





Date	19.10.23	Location	West Down Primary School		
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	SB	Co-Opted Chair	Yes		
Chris Galloway	CG	Co-Opted	Yes		
David Richardson	DRi	Co-Opted	Yes		
VACANT	-	Co-Opted	-		-
VACANT	-	Co-Opted	-		-
VACANT	-	Foundation	-		-
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			

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.	
2	Declarations of interest None declared.	

3	<p>Agree the minutes of the previous meeting  14 September 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"> - 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. CO and SJ to arrange time to work on this. ONGOING ACTION CO and SJ. - Governors to arrange someone from the board to visit a Decision Spelling lesson - DR attended a lesson whilst she was also working in Willow class. - Curriculum Governors to meet with Sam Henderson (Lead on Literacy) to discuss subject monitoring. - ONGOING ACTION All Governors - 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. ONGOING ACTION CO to organise meeting with teachers. - SJ and JW to create a parent survey in time for parent meetings to gauge parent opinions of the school. JW to share the surveys with Governors. ACTION JW - SC, SJ and JW to organise a skills audit and a 360/audit of the Chair. ONGOING ACTION - All Governors to read KCSiE and confirm their understanding to the Clerk before 30 September.  Keeping_children_safe_in_education_2023.pdf ONGOING ACTION All Governors to confirm to the Clerk if they haven't done so already. - ONGOING ACTION 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. 	<p>ACTION CO and SJ</p> <p>ACTION Governors</p> <p>ACTION CO</p> <p>ACTION JW</p> <p>ACTION SC, SJ and JW</p> <p>ACTION All Governors</p> <p>ACTION All Governors</p>
5	<p>Business brought forward by the Chair SJ acknowledged and thanked SC for the extra work she is covering due to staff absence.</p> <p>ACTION JW to add Ethos and Vision as a standing item to the FGB agendas.</p> <p>Tandy Ruoff from the Holy Trinity church is interested in joining the Governing Board. ACTION SJ to contact TR.</p>	<p>ACTION JW</p> <p>ACTION SJ</p>

6

Head Teacher Report - Verbal

Building Changes at West Down -

The changes are working very well, particularly in Cherry class.

Cherry Class have recently held a Celebration of Learning with parents visiting the new class set up and there was lots of positive feedback.

The parental concerns have decreased since last term, but did result in one child leaving last term.

One more door needs to be added to the new study area, so children leaving this space can do so without going through and potentially disturbing a class. The Section 106 money has been spent on the previous works so this will have to be found from the existing budget.

Staffing -

A Teaching Assistant who also works as a Pastoral Support is leaving after half term. One of the children they work with is feeling anxious about the upcoming change.

The vacancy advert will be put out on 20 October 2023.

The Pastoral role is only 4 hours a week which is much less than is realistically needed.

There are new EHCPs coming through for children at the moment which might lead to more class support.

There has been a high level of staff absence this term so far, this week particularly which has been challenging.

Tarka's CPD offer for teachers has been positively received. CPD has been recommended to teachers at their appraisals depending on their needs.

Well Being -

Many children at West Down have been affected by bereavement recently. The school is trying to find ways to help the children. Classes have had time working outside ("welly boot time") to allow them to connect to nature, have fun as a group and have time to talk to a teacher if they want to. This will be extended to forest school lessons, taking place off site, next half term.

SJ noted how well the school has been supporting children, families and staff.

Has further counselling support been offered to children and staff?

The hospice and Fig offer counselling, but not sure that this has been taken up by anyone yet.

Enrolment numbers -

There is a falling roll at both schools. The preschool at Berrynarbor also has lower numbers and there is a question of viability. If the preschool did ever close there could be a detrimental effect to Berrynarbor's enrollment numbers.

The current Reception class at Berrynarbor is 8 children, but they could take 12.

West Down currently has 9 children in Reception, but this could be 15.

However, the preschool at West Down has good numbers and this will hopefully transfer to next year's Reception class.

Children who have come up from the preschool have settled in and are progressing very well.

Why do you think there are lower enrollment numbers at the moment?

This is a national issue, which is particularly apparent in the South West and many local schools are reporting falling numbers.

	<p>The school Improvement Officer from the Local Authority, Jo Diamond, is currently off sick. Helen Eversett, her cover, came to see Berrynarbor school recently so if Ofsted were to visit she would be able to speak about the school.</p> <p>Are music lessons thriving as much as they have been? There has been a rebalancing of time for afternoon lessons as some lessons were being adversely affected by performances which take time away from classes. A yearly timetable has been produced to allocate time to each subject, taking this into account and giving more time to PE lessons, which was required. Therefore music lessons do look reduced, but with this planning in place it is easier for teachers to see what is coming ahead and allow for this, rather than having to change lessons when classes are lost due to performances etc. at the last minute.</p>	
7	<p>Budget Monitoring This has been moved forward due to the Business Managers current absence. ACTION JW to add to next agenda.</p>	ACTION JW
8	<p>Governor Monitoring Updates</p> <ul style="list-style-type: none"> - Health and Safety Lead Report - W Health and Safety Report October 2023.docx - Safeguarding Lead Report W SENDCO governor monitoring visit 28.09.23.docx <p>As part of his visit CO asked teachers if they knew all of the children on the SEND register. There were mixed results, as shown in the attached report.</p> <p>An I.T. device monitoring and management system, SENSO, has been bought in by the federation to help it meet the new KCSiE requirements. This allows children's computers to be monitored, including key strokes, so children only need to type something, not even search for the term, for the system to be able to flag any safeguarding red flags. The words on this list are continually updated and the school can add their own too. It also allows for teachers to see all the children's screens at the same time so it is easier for teachers to see if children have navigated away from the work they are meant to be completing.</p> <ul style="list-style-type: none"> - Monitoring Planning for the Year ACTION All governors to add dates when monitoring is to be completed by on the attached planning sheet - W 2023-24 Annual Planner - Governor Visits and Reports.docx 	ACTION All governors
9	<p>Tarka Conversion Tarka and West Berry Federation are working towards 1 July 2024 as the new conversion date. Before this takes place SOGG needs to approve the conversion. The meeting with SOGG for this to take place is in January 2024. The Regions Group also needs to agree to the conversion, this should take place in February 2024. ACTION The Risk Register is a live document from the Diocese - Tarka conversion (West Berry) Risk Register August 2022 . Governors are to read the risks and add to the document before it goes back to Tarka for them to consider. Tarka have not worked with a church school before so these requirements are new to them.</p>	

	<p>The Tarka Trust has a new CEO - Richard Light. HTs have met with RL and found he is aligned with the way Tarka have been working with the federation and their ethos and vision. Therefore the trust will continue to support the school as they have been despite not having formally joined yet.</p> <p>There were some concerns over the schools finances, but the finance officer had not fully taken into account the savings the school will make once it is part of the trust.</p> <p>When can the governor's go through the finances with someone from Tarka?</p> <p>There is a due diligence meeting after half term. Governors can go to the schools Tarka Conversion folder to find the materials which will be covered in this meeting.</p> <p>The Budget Monitor needs to take place as Tarka have been asking for information from this. Louise Richards had been preparing this before her absence. When this has been completed, Governors can speak to Tarka. It will be sometime in the next half term as this needs to be completed before January 2024.</p> <p>ACTION SJ to meet RL before the SOGG meeting.</p> <p>SC is keeping parents aware of the changes and so far there have not been any concerns voiced by parents.</p>	
10	<p>Policies to be Adopted</p> <ul style="list-style-type: none"> - Finance Policy W Finance Policy 2023-2024.docx <p>SC made changes to the Finance Policy around the budget monitoring. These are still within the policies guidelines but would be more accurate for the federation -</p> <p>ACTION DC to check the policy changes and let Governors know if he recommends adopting the amendments.</p> <p>ACTION SC to add card procurement card holders information to policy.</p> <ul style="list-style-type: none"> - Charging and Remissions Policy W Charging and Remissions Policy 2023-24.docx <p>Adopted</p> <ul style="list-style-type: none"> - After School and Breakfast Club Booking Procedures <p>E After School Registration and Booking Procedures Oct 23 Up to date costings for the Breakfast and After School Clubs need to be agreed, Louise Richards will need to consider these when she has returned to work. ACTION JW to ask LR for these.</p> <ul style="list-style-type: none"> - Managing Financial Arrears E Managing Financial Arrears Policy Oct 2023-24 <p>Adopted.</p> <ul style="list-style-type: none"> - Child Protection and Safeguarding Policy <p>W 2023 Safeguarding and child protection - Berrynarbor.docx</p> <p>W 2023 Safeguarding and child protection - West Down.docx Adopted</p> <ul style="list-style-type: none"> - Emergency Management Plan W Emergency Management Plan.doc ACTION SC to complete the policy for the next FGB. <p>ACTION SC</p> <ul style="list-style-type: none"> - Life Curriculum Policy <p>W Life Curriculum Policy (Relationships and Sex Education Policy).docx ACTION SC to organise Sarah Higgins to review this.</p> <p>ACTION SC</p> <ul style="list-style-type: none"> - Children in Care W Children in Care Policy Oct 2023.docx Adopted 	<p>ACTION DC ACTION SC</p> <p>ACTION JW</p> <p>ACTION SC</p> <p>ACTION SC</p>

	<ul style="list-style-type: none"> - SEND policy W SEND_Policy_2023-2024.docx ACTION SC to ensure SENDCo Lucy Jones has reviewed the policy as well as the SEN Information Report. - Data Protection Policy W Data Protection Policy Oct 2023.docx Adopted - Preschool Uncollected Child Preschool Uncollected Child .pdf Adopted - Preschool Missing Child Policy W Preschool Missing Child Policy Oct 23.docx Adopted - Managing Sickness Absence Policy W Managing Sickness Absence Policy Oct 2023.docx Adopted - Capability Policy W Capability Policy Oct 2023.docx Adopted - Staff Disability Policy W Staff Disciplinary Policy Oct 2023.docx Adopted ACTION JW to add “Volunteers to be treated as staff except where the law explicitly excludes them” to the Personnel and Safeguarding Policies. - Collective Worship Policy W Collective Worship Policy 2020-2022.docx ONGOING ACTION CR - Uniform Policy W Uniform policy October 2023.docx Adopted - Whistleblowing Policy W Whistleblowing Policy October 2023.docx Adopted - Flexible Working Policy W Flexible Working Policy Oct 2023.docx Adopted - Online Safety Policy W Online Safety Policy.docx Mobile Phone Use in School Policy W Mobile-technology use in school policy.docx ACTION SC to ensure I.T. Lead Tim Spelman approves the policy and consider merging the two policies. - Governor Expenses Policy W Governor Expenses Policy Oct 2023.docx Adopted - Teachers Pay Policy W Teacher Pay Policy October 2023.docx Adopted <p>ACTION Review Health and Safety Policy at next FGB. JW to add to the agenda.</p>	<p>ACTION SC</p> <p>ACTION JW</p> <p>ACTION CR</p> <p>ACTION SC</p> <p>ACTION JW</p>
11	<p>Future Term Dates The suggested dates bring West Berry Federation term dates in line with the Tarka schools term dates, which includes an extra two inset days. Term Dates 2024_25 - Sheet1.pdf DECISION Governors agree the suggested term dates for 2024/5 ACTION JW to ensure dates are added to the newsletter and website.</p>	<p>ACTION JW</p>
12	<p>One Minute Safeguarding Update No 07 Governor Monitoring Safeguarding - Jan 2023.pdf ACTION All Governors to read the safeguarding one minute update and ensure they are confident to in their monitoring of safeguarding.</p>	<p>ACTION All Governors</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; Discussed joining the Tarka Trust. Added Ethos as a regular item to the agenda.● Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; Discussed the Head Teachers report.● Overseeing the financial performance of the organisation and making sure its money is well spent. Budget moved to next FGB due to BM absence.
13	<p>Date of next meeting - 5pm, 30th November 2023</p> <p>WB Meeting Dates 23_24.docx</p>