



BOARD:	Milton Abbot Joint Committee		
DATE:	27 th September 2023		
TIME:	13:00 – 13:30		
VENUE:	Remote via Teams		
PRESENT:	Emily Jinman (EJ)	Brian Martin (BM)	Adam Hill (AH)
ATTENDING:	E Murphy - Governance Professional (GP)	J Hooper – Lead Governance Professional (JH)	
	Actions, red	Questions raised, blue	Points agreed, green

Item	<i>Meeting started at:</i>																		
1.	Welcome and Apologies: Those present were welcomed by the Chair to the meeting.																		
2.	Administration matters 2.1 Apologies for absence Apologies from JB 2.2 Confirmation of quorum The meeting was confirmed not quorate. No decisions can be made. 2.3 Declarations of interest Reminder issued.																		
3.	Minutes 3.1 Review and approve minutes of FGB 17.07.23 The meeting could not approve																		
4.	Matters arising from the minutes: 4.1 Update on action points/matters raised from the meeting held on the 17.7.23 <table border="1" data-bbox="317 1563 1514 1839"> <thead> <tr> <th>Agenda Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Share revised management partnership agreement with TS and JB for check and signature</td> <td>SK</td> <td>Completed</td> </tr> <tr> <td>12</td> <td>Circulate updated Virtual meetings Protocol and declaration to all governors at start of September, and include a reminder on each meeting agenda</td> <td>EM</td> <td>Completed</td> </tr> <tr> <td>14</td> <td>Identify and circulate dates for meetings 2023-34 (until academisation)</td> <td>EM</td> <td>Completed</td> </tr> </tbody> </table>			Agenda Item	Action	Actionee	Status	3	Share revised management partnership agreement with TS and JB for check and signature	SK	Completed	12	Circulate updated Virtual meetings Protocol and declaration to all governors at start of September, and include a reminder on each meeting agenda	EM	Completed	14	Identify and circulate dates for meetings 2023-34 (until academisation)	EM	Completed
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5.	Matters brought forward at the direction of the chair None were brought forward.																		
6.	Compliance 6.1 Agree terms of reference for committees/working partnerships Terms of Reference could not be approved as the meeting was not quorate.																		



	<p>It was noted the support received from the Trust has been great.</p> <p>6.2 Health and Safety (Annual audit/focus) Not discussed.</p> <p>6.3 Headteacher appraisal Not discussed.</p>
7	<p>Strategic Discussed whether a timeline for academisation yet known. Agreed need to demonstrate with evidence that the partnership is working ACTION: AH to put together some evidence</p>
8.	<p>Monitoring and Accountability Those present considered the Principal's report and the highlights presented</p> <p>8.1 SEND Are there attendance concerns for pupils with SEND? There is an issue with attendance for children with SEND and EHP, where attendance is currently below 90%.</p> <p>8.2 Standards and Attainment Are you carrying out writing assessments at this time? It's in the school improvement plan, we are assessing for writing and maths. We have a detailed plan for tackling the areas of priority – we will review these after 100 days to check progress. How are you preparing for SATs? We've done baseline assessments, and now teaching the first units. We will carry out another baseline before half term, then will analyse progress and make plans accordingly.</p> <p>8.3 Monitor budget including Sports Premium Not discussed.</p> <p>8.4 Safeguarding Report It was noted the safeguarding lead for Milton Abbot Governing Board has resigned. Thanks were extended for their hard work. ACTION: GP to contact DCC (Devon County Council) to enquire about safeguarding training for the governors at Milton Abbot.</p> <p>8.5 Staffing It was noted that some staff in Milton Abbot are on a DMAT (Dartmoor Multi Academy Trust) contract and some are on a DCC (Devon County Council) contract. Is the senior leadership happy about managing staff on differing contracts? It's clearly understood, and we have been working with it well.</p>
9.	<p>School Visits</p> <p>9.1 SEND Visits Not discussed</p> <p>9.2 Safeguarding</p>



	<p>Please see item 8.4</p> <p>9.3 General Visits Not discussed</p>
10.	<p>Governor Housekeeping</p> <p>10.1 Register of business interest Governors were reminded to complete their business interest and Form H.</p> <p>10.2 Annual training Not discussed.</p> <p>10.3 Agree and sign Code of Conduct Not discussed.</p> <p>10.4 Annual review of SFVS Pecuniary Interest Not discussed.</p>
11.	<p>Policies Policies could not be approved as the meeting was not quorate. ACTION: GP to re-send policies to governors for reading.</p> <p>11.1 Behaviour Policy Not discussed.</p> <p>11.2 Safeguarding Policy Not discussed.</p> <p>11.3 SEND Policy Not discussed.</p> <p>11.4 Attendance Policy AH explained he would like to bring the Attendance Policy in line as much as possible with the DMAT (Dartmoor Multi Academy Trust) policy. ACTION (a): AH to send governors a copy of the DMAT Attendance Policy.</p> <p>Governors discussed the policies and the priority to address poor attendance. The main features of difference between the DMAT and DCC policies lie within the day to day operational working practice, around the triggers for calling home, sending letters and reminders. ACTION (b): GP to add the Attendance Policy to the Joint Committee Meeting on the 9th October.</p>
12.	<p>Impact from this meeting Not discussed.</p>

Meeting finished: 13:30

Action Log from Milton Abbot FGB 27.09.2023



Milton Abbot Primary School – Full Governing Body
MA FGB – 27.9.23

Item	Action	Actionee	Status
3.1	ACTION: Governors to approve the minutes of 17.7.23 at t he next FGB meeting.	All	
7	AH to compile some evidence of the positive impact of the management partnership	AH	
8.4	GP to contact DCC (Devon County Council) to enquire about safeguarding training for the governors at Milton Abbot	GP	Completed
11	GP to re-send policies to governors for reading	GP	Completed
11.4 (a)	AH to send governors a copy of the DMAT Attendance Policy	AH	Completed
11.4 (b)	GP to add the Attendance Policy to the Joint Committee Meeting on the 9 th October.	GP	Completed