

FGB minutes 17 May 2017

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| WOODLEIGH FEDERATION GOVERNING BODY MINUTES |
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| COMMITTEE: | FULL GOVERNORS | DATE AND TIME: | 17 May 2017 |
| VENUE: | CHERITON BISHOP | | 18.00 |

| Governors Present | Initials | Role | | Governors Present | Initials | Role |
|--------------------------|-----------------|-------------------|--|--------------------------|-----------------|-------------|
| Elaine Clark | EC | Co-opted Governor | | | | |
| Brenda Jones | BJ | Co-opted Governor | | | | |
| Katie Richards | KR | Staff Governor | | | | |
| Alexis Saffin | AS | Co-opted Governor | | | | |
| Joanna Tripp | JT | Co-opted Governor | | | | |

| Apologies | Initials | Reason for absence (category of governor) | Apologies | Initials | Reason for absence (category of governor) |
|------------------|-----------------|--|------------------|-----------------|--|
| Jo Carter | JC | Prior commitment (Parent Governor) | Christine Conner | CC | Work commitment (Parent Governor) |
| Nicky Dunford | ND | Work commitment (Ex officio governor) | Gemma Woodgate | GW | Work commitment (Co-opted Governor) |

| In Attendance | Initials | Capacity |
|----------------------|-----------------|------------------|
| Alex Waterman | AW | Associate member |
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| | Agenda | Led By | Supporting papers |
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| 1 | Housekeeping | | |
| 1.1 | Welcome and apologies | AS | |
| 2 | Issues for Consideration | | |
| 2.1 | Link Partnership Agreement | All | |
| 2.2 | Approval of MAT Consultation documents | All | |
| 1 | Housekeeping | | |
| 1.2 | Declarations of interest | AS | |
| 1.3 | Confidentiality | AS | |
| 1.4 | Minutes of the last meetings 22 March Part 2 and 27 April 2017 | AS | Minutes circulated |
| 1.5 | Matters Arising | | |

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| 3 | Resources | | |
| 3.1 | Receive Committee report | All | Minutes circulated |
| 3.2 | Receive Budget for 2017-18 | All | Budget 2017-18 circulated |
| 4 | Curriculum | | |
| 4.1 | Receive Committee report | All | Minutes circulated |
| 5 | School Improvement | | |
| 5.1 | Receive feedback from governor visits | All | Governor visit reports circulated |
| 5.2 | Receive reports from governors who have attended training | All | |
| 5.3 | Update skills audit | All | Skills audit circulated |
| 6 | Housekeeping | | |
| 6.1 | Review Summer Checklist | All | Summer Checklist circulated |
| | Date of next meeting: 7 June 2017 5pm (an additional meeting) | | |

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| Ref | Action or Decision | Action Owner & Deadline |
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| 1 | Housekeeping | |
| 1.1 | Apologies | |
| 1.1.1 | Apologies were received and sanctioned from JC, CC, ND and GW. | |
| 2 | Issues for Consideration | |
| 2.1 | Link Partnership Agreement | |
| 2.1.1 | AS reported that some changes were made to the draft partnership agreement following the FGB meeting on 27 April, which was then passed to Debbie Clapshaw at Devon Governor Services for her comment. It has also been copied to GW for her information and review. The draft agreement was then returned to ND with Debbie Clapshaw's comments. We are now waiting to receive the revised partnership agreement for review and approval. | |
| 2.2 | Approval of MAT consultation documents | |
| 2.2.1 | The parent consultation element of the consultation report has been summarised to 12 pages. The summary is comprehensive and makes clear the volume of questions and the range of respondents. AS will circulate the latest version of the consultation report to governors, and governors should send any comments to her about this report by Friday 19 May. | AS |
| 2.2.2 | ND will prepare the staff consultation element of the report, and AS will circulate this for comments and approval by email. | |
| 2.2.3 | Heads of School should send through a few photos celebrating their respective schools to ND, for inclusion in the report. AW will raise this with PH and AK at their Heads of School meeting this Friday, and will ensure that they have seen the parent consultation document. | AK, PH, AW |
| 2.2.4 | The priority is to ensure that the consultation documents are published before half term. | |
| 1 | Housekeeping | |
| 1.2 | Declarations of interest | |
| 1.2.1 | JC is on the Cheriton Bishop Pre School Committee, although she is no longer the Treasurer. | |
| 1.2.2 | There were no other 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 meetings Part 2 22 March and 27 April 2017 | |
| 1.4.1 | The Part 2 minutes of the meeting held on 22 March were circulated and agreed as an accurate record of that meeting. | |
| 1.4.2 | The minutes of the meeting held on 27 April were agreed as an accurate record of that meeting. | |
| 1.5 | Matters Arising | |
| 1.5.1 | With reference to para 1.5.12 of the meeting held on 14 July 2016, it was agreed to | |

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| | remove this item since testing policies is now a part of the governor visits framework. | |
| 1.5.2 | With reference to para 6.1.3 of the meeting held on 13 October 2016, KR is meeting with GD and MG on literacy to review delivery across the Federation, and she will report back to the next Curriculum meeting. | |
| 1.5.3 | With reference to para 6.1.8, KR will prepare a report for the next Curriculum meeting in June on how the literacy strategy operates across the Federation. Governors discussed what strategies are used across the Federation to deliver the national curriculum, and agreed that these should be reported to governors for their information. | |
| 1.5.4 | With reference to para 1.5.4 of the meeting held on 8 December, JT will train ML on 24 May to upload documents to the new website. Provided that this works remotely, ML will then upload the policies that we are required by statute to have on the website, along with the FGB minutes. | |
| 1.5.5 | With reference to para 3.2.5 of the meeting held on 2 February, Heads of School are reviewing the use of sports grant funding across the Federation at their meeting on Friday. | |
| 1.5.6 | With reference to para 1.6.4 of the meeting held on 22 March, it was agreed that governors should complete the skills audit for single schools and email to ML by Monday 5 June. | Governors |
| 1.5.7 | With reference to para 2.3.1, it was agreed that the 3 Heads of School should each be signatories, and LB should be removed as a signatory. | LM |
| 1.5.8 | With reference to para 2.3.2, the Finance Policy has been updated. | |
| 1.5.9 | With reference to para 1.4.1 of the meeting held on 27 April, the minutes of 22 March have been updated. | |
| 1.5.10 | With reference to para 2.2.4, the consultation mailbox has been closed. | |
| 1.5.11 | With reference to paras 2.2.4, 2.3.5 and 2.3.6, these items were on the agenda and have already been discussed above. | |
| 3 | Resources | |
| 3.1 | Receive Committee Report | |
| 3.1.1 | AS reported that the Committee had discussed the budgeted, in particular how curriculum development monies should be allocated across the 3 schools. | |
| 3.1.2 | JC and AS met with Matt, the Business Manager at the Link Academy, on Friday to work through some of the due diligence process. As a result of their discussions, it has been agreed that the Link will carry out an energy and an ICT review across the Federation, for no charge, to see what cost savings may be identified. AS will check if the ICT review will include broadband charges. Matt will also work through budget structure with LM, including identification of what income and what costs attach to each school. | |
| 3.1.3 | Governors discussed how income and expenditure are allocated within the Link, noting that each school receives their entire Education Funding Agency (EFA) budget. The Link makes a charge per pupil to cover their central support team costs, including the CEO, the Executive Principal, the Business Manager and the HR Manager. The Link has moved away from using the FMSIS system, and instead uses the HCSS system, including accounting. AS advised that from her audit perspective, the HCSS system provides a good accountability framework, which in turn provides confidence. | |
| 3.1.4 | Governors discussed the likely impact of taking on performance management and budget management on Heads of School teaching time, noting that this will form a part of the staffing structure review by the Heads of School before half term, and | |

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| | which will be circulated to governors for their meeting on 7 June specifically to look at this. Governors also discussed the staffing allocation across the 3 schools, noting that ND has suggested that Heads of School teaching time may not be consistent because of the difference in pupil numbers and number of classes. It was important to ensure that staffing and teaching allocations are sustainable, to ensure that each school within the Federation is properly supported. | |
| 3.2 | Receive Budget for 2017-18 | |
| 3.2.1 | Governors received the budget for 2017-18, noting that the “Hub Manager” costs are those for the Link Management Partnership, and that a Hub Manager role has not been created. | |
| 4 | Curriculum | |
| 4.1 | Receive Committee Report | |
| 4.1.1 | Governors received the minutes from the last Curriculum Committee meeting. It was noted that ML has received the website audit reports from Cheriton Bishop and Yeoford, but not from Tedburn, so far. | |
| 5 | School Improvement | |
| 5.1 | Receive feedback from governor visits | |
| 5.1.1 | EC reported on her recent governor visits. She has carried out her safeguarding reviews across all 3 schools now, and is waiting for one piece of information from AK so that she can sign off her review at Tedburn. | |
| 5.1.2 | Governors discussed governor visibility across the 3 schools, which has not been as high as governors would like recently, as a result of the demands of the MAT consultation. It is not always feasible for governors to visit schools during the school day, because of work commitments. Potential opportunities for visits in the summer term were discussed, and the following were noted: bring and share assemblies; Federation training days; the end of year show at Tedburn on 17 July; the Tedburn sports day on 7 July; Forest Schools at Tedburn on 26 May; and the music festival at Cheriton Bishop. | |
| 5.1.3 | BJ will arrange a visit to Tedburn. | BJ |
| 5.2 | Receive reports from governors who have attended training | |
| 5.2.1 | KR will review the new training course timetable and arrange to attend the New Governor course. | |
| 5.2.2 | ML reported on the MAT clerking course that she attended this morning, where she was able to meet with the Link’s clerk. She will scan a due diligence checklist circulated at the course, and email this to governors for their information. | ML |
| 5.3 | Update skills audit | |
| 5.3.1 | This item has already been covered under Matters Arising above. | |
| | Date of next meeting: 7 June 2017 5pm | |
| | The meeting closed at 19.50. | |

Actions Summary(academic year 2016/17)

| Para | Action | By Whom | Progress | Completed |
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| Full Governing Body (FGB) meeting, 14 July 2016 | | | | |
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| 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 | Completed |

| Full Governing Body (FGB) meeting, 13 October 2016 | | | | |
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| 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 | To be included in the next staff update |
| 6.1.3 | Report headline results of literacy moderation to next Curriculum meeting | KR | Curriculum 23/11/16 | To report to Curriculum in June |
| 6.1.8 | Visit the three schools to see how the literacy policy operates in practice | KR | Spring 2017 | To include in the report to Curriculum in June (see above) |

| Full Governing Body (FGB) meeting, 8 December 2016 | | | | |
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| 1.5.4 | Agree what policies should be available on the website as a matter of good practice | HoS | At their next meeting | Completed |

| Full Governing Body (FGB) meeting, 2 February 2017 | | | | |
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| 3.2.5 | Provide a breakdown and supporting evidence of how the sports grant funding has been used across the Federation | HoS | For Summer 1 Resources | |

| Full Governing Body (FGB) meeting, 22 March 2017 | | | | |
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| 1.6.4 | Update the skills audit | Governors | ASAP | To complete and return to ML by 05/06/17 |
| 2.3.1 | Review charge card decision following the outcome of the MAT consultation and due diligence | Resources | | |
| 2.3.2 | Update the Finance Policy | ML | ASAP | Completed |

| Full Governing Body (FGB) meeting, 27 April 2017 | | | | |
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| 1.4.1 | Amend minutes of 22 March | ML | ASAP | Completed |
| 2.2.4 | Close consultation mailbox and | Governors | ASAP | Completed |

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| | prepare letter to parents advising that the consultation period has ended, and what the next steps are | | | |
| 2.2.4 | Finalise parent consultation report for issue prior to the May half term | ND | By 26/05/17 | |
| 2.3.5 | Amend management partnership document and seek DGS comments on it | ND, JC, GW | ASAP | |
| 2.3.6 | Pull together staff consultation document | ND | ASAP | |

| Full Governing Body (FGB) meeting, 22 May 2017 | | | | |
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| 2.2.1 | Circulate the latest version of the consultation document to governors | AS | ASAP | |
| 2.2.3 | Send photos reflecting the successes of the schools to ND | HoS | ASAP | |
| 1.5.6 | Complete skills audit and return to ML | Governors | By 05/06/17 | |
| 1.5.7 | Set up the three Heads of Schools as account signatories and remove LB | LM | ASAP | |
| 5.1.3 | Arrange visit to Tedburn | BJ | ASAP | |
| 5.2.2 | Scan due diligence checklist and circulate to governors | ML | ASAP | |

Decisions summary (academic year 2016/17)

| Full Governing Body meeting 13 October 2016 | |
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| 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 | |
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| 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 | |
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| 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 |

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| 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 |

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| 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 |

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