



Local Committee Meeting, Trinity CofE Primary School
Thursday 14 December 2023, 17:30-19:30



Meeting Minutes Part 1

Present:

Stacey Hedge, Foundation Governor, Chair (SH)
 Ian Brown, Foundation Governor, Vice-Chair (IB)
 Jonny Elvin, Foundation Governor (JE)
 Gill Kendrick, Foundation Governor (GK)
 Ruth Maxwell, Foundation Governor (RM)
 Josie Ronson, Staff Governor (JR)
 Owen Wilder, Headteacher (OW)
 Amelia Tollerton, Clerk (AT)

In attendance:

Simon Girling, Chair of Shaldon Primary School Local Committee (via Teams) (SG)
 Rozel Ridgway, ACE Trust People and Governance Lead (RR)
 Natalie Stanbury, ACE Trust Governance Professional (via Teams) (NS)
 Jenny Stewart, ACE Trust Curriculum Lead (JS)
 Cheryl Weyman, ACE Trust CEO (CW)

Apologies:

John-Paul Smith, Parent Governor (JPS)

1	<p>Welcome, apologies and conflicts of interest</p> <p>JE shared a Bible reading and led the opening prayer.</p> <p>Apologies were received from JPS; his absence was sanctioned.</p> <p>No conflicts of interest were declared.</p>	
2	<p>Minutes and actions from the last meeting</p> <p>a) Approval of minutes – FGB meeting 16 November 2023</p> <p>This was carried forward to the next meeting as not all governors were able to access the minutes.</p> <p>b) Matters arising</p> <p><i>AT to chase Clare Titheridge for governor safeguarding training</i> – NS advised that governors would need to complete safeguarding training as part of their induction into ACE.</p> <p><i>AT to note Trauma and Data as items for the next governor training session</i> – action complete.</p> <p><i>OW, GK and SH to meet and create a step by step guide, monitoring timetable and proforma for governors</i> – action ongoing; to be reconsidered in light of this meeting.</p> <p><i>AT to send dates for spring 2024 Curriculum and Standards monitoring enquiry by email (26 Feb – 08 March), governors to advise on their availability</i> – action ongoing; to be raised at the February 2024 Local Committee meeting.</p>	<p>OW, GK, SH</p> <p>Clerk, GK</p>
3	<p>New governor information and declarations</p> <p>Governors noted the following requirements:</p> <p>ACE Declaration of Eligibility – forms were completed at the meeting (AT to follow up with JPS).</p> <p>ACE Register of Business Interests – forms were completed at the meeting (AT to follow up with JPS).</p> <p>Cyber Security Training – AT to send this to governors by email.</p>	<p>Clerk/JPS</p> <p>Clerk/JPS</p> <p>Clerk</p>



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	<p>Undertaking to the Site Trustees – all governors to complete the MS Form which can be found here. NS explained that this relates to agreeing to uphold the school’s ethos.</p> <p>Governors agreed to abide by the ACE Code of Conduct.</p> <p>Governors noted the requirement for new DBS checks. AT to follow this up with Clare Titheridge.</p> <p>Governors noted the Governors Expenses Policy, which was shared for information.</p>	<p>All</p> <p>Clerk</p>
4	<p>Curriculum training and on boarding</p> <p>JS presented an overview of the ACE curriculum, including aims, intent, implementation and impact.</p> <p>JS explained that there is a two-year rolling programme of monitoring for Curriculum and Standards. Each term focuses on one of the six outcomes: Successful Learners, Healthy Thinkers, Confident Individuals, Curious Explorers, Knowledgeable Participants, and Caring Citizens. Different people look at different strands within these areas, including Curriculum and Standards governors, school leadership, and the ASA.</p> <p>Q – Why not look at one of the six outcomes every half term and therefore be able to look at all six in a year?</p> <p>JS responded that there would be a danger of overloading schools in light of other areas of monitoring (e.g. Safeguarding, Ethos and Distinctiveness, Community Partnerships).</p> <p>JS explained that Jackie Gater meets all local Curriculum and Standards governors via Teams to talk about their forthcoming monitoring. Local governors are then sent a monitoring enquiry form/template, which includes prompts for questions. Areas of focus come from analysis of previous data. After the monitoring has taken place, completed forms are returned to JS and Jackie Gater for reporting to the Trust, and are also fed back at local level by the local governor. Reporting to the Trust feeds into Trust Improvement Groups and the Trust lead works with school leads to take forward any actions.</p> <p>Q – After a monitoring enquiry, who at local level produces the report – the governor or a member of staff?</p> <p>JS responded that it should be completed in collaboration.</p> <p>JS provided an example of a completed monitoring enquiry and a Trust-wide collated report.</p> <p>SG reported that the process works very well and that it is supportive rather than prescriptive. SG highlighted the need to speak to different members of staff i.e. not just the lead member of staff for a particular area, and to speak to children. SG explained that monitoring enquiries have evolved through trial and error, and the Trust is open to feedback.</p> <p>Q – As the Trust grows, how will this affect the way monitoring enquiries are reported back to the Trust Board?</p> <p>CW responded that a new model is in development ready for next year.</p> <p>Q – Are parents involved, and do they receive any feedback from monitoring enquiries?</p> <p>CW responded that parents do not receive feedback, although any changes resulting from analysis of monitoring enquiries would be communicated.</p> <p>Q – Do most schools have one lead governor for Curriculum and Standards, or more?</p> <p>CW responded that most schools have more than one.</p> <p>Q – How is the workload distributed amongst local governors?</p> <p>SG responded that it can vary e.g. governors speaking to staff together and to groups of pupils individually. CW commented that local governors can choose how they wish to work. NS</p>	



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	<p>highlighted that there can be crossover between different local portfolio holders e.g. SEND and Pupil Premium can be looked at by different portfolio holders over a year.</p> <p>Q – How is the School Improvement Plan monitored?</p> <p>SG responded that this is generally monitored at local level, including via interrogation of the Headteacher’s report. CW highlighted that monitoring enquiries do not replace scrutiny of the SIP by local governors. Monitoring enquiries provide information for the Trust Board. NS highlighted that the Local Committee would start to receive visit notes from the ASA to help hold the Headteacher to account when looking at the SIP.</p> <p>Q – If a local governor visits school to focus on a particular area, e.g. EYFS, does this need to be reported to the Trust?</p> <p>CW responded that this would be shared locally but not reported to the Trust. Local governors need to know local data, targets, attendance etc.</p> <p>RR and NS agreed to set out a one-page step-by-step document highlighting where governors are involved in the Annual Monitoring Plan, to be completed by the first week of term 2024.</p> <p>GK noted that governors currently know the school so well and are determined not to lose that local knowledge, but now feel reassured about the processes going forward.</p> <p>SH noted that there are currently vacancies for a parent governor and a foundation governor – AT and NS to follow up on this.</p>	<p>RR, NS</p> <p>Clerk, NS</p>
5	<p>Curriculum and Standards</p> <p>Governors noted details of the Portfolio Trustee and Lead:</p> <p>Portfolio Trustee – Jackie Gater Jackie.gater@acexcellence.co.uk</p> <p>Portfolio Lead – Jenny Stewart Jenny.stewart@acexcellence.co.uk</p>	
6	<p>Ethos and Distinctiveness</p> <p>Governors noted details of the Portfolio Trustee and Leads:</p> <p>Portfolio Trustee – Philip Mantell philip.mantell@acexcellence.co.uk</p> <p>Portfolio Lead – Katy Burns katy.burns@acexcellence.co.uk</p> <p>Ben Nelson-Smith ben.nelson-smith@acexcellence.co.uk</p>	
7	<p>Safeguarding</p> <p>Governors noted details of the Portfolio Trustee and Lead:</p> <p>Portfolio Trustee - Jon Coe Jon.coe@acexcellence.co.uk</p> <p>Portfolio Lead – Wendy Parr wendy.parr@acexcellence.co.uk</p>	
8	<p>Community Partnerships</p> <p>Governors noted details of the Portfolio Trustee and Leads:</p> <p>Portfolio Trustee – Fatma Sabet fatma.sabet@acexcellence.co.uk</p> <p>Portfolio Lead – Sam Ward sam.ward@acexcellence.co.uk</p> <p>Nicky Postlethwaite nicky.postlethwaite@acexcellence.co.uk</p>	
9	<p>Governance</p> <p>SH provided feedback from the Chairs’ Update, including that uptake of Free School Meals in KS1 is less than 50% although all KS1 pupils are entitled to FSM.</p>	



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10	Questions/challenges to the Strategic Board None.	
11	AOB Governors noted that this would be AT's last meeting and thanked her for her work.	

Summary of actions

Meeting date	Action	Owner
14/12/2023	OW, GK and SH to meet and create a step by step guide, monitoring timetable and proforma for governors (action to be reviewed in light of December 2023 Local Committee meeting).	OW, GK, SH
14/12/2023	AT to send dates for spring 2024 Curriculum and Standards monitoring enquiry by email (26 Feb – 08 March), governors to advise on their availability (to be raised at the February 2024 Local Committee meeting).	Clerk, GK
14/12/2023	AT to follow up with JPS for completion of ACE Declaration of Eligibility and Register of Business Interests.	Clerk, JPS
14/12/2023	AT to send Cyber Security Training to governors via email.	Clerk
14/12/2023	All governors to complete MS Form for Undertaking to the Site Trustees - here .	All
14/12/2023	AT to follow up with Clare Titheridge for new DBS checks for governors.	Clerk
14/12/2023	RR and NS to set out a one-page step-by-step document highlighting where governors are involved in the Annual Monitoring Plan, to be completed by the first week of term 2024.	RR, NS
14/12/2023	AT and NS to follow up on vacancies for a parent governor and a foundation governor.	Clerk, NS

