



DRAFT MINUTES
FROM THE MEETING OF THE SMALL SCHOOLS
LOCAL GOVERNING BODY
HELD ON
MONDAY 23 JANUARY 2023
at 6.00pm via TEAMS

Actions from Small Schools LGB on 23 January 2023

Item Reference	Action	Person Responsible	Date raised
5	FD to arrange a Doodle poll to ascertain the most convenient days for Governors to visit the schools.	FD	23/01/2023
6	FD to forward further information on the H&S role to DH	FD	23/01/2023
8	PLE to share paper on staff restructuring of MBPA with Governors	PLE	23/01/2023



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Members

✓	Claire Winson	(CW)	(Chair)
✓	Claire Luce	(CL)	(Head Teacher)
✓	Dan Hunter	(DH)	
✓	Deb Wakeman	(DW)	
✓	Ali Pugsley	(AP)	
✓	Anne Constance	(AC)	
✓	Clare Wilson	(CXW)	
✓	Flossie McGhee	(FM)	
✓	Bethan Mockridge	(BM)	(Staff Governor)
✓	In Attendance		
✓	Peter Elliott	(PLE)	Trust Leader
✓	Fran Davis	(FD)	(Clerk)
✓	those present		

1. **Introductions**

All colleagues and Governors to introduce themselves.

PLE gave a brief overview on the decision to merge the leadership and governance of Otterhampton (OPS) and Maiden Beech Primary Academy (MBPA).

Governors and staff introduced themselves.

PLE thanked everyone for taking on the Governor roles and noted it was pleasing to see everyone was fully supportive of the merger and could see the benefits of the decision.

2. **Chair of Governors decision**

PLE explained the reason for CW taking on the Chair of the new LGB as JJ had been looking to step down from the role of Chair at MBPA prior to the decision to merge.

3 **Claire Luce – Executive Headteacher Designate to introduce herself and both schools OPS/Maiden Beech**

CL gave an overview of OPS and MBPA

- Otterhampton is a small primary school with 3 classes and a preschool on site. We had a successful two day Ofsted visit recently and were awarded a solid 'Good' rating. The report is on the school website.
- MBPA had an Ofsted about one year ago and received a 'Good' rating. Therefore, both schools are in a strong position.
- CL has been Head teacher at OPS for five years and the curriculum, staffing and behaviour has been transformed in that time. The school is in a good place with staffing and children very settled. However results for this year's 6 will be down on last year as there is a very small cohort and a couple of children have EHCP's.
- CL has been visiting the nursery and school at MBPA since Christmas, getting to know the staff and met with site team. They are great group of people to work with but it is an unsettling time for them now and on the start of a long journey.
- MBPA is a fantastic site with lots of potential. It is also pleasing to have the support of both LGB's and to see they are both keen to visit each other's schools.

4 **A Single Governing Body**

Any questions or concerns or practical matters to discuss

PLE advised we are trialling a new hybrid model here and it is a first for the Trust therefore there will be things that do not go too well but we are very keen for you to feed this back to us.

5 **Proposed School Visits**

It will be of real value for the LGB's to visit each other's school and see what the plans are for the future of each one. OPS will potentially have another class making 4 in total and MBPA is going from a school of 700 to 45 and then growing steadily over the years to accommodating 350 students by 2030.

PLE would like to arrange a tour of both school on different days during the school day in order for Governors to see the site, students and on a working day. We will arrange a minibus to come and pick you up.

Action FD to arrange a Doodle poll to ascertain the most convenient days for Governors to visit the schools.

FD

6 **Roles and responsibilities**

SEN, Safeguarding, H&S, Curriculum, Wellbeing

PLE explained the importance of the link Governor roles and asked for volunteers.

- AC agreed to undertake the SEN role. All Governors were in agreement.
- It was felt sensible to have a safeguarding Governor in each school. AP agreed to undertake the role for OPS and DW agreed to the MBPA role. All Governors were in agreement.
- H&S – DH explained he had some experience with H&S and agreed to undertake the role but asked for further information on the role. All Governors were in agreement.

Action FD to forward further information on the H&S role to DH

FD

- The Chair agreed to be responsible for Curriculum. All Governors were in agreement.
- CXW agreed to take on the role for Wellbeing. All Governors were in agreement.

7 **Head of School**

Recruitment process and timeline update

PLE advised the role for Head of School at each site was advertised on 12 January. There had been one applicant for the role at OPS, LE, who teaches years 2,3 and 4. LE has worked with PLE and CL for many years. As LE was an excellent candidate for the post we did not go out to interview and have therefore appointed LE as Head of School at OPS. Communication to parents will go out next week and LE will commence the role from April.

We have two colleagues from MBPA interested in the post and they will be interviewed this week with a decision made by end of this week.

8 **Restructuring Timeline**

As from September MBPA will reduce from a current year 6 cohort of 79 and 2 reception classes to just 1 reception and two year 1 classes this means we will have a number of staff more than the school needs. We will therefore have to invoke a restructure. PLE will put a paper to the Trust Board to invoke a formal restructure. This paper will be shared with Governors.

Action PLE to share paper/timeline on staff restructuring of MBPA with Governors.

PLE

PLE advised the news has already been shared with staff at MBPA but it will be a difficult time for them.

9 **AOB**

None

10. **Date of next meeting – Monday 13 June 2023 via teams**