



**(Final v.1.3) Minutes of a meeting of the Local Governing Board held in the Trinity Meeting Room on Tuesday 12<sup>th</sup> November 2019.**

Please note that this meeting is scheduled as LGB2.

**Present:** A Phelps (Chair), C Blackburn (Co-Chair), A Beauford (Head Teacher), S Hann, M Andrews, K Nichols, V Barlow, S Barron-Fitzsimons, J Harrison (Clerk)

**Absent:** n/a. **Apologies:** See Item 23.

**Abbreviations:** BWMAT - Bath and Wells Multi Academy Trust; CPOMS – Safeguarding and Child Protection Software for Schools; DBE – Diocesan board of Education; DSL – Designated Safeguarding Lead; EHA – Early Help Assessment; EYFS – Early Years Foundation Stage; F&R – Finance and Resources sub-committee; GDPR – General Data Protection Regulation; GIAS – Get Information About Schools; HTCS – Holy Trinity Church School; LGB – Local Governing Board; LGB1, etc. refers to scheduled full LGB meetings; NGA – National Governance Association; OFSTED - Office for Standards in Education, Children’s Services and Skills; PFSA - Parent and Family Support Advisor; PP – Pupil Premium; PPP – Pay, Performance and Personnel sub-committee; PSHE – Personal, Social, Health and Economic Education; RAG rating – Red, Amber, Green ratings criteria; RDLA – Regional Director of Learning and Achievement; SA – School Association; SALT&W – Standards and Achievement in Learning and Teaching (incorporating Welfare) sub-committee; SATs – End of Key Stage Tests; SCR – Single Central Record; SEF – school-/self-evaluation form; SEMH – Social, Emotional and Mental Health difficulties; SEN – Special Educational Needs; SEND – Special Educational Needs (including disabilities); SDP – School Development Plan; SIAMS – Statutory Inspection of Anglican and Methodist Schools; SLT – Senior Leadership Team; STEM – Science, Technology, Engineering and Mathematics; ToRs – Terms of Reference.

**The meeting commenced at 6:32pm with a prayer, led by S Hann.**

Item	
23	<b>Apologies for absence</b> Apologies were received from C West and J Rowe.
24	<b>Declaration of Interests</b> No Declarations of Interests were submitted.
25	<b>Minutes of the last meeting</b> The minutes of the last full governing body meeting, held on 10 <sup>th</sup> September 2019, were accepted as a fair record of the meeting. The minutes were adopted unanimously and signed by A Phelps.
26	<b>Matters arising</b> The <a href="#">Actions Table</a> for 2019/2020 was reviewed.  Action 100919/5-1 prompted a discussion about the activities that might arise from a link between HTCS and Leonardo. Examples included factory tours for Year 6 and the possibility of using HTCS as a pilot for adapting the ‘Introduce a girl to Engineering’ initiative for KS1.  It was also noted that an individual from Leonardo had made contact regarding possibly joining the LGB.



	<p>6:46pm: A Beauford left the meeting. 6:48pm: A Beauford joined the meeting.</p> <p>Other matters arising from LGB1 (10/09/19) were reviewed as follows:</p> <ul style="list-style-type: none"><li>• SCR Update (LGB1/100919/4.3) It was reported that an in-depth review of the SCR has been completed and new record folders have been created. A few gaps were identified and these have been risk assessed. The volunteers and governors folders will be compiled in a similar way to staff folders, although it was noted that the same documentation is not necessarily held for volunteers (including governors) as for paid employees. <b>A governor asked</b> whether the review of the SCR means that a system is now in place to notify governors when their DBS review is necessary. It was explained that it is understood that regular repeated DBS checks are no longer required.</li></ul>
27	<p><b>Personnel Matters</b></p> <p><b>Updates:</b> It was recorded that T. Birch, who had been invited to the early part of the LGB2 meeting in order for the LGB to thank her for her work as a parent-elected governor, had been duly thanked. In particular, her work as SEND Lead, PP Lead, SALT&amp;W Chair, Vice Chair and in creating the Head Teacher Recruitment Pack, was singled out for appreciation.</p> <p>S Barron-Fitzsimons was welcomed to the LGB, having been notified of her appointment as a Foundation Governor on 7<sup>th</sup> November 2019; thanks were extended to C Blackburn for maintaining contact with the Diocese regarding this matter.</p> <p>It was noted that the process of appointing another parent-elected governor was underway, with the cut-off for receipt of nominations set at 3:30pm on Wednesday 13<sup>th</sup> November.</p> <p>Further discussion followed regarding governor recruitment and possible ways to attract interest, including an idea to approach potential governors during the Grandparent Events. It was noted that many schools experience difficulty with recruiting governors. <b>Action 1: JH to add governor recruitment to LGB3 agenda.</b> <b>Action 2: CB to look at creating a generic governor recruitment letter.</b></p> <p><b>GIAS record:</b> This was reported to be up-to-date. It was also noted that J Richman (BWMAT Central Team Administrator) will now maintain the GIAS record. <b>A governor mentioned</b> that those with e-mail addresses on GIAS would receive DfE automatic updates. AB added the e-mail addresses to the GIAS record during the meeting.</p> <p>Governors were reminded to include the reason for their visit when signing-in at school; this record provides evidence of governors' engagement with the school.</p>



<p>28</p>	<p><b>SDP and SEF matters</b></p> <p><b>28.1 SDP changes:</b> It was reported that every SDP Priority has had meetings and a review and that there is currently work going on 'in the background' on the SDP. Some of the work that had been completed recently included a day focusing upon 'attachment'. It was also reported that the curriculum information on the school website had been updated. In addition to the above, teams of staff had recently used an INSET day to RAG-rate their provision in Year Groups against the nine BWMAT curriculum principles, also creating Action Plans in response to this. It was explained that PP money that was not needed for individualised interventions would be allocated such that each team could spend it according to their plans, e.g. upon resources or training, in order to achieve maximum curriculum impact. It was stressed that use of the money was accountable and evidence of impact had, therefore, to be shown and reviewed. It was stated that the process has enabled staff to focus upon <u>how</u> the curriculum is delivered. It was also stated that this work does not form part of the SDP, but is another layer that has an impact upon the SDP.</p> <p><b>A governor asked</b> whether the teams peer-reviewed the other teams. In response, it was stated that some teams tend to be over-critical of their work, so peer-review might help with overall perspective. <b>A governor remarked</b> that peer-review might help to bring challenge and would also help Curriculum Leads to have some assurance about the way that the curriculum is flowing.</p> <p>In response to <b>a governor query</b>, it was reported that the SDP is updated half-terminly and that the updates would be discussed at the SALT&amp;W sub-committee meetings.</p> <p><b>28.2 SDP approval:</b> The LGB approved the SDP.</p> <p><b>28.3 SEF:</b> It was noted that the SEF is monitored through the SALT&amp;W sub-committee, but that some uncertainty exists regarding the BWMAT's intention in this regard. <b>Action 3: JH to contact BWMAT for further information re. 'monitoring and challenging' the SEF.</b> It was requested that a copy of the SEF be made available to governors via SharePoint* and that any updates to the SDP be added to the appropriate governors' SharePoint folder as and when they become available.</p> <p>*This action was completed during the LGB2 meeting.</p>
<p>29</p>	<p><b>Hub and Trust Priorities</b></p> <p>Governors were informed that the Hub Development Plan, which outlines the South Somerset Hub's three Key Priorities, links closely to the BWMAT Priorities. A copy of the Hub Development Plan was placed into a SharePoint folder for access by governors. <a href="#">2019/20 SDP, SEF and Hub Priorities</a></p>



<p>30</p>	<p><b>Safeguarding Matters</b></p> <p>It was explained that the Safeguarding Lead governor has to monitor Safeguarding provision in school via a very thorough form. The monitoring had recently been completed with C West (Designated Safeguarding Lead and SENDCO).</p> <p>It was reported that Safer Recruitment training had been re-booked for A Beauford and J Veryard for 23<sup>rd</sup> January 2020. Only two of the LGB currently have Safer Recruitment training.</p> <p>It was reported that C West has attended a 'Train the Trainer' course and will now deliver the in-house Safeguarding updates, instead of S Mellor (BWMAT Safeguarding Lead). C West also delivered training at the INSET day on 3<sup>rd</sup> September 2019. It was stated that C West will attend Designated Safeguarding Lead training in March 2020.</p> <p>Other matters were as follows:</p> <ul style="list-style-type: none"><li>• The PFSA was working well with five HTCS families;</li><li>• E-safety planning from teachers is being collated;</li><li>• The induction process for all new staff is currently under review;</li><li>• The Safeguarding Policy is up-to-date;</li><li>• There will be a Lockdown drill during this half term.</li><li>• Visitors to HTCS who have not satisfactorily completed a DBS check with the school, will be required to wear a pink 'Visitor' lanyard and be accompanied at all times during their visit.</li></ul>
<p>31</p>	<p><b>SEND Report 2019</b></p> <p>Thanks were extended to C West for her work on the SEND Report, which was made available to governors prior to the LGB2 meeting.</p> <p><b>A governor asked</b> about SEND pupils accessing the curriculum and it was explained that this is enabled through tailored Support Plans. <b>A governor remarked</b> that this provision should be included in the SEND Report in order to show that it had been considered.</p> <p>Action 4: AB to ensure information about tailored Support Plans is included in the SEND Report 2019.</p>
<p>32</p>	<p><b>Report from SALT&amp;W sub-committee (to include Pupil Premium strategy)</b> [See, also, SALT&amp;W1/081019]</p> <p>An overview of points covered in the meeting on 8<sup>th</sup> October 2019 were presented to the LGB. In particular, the following was noted:</p> <ul style="list-style-type: none"><li>• The data for HTCS Year 6 SATs showed positive progress in all areas, with Reading, Writing and Maths (RWM) at 84%, which is greater than the national and local average. 26% of RWM were at the higher standard, which again is greater than the national and local average;</li><li>• Governors were allocated to each of the three SDP Priorities. Junior Governors have also been assigned to each Priority. The SDP Community Groups, comprising</li></ul>



governors, Junior Governors and teaching staff, will meet at least termly;

- Monitoring of the impact of the 2019/20 Sports Funding was discussed, with a decision made to keep the monitoring as a standing agenda item. Further information about the use of the 2019/20 Sports Funding at HTCS is available on the school website, <https://holytrinity.somerset.sch.uk/pe-and-sports-funding>;
- The move from SPTO to Scholar Pack was discussed and some concern was expressed regarding the level of detail it allows - it was felt that over-simplified data is not ultimately beneficial in terms of the DfE requirements. The school continues to use their own records to record pupil progress in addition to Scholar Pack, as they feel these provide a clearer understanding of any gaps there are in children's understanding of the curriculum, in order to plan suitable interventions.
- Attendance figures for 2018/19 were reported as 96.85% attendance (above national average), with 4.95% persistent absence (below national average). Attendance figures for 2019/20 were at 97.6% and persistent absence at 7.16% for the whole school as of 08/10/19. On the same day, it was reported that for disadvantaged groups the HTCS attendance figures were 97.09% and persistent absence at 10.2%;
- In line with DfE directives regarding school attendance and absence, it was reported that, following an initial period of unauthorised absence, HTCS will issue fines for unauthorised absences that equal or exceed 10 sessions within a period of 12 weeks during a child's remaining time at the school. This will come into force from September 2020. Currently, the SALT&W sub-committee is awaiting further information from the BWMAT before any further action is taking regarding notifying parents about the issuing of fines;
- As of 08/10/19 there were 26 children on the SEND register and 51 children on the PP register. There had been several new SEND identified since the start of 2019/20;
- S Hann (SEND Lead governor) and C West had met to go through the SEND provision and data. Appreciation was extended to C West for her commitment to the time-consuming SEND work;
- Regarding the EYFS, it was reported that the Reception children have settled-in well. Also, the Reception Baseline Assessment pilot had been completed within the required time-frame;
- It was noted that the scheduled RDLA visits had been cancelled;
- Governors looked at a breakdown of the HTCS exclusion data from 2018/19 and found that approx. 0.955% of the children had received a fixed-term exclusion, which is below the national and BWMAT average. A correlation between fixed-term exclusion and SEND was noted, however. It was noted that the use of fixed-term exclusion provides an opportunity to implement further support for the individuals concerned.

It was reported that a Learning Walk had taken place (see Item 33).



	<p>It was reported that some progress had been made regarding the CPOMS 'soft key' problem (first reported: F&amp;R5/090719/94). <b>A governor remarked</b> that, as the school is paying for the system, it needed to be working properly.</p> <p><b>A governor mentioned</b> that H. Barraclough (BWMAT Interim RDLA) has advised that 'Curriculum' be entered as a separate agenda item in future LGB meetings.</p> <p><b>Action 5: JH to add 'Curriculum' to standing LGB agenda.</b></p>
<p><b>33</b></p>	<p><b>Learning Walks</b></p> <p><b>06/11/19:</b> <i>[As reported during Item 32]</i> The SALT&amp;W walk, which focused upon Priority 1 ('to enhance feedback processes for the core subjects to ensure each child achieves their predicted DfE scores'), was described as 'really good'. Governors had looked at how feedback is used across the school and how it impacts learning. In one case, where a difference between year groups had been noted, this was explained in full. <b>The conclusion of the governors</b> was that the use of feedback was well-embedded. An e-mail had been sent to staff to express the governors' appreciation of the work done on Priority 1.</p> <p><b>14/10/19:</b> <i>[As reported during Item 38]</i> The Ethos walk had focused upon evidence within classrooms of the impact of the school's Vision and Christian Distinctiveness. In particular, governors looked at the in-class worship Floorbooks and the classroom reflective areas. It was felt that some provision was better than others.</p>
<p><b>34</b></p>	<p><b>Report from Admissions group</b></p> <p>It was stated that the Admissions Group had met on 20<sup>th</sup> September 2019 to review the numbers for each year group and the numbers on the waiting list. At present, the school has 421 children on roll.</p>
<p><b>35</b></p>	<p><b>Report from F&amp;R sub-committee</b> [See also F&amp;R1/250919 &amp; F&amp;R2/061119]</p> <p>It was explained that the financial year for the school runs alongside the academic year and that BWMAT schools are expected to retain 7%-12% of their budget as reserves. Currently, the HTCS reserves stand at 7.12%. There followed some discussion about the reserves and how they build-up and also how they can be used to help any BWMAT school that is struggling. <b>Governors asked</b> about the penalties for running into deficit and it was explained that redundancies were the penalty. <b>A governor queried</b> the wisdom of the 7%-12% reserves goal, stating that there was little incentive for a school to increase their reserves if they are then used to prop-up other schools. It was explained that HTCS can submit business cases to access their own reserves, but this is not a straightforward task. <b>A governor described</b> the reserves as 'sort-of' ring-fenced for the school.</p> <p>It was reported that the budget for 2019 shows HTCS to be in a good position (see HTCS Management Accounts August 2019 Final). It was also noted that there had been no monthly Management Accounts for September, but the likelihood was that the</p>



	<p>BWMAT would issue quarterly Management Accounts instead. It was expected that the Management accounts for the current quarter would be favourable.</p> <p>(Please see Appendix 1 for the 2019/20 Budget Timetable.)</p> <p>Also noted were the following:</p> <ul style="list-style-type: none"> <li>• There had been no formal complaints;</li> <li>• There had been one minor ('near miss') data incident.</li> </ul> <p>A discussion followed regarding the iWest data protection audit report, which followed the recent audit of the school and had just (i.e. 12/11/19) been received. The executive summary showed that HTCS was regarded as demonstrating good data protection behaviour. <b>Governors expressed some reservations</b> about the detail of the report, though there had not been sufficient time to look through the document fully.</p>
<p><b>36</b></p>	<p><b><u>Health and Safety (inc. Educational external visits)</u></b></p> <p><b>Educational External Visits:</b> It was reported that governors had met with the Head Teacher to complete the OEAPNG form for 2019-2020. (SEE LGB1/100919/20). A number of actions had been identified and it was agreed that these would be transferred to the LGB Actions Table as follows: <u>Action 6: T/f of OEAPNG actions:</u></p> <ul style="list-style-type: none"> <li>• Update Visits Policy during 2019/2020 [Complete by: 2020]</li> <li>• Access Risk Assessment training for staff involved in visits [Complete by: 2020]</li> <li>• Ensure that all safeguarding checks involving external providers are complete, and that suitable Child Protection measures are in place for vetting all people involved with outdoor learning, off site visits and LOtC (Learning Outside the Classroom)</li> <li>• Ensure that a record is held to show that formal assessments and qualifications have been checked</li> <li>• Contact BWMAT regarding procedures regarding emergencies and the periodic testing of those procedures via realistic scenarios and table-top exercises, including any links to LA procedures. [Complete by: July 2020]</li> </ul> <p><b>Tree Removal:</b> It was explained that, during the summer holidays, a tree was removed due to damage from lack of water. At present the stump and the surrounding seating remain <i>in situ</i>, but the ground will be levelled and covered with tarmac in due course. Two other trees, said to be similarly affected, will be monitored.</p> <p>It was reported that a site inspection had taken place on Tuesday 22<sup>nd</sup> October 2019. No problems had been found.</p>
<p><b>37</b></p>	<p><b><u>Report from PPP sub-committee</u></b> (Most recent meeting: 18/10/19)</p> <p>It was reported that S Hann had joined the PPP sub-committee. Other points from the meeting included:</p>



- It was noted that the school is well-supported by BWMAT HR, who had looked at how best to transfer catering responsibilities to HTCS employees following the change in school meals provider;
- J Naim has officially taken on the role of Business Manager for HTCS.

#### **Head Teacher Performance and Appraisal:**

This had been conducted on 10<sup>th</sup> October 2019 and involved A Phelps and H Barraclough. It was reported that AB had met his objectives and new objectives had been set and accepted by the BWMAT, including the requirement for AB to show how he is helping other schools. To that end, it was explained that AB currently gives half a day to Oakhill School. **Concerns were expressed by governors** regarding the effect this might have upon provision at HTCS, but AB felt that the allotted half-day caused minimum impact upon HTCS and, in addition, it was an arrangement that had benefits for HTCS. AB explained that the arrangement gives him the opportunity to adapt HTCS principles for a different setting, which in turn helps HTCS to understand the principles better.

It was reported that the Performance and Appraisals for C West (involving A Phelps) and J Veryard (involving C Blackburn) had been completed. Similarly, the Performance and Appraisals of all teaching staff had been completed and recommendations for progression had been submitted. It was explained that staff CPD links into these targets and is recorded on a single spreadsheet.

Additional training in Autism and SEMH, as well as EAL, is to be provided for staff.

**A governor mentioned** that, at the Hub Briefing, the BWMAT had reminded governors of the need to 'drill down' to understand how staff targets link with the Head Teacher's targets.

**A governor also mentioned** that the clerk had said that, during her induction training with the LA, it was stipulated that all PPP minutes, which often contain information that would easily identify individuals employed by the school, should be regarded as confidential. After a very brief discussion **it was agreed** that this was an acceptable way to process the PPP minutes.

#### **38 Report from Ethos sub-committee**

It was reported that M Andrews had joined the Ethos sub-committee and that Revd D Young was also attending the meetings as a representative of Holy Trinity Church.

It was explained that the main focus at present is preparation for the SIAMS inspection, which is predicted to take place in February 2020.

It was reported that a Learning Walk had taken place (see Item 33).

It was also reported that, during her visit on 15/10/19, P Dodds (Diocesan Schools Adviser [Wells Archdeaconry]), looked around the school and was, on the whole, impressed with what she saw, though she gave a few pointers as to where and how improvements could be made, as well as how the evidence for SIAMS could be presented to and headlined for the Inspectors. P Dodds will return on 7<sup>th</sup> January 2020 to evaluate the improvements.





	<p>It was stated that the recent INSET day (04/11/19) had been used as an opportunity for staff to focus upon SIAMS and to evaluate one-another's provision. <b>A governor commended</b> S Blake and M Bowles for their work towards the SIAMS preparations and noted that they had added another three Priorities to the RE SDP.</p> <p>It was also stated that the RE and Collective Worship Policies were to be reviewed and, if necessary, updated.</p> <p>It was mentioned that the overseas links to Burundi and Chernobyl were now in place.</p> <p>All LGB governors were invited to attend one or more collective worships during the week beginning Monday 25<sup>th</sup> November, with a view to helping to evaluate the worship provisions.</p> <p>§At the end of the LGB2 meeting, governors volunteered and were allocated to the times and dates of all the Collective Worships during that week.</p>
<p><b>39</b></p>	<p><b><u>School Association (SA) matters</u></b></p> <p>Appreciation and thanks for the work of the SA was noted.</p> <p>It was reported that the total profit raised in 2018/19 was £14,800 and that the SA has been very transparent with all of its figures.</p> <p>It was explained that the SA have been very innovative in their ideas for fundraising; they have, for example, approached Martock Charity Shop for support and subscribed to the Co-op Community Fund.</p> <p>It was mentioned that the SA is currently looking for more volunteers to help at events, such as the Christmas Bazaar on 6<sup>th</sup> December. Governors were encouraged to offer an hour of their time if they could.</p>
<p><b>40</b></p>	<p><b><u>Statutory Policy and other statutory documents review</u></b></p> <p><b>40.1 Supporting pupils with medical conditions:</b></p> <p>It was reported that this policy is in the process of being reviewed but that advice had been sought from the BWMAT regarding its implications for the LGB. M Darby (BWMAT Governance Support Adviser) had e-mailed the clerk with the following:</p> <p>“The responsibility of the governors is to ensure that arrangements are in place in schools to support pupils with medical conditions and that the policies, plans, procedures and systems are properly and effectively implemented. Accordingly, I would expect the LGB to do the following:</p> <ul style="list-style-type: none"> <li>• Review the medical needs policy on an annual basis to ensure that it is up to date with DfE guidance;</li> <li>• Ensure that the school’s policy sets out the procedures to be followed when a school is notified that a pupil has a medical condition and the roles and responsibilities of all those involved in supporting a child;</li> <li>• Be aware of who in school is responsible for the implementation of the policy;</li> <li>• Ensure there are procedures in place for administering medicines;</li> <li>• Check that the school have a record of medicines administered to children;</li> <li>• Ensure there are procedures in place for emergency situations;</li> </ul>



- Check that staff have received suitable training and are competent to support children with medical conditions;
- Be aware of how many children in the school have individual healthcare plans;
- Where there are healthcare plans, check that staff have reviewed healthcare plans at least annually, or earlier if the child’s needs have changed.

This type of monitoring could be completed annually through a committee or by the governor responsible for safeguarding.”

After some discussion it was agreed that the requirements of the Medical Needs Policy were potentially quite complex and time-consuming. It was mentioned that it would be possible to go through some of the details within the staff team. **Governors decided** that the SALT&W sub-committee would continue to have oversight of the policy review and that the clerk would oversee the matters arising.

**Action 7: Clerk to monitor the matters arising from the review of the Supporting pupils with medical conditions Policy.**

**40.2 Newly Qualified Teachers:**

It was explained that governors have a particular responsibility for NQTs, but more information was needed from the BWMAT in order to understand the responsibilities of the LGB and to check whether there is an existing BWMAT policy for this area. It was noted that PPP would have oversight of this area.

**Action 8: Clerk to contact BWMAT regarding the NQT Policy.**

**40.3 Statement of procedures for dealing with allegations of abuse against staff:**

It was noted that the version from the BWMAT appeared to be dated Dec 2016, requiring review in 2017. **It was agreed** that the BWMAT should be approached for further information.

**Action 9: Clerk to contact BWMAT regarding the Statement of procedures for dealing with allegations of abuse against staff.**

**40.4 Accessibility Plan:**

It was mentioned that the *The Equality Act 2010 and Schools*, from May 2014, suggests that the Accessibility Plan should encompass more than just accessibility for pupils with SEND. AB stated that he would contact G Mercer-Matthews (BWMAT HR Adviser) for further advice on this.

**Action 10: AB to contact G Mercer-Matthews regarding the Accessibility Plan.**

41

**Governance Summary**

It was reported that the Governance Summary has been updated for Autumn 2019 and that all governors are invited to view it and suggest amendments. Areas requiring further development were: ‘pupil voice’, which the SALT&W sub-committee is already addressing; ‘staff views and concerns’, which the PPP sub-committee will address; ‘parents views’, which PPP agreed to oversee.

There was a brief discussion about ways of engaging with parents, but no single agreement was reached regarding the next step to take. Some concerns were expressed regarding the feedback parents might give the school and the contrast



	<p>between this and the comments parents might make on social media. A governor commented that they were hoping to make contact with a 'Community Voice Governor' from another school, who might have some suggestions about how best to engage with parents.</p>
42	<p><b>Training</b></p> <p>Notes, handouts and PowerPoints from training, briefings and conferences can be found in the <a href="#">Completed Evaluations Forms 2019 folder</a> on SharePoint.</p> <p>Governors heard feedback from the following:</p> <p><b>Chairs Briefing - 10/10/19:</b> It was felt that this training had been useful. Points noted included:</p> <ul style="list-style-type: none"><li>• South Somerset data compared well with the National data and the BWMAT schools were noted as having done well compared to other schools;</li><li>• The Bath schools spend more on staff and TAs per pupil and yet the data shows that all pupils, including PP children, are not performing as well and their data is not as positive as schools within the South Somerset Hub. This suggests that spending money on TAs may not be cost effective. The BWMAT is trying to look at how better-performing schools utilise staff more effectively despite having a smaller staff to pupil ratio.</li><li>• South Somerset Hub is expanding to include Shepton Beauchamp and Ilton;</li><li>• External auditors are to visit ten BWMAT schools;</li><li>• There was discussion about problems with Scholar Pack regarding how to show progression for G&amp;T children.</li></ul> <p><b>Clerk's Briefing - 17/10/19:</b> It was felt that this training had been informative. Points noted included:</p> <ul style="list-style-type: none"><li>• There is a new LGB Application Form and this replaces all others;</li><li>• The BWMAT will eventually move towards standardising meetings' minutes;</li><li>• Governors should show tenacity when questioning;</li><li>• Pre-reading of documents prior to meetings is essential for good questioning, and questions can be submitted to the Clerk ahead of the meeting.</li></ul> <p><b>NGA Conference - 19/10/19:</b> It was felt that the conference had been very informative and it was recommended that other governors attend this event when the opportunity next arises. Points noted included:</p> <ul style="list-style-type: none"><li>• The top challenges facing schools in the South west are financial constraints, staff workload and lack of money for SEND provision, following LA cuts;</li><li>• The Regional Schools Commissioner for the SW (Hannah Woodhouse) said that schools must strive for excellence, rather than settling for average;</li></ul> <p><b>[Governors noted at this point that the South West is one of the largest geographical areas and one of the worst performers for data.]</b></p> <ul style="list-style-type: none"><li>• Deprived city children do better than those in market towns. This is believed to be due to the smaller numbers of PP children, which leads to services available in cities not being available in more rural areas;</li><li>• The aspiration is to lift performance through CPD;</li></ul>



	<ul style="list-style-type: none"> <li>The NGA recommended that effective governance could be demonstrated by collecting information from multiple sources, such as the Facebook School Governors UK group.</li> <li><b>Hub Briefing - 07/11/19:</b> This was said to be an extremely useful briefing. During the meeting, H Barraclough presented a PowerPoint and facilitated much discussion about Ofsted readiness.</li> </ul> <p><b>[Governors were very concerned</b> to discover, at this point, that A Beauford had not had an opportunity to access the same sort of information and discussion about such an important matter.]</p> <p>One of the main points to come out of the briefing was that everything had to be sequential and exceptional to achieve 'Outstanding'. The curriculum was said to be at the heart of learning and that inspectors would be checking teachers' understanding and assurance.</p> <ul style="list-style-type: none"> <li><b>SharePoint training - 12/11/19:</b> Governors agreed that this had been useful, but that it was too early to fully assimilate the training that had occurred.</li> </ul> <p><b>Upcoming training:</b> Safeguarding Lead training - 20/11/19 - Carey Room, OD New Governors Induction – <b>27/02/20</b> – St Andrew's, Taunton SEND Lead training - 05/03/20 - Carey Room, OD H&amp;S Lead training -19/03/20 - Carey Room, OD New Governors Induction – 04/06/20 – Churchfield, N Somerset Key Human Resources matters for govs - 11/06/20 - Carey Room, OD Safeguarding basic awareness for govs - 17/06/20 - tba HTPM training - 25/06/20 - Carey Room, OD Finance Training for governors - to be delivered electronically</p> <p>Diocesan training: Distinctively Christian: induction to governance in Church Schools – <b>27-02-20</b> - Wells</p>
43	<p><b>Dates for your Diary</b></p> <p><b>43.1 LGB meetings dates for 2019/20:</b> (Tuesdays at 6:30pm) LGB3 - 28/01/20 LGB4 - 12/05/20 LGB5 - 14/07/20</p> <p><b>43.2 Learning Walks:</b></p> <ul style="list-style-type: none"> <li>Thursday 13<sup>th</sup> February 2020 (Priority 3), 9 - 11am</li> <li>Thursday 4<sup>th</sup> June 2020 (Priority 2), 9 - 11am</li> </ul> <p><b>43.3 Upcoming actions from BWMAT Governor Year Planner 2019 v1.2:</b> LGB:</p>



	<ul style="list-style-type: none"> <li>• Completion and submission of Somerset Local Safeguarding Children Board Audit (dates subject to change – check with LA)</li> <li>• School/Trust: RDLA pulse point monitoring (Monitor Point 1 – Dec 2019)</li> <li>• Autumn Data drop</li> </ul> <p>School/BWMAT:</p> <ul style="list-style-type: none"> <li>• School complete land and building collection tool by <b>31 October</b></li> </ul> <p>For Reference:</p> <ul style="list-style-type: none"> <li>• “Trust submitted their audited financial statements and auditor’s management letter by 31 Dec”</li> <li>• DfE announces school funding settlement for the next academic year</li> </ul>
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**There being no further business the meeting ended at 8:41p.m.**

Action No.		Action to be taken	Who
1	121119/27-1	Add governor recruitment to LGB3 agenda.	JH
2	121119/27-2	Look at creating a generic governor recruitment letter	CB
3	121119/28-3	Contact BWMAT for further information re. ‘monitoring and challenging’ the SEF	JH
4	121119/31-4	Ensure information about tailored Support Plans is included in the SEND Report 2019	AB
5	121119/32-5	Add ‘Curriculum’ to standing LGB agenda	JH
6	121119/36-6	<p>OEAPNG actions:</p> <ul style="list-style-type: none"> <li>• Update Visits Policy during 2019/2020 [Complete by: 2020]</li> <li>• Access Risk Assessment training for staff involved in visits [Complete by: 2020]</li> <li>• Ensure that all safeguarding checks involving external providers are complete, and that suitable Child Protection measures are in place for vetting all people involved with outdoor learning, off site visits and LOtC (Learning Outside the Classroom)</li> <li>• Ensure that a record is held to show that formal assessments and qualifications have been checked</li> <li>• Contact BWMAT regarding procedures regarding emergencies and the periodic testing of those procedures via realistic scenarios and table-top exercises, including any links to LA procedures. [Complete by: July 2020]</li> </ul>	AB to oversee
7	121119/40-7	Monitor the matters arising from the review of the <i>Supporting pupils with medical conditions</i> Policy	JH
8	121119/40-8	Contact BWMAT regarding the NQT Policy	JH



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<b>9</b>	121119/40-9	Contact BWMAT regarding the <i>Statement of procedures for dealing with allegations of abuse against staff.</i>	<b>JH</b>
<b>10</b>	121119/40-10	Contact G Mercer-Matthews regarding the Accessibility Plan.	<b>AB</b>
<b>Carried over</b>	100919/8-2	Complete work on sub-committee and Admissions Group ToRs.	<b>CB, JH, AP</b>
	100919/11-3	Send e-mail to notify parents of the updated BWMAT Safeguarding and Child Protection Policy.	<b>CW</b>

Signed: S. Hann (Vice-Chair, charring meeting.)

Date: 28/01/20

**Appendix 1:  
2019/20 Revised Budget Timetable**

<b>Date</b>	<b>Action</b>	<b>Owner</b>
27/02/2020	Schools complete their normal January 2020 Management Accounts including an accurate forecast for the schools anticipated financial position for yearend 2019/20.	Schools Finance/Business Manager/Hub Business Manager (for enhanced schools)
02/03/2020	Schools complete first draft <b>Revised Budget</b> submission to Central Support team, this should be compared against the original budget and variances explained.	Schools Finance/Business Manager/ Hub Business Manager (for enhanced schools) and Headteacher
03/03 - 09/03	Central review with any amendments updated.  • 3-year summary by School	Central Finance Team /Schools - by way of two-way conversations as the central team review the budgets.
10/03 – 27/03	Review finalised Revised Budgets and recommended for approval to the BWMAT Trustees.	LGB - ideally the full LGB but in situation where the full LGB has not met this can be signed by the chair of the Finance/Business committee to be ratified at the next full LGB.
30/03/2020	Recommended Budgets submitted to Central Support Team, this should include:  • Budget pack signed on each page by Chair  • Minutes of Committee recommendation.	Schools Finance Support /Business Manager
08/04/2020	Final Review of School Budget Submissions Completed and Budgets uploaded.	ZD/MB/JB
08/04/2020	Compilation of recommended Budget Summary and Benchmarking Data	ZD/MB/JB
22/04/2020	Consolidated budgets reviewed at MAT Finance & Audit Committee, recommending consolidated budgets for approval by the BWMAT Trustees.	F&A
29/04/2020	Budgets submitted to BWMAT Trustees for Approval.	F&A