



**Devon County Council
Langtree Community School Governing Board
Governors' Meeting: Tuesday : 07 February 2018 5pm in School**

Agenda Ref	Action or Decision	Decision	Date
25/17/18	Apologies for Approved Absence; to Confirm the Meeting is Quorate; governors present and to declare any interests		
25.1	Approved Absence: Mrs Furness (family funeral); and Miss Mellody (family bereavement). All other governors present.	Two governor absences approved	
25.2	Governors present: Mr Smale, Mrs Taylor-Coleman, Rev Warren, Mrs French, Mrs Blundell, Mrs Heard, Mrs Lewis, Mrs Lee. The meeting was declared to be quorate.		
25.3	Declaration of Interests: none declared in any Agenda item listed.		
26(a)/17/18	Welcome to Anna Lewis, Parent Governor		
26(a).1	Mrs Lewis was welcomed to the meeting by the Chair. Mrs Lewis explained that, because of issues in her personal life, she has been unable to attend meetings as she, and the governing body, would have wished. She will now be fully committed to her role and hopes to be able to fully contribute to the governing body. Mrs Taylor-Coleman thanked Mrs Lewis for being able to be part of the meeting this evening, and for her explanation.		

26(b)/17/18	<i>**To streamline Minute approval and matters arising reports or queries, all Minutes had been made available via 'DropBox' for governors to read ahead of the meeting**</i> To Agree Minutes, and deal with matters arising:		
26 (b).1	Minutes of the Governing Board Meeting: 04 December 2017 The draft Minutes were approved, proposed as accurate and signed by the Chair.	Decision: Minutes agreed and signed.	
26(b).2	The Pay and Performance Committee: met 13 December 2017		
26(b).2	The draft Minutes were approved, proposed as accurate and signed by the Committee Chair.	As at 26.(b).1	
26(b).3	The Monitoring Committee: met 17 January 2018		
26(b).3	Read and approved with Recommendations highlighted by the Chair of Committee. 'Greater depth', he said alongside moderation, were discussed in detail. Noted that the DCC Complaints Procedure was recommended to be adopted. The Minutes were proposed as accurate and approved to be signed.	As above.	
26(b).4	Curriculum Committee: met 23 January 2018		
26(b).4	Read and approved, proposed as accurate and signed by the Committee Chair. Noted that wording had been strengthened in the 'Separated Parents' Policy .	As above at 26(b).3	
26(b).5	Resources Committee: met 29 January 2018		

<p>26(b).5</p>	<p>Read through by Committee Chair and approved, proposed as accurate and signed. The meeting broadened the discussion about site security and noted the M&E had recommended channelling visitors to the Main Entrance by improving signage, on the two other site entrances, to clearly direct everyone to the Main Entrance/Reception; and also, as an alternative to a controlled access system, to consider CCTV installed to monitor the Main Entrance. Fencing, to channel site visitors from the main gate to Reception, was also discussed and proposed to be a less intrusive method of increasing security. Rev Warren proposed that Mrs Cook arranges for cost quotes for galvanised fences to either side of the main path, with appropriate access gates to the steps (to access the Elliott Classrooms) and the back of the Elliott classrooms (for grounds maintenance staff) to be brought to the next meeting for further discussion. This was agreed by all governors.</p> <p>Rev Warren asked if the SFVS Return was now complete: Mrs Cook confirmed it was and a copy was available for governors to read through. Rev Warren detailed the 'Remedial Actions' reported and proposed, as there were no questions from any governors present, that it is sent to Devon Audit Services (unanimously agreed).</p> <p>Mrs Taylor-Coleman reminded the meeting that parking in the Parish Hall Car Park continues to be a safety issue. Mrs French said that as it has been identified as a risk, governors have to act on that knowledge. Governors discussed ways of trying to make sure families were aware of the need to drive and park with care when they use the Car Park. This included the use of cones, signs and adults (governors: Mrs Taylor-Coleman and Mrs French) or older children distributing flyers (see below) in HighViz jackets patrolling it at times of high-use and politely requesting drivers to park with care. Mrs Lee, on behalf of the Parish Hall Committee, agreed that she would support any measure proposed to make the Car Park safer for the school users. Mrs Taylor-Coleman proposed that some of the older children are asked to design safety posters, to be printed and used as flyers and Mr Smale said this was something Class Three would be able to do.</p>	<p>Mrs Cook to arrange quotes for fencing as discussed.</p> <p>SFVS Return approved for return to DAS.</p> <p>Parish Hall Car Park safety to be targeted.</p>	<p>Next FGB meeting</p> <p>Next FGB meeting.</p>
<p>27/17/18</p>	<p>To Consider Correspondance</p>		
<p>27.1</p>	<p>'Action for Children' letter to the governing body: details of clubs for parents to be made available at Gt Torrington Bluecoat School. After discussion, governors requested more information about whether the sessions would be at Torrington, or onsite at Langtree School.</p>		
<p>28/17/18</p>	<p>Business Brought Forward by the Chairperson</p>		
<p>28.1</p>	<p>Chair requested details of emergency arrangements for power outages, and queries if it was necessary to have a separate Policy for this sort of event. Mr Smale was able to explain that the Business Continuity/Emergency Plan contained details, and was constantly updated as unique situations arose and provided opportunities to revise the systems we have in place in school. Ahead of Devon Audit Services visiting at the end of March, the Plan is being revised and updated and he was happy to make sure</p>		

	the latest power outage event was included.		
29/17/18	To Review Admissions Arrangements and Policy		
29.1	Mr Smale requested that this item is held over to the next Agenda, as Miss Mellody has been steering questions to the Admissions Team and would be able to provide an update of their advice (seconded by Mrs Taylor-Coleman, unanimously agreed).		
30/17/18	Feedback on Recent Governor Visits and/Training: Arrangements for Next Visits		
30.1	Mrs French was able to provide details of her, and Mrs Taylor-Coleman's, recent monitoring visit to school and thanking staff for accommodating them. The children, she said, were happy with their teachers and enjoying what is being taught as it's made fun to learn. The work was challenging and teachers had high expectations, she said: quality teachers were teaching quality lessons and, as importantly, she reported, the children were comfortable with asking for help. She was happy to submit a written report of the visit for record purposes. Mr Smale thanked both governors for an enjoyable, sensitive visit. Rev Warren proposed that he and Mrs Furness monitor maths and numeracy for the next visit (unanimously agreed) on a date to be arranged with Mrs Furness.		
31/16/17	To confirm dates and times for the next meetings:		
31.1	Full governing board: Weds 28 March 2018: 5pm Curriculum : Tuesday 13 March 2019: 1.30pm Resources: Monday Monday 19 March 2018: 5pm : PLEASE NOTE REARRANGED TIME Monitoring: Weds 25 April 2018		
	Meeting closed at 6.40pm		

Governor Training		
Date	Provider and content	Participants
16 March 2017	LDP Babcock: School Attendance Workshop	Rev Warren
02 March 2017	LDP Babcock: New Governor Training	Kate Blundell
03 March 2017	Miss Mellody: new governor/safeguarding governor responsibilities	Kate Blundell
07 Feb 2017	Better Governor webinar: Competency Framework for Governors: introduction to the framework	Miss Mellody Rev Warren Mrs Taylor-Coleman Mrs Heard
	BetterGovernor webinar: Raise OnLine	Rev Warren