talk to TR - Ongoing ACTION - DC to meet with the Business Manager for Budget Monitor. Ongoing ACTION DC spoke to BM and suggested they meet in the new term. - Curriculum Governing monitor report - SJ Ongoing ACTION - SENDCo report - CO Ongoing ACTION - TR, CR and SJ to share Ethos and Vision discussion from their meeting 21 June 24 - meeting has been postponed until 17 July 2024. ACTION SJ and CR (after attending training on 30th September 2024). - Governors to read the DPO report - Completed. ACTION - SJ asks for more information on the breeches from the DPO - JW to contact DPO. - All Governors to read and consider the self evaluation - W gb-self-evaluation-guidance-20220329.docx Governors discussed the evaluations and possible ACTION All Governors to complete the ratings. - All Governors to read and add questions or comments to the SDP - see item 7. 	<p>ACTION SC</p> <p>ACTION DC</p> <p>ACTION SJ</p> <p>ACTION CO</p> <p>ACTION SJ / CR</p> <p>ACTION JW</p> <p>ACTION All</p>
7	<p>School Development Plan, Monitoring Priorities for the Academic Year</p> <p>HTs Targets</p> <p>SDP 2024/25</p> <p>HTs explain they are working on the new School Development Plan, including the new format. suggested by Tarka. The new format comes from the Education Endowment Foundation which uses a 100 day plan (roughly termly), rather than a yearly plan. This is so the plan is more responsive and short term actions are more achievable. Actions can be plotted so there are weekly targets. HTs will be discussing the format with Richard Light, Tarka CEO, next week.</p> <p>The three priorities for this year are -</p> <ul style="list-style-type: none"> - Writing - Inclusion - Mental Health <p>ACTION JW to add SDP to the next agenda.</p> <p>Are other staff consulted on the priorities and the plan?</p> <p>Staff are consulted - during meetings and HTs are in constant discussion with teachers.</p> <p>HTs will colour code the SDP so Governors can see what is happening in real time and this will be linked to in the HTs report.</p> <p>HTs will share reports from external advisors as they receive them with Governors. These will also be kept in the Head Teachers Report folder if Governors would like to access them.</p> <p>Could Governors Monitoring Reports be linked to HTs report?</p> <p>Yes, this could evidence actions taken and the effects on the schools and children.</p> <p>Could Governors co-ordinate their monitoring with the SDP targets?</p> <p>Yes, this would be a good idea. ACTION Governors and HTs to set up a monitoring plan at the next meeting.</p> <p>HTs inform Governors they have decided to no longer hold parent meetings but to provide parents a video with information as well as offering drop in slots for face to face conversations. They hope the</p>	<p>ACTION JW</p> <p>ACTION All</p>

	video will be more accessible to all parents and those who wish to discuss anything will have the opportunity.	
8	<p>Affirm the Vision, Values and Ethos Governor's plan to discuss this after SJ and SC attend SIAMS training at the end of the month.</p> <p>FP reports that the school has incorporated kindness as an overriding ethos to bring all of the federations values together. Children are encouraged to be kind - to themselves, to each other and to the environment. Teachers can use this to help set rules with the children for the classroom, playground and for trips.</p>	
9	<p>Housekeeping Items All Governors agree to the Code of Conduct and affirm their agreement to uphold the code - W Governors Code of Conduct 2024.docx</p> <p>Governors agree to the following lead governor roles - W Scheme of Delegation.docx https://www.gov.uk/guidance/governance-in-maintained-schools</p> <ul style="list-style-type: none"> - Finance - DC - Health, Safety and Premises - DR - GDPR - RH - Curriculum - DR and DC - Safeguarding - CO - SEND - CO - Pupil Premium and Vulnerable Children- DR - 1st (Hearing) Committee - to be agreed as needed - 2nd (Appeals) Committee - to be agreed as needed - Pay and Performance Committee - SJ, DC and TR - HT Appraisal Panel - CR, CO and DR <p>Arrangements for the HTs appraisal have been made. David Chaplin has been appointed and this is due to take place 10th October 2024.</p> <p>Terms of office and vacancies - DRs term of office is due to end October 2024. DR confirms she will continue for another term.</p> <p>CGs term ended August 2024. ACTION JW to contact CG to ask if he would like to continue.</p> <p>Governors agree that meetings will be open to observers to attend and with seven days notice.</p> <p>Governors agree to share contact information. ACTION JW to set up a WhatsApp group for quicker and easier contact.</p> <p>Governors agree they can meet virtually if and when needed.</p> <p>Governors are asked to notify the Clerk as soon as possible if they are unable to attend a meeting so she can confirm if the meeting will be quorate.</p> <p>Governors are reminded of confidential business (Part 2) protocol.</p> <p>ACTION All Governors to read Keeping Children Safe in Education 2024 - KCSiE - and confirm their understanding by emailing the Clerk before the next meeting.</p> <p>ACTION All Governors to complete Safeguarding Level 2 training - National College Safeguarding for Governors - and read safeguarding policy - W 2024 JULY Safeguarding and Child Protection Berrynarbor.docx</p>	<p>ACTION JW</p> <p>ACTION JW</p> <p>ACTION All</p> <p>ACTION All</p>

10	<p>Policies -</p> <ul style="list-style-type: none"> - Life Curriculum Policy - W RSE-Policy-2024-25 Kapow.docx Ongoing ACTION SC - Collective Worship Policy - W Collective Worship Policy 2020-2022.docx Ongoing ACTION HTs to send to clerk. - Behaviour Policy (and Exclusion Policy)- W Promoting Positive Behaviour and Anti Bullying Policy April 2023-2024.docx DECISION - Governors agree to adopt the policy. 	<p>ACTION SC ACTION SC and FP</p> <p>DECISION</p>
11	<p>Update on Joining Tarka Trust Tarka and Ventrus will be going to the Regions Group in October for the decision on their merger. SC therefore believes West Berry Federation may be able to join the new trust sometime in Spring 2025.</p> <p>The Business Manager has heard Devon County Council will be ending their contract with Scomis MIS in March 2025. Tarka and Ventrus are still deciding on the MIS system they will use, but if the federation hasn't joined the new trust before March 2025 SC believes the schools will be able to be added to the new trusts MIS system.</p>	
	6.15pm FP leaves the meeting.	
12	<p>Berrynarbor Pre-School 6.9.24 Berrynarbor Preschool email.pdf</p> <p>The Chair of Berrynarbor Preschool has contacted SC as the preschool is currently not financially viable as well as struggling to maintain numbers for the committee.</p> <p>SC believes it would be difficult for DCC to agree to run the preschool at the Manor Hall as it is cost prohibitive.</p> <p>SJ has been in contact with Mo Cann, COO Tarka Trust - 13.9.24 Preschool Email Mo Cann - who also confirms that DCC will not take on a loss-making preschool.</p> <p>Whilst the preschool is not expecting to grow at the moment they are not marketing themselves and SC believes there will be a change in the demand and an expectation for wrap around care so there could be potential for the preschool to become viable again in the future. SC believes families are looking for longer days at preschools and this is affecting Berrynarbor and West Down preschools as neither offer this currently. She would like to look at extended hours for 2 - 11 year olds across the federation. There would be staffing issues to resolve to offer this but there is some funding available from the Government to improve Early Years care.</p> <p>The falling roll has already had an impact on enrollment at Berrynarbor School. If the preschool closes this could get worse.</p> <p>What is the level of deficit at the preschool? SJ will email the chair at the preschool to enquire. DCC would require a business plan with projected pupil numbers, staff, rent and capital costs. SJ will ask if they can meet with SC to look into these details.</p> <p>Would the Manor Hall be open to negotiating on the rent for the preschool? The Manor Hall charges as little as possible to the preschool as it is a charity. SC will invite them to discuss this though.</p>	
13	<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; SDP discussed, Governor Lead roles agreed, Preschool future discussed and to be looked into further and Governors were updated on joining the trust. 	



Full Governing Board Minutes
19th September 2024, 5pm
West Down School

	<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; Governors discussed the SDP and HT reports and have organised the HTs appraisal to take place.• Overseeing the financial performance of the organisation and making sure its money is well spent. -DC will be meeting with the BM this half term.
14	Date of next meetings - Wednesday, 23rd October 6.30pm; Thursday, 28th November, 5pm.