



Mary Tavy and Brentor Community School Minutes of the Governing Board Meeting – 1.11.22

Item	Item/comments/notes																																						
Procedural Matters																																							
1.	<p>Welcome and Apologies for Absence The meeting began at 2pm. Chair welcomed everyone to the meeting. DB absent. No apologies received.</p> <p>Present:</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>Matt Crossley</td> <td></td> <td style="background-color: #4a4a8a; color: white;">Clerk</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Emma Murphy 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	Matt Crossley		Clerk				Emma Murphy Jay Hooper																				
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2.	<p>Declaration of pecuniary interests Reminder issued. None declared for items on the agenda.</p>																																						
3.	<p>The minutes of the last meeting Governors agreed the minutes of the meeting on 20.9.22 as a true and accurate record.</p>																																						
4.	<p>Matters arising not on the agenda Actions update from 20.9.22</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: 60%;">Action</th> <th style="width: 15%;">Actionee</th> <th style="width: 15%;">Status</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>All governors review and re-sign the register of business interest</td> <td>ALL</td> <td></td> </tr> <tr> <td>8</td> <td>All review the document, in particular the section on Social Media. Agenda for the next meeting</td> <td>ALL Clerk</td> <td></td> </tr> <tr> <td>9</td> <td>MC, TC and DB to complete KCSiE update</td> <td>MC, TC, DB</td> <td></td> </tr> <tr> <td>10</td> <td>Draft a Mission Statement and Ethos and send to all for approval</td> <td>DP</td> <td></td> </tr> <tr> <td>12</td> <td>Check position for Headteacher Appraisal with DMAT</td> <td>DP</td> <td></td> </tr> <tr> <td>15</td> <td>Visit school to review the refreshed school improvement plan</td> <td>MC</td> <td></td> </tr> <tr> <td>16</td> <td>Complete work on policy tracker and share with all</td> <td>DP</td> <td></td> </tr> <tr> <td>19</td> <td>Reschedule governor meetings for 2022-23 and share with all</td> <td>DP</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><i>Action log update</i></p> <p>7 - Ongoing 8 – Document circulated. Will be discussed via email. 9 - Completed 10 - Ethos document sent to governors via email prior to the meeting. Governors will need to approve document via email. 12 - Ongoing 15 – Ongoing 16 – Ongoing. There are 5 policies which will need to be reviewed and approved by the board. 19 – Completed.</p>			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	
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Strategic, Monitoring and Accountability																																							
5.	<p>Committee / Working party Membership</p> <p>Q: Due to the transition into DMAT (Dartmoor Multi Academy Trust), a lot of work could be duplicated. Could we liaise with individuals in DMAT to ensure we are not doubling up?</p>																																						



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	<p>A: Yes, we could do that. This logic could also be extended into other areas of our roles.</p> <p>Q: How does that fit with the current governance structure within DMAT? For example, do they get an overview of what is being done?</p> <p>A: The current governance structure in DMAT is very different to the structure in a maintained school. The focus of the DMAT LSB (Local Stakeholder Board) is very much the lived experiences of pupils, parents, staff, and the wider community and what that looks and feels like to them, the evidence is then fed up to the Trust for them to initiate the work around various facilities.</p> <p>In terms of aligning with the MATs processes and governance, it may be worth starting to pull back from some of those facilities such as IT and initiate a meeting with the leads in DMAT to explore a halfway point in their role. Starting to look at liaising with facility management in DMAT would be beneficial in terms of looking ahead at summer works.</p> <p>Q: Is there a list of individuals who we should get in contact with?</p> <p>A: Not at this current time, but one can be produced.</p> <p style="text-align: right;">ACTION: Clerk to produce list of key contacts and share with all.</p> <p>It was noted that although the school is academizing with DMAT, there are still governor responsibilities that need to be carried out. Having conversations with facility management in DMAT and receiving their review reports would be beneficial to ensure the governance role is still carried out appropriately without duplicating work.</p>
6.	<p>Declarations</p> <p>Reminder issued. Governors confirmed there is a hard copy of declarations within the school.</p> <p style="text-align: right;">ACTION: Governors to sign declarations.</p>
7.	<p>Code of Conduct</p> <p>The staff and governors Code of Conduct is yet to be approved.</p> <p style="text-align: right;">ACTION: Chair to review Code of Conduct and send to staff and governors for approval via email</p>
8.	<p>KCSiE / Safeguarding training</p> <p>Governors confirmed KCSiE and Safeguarding Training are up to date. SCR is compliant.</p> <p>The Safeguarding Lead came into the school for a review visit with a very positive outcome. During her visit, the minimal support being received from statutory partners for safeguarding was raised as a concern.</p>
9.	<p>Mission Statement / Ethos</p> <p>The ethos statement circulated prior to the meeting.</p> <p>Q: Can we change 'We work tirelessly' to 'We work hard'?</p> <p>A: Yes, we can.</p> <p style="text-align: center;">Governors approved Ethos statement subject to agreed changes.</p> <p style="text-align: right;">ACTION: Chair to send mission statement ideas to governors for discussion.</p>
10.	<p>Update on Academisation process</p> <p>Q: At the last meeting, it was noted you had another meeting afterwards about this and you were going to send around notes for that, but we have not received them?</p> <p>A: My apologies, I will do that.</p> <p style="text-align: right;">ACTION: Chair to circulate meeting notes.</p> <p>Q: Is there a time scale for when we can expect to join the MAT?</p> <p>A: Not at the moment. The Regional School Committee are meeting next week. This is where our case will either be approved or dismissed in regard to joining an existing MAT.</p>



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	<p>Q: Will the recent Ofsted report for a school within the MAT have an impact on our outcome? A: It may be taken into consideration at the approval meeting, but we cannot be sure.</p>
<p>11.</p>	<p>Working parties update from Summer Term It was explained the SATs results were above the national average for all statutory subjects. 100% of pupils were working at their predicted levels.</p> <p>Phonics tests for year 1 had a 100% pass rate and year 2 had an 80% pass rate for SATs. The national average for year 4 modification tests were at 93% which is higher than the national base line of 60%. The KS2 data will be analysed and available for viewing. There was an 86% pass rate for our KS2 pupils.</p> <p>As the school is going through a transition period whilst joining DMAT, it was noted staff are re-mapping the curriculum to ensure there is no duplication when transferring to the Reach Curriculum used by the MAT and focus on the development of skills.</p> <p>Resources Committee update: At the resources meeting, it was mentioned there is a current overspend on staff due to pay rises and the current cost of living however, this should line up again at the start of April 2023 with increased numbers. The school wanting to purchase Chromebooks for IT facilities was also discussed. This was all discussed to plan budgets going forward. The afterschool club is still under development, but the breakfast club is very successful.</p> <p>Personal development: Q: Do you think we should do a questionnaire and possibly use the one offered by Ofsted? A: Yes, I think we should point parents in the direction of the questionnaire on Ofsted’s website. We could notify them via the newsletter and via email. We will need to create a questionnaire for our pupils.</p> <p>It was noted instead of using a questionnaire for staff, one governor could speak to them individually to gain opinion and create an overall anonymised report to share with governors.</p>
<p>12.</p>	<p>Head Teachers update There are currently 64 children on role in the school. Within those 64 children, 15% are on the SEND registered and 2 are going through the process of receiving an EHCP (Educational Health Care Plan). The principal has been showing 2 or 3 parents around the school a week to potential parents looking to transfer their children. The percentage of disadvantaged children is at 11%.</p> <p>The areas of focus for this term is the curriculum, EYFS and middle leaders.</p> <p>Q: When we join the Trust, will teachers be in receipt of TLR point for things such as curriculum leadership? A: I am not sure on points but the Trust use something called I Talent for looking at wider opportunities for our staff.</p> <p>States of being and core values are very clear with the pupils. It was noted that now reading is at 100%, the next focus is Maths.</p> <p>The school have now got an opportunity for pupils to partake in hand bell ringing and chess which has been very successful.</p>



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	All classes are now aware of current world affairs as they watch 'Newsround' every day.
13.	<p>Leadership and Management</p> <p>The trust is now proving lunch for the school, so staff have had to be re-positioned to dish out the lunches and wash-up. The food is prepared at Tavistock Community College and transported to the school.</p> <p>It was noted that the school is now spending less having TCC (Tavistock Community College) provide school meals via the Trust.</p> <p>Q: Do we get a better provision from the Trust?</p> <p>A: We have been promised better than what we are currently getting.</p> <p>Q: With staff being re-positioned and taking their lunch at a different time, are we losing out on curriculum support?</p> <p>A: Technically yes but we are unable to use the spare budget to recruit as there is no one available.</p> <p>It was noted the school have contacted DCC (Devon County Council) for a business manager to come in to offer support due to the Trust not having capacity to assist with this at the moment. The board explained if the approval board does not vote for the school to enter the MAT at this time, Mary Tavy and Brentor Primary School will need better support.</p> <p>The local authority has recently carried out a Health and Safety visit which highlighted a few areas that need to be worked on.</p>
14.	<p>SIP review</p> <p>Q: How are we monitoring SIP?</p> <p>A: We will need to sit with the principal to review last year's SIP (School Improvement Plan) to look at what has been achieved and what will need to be carried forward.</p> <p>Q: What is current version?</p> <p>A: The last time we reviewed the SIP, it was noticed DMAT had a different format, so we now need to look at aligning with the Trust.</p> <p>The SIP for this year will be written in line with the outcome of the approval meeting.</p> <p>Q: What is the time frame should we expect for a decision from the approval meeting?</p> <p>A: There should be a decision the same day.</p>
Policies	
15.	<p>The Code of conduct will be discussed and voted on via email subject to agreed changes.</p> <p>There are currently 6 policies in need to review. The chair will circulate these to governors for approval via email.</p>
Matters brought forward by the Chair	
16.	<p>Q: Have we got constancy for when staff go on strike?</p> <p>A: Teachers are a member of different unions so some may not be taking part in the strike.</p> <p>It was noted that there is a current balance if a strike is needed but there would need to be a strategy in place if teachers at the school participate.</p>
17.	<p>Impact</p> <p>The positive outcome of SATs was discussed.</p> <p>It was noted policies are still in need to update and approval.</p>
Governance	
18.	Date of Next Meeting – 14th December 5:30pm



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The meeting ended at 3.33pm

Action Log from 20.9.22 Governing Board meeting

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5	Clerk to produce list of key contacts and share with all.	Clerk	
6	Governors to sign declarations.	All	
7	Chair to review Code of Conduct and send to staff and governors for approval via email	Chair	
9	Chair to send mission statement ideas to governors for discussion.	Chair	
10	Chair to circulate meeting notes.	Chair	

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