

FGB minutes 14 July 2016

WOODLEIGH FEDERATION GOVERNING BODY MINUTES
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COMMITTEE:	FULL GOVERNORS	DATE AND	14 July 2016
VENUE:	CHERITON BISHOP	TIME:	18.00

Governors Present	Initials	Role		Governors Present	Initials	Role
Jo Carter	JC	Parent Governor		Terry Tume	TT	Local Authority Governor
Elaine Clark	EC	Co-opted Governor		Gemma Woodgate	GW	Co-opted Governor
Brenda Jones	BJ	Co-opted Governor				
Sue Leyman	SL	Staff Governor				
Katie Richards	KR	Staff Governor				

Apologies	Initials	Reason for absence (category of governor)	Apologies	Initials	Reason for absence (category of governor)
Christine Conner	CC	Prior commitment (Parent Governor)			
Alexis Saffin	AS	Prior commitment (Co-opted Governor)			
Joanna Tripp	JT	Prior commitment (Co-opted Governor)	Absent without apologies		

In Attendance	Initials	Capacity

	Agenda	Led By	Supporting papers
1	Housekeeping		
1.1	Welcome and apologies	JC	
1.2	Declarations of interest	JC	
1.3	Confidentiality	JC	
1.4	Minutes of the last meeting 19 May 2016	JC	Minutes circulated and Part 2 minutes tabled
1.5	Review action log	JC	
2	Issues for consideration		

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2.1	Reconstitution	JC	New instrument of government circulated at meeting
2.2	Update on multi academy trusts	All	
2.3	Keeping Children Safe in Education	All	
3	Quality Assurance		
3.1	Headteacher's Report	SL	Headteacher's Report circulated after the meeting
3.2	Part 2: staffing issue	All	
3.3	Update on SATs results	All	Headline data for all 3 schools circulated
4	Resources		
4.1	Receive Committee report	JC	Resources minutes circulated
4.2	Approve Finance Policy 2016	JC	Finance Policy circulated
4.3	Approve Resources terms of reference	JC	Terms of reference circulated
4.4	Approve Pay & Performance terms of reference	JC	Terms of reference circulated
4.5	Set date for Headteacher's Appraisal	All	
4.6	Agree date for clerk's appraisal	All	
5	Curriculum		
5.1	Receive Committee report, including reports and considerations from SEN meetings	TT	Curriculum minutes circulated
5.2	Approve Curriculum terms of reference	All	Terms of reference circulated
5.3	Consider appointment of deputy safeguarding governor	All	
6	School Improvement		
6.1	Governor training: Prevent and Child Sexual Exploitation	All	
7	Housekeeping		
7.1	Meeting dates for 2016-17	All	
7.2	Policy reviews: Health & Safety	All	
7.3	Any other business	All	
	Date of next meeting: tbc		

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Ref	Action or Decision	Action Owner & Deadline
1	Housekeeping	
1.1	Apologies	
1.1.1	Apologies were received and sanctioned from CC, AS and JT.	
1.2	Declarations of interest	
1.2.1	There were no declarations of interest.	
1.3	Confidentiality	
1.3.1	Governors were reminded that matters discussed at these meetings are confidential.	
1.4	Minutes of the last meeting 19 May 2016	
1.4.1	The minutes of the meeting held on 19 May were agreed as an accurate record of that meeting.	
1.4.2	The Part 2 minutes of the meeting held on 19 May were agreed as an accurate record of that meeting.	
1.5	Review action log	
1.5.1	With reference to para 6.1.1 of the meeting on 9 July, this item has been deferred again in view of AS' apologies.	
1.5.2	With reference to para 3.1.5 of the meeting on 4 February, the Early Years visit to Tedburn St Mary has been carried out.	
1.5.3	With reference to para 6.3.3, this item is on the agenda.	
1.5.4	With reference to para 8.1.2, this item is on the agenda.	
1.5.5	With reference to para 2.3.1 of the meeting on 21 April, approval of the Finance Policy is an agenda item for this meeting.	
1.5.6	With reference to para 4.1.2 of the meeting on 19 May, reporting of in-house moderating of books and work to governors and reporting of external visits to Curriculum are ongoing items.	
1.5.7	With reference to para 5.1.1, SL has updated the PE and Pupil Premium statements on the website and she advised governors that they include	
1.5.8	new figures.	
1.5.9	With reference to para 5.2.1, JC will email the APMC reports.	
1.5.10	With reference to para 5.2.3, the SATs headline data has been circulated to governors and is on the agenda for this meeting.	
1.5.11	With reference to para 2.1.5 of the Part 2 meeting on 19 May, SL advised that she will contact Chris Cooper to find out the correct process for building a new school at Cheriton Bishop. It was agreed to report in the next newsletter that governors have formed a working party to explore getting a new building for the school.	SL
1.5.12	With reference to para 2.2.4, the Pupil Premium statement has been corrected on the website.	Governors

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1.5.13	With reference to para 2.2.5, governors discussed how the testing of policies could be incorporated into the governor visit framework and noted that all policy reviews should include testing how they are implemented within the schools.	
1.5.14	With reference to para 2.2.7, governors discussed the need to review and agree at meetings what represents questioning and challenge, to ensure this is accurately shown.	
1.5.15	With reference to para 2.2.8, e-schools has been commissioned to provide a single website for all the 3 schools within the Federation.	SL & LM
1.5.16	With reference to para 2.2.9, SL and LM are responsible for ensuring that up to date policies are on the website. It was agreed that all policies required to be shown on the website will be uploaded by the October 2016 half term. With reference to para 2.2.10, SL advised that she is working on the standardisation of each school's SIP. TT considered that the need to standardise the SIP across the 3 schools was the objective view of the Ofsted inspector, and proposed that the Federation should retain SIPs tailored to each school's specific needs. Governors agreed.	
2	Issues for consideration	
2.1	Reconstitution	
2.1	The new instrument of government for the Federation was circulated, and governors noted that reconstitution was effective from today's date.	
2.1.2	Governors noted that co-option terms of office start afresh from the reconstitution date. Governors formally re-co-opted EC, BJ, AS, JT and GW as co-opted governors.	ML
2.1.3	Governors received LW's resignation as staff governor. KR has been elected as staff governor in her place.	ML
2.1.4	Governors received JR's resignation as Associate Member.	
2.2	Update on multi academy trusts	
2.2.1	This discussion took place under Part 2.	
2.3	Keeping Children Safe in Education – new statutory guidance effective 5 September 2016	
2.3.1	Governors discussed the new requirements that will be in place from 5 September. All staff and governors have read and signed the Part One declaration, but governors now need to ensure that there are mechanisms in place to support understanding of the roles and responsibilities, and that staff are regularly updated on safeguarding and child protection.	
2.3.2	SL has arranged a Level 2 Safeguarding training session to be held at Cheriton Bishop on 6 September from 1pm – 3pm, which governors are welcome to attend. This training session will be annual, to meet the new requirements.	
2.3.3	<i>Governors discussed how they know that staff understand their responsibilities, and how they know they are regularly updated on safeguarding and child protection. EC reported that she checks for this</i>	

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	<i>information already in the course of her safeguarding visits, asking the questions and then checking the files for dates of training, which she then records in her governor visits reports.</i>	
3	Quality Assurance	
3.1	Headteacher's Report	
3.1.1	SL advised that by oversight her report has not been emailed until today. The report includes attendance and headline data from the SATS, which were also circulated in Head of School reports and which are on the agenda for discussion. Governors should email any questions on SL's report.	
3.2	Staffing issue – Part 2	
3.2.1	Governors noted that this staffing issue was dealt with prior to this meeting by discussion between the Executive Headteacher, Chair of Full Governors and Chair of Resources.	
3.3	Update on SATS results	
3.3.1	Governors noted that all the headline data across the three schools show that they each achieved above the national and Devon averages. The full data will be discussed in detail at the data meeting held in November, although SL advised this may need to be postponed because there has been a notification that the data may not issue until December.	
3.3.2	EC advised that the system used last year, to allocate two governors per school to be taken through that school's data in detail by the Head of School, so that they can report back to Full Governors, was effective. It was agreed to use this system again, and governors were allocated as follows: EC and JC for Yeoford; BJ, AS and CC for Tedburn; and TT and JT for Cheriton Bishop.	
3.3.3	<i>EC asked whether all the children reached their potential in the SATS? Governors agreed that this was a more important question than any comparison with national or Devon averages.</i> SL considered that some children at one of the schools may not have achieved their full potential because the teaching had not always been consistent, although many at the same school achieved some very good results. Governors agreed that this will be questioned, monitored and tested to ensure that this does not happen again.	
4	Resources	
4.1	Receive Committee report	
4.1.1	Governors received the minutes of the last Resources meeting.	
4.1.2	KR updated governors on her progress with work on literacy across the Federation. She has spoken to all the teachers and has focused on writing. Her work has shown that cursive handwriting is very important, supporting children to form their letters properly, which in turn makes the transition to joined up handwriting smoother, as well as improving handwriting, presentation and spelling. As a result, the Federation has signed up to a trial on cursive handwriting, which includes tools like using the interactive	

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4.1.3	whiteboard. EC suggested holding a parent engagement event to demonstrate what the Federation hopes to achieve through this trial, to gain their support, in particular with homework.	HoS
4.1.4	Governors noted that teachers need to model the writing, and that they will learn with the children. KR advised there is an app that can be downloaded, which will be available from September. EC proposed that this app should be available on the website. It was agreed information about this app should be included in school newsletters in September.	
4.1.5	KR then took governors through the work on spelling across the Federation, advising that some teachers have started to use the “No Nonsense” spelling programme. KR is linking spelling worksheets to the No Nonsense programme, . She will issue one sheet at the start of the school year, which will list all the spellings that need to be learned that year. This will be made available to parents on the website. Teachers will group and test pupils on these spellings according to spelling patterns. It has been a long process to prepare all these sheets, but the work is nearly complete now. KR has had positive feedback from parents on this.	
4.1.6	Governors thanked KR for all her work on literacy.	
4.2	Approve Finance Policy 2016	
4.2.1	Governors approved the revised Finance Policy for 2016.	
4.3	Approve Resources terms of reference	
4.3.1	TT proposed that governors approve the terms of reference for Resources. JC seconded this. Governors agreed.	
4.4	Approve Pay & Performance terms of reference	
4.4.1	JC proposed that governors approve the terms of reference for Pay & Performance. SL seconded this. Governors agreed.	
4.5	Set date for Headteacher’s appraisal	
4.5.1	SL reported that a date has been set towards the end of November, and she will email this date to TT, JC and CC.	SL
4.6	Agree date for clerk’s appraisal	
4.6.1	It was agreed that JC and CC would carry out the clerk’s appraisal on 29 September.	
5	Curriculum	
5.1	Receive committee report, including reports and considerations from SEN meetings	
5.1.1	Governors received the minutes of the last Curriculum Committee meeting.	

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5.2	Approve Curriculum terms of reference	
5.2.1	Governors approved the Curriculum Committee terms of reference.	
5.3	Consider appointment of deputy safeguarding governor	
5.3.1	Governors discussed this. EC considered this could be helpful, but equally is satisfied that she has set up the appropriate systems of school visits and monitoring, that they are effective in providing the information governors need to ensure safeguarding is carried out effectively, and that she is able to visit all the schools. It was agreed that at this stage there was no requirement for the appointment of a deputy safeguarding governor.	
6	School Improvement	
6.1	Governor training: Prevent and Child Sexual Exploitation	
6.1.1	BJ advised that she has not received the Prevent presentation, and it was agreed that ML should resend this to all governors.	ML
6.1.2	EC advised that as a result of the new requirements under Keeping Children Safe in Education, we should have a register for governors to sign to say that they have studied, read and understood their responsibilities under Prevent, FGM and Keeping Children Safe in Education.	
7	Housekeeping	
7.1	Meeting dates for 2016-17	
7.1.1	The meeting dates for 2016-17 were received.	
7.2	Policy reviews: Health & Safety	
7.2.1	Governors noted that fire drills have been carried out at Cheriton Bishop and Yeoford schools today, and will be carried out tomorrow at Tedburn St Mary. <i>EC asked how frequently fire alarms are checked. SL advised that fire drills are carried out twice termly, and that they also have an annual maintenance check.</i>	
7.2.2	JC advised that she may do the Safer Recruitment training. GW requested to be booked onto the New Governors training on 3 December.	ML
7.3	Any other business	
7.3.1	TT raised a matter about the school field at Tedburn. This had been open to the general public, but then was closed. The Parish Council made a request to use the school field for the youth club, but this was then turned down. SL advised this was not the case. The police had advised that the school field should be closed for a couple of weeks, and subsequently because of work that will be carried out over the summer holidays, the field will be a building site. However, if the Parish Council is making a request for term time use, this should be fine, but they will need to fill in a lettings form.	
7.3.2	The work that is being carried out is replacing all the windows at Tedburn,	
7.3.3	the roof and the play area, from insurance.	
7.3.4	SL brought the audit reports for signing.	

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7.3.5	SL brought the 2017-18 proposed term dates before the governors, advising that they are broadly in line with QE and the other schools. Governors agreed. <i>EC reported that she has attended an SEN conference, and asked if we have Record of Impact forms for all teacher training.</i> SL confirmed there are Record of Impact forms for all teacher training, and they are held by CS. The middle leadership training records and reports have been circulated, and they will continue to be circulated to governors as a matter of course.	SL
7.3.6	It was noted that all governors need to know what training staff have undertaken so that they can ask how that training has been used, and what the impact is on the Federation. Governors can therefore develop understanding about the effectiveness of the staff training programme. TT raised the issue about transporting children to events. It was noted that this was an insurance matter, requiring business insurance if the driver was being paid to carry out the transport. Consequently this affected teachers transporting children to events rather than parents. SL advised that she would check this matter, but that she understood that all staff have the appropriate insurance.	
Date of next meeting: 13 October 2016		
The meeting closed at 20.15.		

Actions Summary (academic year 2015/16)

Para	Action	By Whom	Progress	Completed
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Full Governing Body (FGB) meeting, 9 July 2015

6.1.1	Draft a short questionnaire for staff in September, which will be reviewed at FGB in October, alongside a questionnaire for governors, to give feedback on governor performance.	AS	Deferred to October 2016	
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Full Governing Body (FGB) meeting, 4 February 2016

3.1.5	Visit Yeoford to review Early Years provision	JT	Visit Tedburn St Mary in addition	Tedburn visit carried out.
6.3.3	Include training session on Prevent and Child Sexual Exploitation on next FGB	ML	For July meeting, all	

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	agenda		governors to read the Powerpoint presentation beforehand and bring any questions to the next meeting	
8.1.2	Review timing and frequency of governor meetings	FGB	For July meeting	

Full Governing Body (FGB) meeting, 21 April 2016

2.3.1	Include approval of Finance Policy on the next FGB agenda	ML to include on the agenda	For Resources to review points raised during audit	
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Full Governing Body (FGB) meeting, 19 May 2016

4.1.2	In-house moderating of books and work to be reported to governors, and external visits reports reported to Curriculum	SL, HoS	Ongoing	This is ongoing and can be removed
5.1.1	Update PE and Pupil Premium statements on the website	CS, JC		Completed
5.2.1	Submit APMC reports to FGB	APMC		
5.2.2	Heads of School to attend FGBS in future	HoS		
5.2.3	Focus on data at July FGB. Data reports to be circulated prior to FGB for governors to consider	HoS, governors		Completed

Full Governing Body (FGB) meeting, 14 July 2016

1.5.10	Contact Chris Cooper to find out the process to rebuild a school	SL		
1.5.12	Incorporate testing policies into the governor visits framework and include checking operation of policies as a part of policy review	Governors	Ongoing	
1.5.15	Ensure up to date policies uploaded to website	SL, LM	October 2016 half term	
2.1.2	Complete form H(R) for governors co-opted on reconstitution	ML	ASAP	Completed 29/07/16
2.1.3	Complete form H(R) for staff governor changes	ML	ASAP	Completed 29/07/16
4.1.3	Hold parent engagement event to educate parents about the new approach to literacy across the Federation	HoS	September 2016	

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4.5.1	Email Headteacher appraisal date to CC, JC, TT	SL	ASAP	
6.1.1	Email Prevent presentation to governors	ML	ASAP	Emailed 01/08/16
7.2.2	Book GW on the New Governors training course	ML	ASAP	Booked 01/08/16
7.3.6	Check that all teachers who transport children to events have the appropriate insurance	SL	ASAP	

Decisions summary (academic year 2015/16)

Full Governing Body meeting 15 October 2015	
1.4.1	Agreed to defer election of Chair to December 2015 meeting
1.5.1	Approved FGB minutes 09/07/15
1.6.4	Agreed to amend all signed Declarations of Eligibility
1.6.8	Agreed to defer parent governor election in Yeoford to time in parent governor election in Tedburn
1.7.1	Agreed terms of reference for Resources, Curriculum, First and Second Committees
1.8.3	Agreed JC to join the Cheriton Bishop data group
3.1.1	Agreed JN to take proposal to SL for a half day focusing on Federation vision and achievements
3.1.5	Agreed governor visits should focus on Maths and Writing
4.1.1	Received Resources report and minutes
4.2.1	Agreed CC and TT should liaise with SL to set date for Headteacher's performance management meeting
5.1.1	Received Curriculum minutes
5.2.1	Received Heads of School reports
5.3.1	Agreed term dates for 2016-17
6.3.1	Agreed governor responsibilities for visits in 2015-16
6.3.3	Agreed to focus visits on Yeoford
6.4.1	Received governor visit reports
8.1.1	Received Autumn 2015 checklist

Full Governing Body meeting 10 December 2015	
1.4.1	Appointed AS as Chair
1.4.2	Agreed KJ would chair the remainder of the meeting
1.4.3	Appointed JC as Chair
1.5.1	Agreed minutes of the FGB meeting on 15/10/15
1.5.2	Agreed Part 2 minutes of the FGB meeting on 15/10/15
1.6.3	Agreed to prepare a Federation parent survey based on Parent View questions, to issue annually
1.7.1	Agreed terms of reference for the Pay & Performance Committee
1.8.1	Agreed to nominate TT as Authority Governor
1.8.2	Agreed to advertise the two parent governor vacancies in January 2016
3.2.1	Agreed DBS Policy

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3.2.2	Received CS DBS report
4.1.1	Received Resources minutes
5.1.1	Received Curriculum minutes
5.1.4	Agreed to issue a letter to parents on the validated SATS results
6.3.3	Agreed to delegate authority to SL to commission the e-schools app subject to review by Resources and the cost being within her authority level to sign.
6.4.1	Received governor visit reports
8.1.1	Received Autumn 2015 checklist

Full Governing Body meeting 4 February 2016

1.4.1	Agreed minutes of the FGB meeting on 10/12/15
1.4.2	Agreed Part 2 minutes of the FGB meeting on 10/12/15
1.5.1	Agreed to review parent survey at the next meeting
1.6.2	Agreed to advertise the co-opted governor vacancies in the three parish newsletters
5.1.1	Received Curriculum minutes
8.1.1	Agreed to recommend an increase in Cheriton Bishop's PAN to 12

Full Governing Body meeting 21 April 2016

1.4.1	Agreed appointment of TT as LA Governor
2.1.4	Agreed budget for 2016/17
2.2.1	Received SFVS report

Full Governing Body meeting 19 May 2016

1.4.2	Agreed appointment of GW as co-opted governor
1.5.1	Approved FGB minutes 4 February 2016
1.5.2	Approved Part 2 FGB minutes 4 February 2016
1.5.3	Approved FGB minutes 21 April 2016
1.5.4	Approved Part 2 FGB minutes 21 April 2016
2.3.2	Agreed 2 parent governors and 7 co-opted governors, for the Federation's reconstitution
2.3.3	Agreed a reconstitution date of 14 July 2016.
3.1.2	Agreed ratification of AW's appointment as Head of School for Cheriton Bishop
3.1.4	Received minutes of the last Resources meeting
3.2.1	Agreed Benchmarking Report should be received at Resources, not FGB
4.1.1	Received minutes of the last Curriculum meeting
4.1.2	Agreed external visit reports should be circulated to Curriculum
4.1.4	Agreed to defer governor visit reports to the next meeting
5.2.1	Agreed to continue APMC meetings for Yeoford for the time being, and for APMC reports to be reported at FGB
5.2.2	Agreed all Heads of School to attend FGBs in the future

Full Governing Body meeting 14 July 2016

1.4.1	Approved FGB minutes 19 May 2016
1.4.2	Approved Part 2 FGB minutes 19 May 2016

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1.5.16	Agreed not to standardise each school's SIP (within the overall Federation SIP)
2.1.2	Reappointed co-opted governors following reconstitution
3.3.2	Appointed data governors for each school to review RAISE online data once published
3.3.3	Agreed to question, monitor and test regularly whether all pupils are reaching their full potential
4.1.1	Received minutes of the last Resources meeting
4.2.1	Approved revised Finance Policy 2016
4.3.1	Approved Resources Committee terms of reference for 2016-17
4.4.1	Approved Pay & Performance Committee terms of reference for 2016-17
4.6.1	Agreed date for clerk's appraisal
5.1.1	Received minutes of the last Curriculum meeting
5.2.1	Approved Curriculum Committee terms of reference for 2016-17
5.3.1	Agreed not to appoint a deputy safeguarding governor at this stage
7.1.1	Received dates for 2016-17 meetings
7.3.4	Agreed 2017-18 term dates