



**Governing Board**  
**23<sup>rd</sup> September 2021, 5pm,**  
**West Down School**

Date	23.09.21 5pm	Location	West Down School		
Governor name	Initials		Present	Absent With apology (sanctioned)	Absent without apology (not sanctioned)
Su Carey	SC	Co-Head	Y		
Faye Poynter	FP	Co-Head	Y		
Warren Thornton	WT	Staff		Y	
Chris Galloway	CG	Co-Opted	Y		
Chris Townsend	CT	Co-Opted	Y		
Sian Barten	DW	Co-Opted <b>Chair</b>	Y		
Mike Hunt	MH	Co-Opted	Y		
Natalie Heath	NH	Co-Opted		Y	
David Spelman	DS	Foundation		Y	
Caroline Raby	CR	Foundation		Y	
Campbell Orr	CO	LA	Y		
Andy Isaac	AI	Parent	Y		
Debbie Radley	DR	Parent	Y		
In attendance:					
Natalie Stanbury	NS	Clerk			

Being the best we can be, committed to making a difference		
	Item	Action/ Decision
1	<p><b>Welcome, Introductions and Apologies</b>  Welcome to our new governors.</p> <p>Apologies were sanctioned as above. The meeting was quorate.</p>	



2	<p><b>Declarations of interest</b>          To note any changes. Governors must declare an interest and leave the meeting when the appropriate item is dealt with.</p> <p><b>ACTION</b> - Governors to check and date the virtual register of business interests and advise of any changes to the clerk.</p> <p>Published interests are here: <a href="https://www.westberryfederation.org.uk/governors">https://www.westberryfederation.org.uk/governors</a></p>	ACTION - All Governors
3	<p><b>Election of Chair and Vice Chair</b></p> <p>Governors agreed to revert to the Chair and vice chair model rather than the co chair model.</p> <p>Nominations were received from Sian Barten for the role of Chair and Chris Galloway for the role of Vice Chair.</p> <p>Governors agreed Sian Barten to the position of Chair and Chris Galloway to the position of Vice Chair following self nomination.</p>	
4	<p><b>Business brought forward by the Chair</b>          Any urgent business to report not already on this agenda.</p> <p>The chair gave an update on 106 funds due to West Down School as a result of the Pearldean housing development. The developer has now accepted responsibility to pay the first trigger sum of £18,093.42 with a total of £34,084.23 due upon meeting the second trigger. Devon County Council have confirmed this has been invoiced and do not anticipate further delay. Thankyou to our parish, local and district councils for raising this matter.</p> <p>The Chair asked for an update on our submission to the Financial Intervention Panel for Schools. Heads confirmed a meeting held with Dawn Stabb, Director of Education for Devon, to discuss future sustainability budgetary issues. This has been an ongoing discussion over the last few academic years, with a number of factors at play, including suitability of buildings at Berrynarbor for the delivery of a 21st Century curriculum, continuing pressures of maintaining a balanced budget past the current year and options for accommodating the number of pupils need to sustain our budget. The meeting was positive - Dawn clearly understood our predicament, that staff are clearly using the space to the best of their ability and agreed to under write our current budget while sustainable solutions are explored and discussed.</p> <p><b>ACTION</b> -SB and Heads to continue to discuss future sustainability issues and continue to work in partnership with stakeholders and the local community to find a long term solution and report details or developments to FGB.</p> <p>The Chair confirmed the HT Appraisal had convened. David Chaplin was in attendance as external adviser. The meeting was positive - in particular, feedback for our remote education offer. Targets were set for the coming academic year. Heads suggested holding their appraisal at the end of the summer term 2022 in order to finalise the SDP and begin teaching staff appraisals in the Autumn term. Governors agreed and plans will be made early in the summer term to facilitate this by the HT Appraisal Committee.</p>	ACTION - SB

5	<p><b>School Improvement Plan and Monitoring Priorities</b> <a href="#">School Development Plan 2021-2022</a></p> <p>Governors thanked the Heads for the comprehensive and clear school development plan. The plan draws from previous OFSTED and SIAMS inspections and has been shaped and advised on by Jo Dymond our LA school improvement officer. The plan covers five themes: Cultural Capital Confident Collaboration and Creativity Mathematics English SEND and Mental Health</p> <p>Governors asked the heads if continuing with the specialist curriculum has led to a deskill for teachers in areas other than their specialism. Heads explained that all class teachers continue to be supported by subject specialist leads and all continue to teach english and maths to their classes. All teachers have completed training in English and maths and the SDP outlines furthering CPD throughout the year.</p> <p>In terms of the curriculum and the quality of education and in the absence of published data for the last 2 academic years, governors sought assurance as to how we would effectively monitor attainment and progress. Heads will be producing in house data for governors to use as a base for measuring progress over the year. Governors have already agreed to boost curriculum monitoring by agreeing 4 governors to the curriculum portfolio. Governors asked how intent and impact statements could be used to inform monitoring - heads explained that these files will inform governors of the plans for the curriculum and can be used to formulate questions for subject leads and when in school monitoring.</p> <p>Advice from Jo Dymond has also helped shape our particular questions to subject leads in order to fully monitor.</p> <p>Lead governors now each hold a file within the Google Drive where they will find resources and sample questions to assist them in their monitoring roles.</p> <p>Governors were aware of the emphasis placed on the quality of education based on the advice given in the governance briefing in the summer term and will organise training in this area for our curriculum governors . The SEND gover will complete SEND training and the Safeguarding Governor will complete the responsibilities of the safeguarding lead training to further strengthen our board.</p> <p><b>ACTION</b> - clerk to arrange curriculum governor training</p> <p><b>ACTION</b> - Governors to be familiar with intent, implementation, impact statements</p> <p><b>ACTION</b> - All governors to be familiar with the SDP, noting any areas relating to their role.</p> <p><b>ACTION</b> - Clerk to produce a calendar of dates for monitoring and reports and distribute.</p> <p><b>ACTION</b> - All lead governors to work with the relevant member of staff in order to ensure monitoring is completed in the first half of the Autumn term and reported on.</p>	<p>ACTION Clerk</p> <p>ACTION All governor</p> <p>ACTION Clerk</p>
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	<b>ACTION</b> - FP to forward one page priorities list and guide to our curriculum	ACTION lead governor
6	<p><b>Clerks Update</b>          Governance Briefing</p> <p>28/09/21 - 13.30, virtual          30/09/21 - 18.00, virtual</p> <p>Please let the clerk know if you can attend these sessions. A copy of the briefing will be available to you on the Governance Team website after the event.</p>	
7	<p><b>Affirm the Vision, Values and Ethos</b>  <a href="https://www.westberryfederation.org.uk/our-vision-and-values">https://www.westberryfederation.org.uk/our-vision-and-values</a></p> <p>Governors agreed to affirm and uphold our vision, values and ethos.</p> <p>The Ethos and Vision Group will be convened in the Autumn term to discuss thye SIAMS SEF with input from the education adviser a the diocese.</p> <p><b>ACTION</b> - In the absence of a parish incumbent at Berrynarbor the clerk will approach Ann Lewis and invite her to join the group.</p>	ACTION - Clerk
8	<p><b>Housekeeping Items:</b>  <b>Agree updated Code of Conduct and affirm agreement to uphold the code</b>  <a href="#">Code of Conduct</a>  <b>Agreed by governors.</b></p> <p><b>Agree lead governor roles, terms of reference and delegation.</b>          Governors reviewed and agreed the terms of reference with the following now agreed as lead governors:  <a href="https://92b1bc63-3631-445d-8ff4-e12c21fc8d5d.filesusr.com/ugd/990e9a_0a97a72d2d4a4a748f1642d59b250b6f.pdf">https://92b1bc63-3631-445d-8ff4-e12c21fc8d5d.filesusr.com/ugd/990e9a_0a97a72d2d4a4a748f1642d59b250b6f.pdf</a></p> <p><b>Agree if meetings will be open to observers</b>          Meetings are currently open to observers with 7 days notice to the clerk.          Agreed by governors.</p> <p><b>Reminder of confidential business protocol – for information</b>          Confidential business is known as Part 2, is minuted separately, electronic copies are not distributed or only as a non downloadable document, they are not to shared with any member of the board not present at the meeting or anybody else, they are printed and stored in a separate, locked cabinet.          Noted by governors.</p> <p><b>Agreement to share contact information</b>          Agreed by governors.</p> <p><b>Agreement to meet virtually and number permitted</b>          Meetings can be entirely virtual or a mixture of virtual and face to face.</p>	



	<p>Agreed by governors.</p> <p><b>Review the procedure for dealing with apologies and sanctioning of absence</b>          Apologies to the Clerk as soon as possible before any meetings to ensure we remain quorate.          Meetings will be cancelled if quorum is not met.          Noted by governors.</p>	
9	<p><b>Adopt the following Policies:</b>          Child Protection and Safeguarding - Sept 2021 model  <a href="#">CP &amp; Safeguarding Policy Berry</a>  <a href="#">CP &amp; Safeguarding Policy WD</a></p> <p>Supporting Pupils with a Medical Condition - no change  <a href="#">Supporting Pupils with Medical Conditions Policy</a></p> <p>Governor Expenses - no change  <a href="#">Governor Expenses Policy</a></p> <p>Charging and Remissions - no change  <a href="#">Charging &amp; Remissions Policy</a></p> <p>Finance - no change  <a href="#">Finance Policy</a></p> <p>Lettings - new model  <a href="#">Lettings Policy</a></p> <p>RA 100 Risk Assessment – to note  <a href="#">Risk Assessment</a></p> <p>Staff Grievance - updated          Staff Redundancy - updated          Staff Disciplinary - updated          Whistleblowing - updated</p> <p>All above policies were agreed by governors noting any changes.          The RA100 risk assessment was noted and governors agreed it was thorough and robust and based on the Devon County Council template.</p> <p>All personnel Policies will be deferred to the next meeting.</p> <p><b>ACTION</b> - Clerk to ensure the above agreed policies are published to the website.</p>	ACTION - NS
10	<p><b>Read KCSIE 2020 and confirm your understanding – this does not have to be completed prior to the meeting.</b></p> <p><a href="#">Keeping children safe in education 2021</a></p>	

	<p>Governors agreed to read the full document and watch the webinar detailing the changes in KCSIE 2021 available on National Online College.</p> <p><b>Make arrangements for governors to complete safeguarding training</b> Governors agreed to complete Level 2 safeguarding training using the National Online College portal.</p> <p><b>ACTION</b> - SC to forward links to safeguarding training to all governors and links to the form to confirm training.</p>	ACTION SC
11	<p><b>Minutes of the previous meeting</b> These were agreed.</p>	<a href="#">15.07.21</a>
	<p>What have we done today to ensure and assure ourselves in the following areas:</p> <ul style="list-style-type: none"> <li>● <b>Ensuring clarity of vision, ethos and strategic direction;</b> Adoption of key policies including safeguarding, reviewed and agreed lead governor roles, affirmed the vision and values of our schools, ensured an annual appraisal of of Heads has been carried out Agreement of polies, agreement to lead roles, agreement of SDP and priorities,</li> <li>● <b>Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;</b> Reviewed and agreed the SDP and ensured points for monitoring are present and our board are trained appropriately, ensured an annual appraisal has been carried out for our Heads</li> <li>● <b>Overseeing the financial performance of the organisation and making sure its money is well spent.</b> Continuing discussions on future sustainability of our budgets</li> </ul>	

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**ACTION** - clerk to arrange curriculum governor training

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