

FGB minutes 21 February 2018

WOODLEIGH FEDERATION GOVERNING BODY MINUTES

COMMITTEE:	FULL GOVERNORS	DATE AND TIME:	21 February 2018
VENUE:	CHERITON BISHOP		17.00

Governors Present	Initials	Role		Governors Present	Initials	Role
Jo Carter	JC	Co-opted Governor		Joanna Tripp	JT	Co-opted Governor
Nicky Dunford	ND	Ex Officio Governor		Gemma Woodgate	GW	Co-opted Governor
Brenda Jones	BJ	Co-opted Governor				
Annie Martin	AM	Parent Governor				
Alexis Saffin	AS	Co-opted Governor				

Apologies	Initials	Reason for absence (category of governor)	Apologies	Initials	Reason for absence (category of governor)
Christine Conner	CC	Prior commitment (parent governor)	Elaine Clark	EC	Prior commitment (co-opted governor)
Katie Richards	KR	Prior commitment (staff governor)			

In Attendance	Initials	Capacity
Andy Keay	AK	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 including Code of Conduct	AS	
1.3	Confidentiality	AS	
1.4	Minutes of the last meeting 18 January 2018	AS	Minutes circulated
1.5	Review action log	All	
2	Issues for Consideration		
2.1	MAT update	All	
2.2	Local Governing Board composition	All	
2.3	Woodleigh Federation representative on the Link Standards and Curriculum Committee	All	
3	Quality Assurance		
3.1	Raise Online data review	All	New Raise data for each school circulated, with the ASP data

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4	Resources		
4.1	Receive Committee report	JC	Minutes circulated
4.2	Report on the Health & Safety Policy review	AM	Health & Safety Policy circulated
4.3	Review National Funding Formula	All	
4.4	Review SFVS return	All	SFVS return attached
5	Curriculum		
5.1	Receive link governor reports, including check review of interventions and case studies for SEN pupils and agree format for school development plans	All	
6	School Improvement		
6.1	Monitor School Development Plans	All	School Development Plans circulated
6.2	Receive reports from governors who have attended training	All	
6.3	Any other business	All	
	Date of next meeting: 22 March 2018 5pm		

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Ref	Action or Decision	Action Owner & Deadline
1	Housekeeping	
1.1	Welcome and Apologies	
1.1.1	Apologies were received and sanctioned from EC, CC, PH and KR.	
1.2	Declarations of interest	
1.2.1	There were no declarations of interest.	
1.2.2	The new Code of Conduct forms were circulated and signed.	
1.3	Confidentiality	
1.3.1	Governors noted the requirement for confidentiality for matters discussed at Full Governors.	
1.4	Minutes of the last meeting 18 January 2018	
1.4.1	<p>The minutes of the meeting held on 18 January were agreed as an accurate record subject to the following changes:</p> <ul style="list-style-type: none"> • The removal of AW from the “In Attendance” list; • The addition of “subject to receiving more information about the scope and the remit of the role” at the end of the sentence for para 1.6.2; and • The addition of “AM asked in the FGB meeting what due diligence the Governing Body has undertaken independently from the Link, she was told that lots of conversations have been had and that this has been covered under previous Part II minutes, but there was no document summarising this process” at the start of para 2.1.3. 	
1.5	Review action log	
1.5.1	With reference to para 1.5.6 of the meeting held on 17 May, one of the two skills audits remain outstanding, and AM has recently received her skills audit and will return as soon as possible. ML will consolidate these skills audits with the others and this will be used to inform the composition of the new Local Governing Board.	ML
1.5.2	With reference to para 2.1.6 of the meeting held on 18 July, the link governor meetings are held half termly and have been completed for this half term, with the exception of Cheriton Bishop where the link governors had met with Ofsted in December.	
1.5.3	With reference to para 3.6.1, it was agreed to meet prior to the next governor meeting, which is 22 March.	ML, JC, CC
1.5.4	With reference to para 1.2.3 of the meeting held on 11 October, this has been completed under para 1.2.2.	
1.5.5	With reference to para 3.2.2, the inclusion of concerns and issues with the management partnership in the Heads of Schools reports may no longer be relevant. Governors discussed the format of Head of School reports. ND circulated the Link standard format, which Heads of schools submit termly (at the end of the second week of the second half of the term) to Central Services, which are then summarised and reported to LGBs. It was agreed that the Woodleigh Heads of Schools reports would be sent to ML for circulation with the LGB papers. It was agreed that Google Drive should be set up for all governor papers. AM reported from her induction training the recommendation that all governors	MM

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	should have their own governor emails rather than using either personal or work emails, and it was agreed that these should also be set up.	
1.5.6	With reference to para 4.2.4, this has been covered under para 1.5.5.	
1.5.7	With reference to para 6.1.3, the format for the School Development Plans is being finalised by the Heads of Schools with the Link.	
1.5.8	With reference to para 6.1.4, governors discussed the need for case studies, noting that their purpose is to explain where a pupil is not achieving the standard that might be expected. AK and AW considered that pupils' books remain the most important tool to demonstrate the work of disadvantaged children, with AW advising that during Cheriton Bishop's Ofsted inspection, the inspector had picked a child randomly and trailed that child through their books and the data.	
1.5.9	With reference to para 1.5.8 of the meeting held on 18 January, this has been covered by para 1.5.5.	
1.5.10	With reference to para 1.5.13, the MAT update was prepared and included in school newsletters.	
1.5.11	With reference to para 7.2.1, it was agreed that this will be picked up by the LGB, and ND suggested that the Link could hold a training session with all three LGBs.	
1.5.12	AS asked whether there are any particular roles the Link Directors will want to see on an LGB? ND advised they would want to see Safeguarding; Looked After Children; a representative for the Standards & Curriculum Committee; and a nominated person to carry out risk assessments on the ground in the Woodleigh schools.	
2	Issues for Consideration	
2.1	MAT update	
2.1.1	Governors noted that the transfer agreements have been signed. There has been a delay with the lease at Cheriton Bishop for the Pre-School, which had not been signed by DCC as a result of a change in staff. This is now being resolved.	
2.1.2	Everything is in place for the conversion on 1 March. The Link has the conversion award money to meet the fees from Michelmores and Devon County Council (DCC) for carrying out the due diligence work.	
2.1.3	Governors noted that MM will be training the Woodleigh administrators next Tuesday about the changes in processes following joining the Link. Some things will no longer be their responsibility and will instead be carried out by Central Services.	
2.1.4	There have been no queries under TUPE from staff or from the unions. The Link will meet once a year with unions.	
2.1.5	<i>AM asked if there is a point at which governors formally decide that the Federation should become an academy.</i> Governors discussed this, advising that governors agreed to start the consultation with a view to joining the MAT. The management partnership provided the opportunity to test and review how the Federation worked with the Link. It was agreed to apply for academy orders and to start the consultation process. The DfE gave their seal of approval to the conversion subject to the due diligence process. <i>AM expressed concern that there has been no independent due diligence. JC and AS advised there has, through Michelmores, the DfE and DCC as well as the work carried out by governors.</i> Neither the consultation period nor the due diligence period following the issue of the Academy Orders exposed any reasons for concerns and therefore the decision to join the Link would go ahead without further action.	
2.1.6	Governors noted that the conversion will take place with the Chair signing the transfer document.	

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2.2	Local Governing Board Composition	
2.2.1	Governors noted that they will make a proposal for the composition of the LGB to recommend to the Link Directors for approval. ND advised the that current Link LGBs each have a staff representative, a parent representative, and people co-opted from the community who want to support the schools and have a knowledge of education. However, they do not have Heads of Schools as associate members, although Heads of Schools do attend as required to present reports as required. LGBs have to have a staff representative.	ND
2.2.2	AS considered the LGB should have one parent representative from each school, with getting a parent representative from Yeoford as a priority. It was agreed to contact the other parent governor candidate from the recent parent governor election, to find out whether he would be interested to come on to the LGB as the representative from Yeoford School. ND will forward the LGB member role specification to ML, for passing on to the candidate with the invitation.	
2.2.3	ND considered that a willingness to commit to the role is of primary importance. Governors should review the skills audit to determine which current governors have skills that we would want to retain for the LGB. The ideal composition for the LGB would be: one staff representative; three parent representatives (one from each school); one Safeguarding representative; one Standards & Curriculum representative; one Chair; and one Vice Chair.	
2.2.4	ND advised that she has mirrored the Federation's approach of attaching 2 link governors to each school to achieve an in-depth understanding of that school's data and issues, and she would recommend this practice being retained by the LGB.	
2.2.5	Governors agreed that the LGB training session on 28 February will be useful in understanding the appropriate composition, and that governors should meet afterwards to agree the composition.	
2.3	Woodleigh Federation representative on the Link Standards and Curriculum Committee	
2.3.1	It was agreed to defer this item to the next meeting.	
3	Quality Assurance	
3.1	Raise Online data review	
3.1.1	JC outlined the process for the production of the Raise Online data. The SATs are held in May, and the headline data from this is sent to schools in July. The Raise data is the detailed analysis of the headline data, and this is not released to schools until November. The link governors then meet with their respective Head of School to interrogate the data.	
3.1.2	ND advised that this data is all that Ofsted sees, so that any changes must be included in the School Evaluation Framework (SEF) that each school prepares when it is notified of an Ofsted inspection.	
3.1.3	<i>JC asked what each school is now focusing on following the Raise data reviews.</i> AK advised that Tedburn's focus is to maintain the standards they have achieved. BJ identified that for the value added data to be achieved, the KS1 entry data must be secure, but this is not always the case and can mean that a school's achievement with a pupil is under-stated.	
3.1.4	AW advised that Cheriton Bishop has a higher SEN need than Tedburn. The whole school focus is on achieving greater depth in science, ICT and sex education (with this latter being a target across the whole Federation), and on the building work at	

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3.1.5	the school including the library.	
3.1.6	Yeoford's whole school focus is on ICT and a Foundation Stage Unit. ND reported that Accelerated Reader has a good impact even for schools that are already achieving well in reading. With Accelerated Reader, the pupil reads and then goes to a computer programme which asks questions to test their comprehension and then gives them feedback on the number of words they have read and so on. It takes a lot of work to set Accelerated Reader up and running, but it is very worthwhile. This programme starts being used from Year 2.	
4	Resources	
4.1	Receive Committee Report	
4.1.1	AS referred the Committee to the draft SFVS return, which is the last one the Federation will need to complete before becoming an academy. If all governors are in agreement with the draft, AS will sign and submit the return.	
4.1.2	Governors agreed that they will adopt all Link policies, localising as appropriate.	
4.1.3	AM referred to para 4.2.3 of the Resources meeting on 25 January, asking if there is any resource to take this building work forward? AW advised that there is a pot of money available to the school for this work. She has obtained one quote, for £5.2k, and is obtaining a second quote. The builder who has provided a quote did not state whether he considered it required building regulations, and AM recommended that the proposal is submitted to the Mid Devon Building Control Office to check that this is the case.	
4.1.4	Governors noted that PR has resolved the Tedburn PTA money with LM, and this is now included in the Budget Monitor.	
4.1.5	It was agreed to use the Link's template for an accessibility plan to set out each school's plan.	
4.1.6	The Link has carried out conditioning surveys on each school as a part of due diligence and is waiting to receive the reports from TFQ.	
4.1.7	It was agreed that MM will set targets for and line manage the school administrators, but that appraisals will be carried out jointly with Heads of Schools, who are responsible for a distinct part of each administrator's role within their respective schools.	MM
4.1.8	JT advised that governors should be aware of the PE money and how it is spent. AS advised this is picked up through governor visits, testing whether it is making a difference and what impact it has. Tedburn has a specific PE improvement plan.	
4.2	Report on Health & Safety Policy review	
4.2.1	It was agreed that the Link's Health & Safety Policy will be adopted and that there is no need for AM to review this.	
4.3	Review National Funding Formula	
4.3.1	Governors noted that small schools are significantly better off this year under the new National Funding Formula. All the Federation schools' budgets look better apart from Yeoford's, which is affected by a falling roll number.	
4.4	Review SFVS return	
4.4.1	This was covered under para 4.1.1.	
5	Curriculum	
5.1	Receive link governor reports, including check review of interventions and case studies for SEN pupils and agree format of school development plans	

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5.1.1	This item has been covered under item 3.1 above.	
6	School Improvement	
6.1	Monitor School Development Plans	
6.1.1	This item has been covered under item 3.1 above.	
6.2	Receive reports from governors who have attended training	
6.2.1	AM reported on the new governor induction training that she attended today. She found this interesting, although it is specifically for maintained schools and therefore may lose relevance on conversion to an academy. JC advised that although higher level responsibility will be lost, the broad thrust of the role will remain similar, with a focus on in-depth understanding of each school.	
6.2.2	AM reported from the training that the draft minutes should be circulated to governors within 10 working days of each meeting. ML advised that minutes are drafted and sent to the Chair for comment and approval within this timeframe, and that they should then be sent to governors. It was agreed that minutes should be circulated to all governors within two weeks of each meeting.	ML
6.3	Any other business	
6.3.1	Governors discussed how governors are covered by school or their own professional insurance if they provide advice using their professional knowledge. AM advised that the induction training stated that school insurance would not cover such advice, whereas Debbie Clapshaw had considered it would. Governors agreed that no governor should be placed in a compromising position through their willingness to use their professional knowledge in a voluntary capacity to support a school. ND will investigate this point with RPA.	ND
Date of next meeting: 22 March 2018 5pm		
The meeting closed at 19.00.		

Actions Summary(academic year 2017/18)

Para	Action	By Whom	Progress	Completed
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Full Governing Body (FGB) meeting, 17 May 2017				
1.5.6	Complete skills audit and return to ML	Governors	By 05/06/17	Completed by all bar 2

Full Governing Body (FGB) meeting, 18 July 2017				
2.1.6	Arrange half-termly meetings with respective schools	JC, GW, AS, BJ, EC, JT	Every half term	Ongoing
3.6.1	Email suggested dates for clerk's appraisal to CC and JC	ML	ASAP	Arranged for 22/03/18

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Full Governing Body (FGB) meeting, 11 October 2017				
1.2.3	Bring Codes of Conduct to the next FGB for signing	ML	07/12/17	Completed
3.2.2	Include any concerns and issues with the management partnership in Head of School reports	HoS	Ongoing	Completed
4.2.4	Create a folder in Google Drive to hold each school's School Development Plan, SEF and reports	HoS	ASAP	
6.1.3	Agree format for School Development Plans	Link Governors	ASAP	To be agreed with the Link
6.1.4	Review interventions and case studies for SEN pupils during next link governor visits	Link governors	November 2017	Completed

Full Governing Body (FGB) meeting, 18 January 2018				
1.5.8	Create Google Drive for governor visits	MM	ASAP	
1.5.13	Draft MAT update for parents and put in school newsletter	ND, HoS	24/01/18	Completed
7.2.1	Prepare list of items for review each term during governor visits	PH, AK	ASAP	

Full Governing Body (FGB) meeting, 21 February 2018				
1.5.1	Consolidate skills audits	ML	ASAP	
1.5.3	Carry out clerk's appraisal	JC, CC, ML	22/03/18	
1.5.5	Create Google Drive for all governor papers, and governor email accounts	MM	ASAP	
2.2.2	Forward LGB role specification to ML	ND	ASAP	
4.1.7	Set targets for and line manage administrators	MM	Ongoing	
6.2.2	Ensure draft minutes are circulated to governors within two weeks of each meeting	ML	Ongoing	
6.3.1	Check with RPA whether governors are covered in their professional capacity if they give professional advice to the school.	ND	ASAP	

Decisions summary (academic year 2017/18)

Full Governing Body meeting 11 October 2017	
1.4.2	Co-opted JC as a governor
1.4.4	Elected AS as Chair and JC as Vice Chair of FGB
1.5.1	Agreed minutes of the meeting on 18 July 2017
1.5.2	Agreed Part 2 minutes of the meeting on 18 July 2017
4.2.4	Agreed to create folders in Google Drive for each school to hold its School Development Plan, SEF and other reports

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5.2.2	Agreed Pay Policy
7.2.1	Agreed DBS Disclosure Policy

Full Governing Body meeting 18 January 2018

1.4.1	Agreed minutes of the meeting on 11 October 2017
1.5.13	Agreed to hold parent information evening on Wednesday 7 February at 6.30pm at Tedburn St Mary School
2.2.2	Agreed Safeguarding Policy

Full Governing Body meeting 21 February 2018

1.4.1	Agreed minutes of the meeting on 18 January 2018
1.5.5	Agreed to set up Google Drive folder for governor papers and to set up governor email accounts
2.2.5	Agreed to finalise the LGB composition after the governor training session on 28 February
4.2.1	Agreed to adopt the Link's Health & Safety Policy