



Mary Tavy and Brentor Community School Minutes of the Governing Board Meeting – 20.9.22

Item	Item/comments/notes																			
Procedural Matters																				
1.	<p>Welcome and Apologies for Absence The meeting began at 1.10pm. Chair welcomed everyone to the meeting. Mel Greener apologised for absence; JH minuting the meeting</p> <p>Present:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <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 (from 1:19)</td> <td>David Pestridge</td> <td>Clare Davies – Head Teacher</td> <td></td> </tr> <tr> <td>Philippa Denley</td> <td>Matt Crossley</td> <td>Debbie Buckingham</td> <td style="background-color: #4b0082; 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 (from 1:19)	David Pestridge	Clare Davies – Head Teacher		Philippa Denley	Matt Crossley	Debbie Buckingham	Clerk				Jay Hooper
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2.	<p>Declaration of pecuniary interests Reminder issued. DB indicated update to include Exeter Learning Academy Trust.</p>																			
3.	<p>The minutes of the last meeting Governors agreed the minutes of the meeting on 29.6.22 as a true and accurate record.</p>																			
4.	<p>Matters arising not on the agenda Actions update from 29.6.22</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 60%;">Action</th> <th style="width: 15%;">Actionee</th> <th style="width: 15%;">Status</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>Circulate policies for review/revision to all governors for approval</td> <td>DP</td> <td>Ongoing – to be completed by email</td> </tr> <tr> <td>13</td> <td>Seek advice on personnel performance issue from SK</td> <td>CD / DP</td> <td>Complete</td> </tr> <tr> <td>16</td> <td>Draw up calendar of meetings for 2022-23</td> <td>DP / TC</td> <td>Requires revision – see actions</td> </tr> </tbody> </table>				Item	Action	Actionee	Status	12	Circulate policies for review/revision to all governors for approval	DP	Ongoing – to be completed by email	13	Seek advice on personnel performance issue from SK	CD / DP	Complete	16	Draw up calendar of meetings for 2022-23	DP / TC	Requires revision – see actions
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Strategic, Monitoring and Accountability																				
5.	<p>Appointment of Chair and Vice Chair for 2022 - 23 DP has agreed to continue as Chair for the next year, nominated by PD. PD has agreed to continue as Vice Chair for the next year, nominated by DP No other nominations or expressions of interest received. DECISION: Appointments approved</p>																			
6.	<p>Committee / Working party Membership Discussion took place in regard of governor numbers and recruitment. Given the proximity of academisation, the meeting were agreed that governor numbers should remain as they are, for the time being. DB and MC indicated they were in a position to offer a little more time this term. DECISION: Committee and Working group membership to remain as they are.</p>																			
7.	<p>Declarations The register of business interest is now in need of review and update, with signature required by all governors. <b style="color: red;">ACTION: All governors review and re-sign the register of business interest.</p>																			
8.	<p>Code of Conduct The revised Code of Conduct was circulated and read in advance of the meeting. Concern was raised in regard of the content around use of social media, and governors agreed this required more consideration. <b style="color: red;">ACTION: All review the document, in particular the section on Social Media. Agenda for the next meeting</p>																			
9.	<p>KCSiE / Safeguarding training</p>																			



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	<p>Reminder issued to all governor to read the updated KCSIe, and sign their declaration to confirm completion.</p> <p style="text-align: right;">ACTION: MC, TC and DB to complete</p>
10.	<p>Mission Statement / Ethos Draft statement will be sent around for approval via email.</p> <p style="text-align: right;">ACTION: DP To draft a statement and send to all</p>
11.	<p>Update on Academisation process Catering service now in place, provided by the Trust. Take up is good and more children are now eating a hot meal. Parent feedback good, and pre-ordering process is working. A member of the Trust finance team has visited, and will be supporting the school half a day each week. Starting to align processes with those of the Trust, and already benefitting from the advice from an experienced member of staff.</p> <p>Q: Is half a day each week enough support? A: Office cover is difficult, especially on Thursday/Friday. We have one administrator 3 days each week, plus the half day finance officer.</p> <p>Q: Is there any other support we can get? A: Need to consider the options, in the Resources meeting and with DMAT. DP and CD meeting with the Trust CEO and CFO later today. DP will update governors by email, following the meeting.</p>
12.	<p>Working parties update from Summer Term QEC (DB) – Nothing to update since last meeting, will be visiting soon CD noted the school has received quality assurance visits from the Trust, which were complimentary, and NS carried out review of Reading/English. Confident that EYFS has been externally validated as of exceptional standard.</p> <p>Resources (TC) – Planning a visit to review the summer maintenance work carried out over the holiday. The H&S actions have been addressed and minor maintenance works carried out, but no major jobs done. Resources meeting next week. Trust finance officer has been asked to provide a budget update report.</p> <p>Personal Development (MC) – We had planned a deep dive into IT last term, but this didn't happen so actions in arrears. Will take this forward this term.</p> <p>Safeguarding (PD) – Have been into school twice and looked at the SCR which looks to be complete. Behaviour and attitudes are great, there are no safeguarding concerns.</p> <p>Leadership & management (DP) – Meeting with DMAT later today. Headteacher appraisal will be due – unsure how this will proceed, so will check the position with DMAT.</p> <p style="text-align: right;">ACTION: DP check position for Headteacher Appraisal with DMAT</p>
13.	<p>Head Teachers update Three teachers have tested positive for Covid this week, so today the school is very low on staff numbers. Parents appreciated the email of yesterday evening, informing them of the position. Struggling through, with TAs looking after some classes. Otherwise, generally a very good start to the year. Behaviours across the school are impeccable (children and staff). External validation and quality assurance has been reassuring and rewarding for staff to hear. We are able to give 1:1 support to children who need it. One child with no English. 64 on the role. Mock SATs demonstrate we are on target for 100% in reading. Still some work to do in Maths but there is time to do that, so confident we will get maths on a par with reading.</p>
14.	<p>Leadership and Management Nothing further to report until after the meeting with DMAT</p>
15.	<p>SIP review MC looked at the SIP with CD at the end of last term. A refreshed plan has now been drafted and looked at by the MAT. The new plan will be translated across to the DMAT format gradually, as it's reviewed.</p>



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	ACTION: MC will drop into school to review the refreshed plan
Policies	
16.	<p>DP still working through the policy tracker to identify and locate school policies. Nearly there.</p> <p>Q: Can we use DMAT policies, where we have gaps?</p> <p>All agreed this was a practical solution. DP will finish work as quickly as possible, and then share with all.</p> <p style="text-align: right;">ACTION: DP to complete work and share</p>
Matters brought forward by the Chair	
17.	None.
18.	<p>Impact –</p> <p>Come through the summer term well, and most have managed a break</p> <p>New academic year has started in a very good way</p> <p>Academisation process going well</p> <p>School numbers are climbing, which is really good</p>
Governance	
19.	<p>Date of Next Meeting – Meeting schedule for 22-23 needs to be revised as DP family circumstances have changed.</p> <p style="text-align: right;">ACTION: DP to circulate new dates</p>
The meeting ended at 1.54pm	

Action Log from 20.9.22 Governing Board meeting

Item	Action	Actionee	Status
7	All governors review and re-sign the register of business interest	ALL	
8	All review the document, in particular the section on Social Media. Agenda for the next meeting	ALL Clerk	
9	MC, TC and DB to complete KCSiE update	MC, TC, DB	
10	Draft a Mission Statement and Ethos and send to all for approval	DP	
12	Check position for Headteacher Appraisal with DMAT	DP	
15	Visit school to review the refreshed school improvement plan	MC	
16	Complete work on policy tracker and share with all	DP	
19	Reschedule governor meetings for 2022-23 and share with all	DP	