

FGB minutes 18 July 2017

WOODLEIGH FEDERATION GOVERNING BODY MINUTES

COMMITTEE:	FULL GOVERNORS	DATE AND TIME:	18 July 2017
VENUE:	CHERITON BISHOP		18.00

Governors Present	Initials	Role		Governors Present	Initials	Role
Jo Carter	JC	Parent Governor		Alexis Saffin	AS	Co-opted Governor
Elaine Clark	EC	Co-opted Governor		Joanna Tripp	JT	Co-opted Governor
Christine Conner	CC	Parent Governor		Gemma Woodgate	GW	Co-opted Governor
Brenda Jones	BJ	Co-opted Governor				
Katie Richards	KR	Staff Governor				

Apologies	Initials	Reason for absence (category of governor)	Apologies	Initials	Reason for absence (category of governor)
Nicky Dunford	ND	Prior commitment (Ex Officio Governor)			

In Attendance	Initials	Capacity
Pete Halford	PH	Associate member
Alex Waterman	AW	Associate member

	Agenda	Led By	Supporting papers
1	Housekeeping		
1.1	Welcome and apologies	AS	
1.2	Declarations of interest	AS	
1.3	Confidentiality	AS	
1.4	Minutes of the last meetings 17 May and 7 June 2017	AS	Minutes circulated
1.5	Review action log	All	
2	Issues for Consideration		
2.1	MAT update	All	
2.2	Cheriton Bishop Pre School update	JC	
3	Resources		
3.1	Receive Committee report	JC	Minutes circulated
3.2	Approve Resources terms of reference 2017-18	All	Terms of reference circulated
3.3	Receive Pay & Performance Committee report	CC	
3.4	Approve Pay & Performance terms of reference	All	Terms of reference circulated
3.5	Set date for Headteacher's appraisal	All	
3.6	Set date for clerk's appraisal	All	

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4	Curriculum		
4.1	Receive Committee report	AS	
4.2	Approve Curriculum terms of reference	All	Terms of reference circulated
5	Quality Assurance		
5.1	Agree new School Development Plan	All	
5.2	Review how the governing body has functioned during the year and consider any necessary changes, including reviewing the skills audit	All	
6	Housekeeping		
6.1	Agree meeting dates for 2017-18	All	Draft dates circulated
6.2	Approve terms of reference for the First and Second Committees	All	Terms of reference circulated
6.3	Any other business		
	Date of next meeting: 11 October 2017 5pm		

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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 ND, who travel permitting may arrive later.	
1.2	Declarations of interest	
1.2.1	There were no declarations of interest.	
1.3	Confidentiality	
1.3.1	Governors noted the requirement for confidentiality for matters discussed at Full Governors.	
1.4	Minutes of the last meetings 17 May and 7 June 2017	
1.4.1	The minutes of the meeting held on 17 May were agreed as an accurate record.	
1.4.2	The minutes of the meeting held on 7 June were agreed as an accurate record.	
1.4.3	The Part 2 minutes of the meeting held on 7 June were circulated and agreed as an accurate record.	
1.5	Review action log	
1.5.1	Governors discussed the changes to staffing structures, noting that parents at all three schools were notified of the changes to staffing and staffing structure for 2017-18 on Friday 7 July.	
1.5.2	Governors discussed an issue in connection with the staffing structure under Part 2.	
1.5.3	With reference to para 1.5.12 of the meeting held on 13 October 2016, teaching staff must be asked if they have business insurance for their car if they are transporting pupils or members of the Federation.	
1.5.4	With reference to para 1.6.4 of the meeting held on 22 March, this item is on the agenda.	
1.5.5	With reference to para 2.3.1, the decision has been taken not to use charge cards.	
1.5.6	With reference to para 2.3.6 of the meeting held on 27 April, the staff consultation document has been prepared and circulated.	
1.5.7	With reference to para 2.2.3 of the meeting held on 17 May, the Heads of School have sent in photos reflecting the successes of their schools.	
1.5.8	With reference to para 1.5.6, this item is on the agenda.	
1.5.9	With reference to para 1.5.7, ML will email LM to request that the three Heads of School are added to the signatories list, and LB is removed.	
1.5.10	With reference to para 5.1.3, BJ has still to arrange her visit to Tedburn, and may go to their Leavers' Ceremony on 21 July.	
1.5.11	With reference to para 5.2.2, ML has still to scan the due diligence checklist and circulate this.	
2	Issues for Consideration	
2.1	MAT update	
2.1.1	The current position with the MAT process is that we are waiting for a decision from the Department for Education (DfE) to get the Academy Orders, which will	

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<p>2.1.2</p> <p>2.1.3</p> <p>2.1.4</p> <p>2.1.5</p> <p>2.1.6</p>	<p>then trigger the release of funding. There is a meeting held next week, at which the decision may be made, otherwise it is unlikely the decision will be made before September. No further action can be taken until we have heard from the DfE.</p> <p>The governors discussed succession planning at the Link, noting this is a key risk issue in order to maintain its ethos and values, and agreeing that the Federation' concerns must be clearly expressed to the Link. ND is supportive of a "bottom up" model, and the governors wished to maintain this and did not want to see a "top down" model. JC advised that ND and the Chair of the Board of Directors will prepare a succession plan over the summer holidays.</p> <p>Governors considered that we should have someone on the Board of Directors who is capable of representing the interests of the Woodleigh Federation and the Crediton Learning Community (CLC).</p> <p>Governors discussed how to ensure that the Federation continued to explore and keep abreast of other options during the period of the management partnership, recognising that the Heads of School will not have the capacity to do this. It was agreed that the working party of governors should be set up to carry out this function.</p> <p>Governors discussed how best to maintain a strong Federation, either as three schools within the Link, or together if the Federation has to stand alone and pursue other options. The Federation is working more closely together, and the Heads of School are meeting regularly to maintain, strengthen and develop this.</p> <p>Governors discussed the suggestion made by PH, that the governors should revisit their past model of assigning specific governors to individual schools, to understand the school's data, issues and successes in greater depth, which in turn would support any Ofsted inspections. It was agreed to take this model forward, assigning governors as follows: Cheriton Bishop – JC and GW; Tedburn AS and BJ; and Yeoford – EC and JT. This model will promote governor visibility within the schools and will support governor visits, although it was also noted that some governor visits are better across the Federation than through individual school visits, specifically Safeguarding and Outdoor Education. Governors are not precluded from visiting other schools through this arrangement.</p>	<p>Governors</p> <p>JC, GW, AS, BJ, EC, JT</p>
<p>2.2</p> <p>2.2.1</p> <p>2.2.2</p> <p>2.2.3</p> <p>2.2.4</p>	<p>Cheriton Bishop Pre-School update</p> <p>AW reported that Neil Copeland visited Cheriton Bishop today to meet with the school and the pre-school. Governors noted that whilst the pre-school is keen, the school does not have sufficient space to have a Foundation Stage. Another option would be for the pre-school to be separate from the Federation, but for the governors to become the trustees. However, the pre-school is an unincorporated association and therefore it should fail, the governors would be personally liable.</p> <p>AW advised that the pre-school has been unable to form a committee, and if it remains unable to do so, the pre-school will fold. JC confirmed that the pre-school has sufficient funds to cover any closure costs, should this be necessary.</p> <p>CC asked if it would be possible to have a combined Foundation Stage at Tedburn St Mary? Governors considered that ideally each school would want to have its own Foundation Stage, to act as a feeder.</p> <p>Governors agreed to keep a watching brief on the pre-school, and hoped the pre-school was able to recruit sufficient people to its committee.</p>	
<p>3</p>	<p>Resources</p>	
<p>3.1</p>	<p>Receive Committee report</p>	
<p>3.1.1</p>	<p>JC spoke to the minutes, highlighting the decisions made on staffing structure,</p>	

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3.1.2	<p>including the replacement of the French teacher and the reduction in SENCo hours. Governors noted that MM does not include the carry forward in the budget, to ensure schools focus on achieving an in-year surplus and can retain any carry forward as a reserve. Each school is aware how much it has to spend from its own budget. However, it is staffing that is the biggest cost and it is reductions there that would have the biggest impact. The decisions taken at the last Resources meeting resulted in £13k of budget savings. Supply was a huge cost to the Federation last year, and should only be used as a matter of last resort. Staff must state a case for any expenditure they want to make, to get approval from their respective Head of School.</p> <p>Staff should be aware what budget is held by their school; how staff apply to get funding; and how they can participate in the decision-making. AW and PH will take this forward at the Inset Day.</p>	AW, PH
3.2	Approve Resources terms of reference 2017-18	
3.2.1	Governors approved the terms of reference for the Resources Committee for 2017-18.	
3.3	Receive Pay & Performance Committee report	
3.3.1	AS reported to governors that the Pay & Performance Committee received the recommendations for pay progressions and approved them. The Heads of School have been appraised by TC, and the Pay & Performance Committee are waiting to receive the recommendations. Support staff will be appraised in September, using the Link's appraisal structure and forms.	
3.4	Approve Pay & Performance terms of reference 2017-18	
3.4.1	Governors approved the terms of reference for the Pay & Performance Committee for 2017-18.	
3.5	Set date for Headteacher's appraisal	
3.5.1	It was noted that this was not now relevant since the Federation is now in a management partnership, but it was agreed that review of the management partnership should be a standing item on the agenda.	ML
3.6	Set date for clerk's appraisal	
3.6.1	ML will email dates to CC and JC to arrange this in the autumn term.	ML
4	Curriculum	
4.1	Receive Committee report	
4.1.1	Governors discussed how to reinvigorate Curriculum, noting that there were too few non-staff governors on the Committee. JC suggested rethinking the pairing arrangement with each school, so that one governor was from Curriculum and one from Resources.	
4.1.2	Governors agreed to trial dropping the Curriculum Committee for the next term, replacing it with the governors linked to each school, who will report to each FGB on the progress each school is making and on any issues. The governors will meet with the Heads of School once every half term.	
4.1.3	EC reported on KR's excellent presentation on literacy, which she followed up in the next week with a meeting with staff to review books and see the work, which was very positive and useful. KR considered that in view of budgetary constraints on using supply, the Federation may need to rethink the logistics of how these	

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4.1.4	meetings could be held. PH and AW suggested using HLTAs and students to provide cover, as well as using staff meetings outside the school day.	
4.1.5	AS and JT set out that if there is reason and purpose, there may be justifications for using supply.	
4.2	EC advised there is a lack of a critical incident pathway for a residential, which the Heads of School are developing.	
4.2	Approve Curriculum terms of reference 2017-18	
4.2.1	Governors approved the terms of reference for 2017-18.	
5	Quality Assurance	
5.1	Agree new School Development Plan	
5.1.1	Governors noted that each school would produce its own School Development Plan for the next academic year, which will come before governors for approval. The governors linked to each school will use the relevant School Development Plan to provide a review framework against which to challenge and to report back to FGB.	HoS
5.1.2	Governors agreed that the overarching Federation priorities were the continued work on the MAT and collaboration.	
5.2	Review how the governing body has functioned during the year and consider any necessary changes, including reviewing the skills audit	
5.2.1	There were two skills audits outstanding, which will be sent to ML. This will be picked up at the next FGB, along with the outstanding prospective governor applications.	
6	Housekeeping	
6.1	Agree meeting dates for 2017-18	
6.1.1	Governors reviewed the meeting dates for the next academic year, noting that the Curriculum Committee meetings for the Winter term will be removed whilst the new link governor arrangement is trialled. This will be reviewed at the end of the Winter term.	
6.1.2	It was agreed to begin FGB meetings at the earlier time of 5pm.	
6.2	Approve First and Second Committee terms of reference	
6.2.1	It was agreed to pick this up at the first FGB of the new academic year.	ML
6.3	Any other business	
6.3.1	Governors congratulated the Heads of School and all the staff for the excellent SATs results, and for all their work and support in a difficult and challenging year. Governors agreed they would send a card and biscuits to each school as a thank you.	
	Date of next meeting: 11 October 2017 5pm	
	The meeting closed at 20.00.	

Actions Summary (academic year 2016/17)

Para	Action	By Whom	Progress	Completed
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Full Governing Body (FGB) meeting, 13 October 2016

1.5.12	Ask the administrative staff at each school to email all teaching staff to confirm whether they have business insurance for their car	AW	ASAP	Agreed 18/07/17 for HoS to ask only staff who provide transport for Federation members.
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Full Governing Body (FGB) meeting, 22 March 2017

1.6.4	Update the skills audit	Governors	ASAP	Completed by all bar 2
2.3.1	Review charge card decision following the outcome of the MAT consultation and due diligence	Resources		Completed

Full Governing Body (FGB) meeting, 27 April 2017

2.3.6	Pull together staff consultation document	ND	ASAP	Completed
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Full Governing Body (FGB) meeting, 17 May 2017

2.2.3	Send photos reflecting the successes of the schools to ND	HoS	ASAP	Completed
1.5.6	Complete skills audit and return to ML	Governors	By 05/06/17	Completed by all bar 2
1.5.7	Set up the three Heads of Schools as account signatories and remove LB	LM	ASAP	ML has emailed LM with this request
5.1.3	Arrange visit to Tedburn	BJ	ASAP	Completed
5.2.2	Scan due diligence checklist and circulate to governors	ML	ASAP	

Full Governing Body (FGB) meeting, 7 June 2017

2.1.4	Agree date to notify parents of the proposed staffing structure from the Autumn term 2017	HoS	ASAP	Completed
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Full Governing Body (FGB) meeting, 18 July 2017

2.1.4	Set up working party of governors to continue to review options	Governors	At next FGB	On agenda
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2.1.6	Arrange half-termly meetings with respective schools	JC, GW, AS, BJ, EC, JT	Every half term	Ongoing
3.1.2	Inform staff of individual school budget available for the curriculum, and the process to apply to spend from this	PH, AW	Next Inset Day	Completed
3.5.1	Add review of the management partnership as a standing agenda item for FGB	ML	Ongoing	On agenda
3.6.1	Email suggested dates for clerk's appraisal to CC and JC	ML	ASAP	
5.1.1	Prepare new School Development Plans and submit to FGB for approval	HoS	For FGB on 11/10/17	
6.2.1	Review the terms of reference for the First and Second Committees	ML/FGB	11/10/17	On agenda

Decisions summary (academic year 2016/17)

Full Governing Body meeting 13 October 2016	
1.4.1	Approved FGB minutes 14/07/16
1.4.2	Approved FGB Part 2 minutes 14/07/16
2.2.2	Agreed a phased reduction at Yeoford to reduce to 2 classes as a result of the reduced pupil numbers, and to co-ordinate this with providing maternity cover
3.1.1	Agreed term dates for 2017/18
4.1.1	Elected AS Chair of FGB
4.1.2	Elected JC Vice Chair of FGB
7.1.1	Agreed GW as a member of the Resources Committee

Full Governing Body meeting 8 December 2016	
1.4.1	Approved FGB minutes 13/10/16
1.5.1	Agreed to incorporate the staff questionnaire into the Parent View style questionnaire that will issue in March
1.5.4	Agreed that Heads of School will meet to decide which policies should be available on the website as a matter of good practice
1.5.7	Agreed that the governor welfare role is currently carried out by the Resources Committee
4.1.1	Approved FGB Part 2 minutes 13/10/16

Full Governing Body meeting 2 February 2017	
2.2.1	Agreed to explore and investigate joining the Link Academy
2.2.1	Agreed to explore a management partnership with the Link Academy
3.1.1	Agreed KR will become a member of the Curriculum Committee
3.2.1	Approved FGB minutes 08/12/16
3.2.2	Approved FGB Part 2 minutes 08/12/16
3.2.3	Approved FGB Part 2 minutes 26/01/17

Full Governing Body meeting 22 March 2017	
1.4.1	Approved FGB minutes 02/02/17
1.4.2	Approved FGB Part 2 minutes 02/02/17
1.6.5	Agreed to appoint SL as an associate governor following her retirement as Executive Headteacher, to support the Federation through the MAT consultation process

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Full Governing Body meeting 27 April 2017	
1.4.1	Approved FGB minutes 22/03/17
2.2.4	Agreed to close the consultation mailbox
2.2.4	Agreed to prepare a letter to parents setting out the current position now that the consultation period has come to an end

Full Governing Body meeting 17 May 2017	
1.4.1	Approved FGB Part 2 minutes 22/03/17
1.4.1	Approve FGB minutes 27/04/17

Full Governing Body meeting 7 June 2017	
2.1.3	Approved the staffing structure for 2017-18
2.1.5	Approved recruitment of an apprentice and a teaching assistant
2.2.4	Delegated authority to AS to sign the management partnership agreement with the Link on the governing body's behalf

Full Governing Body meeting 18 July 2017	
1.4.1	Approved FGB minutes 17/05/17
1.4.2	Approved FGB minutes 07/06/17
1.4.3	Approved FGB Part 2 minutes 07/06/17
2.1.4	Agreed to set up a working party of governors to continue to review MAT and other options
2.1.6	Agreed to re-establish 2 link governors for each school
3.2.1	Approved terms of reference for the Resources Committee 2017-18
3.4.1	Approved terms of reference for the Pay & Performance Committee 2017-18
4.1.2	Agreed to trial replacing the Curriculum Committee with the new link governors for the Winter term
4.2.1	Approved terms of reference for the Curriculum Committee for 2017-18
6.1.2	Agreed to begin FGB meetings at the earlier time of 5pm