

LGB Minutes of Sampford Peverell School held on 11 July 2018

Date & Time	Wednesday 11 July 18:00	Location		Sampford Peverell School
Attendees			Attendees	
Name	Type of Governor		Helen Hurford (HH)	Headteacher
Gail Foreshow (GF)	Foundation Governor (Chair)		Linda Hinds (LH)	Parent Governor
Kevin Snow (KS)	Staff Governor		Sophie Cuthbertson (SC)	Parent Governor (Health & Safety)
Carl Gascoigne (CG)	Parent Governor (Website)		Sheon Sturland (SS)	Community Governor (Safeguarding)

Apologies		Absent Without Apology	
Kate Danby			

In Attendance		Minutes to	
	Clerk to Governing Body	School Admin	
		Company Secretary	

	Minutes		
1/2018	Welcome & Introduction GF welcomed everyone to the meeting and opened with a prayer. It was noted that the contents of this meeting are confidential.		
2/2018	Apologies Kate Danby - work		
3/2017	Declaration of Business interests <ul style="list-style-type: none">Declaration of business: Sophie C & Linda H to complete		
4/2018	Minutes of the Previous Meeting Minutes were approved subject to one alteration, GF is a Foundation Governor and not Parent Governor. In the absence of a clerk, the Spring minutes were unable to be physically signed off. Spring LGB minutes to be signed off at Autumn meeting - Clerk		
	ACTION	Clerk	LGB1 Autumn Meeting

5/2018	<p>Matters Arising</p> <p><u>Minute 5/2018(b)</u> SS apologised, as she still has to do her bio. SS to send to CG for website by end of term. LH also needs to complete a bio for the school website.</p> <p><u>Minute 5/2018 (c)</u> There will be a new version of the KCSiE in September 2018. HH will circulate once released (new action for September)</p> <table><tr><td>ACTION</td><td>HH</td><td>Autumn 2018</td></tr></table> <p><u>Minute 5/2018 (d)</u> Swimming pool - School Council have taken the lead on what they would like done with the pool, they would prefer something that can be used all year and suggested an astro turf. Further update from HH at the Autumn meeting.</p> <table><tr><td>ACTION</td><td>HH</td><td>LGB1 Autumn Meeting</td></tr></table> <p><u>Minute 5/2018 (e)</u> HH reported that the access points to Nursery had been discussed. Present set up to remain in place, side gate to remain locked at all times.</p> <p><u>Minute 7/2018 (d)</u> HH reported that they will trial Tapestry for year 1 and 2 from September 2018.</p> <p><u>Minute 8/2018</u> Governor tracker - carried forward as there was no document received from Ventrus in time for the meeting.</p>	ACTION	HH	Autumn 2018	ACTION	HH	LGB1 Autumn Meeting
ACTION	HH	Autumn 2018					
ACTION	HH	LGB1 Autumn Meeting					
6/2018	<p>Report from Directors No comments to responses to questions.</p>						
7/2018	<p>Standing Reports:</p>						
7.1/2018	<p>Health and Safety Report</p> <p>H&S report was presented. SAC advised the LGB that there has been a significant improvement on the H&S standard this year.</p>						
7.2/2018	<p>Safeguarding Report Safeguarding report was presented. Some DBS checks need reviewing and updating, HH to look into this and devise a rolling programme in relation to DBS renewal.</p> <table><tr><td>ACTION</td><td>HH</td><td>Autumn LGB1 Meeting</td></tr></table>	ACTION	HH	Autumn LGB1 Meeting			
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7.3/2018	<p>SEND Report SEND report was presented. There is currently no SENDCo at the school.. HH reported a new SENDCo will be starting in September 2018.</p>						

7.4/2018	Website Report Website Report presented. Emma Emery (Trust Governance Lead) will be conducting an annual website compliance check in the Autumn term.			
7.5/2018	Christian Ethos Foundation Report noted. HH to head up Christian Distinctiveness at School. . The new Community Governor is the wife of the new vicar.			
8/2018	Headteacher Report <ul style="list-style-type: none">a. Receive the School Improvement Planb. Self Evaluation Form judgementsc. Sports Fundingd. Pupil Premiume. School organization / numbers on rollf. Exclusionsg. Attendance – review overall attendance figures from last year, monitor current school attendance and review attendance target for 17/18h. School events – pupil activitiesi. Responses to governor challenges from last meetingj. Engagement Survey – Action Plank. Admissions Committee Report – To note any new admissions / referrals to CEO <p>Sports Premium – unable to discuss due to lack of budgetary information. HH has been unsuccessful with her application for Sugar Tax Grant. It was noted that Premier sports are no longer appointed. Saints are being used instead. The reason behind the change is due to cost and customer service.</p> <p>HH gave a verbal update on the SATs results that had just been released.</p> <p>SIP development governors invited to attend meeting on 20th July 2018 – LH and GF to attend.</p> <table><tr><td>ACTION</td><td>LH/GF</td><td>Summer 2018</td></tr></table>	ACTION	LH/GF	Summer 2018
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9/2018	Monitor the School Budget No school budget available to discuss at the meeting			
10/2018	Policies & Statements as per the Annual Cycle <ul style="list-style-type: none">GDPR video- carried forward to the next meeting, it was however confirmed that the Trust have a GDPR policy and Privacy Notice in place which can be found on the Ventrus website. <table><tr><td>ACTION</td><td>All Governors</td><td>LGB1 Autumn Meeting</td></tr></table> <ul style="list-style-type: none">Home School Agreement – No Changes.	ACTION	All Governors	LGB1 Autumn Meeting
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11/2018	Local Items of Business <ul style="list-style-type: none">Parent Survey results discussed, generally positive. It was agreed to do survey three times per year which can be anonymous and based on year groups not child's age. It was also agreed to discuss the option of an electronic survey at			

	<p>the Autumn LGB meeting.</p> <table><tr><td>ACTION</td><td>All Governors</td><td>LGB1 Autumn Meeting</td></tr></table> <ul style="list-style-type: none">Foundation unit received outstanding comments in survey and the results will be shared with parents in the newsletter. GF to write summary (action by end of term) <table><tr><td>ACTION</td><td>GF</td><td>Summer Term</td></tr></table> <ul style="list-style-type: none">GF shared feedback from chairs of LGBs meeting	ACTION	All Governors	LGB1 Autumn Meeting	ACTION	GF	Summer Term
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ACTION	GF	Summer Term					
12/2018	Governor Training None						
13/2018	Issues for Directors Governors would like to see a breakdown of the top slice paid to Ventrus from the school budget and better understand why the costs have not reduced. Having been informed that they have been working to reduce central costs for example changes in HR we are paying the same amount from our budget (9.5%). Review of the document Academies benchmark report 2018 shows the majority of MATs charge 5% for central services, 22% charge 4% and 16% charge 3%. Only 1% of academies charge more than 8%. Are there plans to reduce the amount schools pay into the central pot?						
14/2018	Governor Challenge Tracker Carried forward as no document has been received from Ventrus in time for the meeting <table><tr><td>ACTION</td><td>HH</td><td>LGB1 Autumn Meeting</td></tr></table>	ACTION	HH	LGB1 Autumn Meeting			
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14/2018	Date and Time of Next Meeting HH & Governors agreed to 4 meetings over the 2018/19 academic year including a zero meeting which is an informal meeting to discuss SIP/SEF data, tour of school etc. Meeting dates tbc once LGB windows have been received.						
	The minutes below are approved as a true and accurate record of the meeting <table><tr><td>Signed</td><td>Date</td></tr><tr><td>Printed</td><td></td></tr></table>	Signed	Date	Printed			
Signed	Date						
Printed							