



ard Meeting  
· 5:00 – 7:00pm

Date	15.07.21 5pm	Location	Virtual via Zoom		
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 Chair	Y		
Mike Hunt	MH	Co-Opted	Y		
VACANT	-	Co-Opted	-	-	-
David Spelman	DS	Foundation	Y		
Caroline Raby	CR	Foundation	Y		
Campbell Orr	CO	LA		Y from 5.30pm	
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 and Apologies</b> Apologies were sanctioned as above. The meeting was quorate.</p>	
2	<p><b>Declarations of interest</b> Governors must declare an interest and leave the meeting when the appropriate item is dealt with.</p> <p>Current declarations are <a href="#">here</a> Please let the Clerk know if there are any amendments to the register or new declarations.</p> <p>Sian Barten noted she is now a Parish Councillor for Berryarbor Parish Council as of 13.07.21</p> <p>ACTION Sian to update her register of business interests form</p>	
3	<p><b>Matters arising:</b> <b>ACTION</b> - Clerk to draft the annual planner for the next academic year by the July FGB. <b>Ongoing.</b></p> <p><b>ACTION</b> - DW to contact those governors not present to discuss change in roles. <b>Complete</b></p> <p><b>ACTION</b> - Su, Faye and Donna to work together to provide feedback to parents by the end of half term regarding the parent survey. ACTION – SB to complete summary of questionnaire to parents before the end of term.</p> <p><b>ACTION</b> - NS to place new Finance Policy on the website. <b>Complete</b> - advise governors of minor correction to delegations and agree. Governors agreed the latest update to the finance policy.</p>	
4	<p><b>Business brought forward by the Chair</b> The Chair reported we have an LA nomination and a co-opted nomination to consider.</p> <p>The LA have approved the nomination of Campbell Orr and asked us to make arrangements for his appointment. Campbell brings with him experience at SLT level in secondary education, safeguarding experience, managing transition between primary and secondary and experience in SEND. Governors agreed the appointment. Campbell accepted the role of Safeguarding Lead, filling our vacancy in this area.</p> <p>We have also received a nomination from Natalie Heath who brings with her experience of working in early years and safeguarding. Governors agreed the co-option of Natalie Heath and discussions will take place with her to assign her to a role.</p>	

	<p>Governors agreed to the appointed of the above. Governors agreed Campbell Orr as lead governor for safeguarding.</p> <p>ACTION: Clerk to ensure all necessary paper and induction of new governors is completed by the next meeting.</p>	DECISION
5	<p><b>Governance Update</b>  <b>What to expect at OFSTED in 2021 training</b>  <a href="#">OFSTED: What the board should expect</a></p> <p>The clerk reported on training attended above. All governors were encouraged to attend the sessions in September or October in the new year:</p> <p>14.09.21 – 10am, virtual  07.10.21 – 6pm, virtual</p> <p>ACTION: Governors (not FP or SC) to let the clerk know which OFSTED training session they would like to attend.</p> <p><b>What does this mean for governance going forward? Are we ready for OFSTED as a board?</b></p> <p>Following restrictions lifting, governors agreed to continue monitoring in school, either virtually or in person. Further discussion took place regarding monitoring later in the meeting.</p> <p>ACTION: NS to draft the OFSTED evidence document for input from all governors</p>	<p>ACTION ALL</p> <p>ACTION NS</p>
6	<p><b>Discuss the recent presentation by Alumnus MAT and any action resulting from the meeting</b></p> <p>Governors wished to thank those present from Alumnus Trust at the last meeting. The board decided that, at the current time we would not be exploring further a partnership with Alumnus. We would remain open to the idea of forming formal partnerships in the future, if that was in the best interests of all our stakeholders.</p> <p>ACTION: SB to write to Alumnus Trust to confirm our decision</p>	ACTION SB

<p>7a</p> <p>7b</p> <p>7c</p>	<p><b>Discuss and agree the budget monitor</b>  <a href="#">Cover page</a>  <a href="#">School Budget Share</a>  <a href="#">Extended Services</a>  <a href="#">Capital Budget</a></p> <p>Debbie Radley reported she had attended a meeting to monitor all budgets prior to this meeting. A report of the meeting is on the Governor shared drive. This meeting also served as training on schools funding and budget preparation for Debbie.</p> <p>Governors agreed the budget monitors. It was noted at the present time the budget looks to be spent as agreed in April – noting any variances in the notes accompanying the monitor.</p> <p><b>Finance and Intervention Panel for Schools</b>  The Head reported members of the FIPS panel had conducted a visit to school. We await further correspondence or outcome</p> <p><b>Discuss and agree quotes for new copiers in line with delegation in the finance policy</b>  <a href="#">Photocopier Quotes</a></p> <p>Governors agreed to discuss this outside of the meeting in line with the delegations in the finance policy.</p> <p><b>Discuss and agree the virement of funds to the preschool budget</b>  Governors agreed, in principle, to vire funds in the region of £38,000. The costs are set out in the budget. The clerk advised we would need a budget adjustment report to be produced according to the finance manual.</p> <p>ACTION – NS to ask Louise Richards to produce a budget adjustment report for the September meeting</p>	
<p>8a</p>	<p><b>Questions and challenge on:</b>  <b>HT Report</b>  <a href="#">HT Report</a>  <a href="#">SDP 2021-2022</a>  <a href="#">Impact reports</a></p> <p>Governors discussed the HT report and following actions were agreed:  ACTION – Heads to agree dates with subject leads to present to governors on all aspects of their curriculum specialism.</p>	

<p>8b</p> <p>8c</p>	<p>Monitoring walks would be conducted from September and this will be considered when drafting the school improvement plan.</p> <p>Curriculum intent, implementation and impact statements could be used by governors as a point of reference for conducting monitoring walks – asking what did we say the curriculum would deliver and have we delivered this?</p> <p><b>School improvement visit note - Jo Dymond</b>  <a href="#">School Improvement Visit Note - Jo Dymond</a></p> <p>Heads reported the visit had given a clear way forward in terms of readiness for OFSTED. Many of the actions regarding the website have now been completed. As mentioned above – we have written statements for all our subject specialisms and these are live on the website. We await feedback and any further comment from Jo Dymond on the work completed.</p> <p><b>Note Pupil Premium and Sports Premium reports.</b>  <a href="#">Pupil Premium - WD</a>  <a href="#">Pupil Premium - Berrynarbor</a>  Governors noted these are now published – monitoring will continue next term.</p> <p><b>Does the SDP reflect our priorities?</b>  The SDP will be considered in September following completion of latest draft.</p>	
<p>9</p>	<p><b>Discuss allocation of thankyou fund for staff from the local authority</b></p> <p>The Heads confirmed they were in discussion with staff on the allocation of these funds. It was noted that staff had suggested spending funds on the children – governors felt this was a laudable suggestion but were keen for it to be spent on staff as recognition for their work over the last 18 months and in line with any time constraints.</p>	
<p>10</p>	<p><b>Agree the minutes of the previous meeting and the meeting of 20.05.20 and 24.06.21</b>  <a href="#">20.05.21</a>  <a href="#">24.06.21</a></p> <p>These were agreed. A governor queried whether we needed to approve minutes at the beginning of the meeting before it could continue. Clarification has been sought on this – there is no regulation that dictates placement agreement of minutes on the agenda.</p>	
<p>11</p>	<p><b>How have we ensured and assured we are fulfilling our 3 core roles?</b></p> <ul style="list-style-type: none"> <li>• Ensuring clarity of vision, ethos and strategic direction;</li> </ul> <p>Appointment of two new governors in line with our skills audit, SDP discussed and assurance sought it is in progress in line with our priorities,</p>	

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| <ul style="list-style-type: none"> <li>• Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;<br/>Raised questions and challenge on the HT report – discussion of monitoring enquiries and SDP prior to publication next term. SEND monitoring has taken place, monitoring arrangements have been made for the autumn term, subject leads to make presentation to governors in order to monitor specialist provision.</li> <li>• Overseeing the financial performance of the organisation and making sure its money is well spent. Budget monitoring has taken place, approval of spending decisions made in line with the finance policy, arrangements made for a budget adjustment report to be made in respect of the virement decision, outcome of FIPS visit discussed to ensure the project moves forward.</li> </ul> |
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ACTION – SB to complete summary of questionnaire to parents before the end of term.

ACTION: Governors (not FP or SC) to let the clerk know which OFSTED training session they would like to attend.

ACTION: NS to draft the OFSTED evidence document for input from all governors

ACTION: SB to write to Alumnus Trust to confirm our decision

ACTION – NS to ask Louise Richards to produce a budget adjustment report for the September meeting

DECISION: Governors agreed to the appointment of the above. Governors agreed Campbell Orr as lead governor for safeguarding.

DECISION: Governors agreed the latest update to the finance policy.

DECISION: Governors agreed the budget monitors for all budgets.

