

LGB Minutes of Sampford Peverell School held on 8 February 2018

Date & Time	08.02.18 18:00	Location		Sampford Peverell School
Attendees			Attendees	
Name	Type of Governor			
Gail Foreshew (GF)	Foundation Governor (Chair)		Helen Hurford (HH)	Headteacher
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	Illness		

In Attendance		Minutes to	
Lucy Poole (LP)	Clerk to Governing Body	School Admin	
		Company Secretary	

	Minutes		
1/2018	Welcome & Introduction GF welcomed everyone to the meeting and opened with a prayer.		
2/2018	Apologies Kate Danby - illness		
3/2017	Declaration of Business interests None		
4/2018	Minutes of the Previous Meeting Approved without alteration.		
5/2018	Matters Arising (a) 37/2017 SC still to sign annual declaration at Summer Term LGB.		
	ACTION	SC/LP	SUMMER LGB
	(b) 40/2017 (a) HH prefers not to publish her photograph on the school website. SS still to submit his photograph and biopic.		
	ACTION	SS	ASAP
	(c) 40/2017 (e) any Governor who has not signed the KCSiE document to		

	attend admin office to sign			
	<table><tr><td>ACTION</td><td>ALL GOVERNORS</td><td>ASAP</td></tr></table>	ACTION	ALL GOVERNORS	ASAP
ACTION	ALL GOVERNORS	ASAP		
	(d) 42/2017 (a) HH awaiting meeting with Rose Budge to further the issue with the swimming pool. It seems likely that this will no longer be a viable product for reasons of finance and health & safety. HH confirmed that swimming lessons are being booked elsewhere. The suggestion came that there could be a fund raising project to change this into an astro-turfed area. To come back to Summer LGB.			
	<table><tr><td>ACTION</td><td>LP</td><td>SUMMER LGB</td></tr></table>	ACTION	LP	SUMMER LGB
ACTION	LP	SUMMER LGB		
	(e) Appendix 10 Review access points for the school & particularly the nursery.			
	<table><tr><td>ACTION</td><td>HH</td><td>ASAP</td></tr></table>	ACTION	HH	ASAP
ACTION	HH	ASAP		
6/2018	Report from Directors No comments to responses to questions.			
7/2018	Standing Reports (a) H&S/Premises – SC said there were no major issues, however regarding breakfast club, until the entrance closes at 8:20 all the doors remain open and there is a direct route out of the building. HH is already aware of this and has a meeting with the leader of the Breakfast Club to resolve it tomorrow. GF pointed out that some children are still entering via the carpark – therefore HH will ensure that gate is locked earlier. (b) Safeguarding – HH confirmed that the Safeguarding Audit was completed. (c) SEND (d) Website – HH said that a few schools within Ventrus are collaborating to discuss significant changes to the website, lead by Reg Gilbert at Wilcombe. A request came to Governors for permission to open a Sampford Peverell Facebook page for communication only. Governors approved this on the understanding that it is strictly monitored and is a PTFA page, not a school page and that users agree an Acceptable Use Policy. CG to assist the office in creating a school Facebook page also. HH opened a discussion about Tapestry which is only used in Foundation and does not go further throughout the school. She suggested there should be some further discussion about how the advantages of this could be covered in a different way. GF pointed out that recent Parent Surveys have been completed largely by Foundation parents and not so much by other parents. This to be discussed further and brought back to Governors at Summer LGB. HH asked SC and/or SS to be involved in these discussions.			
Decision	<table><tr><td>ACTION</td><td>HH/SC/SS</td><td>BY SUMMER LGB</td></tr></table> (e) Ethos Committee	ACTION	HH/SC/SS	BY SUMMER LGB
ACTION	HH/SC/SS	BY SUMMER LGB		
8/2018	Governor Challenge Tracker LP and HH to ensure correct version of tracker is being used.			

	<table><tr><td>ACTION</td><td>LP/HH</td><td>ASAP</td></tr></table>	ACTION	LP/HH	ASAP
ACTION	LP/HH	ASAP		
9/2018	<p>Headteacher Report</p> <ul style="list-style-type: none">a. Receive the School Improvement Plan incorporating OFSTED action pointsb. SEF judgements – HH provided new Governors with an explanation of these numerical gradings. SC asked how children are going to ‘un-learn’ bad habits. HH said that this is absolutely achievable and goes much further than school practice – rather it extends to good collaboration with parents also. KS pointed out that in some instances this is where split year classes are beneficial when children are moving up to join a very secure class and teacher.c. Sports funding – plan due to be re-written. There are going to be some big sporting events hosted by Ventrus which all schools will have the opportunity to be involved in. Some budget will need to be earmarked for this. HH plans to use some Sports Premium funding to purchase new apparatus for the school playground next year. SC suggested that there must be parental skill sets available to help improve the school surroundings and all Governors agreed.d. Pupil Premiume. Share ASP Governor Report (2016/17 summary data) – considerable time was spent analyzing data and explaining meanings of data to new Governors. It was agreed that a further meeting would be held to discuss data in more depth. This to be held on Wednesday 25 April at 6pm.f. School organization and numbers on rollg. Exclusionsh. Attendancei. School eventsj. Admissions Reportk. Staff Surveys <p>HH answered questions submitted to her in advance of the meeting – see Appendix 1.</p>			
10/2018	<p>Monitor the School Budget</p> <p>A basic budget document was shared. GF informed Governors that Headteachers have been instructed to approve crucial spending only as budgets are under significant pressure. HH pointed out that being part of Ventrus ensures the level of teaching staff that this school currently has which is far above that which would be provided if this was a non-academy trust school. HH feels much clearer in her budget position and what funds are available. HH has a letter to draft for parents to send to MPs lobbying on the current school funding available in Devon.</p>			
11/2018 Decision	<p>Local Items of Business</p> <ul style="list-style-type: none">a. Appointment of Deputy Chair SS agreed to take on this role and all Governors agreed.b. Report on Chairs meeting held 16.01.18 GF reported on this. The new method of data monitoring was presented and the suggestion was made that a new termly data dashboard would be coming. There have been some changes in the Central Team. Five schools in the North Devon area are going through due diligence to challenge. There will be no Directors attending this schools			

	<p>Summer Term LGB meeting. Staff Surveys were discussed.</p> <p>c. Governor Visits reporting – Governors agreed that the reporting template was good. CG reported that he found his visit to school extremely beneficial and has reported as such. Any Governors that wish to carry out future visits need to arrange them with HH. There are some dates coming up for Learning Walks which Governors might be interested in or possibly a book scrutiny. GF and HH explained to Governors the purpose behind carrying out a school visit. It is important for Governors to use this method to obtain evidence of impacts and outcomes as support for what they hear during LGB meetings.</p>
12/2018	<p>Governor Training KD and GF have not yet been on their Diocesan training and are on the waiting list for future dates. Governors requested some data interpretation training outside of the usual LGB meeting. This to be given by HH on Wednesday 25 April at 6pm.</p>
13/2018	<p>Issues for Directors Governors would like to see an improved budget statement for the Summer Term LGB. There was a lack of detail and understanding on this terms document.</p>
14/2018	<p>Date and Time of Next Meeting Summer LGB, Wednesday 11 July 18:00</p>
	<p>SUMMARY OF DECISIONS</p> <ul style="list-style-type: none"> • 7/2018 (d) Governors agreed to allow the PTFA to set up a Facebook Page for communication with parents and for the school to arrange one also. • 11/2018 (a) SS was appointed Deputy Chair. <p>SUMMARY OF ACTIONS</p> <ul style="list-style-type: none"> • 5/2018 (a) SC to sign Annual Declaration of Interest at the Summer Term LGB. • 5/2018 (b) SS to provide admin office with his biopic and photograph for school website. • 5/2018 (c) Any Governor who has not yet read and signed the KCSiE document to do so ASAP. • 5/2018 (d) Outcome of the decision on the future use of the swimming pool site to be discussed at Summer LGB. • 5/2018 (e) HH to review access points for the school and particularly the nursery. • 7/2018 (d) CG and SC to be involved in discussion with the school regarding Tapestry and a way forward in terms of communication between parents and the school. • 8/2018 LP and HH to ensure the correct version of the Governor Challenge Tracker is being updated.
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed _____ Date _____</p> <p>Printed _____</p>

