



Date	13.6.24	Location	West Down Primary School		
Governor name	Initials		Present	Apologies (Sanctioned)	Apologies (not sanctioned)
Su Carey	SC	Co-Head	Y		
Faye Poynter	FP	Co-Head	Y		
Vacancy	AB	Staff	Y		
Sian Jenkins	SB	Co-Opted <b>Chair</b>	Y		
Chris Galloway	CG	Co-Opted		Y	
David Richardson	DRi	Co-Opted	Y		
Tandy Ruoff	TR	Foundation		Y	-
Caroline Raby	CR	Foundation		Y	
Campbell Orr	CO	LA	Y		
David Chugg	DC	Parent	Y		
Debbie Radley	DRa	Parent\ujhb	Y		
In attendance:					
Jo Williams	JW	Clerk			

*Being the best we can be, committed to making a difference*

1	<p><b>Welcome, Apologies and Prayer</b> Apologies were received as above. The meeting was quorate.</p>	
2	<p><b>Declarations of interests</b> SJ informed the board she has joined the Board of Directors at Alumnus. DC informed the board he has joined the Governing Board at Marwood School.</p>	
3	<p><b>Agree the minutes of the previous meeting</b> <a href="#">W 21 March 2024 Minutes FGB .docx</a> Governors approved the minutes as an accurate and true record.</p>	
4	<p><b>Review Actions from the last Meeting and Matters Arising</b></p> <ul style="list-style-type: none"> <li>- SJ and JW to add dates to the monitoring sheet and send them to Governors. <b>Ongoing ACTION</b></li> <li>- TR, CR and SJ to meet to discuss Ethos and Vision. <b>Ongoing ACTION Meeting arranged for 21st June 2024.</b></li> <li>- TR to look at the elements of Christian distinctiveness at Berrynarbor against the SIAMS requirements. SC and TR to organise time to look at this. <b>Ongoing ACTION</b> TR is working on this at the moment and has discussed with HTs. <b>ACTION TR</b></li> <li>- FP to ask staff if they would like to join the Governing Board. <b>Completed</b> - FP has asked staff members for any interest. <b>ACTION JW</b> to let staff know if there is more than one person interested in the role it will be voted on by staff. <b>ACTION JW</b></li> <li>- JW to add to the next agenda - (item 7) <ul style="list-style-type: none"> <li>- Discuss bought-in services and agree or recommend SLA within delegated limits</li> <li>- Identify levels of surplus/deficit balances at the financial year end and plans for use/recovery of these</li> <li>- Schools Financial Value Standards document and confirm submission to the LA <b>Completed. See Item 7.</b></li> </ul> </li> <li>- Governors to monitor the Governance section of the SDP <a href="#">SDP 2023/24</a> SJ to monitor and share information with Governors. <b>Ongoing ACTION</b> SJ to share her report with Governors. <b>ACTION SJ</b></li> <li>- CO to monitor behaviour particularly around respect and values at the federation <b>Ongoing ACTION</b> CO arranged to come to schools 4 July 2024. <b>ACTION CO</b></li> </ul>	
5	<p><b>Business brought forward by the Chair</b></p> <ul style="list-style-type: none"> <li>- Chair vacancy and end of terms.</li> </ul> <p>SJ will be stepping down as Chair at the end of the school year. SJ shared she will stay on as a Governor until December 2024.</p> <p>CG's current term ends August 2024 and DRa's is due to end October 2024. SJ to discuss with CG. DRa is happy to continue for a second term.</p> <p>Governors discuss advertising for new Governors and will review this at the next meeting.</p> <p>Tarka's Representative Structure is different from the Local Authority Governance structure and the board will need to consider this. <a href="#">TLP Representatives' Handbook.pdf</a></p> <p><b>ACTION JW</b> to add this as an item at the next meeting. <b>ACTION JW</b></p>	
6	<p><b>Head Teachers Update - Verbal</b></p>	

FP explains the new Head Teacher report format they will be using in future for written reports. There is space within the report for questions which Governors will be able to add directly to the report. They will be able to do this before the meeting and HTs will endeavour to respond before the meeting. Governors are reminded it is important to read the report before the meeting and to ask questions before the meeting if possible.

FP will also include more details on the school results, including how close children were to the grade boundaries.

***How many written reports are given to Governors?***

They are produced for alternate Full Governing Body meetings.

**Staffing -**

There have been four resignations since half term. The federation is currently advertising for two of these posts - a Meal Time Assistant and a Class Teacher. HTs are liaising with Tarka to help recruit for the other two posts of Kitchen Manager and Caretaker.

There has been more interest for the MTA post than the schools usually receive which is positive.

***Why do HTs think there is a relatively high number of resignations this term?***

They are all for different reasons - ill health, retirement and other job opportunities. It is unfortunate they have come within one half term.

One person is moving to work for a private company which is able to pay a lot more than the school can.

***Have these resignations had an effect on staff?***

It is destabilising to other staff. The staffing structure is already reduced and it is hard to find cover for absences. The MTA who has resigned was flexible enough to work as a cover Teaching Assistant and was asked often to do this. This is a concern.

The advert for the new teacher has stated the federation is looking for an experienced teacher as there is no capacity to take on a newly qualified teacher at the moment.

***Where is the teaching post vacancy being advertised?***

The federation has paid to advertise this with Devon Jobs. The other roles will be advertised locally.


**SDP -**










Richard Light carried out a school review with HTs recently. The report will be available at the next meeting. HTs have already found his feedback very useful. He introduced HTs to the EEF format for the School Development Plans which work on 100 days of future planning rather than a whole year which allows the SDP to be more fluid, focused and responsive to the needs of the schools.

**Summer Term -**

All statutory tests have taken place. HTs are gathering all the data together at the moment, and this will be in the next written report.

Lots of enrichment trips are taking place at the moment within the federation - geography field trips, KS2 London trip, boat trip for KS1, surfing, swimming lessons and more. The summer term is busy with lots of extra activities such as Bikeability, transition visits and work

	<p>experience children are coming into the schools for their placements, but this does make staffing more difficult.</p> <p><b>Are there enough staff to cover all the extra activities?</b> HTs are having to issue week by week staff timetables at the moment because so much is changing. FP is covering a lot of classes and SC has been supporting Berrynarbor staff due to a lack of cover.</p>	
7	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- Discuss bought-in services and agree or recommend Service Level Agreements (SLA) within delegated limits.</li> </ul> <p>SC reports that bought in services are being kept to the minimum at the moment. The only optional service the federation currently uses is Swift, to support Maths and English planning.</p> <p>Educational Psychologist services are now able to offer more support to schools as they have increased their capacity recently. They have asked schools for an expression of interest. SC has requested 12 hours of support for each school but this has not yet been confirmed. Schools have not been able to purchase time for the last two years and the service has been sorely missed.</p> <p><b>DECISION</b> Governors agree for the school to buy in these services.</p> <ul style="list-style-type: none"> <li>- Identify levels of surplus/deficit balances at the financial year end and plans for use/recovery of these</li> </ul> <p>SC explains the surplus balance from the After School Club has been moved to the main budget share.</p> <p>The budget does go into deficit in year two but this is actually a better position than many other local schools. Devon County Council have not raised any concerns with the budget. The Business Manager did increase some of the costs of the paid services as the federation has been receiving these for free from Tarka so far but will be paying for these after they have joined.</p> <p><b>Has the Tarka CFO given any feedback on the budget?</b> Yes, she has no concerns.</p> <p>Two EHCP applications have been approved this week and SC would like to apply for more funding for the staff specified in the report. Other EHCPs will be submitted in the next few months too. Having these EHCPs does help with the cost of the additional support but doesn't fully cover it.</p> <p><b>Has the number of children needing additional support changed in the last few years?</b> There is an increased level of need, especially for younger children. The school is having to alter their practices to adapt to this. Younger classes need more support, if they received this it would lead to children better able to learn in future years. Lack of investment in the younger years is costing schools more in the long run. There is little capacity available in alternative provision schools in Devon which is desperately needed. Therefore the federation is having to look at increasing the SEN provision they can offer. This is a shift and hard for some people to understand.</p> <ul style="list-style-type: none"> <li>- Schools Financial Value Standards document and confirm submission to the LA</li> </ul> <p>This has been submitted.  SFVS 2024.pdf</p>	DECISION

	<ul style="list-style-type: none"> <li>- Budget Monitor</li> </ul> <p><b>ACTION</b> DC to meet with the Business Manager next week.</p> <ul style="list-style-type: none"> <li>- Governors to approve the budget</li> </ul> <p>  Cover page 12.06.24 Governors final 2023.pdf          Budget.pdf       </p> <p>  CAPSCH Detailed monitor 12.06.24 Governors final 2023.pdf       </p> <p>  G120 Detailed monitor 12.06.24 Governors final 2023.pdf       </p> <p>  G121 Detailed monitor 12.06.24 Governors final 2023.pdf       </p> <p><b><i>Is there any capacity to Flex in the mealtime assistants spend?</i></b> The federation has never tried - although this would help the budget, it could really help make lunchtime more purposeful and calm.</p> <p><b><i>Have we ever had any success with volunteers? Do volunteer services have anything to offer us?</i></b> Schools are not allowed to replace paid roles with volunteers.</p> <p><b><i>Is there an underspend in some areas of staff training - does this raise any issues?</i></b> The schools are not paying anything into Tarka yet, so all the training and networking is free at the moment. We're also making better use of National College to save money.</p> <p><b><i>What is the difference between planned and forecast (revenue etc) and why would they be different?</i></b> The planned figure is what is budgeted for at the beginning of the year. The forecast takes into account all the movements; actuals, commitments, estimated, leaving what is predicted for the end of year.</p> <p><b><i>The budget says it is for West Down but presumably it covers the federation?</i></b> Yes, one school has to be the budget holder, but it covers both schools.</p> <p><b><i>Why does the basic entitlement and Free School Meals drop year on year? Is this due to falling school rolls or something else?</i></b> Year Six children in receipt of FSMs will be leaving at the end of the year and the school doesn't presume new children will qualify for FSM's, therefore the number looks to decrease in the budget.</p> <p><b>DECISION</b> Governors approved the budget.</p>	<p>ACTION DC</p> <p>DECISION</p>
8	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>- After School and Breakfast Club Booking Procedures           <ul style="list-style-type: none"> <li> After School Registration and Booking Procedures Oct 23 <b>DECISION</b> Governors agree to adopt the policy.</li> </ul> </li> <li>- Life Curriculum Policy           <ul style="list-style-type: none"> <li> Life Curriculum Policy (Relationships and Sex Education Policy).docx <b>ACTION</b> SC</li> </ul> </li> <li>- Collective Worship Policy  Collective Worship Policy 2020-2022.docx <b>ACTION</b> To be reviewed at Ethos and Vision meeting</li> <li>- Early Careers Teacher Induction Policy           <ul style="list-style-type: none"> <li> Early Careers Teacher Induction Policy May 2023 - 2024.doc <b>DECISION</b> Governors agree to adopt the policy.</li> </ul> </li> </ul>	<p>DECISION</p> <p>ACTION SC ACTION SJ, TR and CR</p> <p>DECISION</p>

	<ul style="list-style-type: none"> <li>- Behaviour Policy <a href="#">W</a> Promoting Positive Behaviour and Anti Bullying Policy April 20...</li> <li><b>ACTION SC</b></li> <li>- <b>ACTION JW</b> to find an Exclusion Policy</li> <li>- Complaints Policy <a href="#">W</a> Complaints Procedure 2023-2024.docx <b>DECISION</b> Governors agree to adopt the policy.</li> <li>- Managing Unreasonable Behaviour Policy</li> <li><a href="#">W</a> Managing unreasonable and persistent complainants 2023-2024.docx <b>DECISION</b> Governors agree to adopt the policy.</li> <li>- Supporting Pupils with Medical Conditions Policy</li> <li><a href="#">E</a> Supporting Pupils with Medical Conditions Policy 2023-24 <b>DECISION</b> Governors agree to adopt the policy.</li> <li>- <b>ACTION JW</b> to find policy on Behaviour for staff.</li> </ul>	<p>ACTION SC ACTION JW DECISION</p> <p>DECISION</p> <p>DECISION ACTION JW</p>
9	<p><b>Governing Monitoring Updates</b></p> <ul style="list-style-type: none"> <li>- Curriculum Governing monitor report. <b>ACTION SJ</b></li> <li>- SENDCo report <b>ACTION CO</b></li> <li>- Review progress against SDP - reports from learning walks <b>ACTION SJ</b></li> </ul>	<p>ACTION SJ ACTION CO ACTION SJ</p>
10	<p><b>Ethos and Vision Update</b> Meeting to take place 21st June 2024. Governors will receive an update at the next meeting.</p> <p><b><i>Was the recruitment of the new teacher influenced by the schools Ethos and Vision?</i></b> Yes, the advert specifies “Our Federation strives to enable all in our community to be the best they can be. ”</p>	
11	<p><b>Tarka Conversion Update</b> The Tarka and Ventrus trusts were meant to go to the Regions Group this month for approval to join together into a new larger Trust. However, due to purdah, this has been postponed. The trusts are going ahead with their due diligence in the hope that once the General Election has taken place the Academy Order will be received and the new trust will be created in February 2025.</p> <p>Due to the legal costs of joining a trust, West Berry Federation had planned to join once the new trust had been formed, rather than joining with Tarka to then join another trust soon after.</p> <p>Governors discuss that the delay has left them in a vulnerable position as they had believed the federation would have been with a trust on 1st July 2024 but there is now no certainty on a joining date.</p> <p>Governors also discuss that they had voted to join with the Tarka Trust, and while Tarka will be a part of the new trust, it could be a different prospect to the one agreed on.</p> <p>Governors decide to relook at this decision in light of Tarka joining with Ventrus and a new trust being formed. Governors may decide to see what the new trust looks like before making a final decision.</p> <p><b>ACTION SJ</b> to contact Tarka and Ventrus to ask what the new trust will look like and how they will consider federations.</p>	<p>ACTION SJ</p>

	<p><b>ACTION</b> JW to add this to the next agenda.</p> <p>SC shared the Parent Consultation responses and minutes from the parent meetings with Governors.</p> <p><a href="#">W</a> Parent Consultation 20 &amp; 26.3.24 .docx <a href="#">+</a> Parent Consultation Responses 2024</p>	ACTION JW
12	<p><b>Audit Report</b></p> <p><a href="#">W</a> The West Berry Federation Draft Audit Report.docx</p> <p><b>DECISION</b> Governors approve the report. JW informs Governors the policy noted in the report has been updated on the website.</p> <p>The audit had brought up a question on staff leavers exit interviews. Governors discussed if they were better placed to conduct an exit interview.</p> <p><b>ACTION</b> JW set up an online Exit Interview questionnaire from Governors, for leavers to complete and share with Governors to agree at the next meeting.</p>	<p>DECISION</p> <p>ACTION JW</p>
13	<p><b>One Minute Update</b></p> <p><a href="#">📄</a> One minute guide - Understanding bullying.pdf Governors to read the One Minute Update.</p> <p>HTs report that CPOMS (Safeguarding record keeping system) has been recently updated to record different types of bullying.</p>	
14	<p><b>What have we done today to ensure and assure ourselves in the following areas:</b></p> <ul style="list-style-type: none"> <li>• Ensuring clarity of vision, ethos and strategic direction; <b>The Ethos and Vision group have arranged to meet soon.</b></li> <li>• Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; <b>SDP is to be monitored on learning walks and the HTs report to be updated for Governors to more easily question HTs on performance.</b></li> <li>• Overseeing the financial performance of the organisation and making sure its money is well spent. <b>Governors considered and approved the budget and SLAs.</b></li> </ul>	
15	<p><b>Date of next meeting:</b> 5pm, Tuesday, 16 July 2024</p> <p><a href="#">W</a> WB Meeting Dates 23_24.docx</p>	