



## Mary Tavy and Brentor Community School Minutes of the Governing Board Meeting – 25.04.23

Item	Item/comments/notes																											
<b>Procedural Matters</b>																												
1.	<p><b>Welcome and Apologies for Absence</b> The meeting began at 2.01pm. Chair welcomed everyone to the meeting. Apologies received from MC</p> <p><b>Present:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a4a8a; color: white;"> <th style="width: 25%;">Co-opted Governors</th> <th style="width: 25%;">Parent Governors</th> <th style="width: 25%;">Staff Governors</th> <th style="width: 25%;">LA Governor</th> </tr> </thead> <tbody> <tr> <td>Tim Collingwood</td> <td>David Petridge</td> <td>Clare Davies – Head Teacher</td> <td></td> </tr> <tr> <td>Philippa Denley</td> <td></td> <td></td> <td style="background-color: #4a4a8a; color: white;">Clerk</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Jay Hooper</td> </tr> </tbody> </table>				Co-opted Governors	Parent Governors	Staff Governors	LA Governor	Tim Collingwood	David Petridge	Clare Davies – Head Teacher		Philippa Denley			Clerk				Jay Hooper								
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2.	<p><b>Declaration of pecuniary interests</b> Reminder issued. None declared for items on the agenda.</p>																											
3.	<p><b>The minutes of the last meeting</b> Subject to amendment in item 8 ( all governors have completed Prevent training) <b>Governors agreed the minutes of the meeting on 21.02.23 as a true and accurate record.</b></p>																											
4.	<p><b>Matters arising not on the agenda</b> Actions update from 21.02.23</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a4a8a; color: white;"> <th style="width: 10%;">Item</th> <th style="width: 55%;">Action</th> <th style="width: 15%;">Actionee</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>DP to share policies with governors for review and approval</td> <td>DP</td> <td>Complete</td> </tr> <tr> <td>5</td> <td>CD and PD to complete SEND Audit</td> <td>CD/PD</td> <td>Complete (report circulated)</td> </tr> <tr> <td>6</td> <td>Arrangements to be made for external validation of SDP</td> <td>CD / DP</td> <td>Complete</td> </tr> <tr> <td>7</td> <td>Question regarding status of school land</td> <td>DP</td> <td>Ongoing</td> </tr> <tr> <td>9</td> <td>a) Equality Policy b) Grievance Policy To be approved by email</td> <td>GP</td> <td>?</td> </tr> </tbody> </table> <p style="text-align: center;"><i>Action log update</i></p>				Item	Action	Actionee	Status	4	DP to share policies with governors for review and approval	DP	Complete	5	CD and PD to complete SEND Audit	CD/PD	Complete (report circulated)	6	Arrangements to be made for external validation of SDP	CD / DP	Complete	7	Question regarding status of school land	DP	Ongoing	9	a) Equality Policy b) Grievance Policy To be approved by email	GP	?
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<b>Strategic, Monitoring and Accountability</b>																												
5.	<p><b>Headteacher report</b></p> <ul style="list-style-type: none"> <li>CD gave highlights from headteacher report, including:</li> <li>Pupil numbers up, with two more children joining this term</li> <li>Attendance at 97%; a little down due to winter viruses.</li> </ul> <p><b>Q: Are there any persistent absences?</b> A:No children with persistent absence at present.</p> <ul style="list-style-type: none"> <li>10 on the SEND register. Still awaiting EHCP assessments, DCC running approximately 4 months behind statutory assessment times.</li> </ul>																											

Signature: ..... Date: .....



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	<ul style="list-style-type: none"> <li>• School business manager tasks being shared across DMAT and DCC</li> <li>• School newsletter received well in the community; lots to celebrate this term and very proud of the high standards in appearance and behaviour when children attend external events.</li> <li>• Exploration of other trusts continues.</li> <li>• Gym equipment some issues with the size of some of the equipment and fitting into the space, but remaining items on order.</li> <li>• Musician now in school for a full day</li> </ul> <p>Governors noted that, following a period of change, the school is now in a period of stability. CD noted her thanks to the governing board for their support, championing and advocacy, and their challenge in helping to drive improvement.</p>
6.	<p><b>Safeguarding</b>          PD in school regularly and checks the SCR. Confident that all in order. Has also checked that all volunteers have been checked, references in place etc.          PD circulated a short Volunteer Report, which all had read.          Full Safeguarding Audit will take place in December.</p>
7.	<p><b>Standards and Attainment</b>          KS1 – most pupils on track for predicted achievement; additional work underway where necessary but confident there should be 100% for phonics, and currently Maths at around 80%          KS2 – again, most well on track and additional work underway where necessary.          Predictions have erred on caution, and certainly well above the national average.</p>
8.	<p><b>SFVS</b>          TC reported that Report sent off to deadline, no queries or comeback .</p>
9.	<p><b>Budget for Approval</b>          Governors considered the 3-year budget plan, and discussed some of the detail where appropriate. Current overspend should be recovered in year 2; pupil numbers still rising which will help to bridge any troughs.          School numbers as estimated in the plan are realistic.          In-year surplus for 2023-24 is tight but achievable; this followed by a significant surplus but then a dip due to numbers.          Other areas examined:          Staffing          Caretaking and cleaning          Energy</p> <p>Proposal: TC proposed to approve the budget, with governors aware to maintain a watch on staffing. Seconded by DP. Approval by those present.  <b>Majority Decision: Approve the 3-year budget plan as presented.</b></p>
10	<p><b>Benchmarking</b>          Item to carry forward to Autumn term</p>
11	<p><b>SLAs</b>          Included in discussion at Item 15</p>
12	<p><b>School Development Plan</b></p>



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	<p>DP and CD reviewed the plan and RAG-rated. Confident that all priorities are on track and will be achieved for the current academic year.</p> <p style="text-align: right;"><b>ACTION: CD to share latest version</b></p>
<b>Leadership and Governance</b>	
13	<p><b>Governor Visits and Lead roles</b></p> <p>TC carried out H&amp;S visit at the end of Spring term. A couple of flooring issues, but generally all in good order.</p> <p>DMAT facilities team identified an exposed pipe with the potential for asbestos dispersal, in the corner of the playground. Work is in hand to cover it.</p> <p>DP has visited the school, no issues arising</p> <p>PD is in school regularly, but has recently made a point of chatting with staff about general issues. No significant concerns arising.</p> <p>Issues over boiler maintenance / replacement discussed; DCC slow to return calls or allocate a member of staff to take a lead.</p>
14	<p><b>Policies</b></p> <p>Policies considered for approval:</p> <ul style="list-style-type: none"> <li>Emergency Planning and Business Continuity</li> <li>Lettings</li> <li>Accessibility</li> <li>Health &amp; Safety</li> </ul> <p>DP Proposed: Approve all the above for publication, subject to minor change (alignment of dates) on H&amp;S Policy. TC seconded. Approved by all present.</p> <p><b>Decision: All the above policies approved for use.</b></p> <p style="text-align: right;"><b>ACTION: Equality and grievance Policies to be re-circulated for approval via email</b></p>
15	<p><b>Decision to Academise</b></p> <p>DP advised that he wrote to DMAT yesterday seeking some clarifications. Until a response is received, it's not possible to proceed with a decision.</p> <p>Once a response received, DP will come and talk to staff.</p> <p>All acknowledged that the decision must be made this half term, but they do not feel they have sufficient information at this point in time.</p>
16	<p><b>Matters arising</b></p> <p>None</p>
17	<p><b>Impact</b></p> <p>The budget is balanced, realistic and now approved</p> <p>School is growing, is well equipped and thriving</p> <p>The school has had the opportunity to participate in a wide range of activities and events</p>
18	<p><b>Date of Next Meeting:</b></p> <p><b>23/05/2023 @ 2pm – FGB</b></p> <p><b>13/06/2023 @ 2pm – Resources</b></p>
The meeting ended at 3:18pm	



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**Action Log from 25.04.2023 Governing Board meeting**

Item	Action	Actionee	Status
12	Share latest version of SDP	CD	
14	Circulate Equality and Grievance Policies for email approval by 5 <sup>th</sup> May	GP	

Signature: ..... Date: .....