



BOARD:	Milton Abbot Full Governing Body		
DATE:	17 th July 2023		
TIME:	1:00 pm		
VENUE:	Remote via Teams		
PRESENT:	J Byrne (Chair)	B Martin (BM) (from 13:11)	Liz Underwood (EU) (Executive Principal)
	Vicky Jordan (VJ) (Head of School)	R Marshall (RM)	Emily Jinman (EJ)
ATTENDING:	Dan Morrow (DMAT CEO) (DM)	Suzanne Kiff (DMAT CFO) (SK)	Tania Skeaping (DMAT Chair) (TS)
	Adam Hill (Incoming Hub Principal) (AH)	Kath Powell (DCC School Improvement Officer) (KP)	Mel Greener (DMAT head of Governance) (MG)
	Jay Hooper (JH) DMAT Governance Professional Emma Murphy (EM) DMAT Governance Professional		

The Code of Conduct requires trustees/governors to be honest and open with regard to conflicts of interest (either real or perceived). Trustees/Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of governors may have an interest because of some shared attribute. When considering these items, trustees/governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties to act in the public interest.

Actions, **red** Questions raised, **blue** Points agreed, **green**

Item	
1	Welcome: All welcomed
2	Procedural items: 2.1 Apologies for absence Apologies received from Zoe Bryant (DCC Governance) Absent, no apology - MV 2.2 Confirmation of quorum The meeting was confirmed as quorate. 2.3 Declarations of interest Reminder issued; none declared.
3	Management Partnership update 3 SK explained we were hoping it would go on the agenda for the Regional Director Board in September – looking unlikely but have been in negotiation with AMcS from DCC and we have a revised draft of the management partnership agreement now ready to review. DCC have suggested we put an end date of August 2024 to ensure that it can cover whatever the eventuality. <b style="color: red;">ACTION: SK to share revised agreement with TS for review and signature <b style="color: blue;">Do we know what the hold up is? Nothing to be concerned about. One reason is the high volume the board is dealing with, the second is that they will need to look at our KS2 results.



4	<p>Minutes Minutes of 26 April 2023 approved.</p>																																
5	<p>Matters Arising</p> <p>4.1 Update on Action Points / Matters raised from the meeting held on the 26.04.23: Action Log from 26.4.23 – MA FGB Meeting</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Agenda Item</th> <th style="text-align: left;">Action</th> <th style="text-align: left;">Actionee</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>9.1</td> <td>BM to diarise SEND visit with EJ</td> <td>BM/EJ</td> <td></td> </tr> <tr> <td>9.4</td> <td>EU To circulate the Trusts Safeguarding Lead Report</td> <td>EU</td> <td></td> </tr> <tr> <td>10.1 (a)</td> <td>Governors to arrange a day to come into MA and carry out stakeholder voice capture</td> <td>All</td> <td></td> </tr> <tr> <td>10.1 (b)</td> <td>Governors to put together a Governor Action Plan to drive school improvement and gather stakeholder voice</td> <td>All</td> <td></td> </tr> <tr> <td>11 (a)</td> <td>Clerk to circulate statutory documents to governors for signing</td> <td>EM</td> <td>Complete</td> </tr> <tr> <td>11 (b)</td> <td>Governors to sign and return statutory documents</td> <td>All</td> <td></td> </tr> <tr> <td>12</td> <td>Policies to be localised and updated policies ready for approval</td> <td>EJ/VC/EU</td> <td></td> </tr> </tbody> </table> <p>9.1 Complete (14.07.23) 9.4 Complete 10.1a Yet to arrange 10.1b Draft plan circulated and adopted as minimum 11(b) Still to action – Reminder issued for RM, BM and MV 12.0 Listing complete in school; amendments still outstanding</p>	Agenda Item	Action	Actionee	Status	9.1	BM to diarise SEND visit with EJ	BM/EJ		9.4	EU To circulate the Trusts Safeguarding Lead Report	EU		10.1 (a)	Governors to arrange a day to come into MA and carry out stakeholder voice capture	All		10.1 (b)	Governors to put together a Governor Action Plan to drive school improvement and gather stakeholder voice	All		11 (a)	Clerk to circulate statutory documents to governors for signing	EM	Complete	11 (b)	Governors to sign and return statutory documents	All		12	Policies to be localised and updated policies ready for approval	EJ/VC/EU	
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6	<p>Matters brought forward at direction of Chair None</p>																																
7	<p>Headteachers report</p> <p>7.1 EU provided a verbal update: Contacted JB to try and keep governors aware of changes. From September, AH will be taking role as Lead Principal, leading Milton Abbot alongside the other schools in the Moorland Hub, Tom Lumby will be Lead Teacher, and VB moves across to continue her role as Lead Teacher with Okehampton Primary School. TL will be in initial 2-year contract. Chloe Collacott experienced EY teacher will be coming over to take on the Foundation Stage unit and will be the named SENDCo.</p> <p>We are delighted to be able to meet parent expectations with class arrangements. Foundation Stage Unit, led by CC. Year 1 / 2 Class, led by Brace & Hannah Year 3 / 4 class, teacher known to school on long-term supply while we go through recruitment process in Years 5 / 6 Tom Lumby Brings structure in line with other schools in Moorland which gives strong collaboration between leaders and teachers across the schools. Some work to do to make sure curriculum lines up as much as possible Do you have class numbers for those? Nursery numbers still being finalised but expecting 10, with 12 in Reception Year 1 / 2 – 17 Year 3 / 4 – 22 Year 5 / 6 – 12 JB – Thank you to VB for all work and positive impact on the school EU advised, working on ensuring that VB maintains links with the school through French teaching.</p>																																



Data - Some updates on data shared at last meeting. We were moderated on our data at end of KS1 and KS2. Strongly positive feedback from moderators in terms of data and judgements made. Have adjusted the GLD as we have one child returned from home education.

We were at 67% in achieving GLD (in line with national picture). We were happy with the data for that cohort.

Phonics – of 6, 4 achieved GLD. One having 1:1 intervention with plan for summer holiday.

Phonics retakes – 2 of 4 achieved this time round with good pass mark. Others have EHCP plans and we are working with parents.

MA now in Read, Write, Ink subscription. AH is lead for the Trust and working with reading lead at MA. Held a leadership day and training day. Will be sessions in September and training for new starters. CC reading leader at OPS, so comes with wealth of experience.

Looking at children moving to Year 5 / 6/ cohort, who will be using a more age-appropriate programme of phonics (delivered as an intervention).

Early Reading remains a priority for the coming year. Have secured some funding from Cornerstone, £4K to spend on WRI materials.

Is there help in place if a child is non verbal?

Excellent support in place from Speech & language therapist, who visits once each half term. Have 5 – 6 children who she sees regularly, as part of their ehcp.

She also works with staff around issues such as, suspension / exclusion.

Writing – looking at this as a priority (across the trust) especially at Year 2, with Get Writing. Working with trust English Strategy. Training started around new writing programme without losing fidelity with phonics programme. Book-focused model of teaching writing and reading. Also fits with the Reading Aloud strategy.

KS2 results released last Tuesday. Cohort of 6. As expected, 4 met expected standard for reading.

Noted that TL had made a huge difference to the reading levels for that cohort. He has engendered a huge sense of enjoyment of reading and writing. He has inspired them, which is great.

JB noted that the atmosphere is SATs was really positive and charged, not like sitting an exam.

DM – Would be great if governors could acknowledge that impact, to the teacher. It's great to hear how a teacher is impacting in this way.

EU added, there is a renewed atmosphere of ambition and pride in their work. It's fantastic what he has achieved.

EU cited case study of Year 6 child, not in really

Maths – 4 of 6 working at expected levels. 1 working at greater depth. Progress to where things would have been, without TL taking the lead.

8 **SEND**

Provision mapping response shared.

BM noted a positive view when he visited last week. Timing may need to be decided, now. Would be beneficial to go now, rather than wait until the Autumn

EU – noted that the system depends on being able to link with ARBOR, which MA would not be using until they are a member of the Trust.

DM – gave reasons why it could be beneficial to go ahead with the linkage now. Cost implications would be approximately £200.

AGREED: Approve expenditure to move forward

Will need to ensure that staff have access to IT when needed. This can be arranged over the summer holiday.



9	<p>Compliance</p> <p>9.1 Have we had any GDPR breaches? No. We use the GDPRis service for which we pay an annual fee. They provide an advice and management service for SARs and FOI requests. We have used it to help with a SARs request. MG confirmed the service is purchased and in place for the school.</p>
1	<p>Monitoring and Accountability</p> <p>10.1 BM confirmed that SEND visit had confirmed that systems and support in place are good, and working well.</p> <p>10.2 Pupil Premium Impact and report. PP and sports funding are currently finalising the spending plans and impact, in readiness for the next year.</p> <p>10.3 Standards and attainment – covered in Principals report</p> <p>10.4 Transitions – new intake of Reception have been in for two mornings. Adam on site, and Cc for second meeting. Came for the morning, stayed for lunch then went home. Moving up sessions tomorrow afternoon, with their new teachers Transitions to Secondary? Two at OCC today, one has been to TCC for day. Others going to other settings. One child going to other unit, they have visited school and we are accompanying child to the unit for visits.</p> <p>10.5 After school club – a subsidised offer, AH has some Delighted that VB and staff have made sure that the school is open for those children and families that need that enhanced supervision / wraparound care. Do we know numbers? Between 6 – 10 for breakfast club. After school clubs between 8 – 10 although less on a Friday when there’s just one or two. Has there been a recent survey to determine what parents wanting? Not recent. Parents are good at coming in to speak to the school which is how we have adjusted provision. So, the school budget is taking up that slack, and I don’t think we can do that? By calling it curriculum enrichment and offering it to everyone, we are able to run it as part of the whole curriculum offer. It would be run by sports providers or other staff, providing an hour of activities. Would we still continue with Breakfast Club? Yes, would continue although may need to look at cost. Looking at wraparound, will be bringing MA in line with school day times? We will be looking at doing that throughout the next academic year. Have made some adjustments across out family of schools, perhaps need to go out to parents quite quickly so that from January, we are ready. AH noted that this is already done, and we are ready to go ahead from September.</p>
11	<p>School Visits</p> <p>11.1 BM carried out SEND visit on Friday (14th July) JB visited to observe during SATs Agreed that Governor visits 2023-24 must be done, together with the Stakeholder Voice. Parent Forum this Wednesday; JB attending. Additional evening ‘meet and greet’ in the first week of September. Is there an alternative for those who can’t attend? We will provide detailed minutes for parents who can’t make it.</p> <p>KP would like to identify a date for a school visit for DCC, governors, school & trust leadership.</p>



12	<p>Policies</p> <p>Policies will align with DMAT policies when they join the Trust, until then policies either have no change, or are the DCC policies. DCC H&S audit has been postponed but Trust will be conducting mock audit before that. School Lettings Policy needs to be personalised. PHSE Policy needs amendment to include RE. Protocol for virtual meetings – refreshed Declaration from all Members for September</p> <p style="text-align: right;">ACTION – EM add to next agenda and ensure reminders</p>
13	<p>Impact</p> <p>Very thorough report on data, and we have secured four-class Thanks to VB – also minuted Thanks from EU for her hard work and impact on the children, staff and school community. Delighted she will maintain contact with the school. Thanks to TL for his positive impact, as well as to the teachers and TAs. Great to meet AH and to hear his plans</p> <p>KP – checking that Governors working with DCC to ensure timeline and action plan in place, so we are ready as soon as the decision is made? JB away until 27th Sept but governors need to be leading the process, and there is quite a lot to be done.</p>
14	<p>Date of next meetings</p> <p>14.1 ACTION: Governance team identify dates for meetings.</p>
The meeting ended at 2.09pm	

Action Log from 17.07.23 – MA FGB Meeting

Agenda Item	Action	Actionee	Status
3	Share revised management partnership agreement with TS and JB for check and signature	SK	
12	Circulate updated Virtual meetings Protocol and declaration to all governors at start of September, and include a reminder on each meeting agenda	EM	
14	Identify and circulate dates for meetings 2023-34 (until academisation)	EM	