

## FGB minutes 15 October 2015

### WOODLEIGH FEDERATION GOVERNING BODY MINUTES

<b>COMMITTEE:</b>	<b>FULL GOVERNORS</b>	<b>DATE AND TIME:</b>	15 October 2015
<b>VENUE:</b>	<b>CHERITON BISHOP</b>		18.00

Governors Present	Initials	Role		Governors Present	Initials	Role
Jo Carter	JC	Parent Governor		Joanna Tripp	JT	Staff Governor
Elaine Clark	EC	Co-opted Governor				
Brenda Jones	BJ	Co-opted Governor				
Kerrie Jose	KJ	Co-opted 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	Work commitment (Parent Governor)	Louise Warren	LW	Maternity leave (Co-opted Governor)
Sue Leyman	SL	Prior commitment (Headteacher)			
Terry Tume	TT	Work commitment (Local Authority Governor)	<b>Absent without apologies</b>		

In Attendance	Initials	Capacity
Jo Nation	JN	Head of School

	Agenda	Led By	Supporting papers
<b>1</b>	<b>Housekeeping</b>		
1.1	Welcome and apologies	KJ	
1.2	Declarations of interest including Register of Business Interests; publication of governor details on website; and Code of Conduct	KJ	Code of Conduct, Register of Business Interests form
1.3	Confidentiality	KJ	
1.4	Election of Chair	All	
1.5	Minutes of the last meeting: 9 July 2015	KJ	Minutes 9 July 2015
1.6	Review action log	All	
1.7	Agree terms of reference for each committee and their membership	All	Terms of reference for Curriculum, Resources, Pay

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			&Performance, First and Second Committees
1.8	Local Authority governor vacancy, associate members, parent governor vacancy		
<b>2</b>	<b>Issues for consideration</b>		
2.1	Review and agree vision for the Federation, including briefing on multi-academy trusts	All	
<b>3</b>	<b>Quality Assurance</b>		
3.1	Executive Headteacher's Report	JN	Executive Headteacher's Report
3.2	Review the DBS Disclosure Policy and receive report on DBS	All	DBS Disclosure Policy
<b>4</b>	<b>Resources</b>		
4.1	Receive committee report	JC	Resources Committee minutes 1 October 2015
4.2	Agree date for Headteacher's performance management meeting	All	
4.3	Agree Pay Policy	All	Pay Policy 2015
<b>5</b>	<b>Curriculum</b>		
5.1	Receive committee report	AS	Curriculum Committee minutes 8 October
5.2	Receive Heads of School reports	All	Heads of School reports from Cheriton Bishop, Tedburn and Yeoford
5.3	Agree the term dates for 2016-17	All	Term dates 2016-17
<b>6</b>	<b>School Improvement</b>		
6.1	Review questionnaire for governor self-evaluation	All	
6.2	Review governor training needs	All	
6.3	Agree governor visits schedule	All	Governor visits schedule
6.4	Reports and discussions from governor visits	All	Governor visits circulated
<b>7</b>	<b>Safeguarding and SEND (Special educational needs and disability)</b>		
7.1	Report and considerations from SEN meetings	EC	
<b>8</b>	<b>Housekeeping</b>		
8.1	Receive Autumn 2015 checklist	All	
	<b>Date of next meeting: 10 December 2015</b>		

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Ref	Action or Decision	Action Owner & Deadline
<b>1</b>	<b>Housekeeping</b>	
1.1	Apologies	
1.1.1	CC, SL, TT, LW	
1.1.2	It was confirmed that the meeting was quorate.	
1.2	Declarations of interest, including Register of Business Interests, publication of governor details on the website, and Code of Conduct	
1.2.1	There were no declarations of interest	
1.2.2	The new format Register of Business Interests was circulated, completed and signed by the governors.	
1.2.3	Governors received the new Code of Conduct and signed them individually. Governors noted that governor details are now required to be published on the website, including a summary of the Register of Business Interests and a record of attendance for the last academic year.	
1.3	Confidentiality	
1.3.1	Governors were reminded that matters discussed at these meetings are confidential. Governors signed the Attendance Register, which includes a confidentiality statement.	
1.4	Election of Chair	
1.4.1	<b>It was agreed to defer this item to the December FGB</b> since KJ will have completed a full year as Chair at that meeting, and there are a number of apologies for this meeting. The current chair and vice-chair arrangements will continue until the December meeting.	ML
1.5	Minutes of the last meeting 9 July 2015	
1.5.1	<b>The minutes were agreed as an accurate record of the last meeting.</b>	
1.6	Review action log	
1.6.1	With reference to para 13.3 of the 4 December meeting, the safeguarding issues raised by the Trojan Horse enquiry are now included in the Safeguarding Policy, agreed at the Curriculum meeting last week. This item is therefore now closed.	
1.6.2	With reference to para 13.6, this is held over to the December meeting in CC's absence.	
1.6.3	With reference to paras 6.3.3 and 6.3.5 of the 21 May meeting, SL has met with PR on 9 October to review priorities, and SL has outlined the actions to be taken in her Executive Headteacher's Report.	
1.6.4	With reference to para 8.1.1 of the 21 May meeting, <b>it was agreed to amend the existing Declarations of Eligibility that have already been signed by governors.</b>	
1.6.5	With reference to para 8.1.2, this item will be carried over to the December meeting.	
1.6.6	With reference to para 1.5.10 of the 9 July meeting, governor visits have been forwarded to JC and she has uploaded them to the website. This is ongoing, as visits take place.	

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1.6.7	With reference to para 1.7.2, the skills audits have been circulated, and were returned by governors present at the meeting.	
1.6.8	With reference to para 1.7.4, <b>it was agreed to hold over advertising for the Yeoford parent governor vacancy until January, when there will be another parent governor vacancy at Tedburn also to advertise.</b>	
1.6.9	With reference to para 3.1.4, the SATS results have been circulated.	
1.6.10	With reference to para 3.1.5, KJ has sent the letters.	
1.6.11	With reference to para 3.1.7, cohort numbers have been added alongside the percentages, to provide context for the SATS results.	
1.6.12	With reference to para 6.1.1, this item is carried forward to the December meeting.	
1.6.13	With reference to para 6.1.4, the vision for the Federation is on the agenda for this meeting.	
1.6.14	With reference to para 6.1.5, this item is linked to 6.1.1, to triangulate the information, and will be carried forward to the December meeting also.	
1.6.15	With reference to para 6.3.1, EC has sent her visit reports to ML.	
1.7	Agree terms of reference for each committee and their membership	
1.7.1	<b>Governors agreed the terms of reference and membership for the First, Second, Resources and Curriculum Committees, adding JC to the membership of the Curriculum Committee.</b>	
1.8	Local Authority governor vacancy, associate members, parent governor vacancies	
1.8.1	KJ has had an initial discussion with TT, whose term of office comes to an end on 31 December. This will be reviewed again in December.	
1.8.2	Governors noted that CC's term of office as parent governor comes to an end on 8 January 2016, and KJ will contact CC to discuss her intentions.	KJ
1.8.3	<b>It was agreed that JC will join EC and TT on the Cheriton Bishop data group.</b>	
<b>2</b>	<b>Issues for consideration</b>	
2.1	Review and agree vision for the Federation, including briefing on multi academy trusts	
2.1.1	Governors had a wide-ranging discussion about the vision for the Federation. Broadly, the Federation remains focused on delivering the best education and enrichment opportunities for our children in our villages, which includes a requirement for sustainability.	
2.1.2	Governors reviewed how the Federation works together, considering that cohesion between the three schools could be improved. Sharing does take place across the three schools, including training, Head of School meetings, staffing, activities and residential. JN suggested that the Federation could incorporate looking forward about initiatives to support the curriculum as a means of strengthening and promoting the Federation culture. AS expanded on this, suggesting that initiatives could be shared across the Federation, for example JN could lead on Prevent across the Federation, and so on, which would share the workload across the Federation.	
2.1.3	It was agreed that the Federation was good for supporting professional development, and the vision should incorporate mentoring and peer observation across the Federation specifically as a tool to share best practice. It was noted that both Yeoford and Tedburn are currently focused on bedding in new staff, whereas Cheriton Bishop is putting peer observation in place.	

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2.1.4	Governors noted that children develop a sense of Federation as they move up through the school, in part as a result of shared activities.	
2.1.5	Governors noted that the School Nurse is providing drop-in sessions for parents across the Federation, rotating the venue across the three schools on a termly basis.	
2.1.6	Governors agreed that supporting the transition into secondary school is also a key part of the vision, as is exploring avenues for further collaboration.	
2.1.7	KJ reported to governors that the government has made a pledge that all schools will have academy status or be a part of a multi academy trust by 2020.	
2.1.8	The remainder of this item took place under Part 2.	
<b>3</b>	<b>Quality Assurance</b>	
3.1	Executive Headteacher's Report	
3.1.1	Governors received the Executive Headteacher's Report. They went through the list of Ofsted questions circulated with the Report, considering that leaders do have a good grip on the Federation, with a solid understanding of its strengths and weaknesses. <b>It was agreed that JN would take a proposal to SL for a half day focusing solely on vision and celebrating the Federation's achievements</b> , as a part of determining how to ensure they communicate the Federation's strategy for raising standards to key stakeholders. In particular, there needs to be clear communication with parents. <i>Governors discussed how parents are engaged and reflected that there is a high level of parental engagement activity.</i> Despite this, there is a history of parental complaints and dissatisfaction, which is offset by the evidence of how these complaints have been managed.	JN
3.1.2	<i>Governors discussed how they can obtain broad information about parent views of the Federation.</i> JN advised that Heads of School collect valuable parent information through parent views expressed during workshops, and that these could be included in Head of School reports. Governors will review the parent questionnaires, although they noted that the uptake was poor. AS suggested parent evenings could be used to ask parents to set out three things they/their child like and three things they do not like about the school.	HoS
3.1.3	Governors considered the question about whether they refuse to accept excuses for underachievement. They have good awareness of the data, and use governor visits to test information and data reports they receive from the Heads of School and Executive Headteacher.	
3.1.4	Governors do not "simply preside over the status quo", and the Federation has undergone considerable change over the last couple of years. The culture in each school is calm, orderly and aspirational, and this is tested during governor visits, as are the quality of worksheets and the like.	
3.1.5	<b>Governors agreed that visits should focus on Maths and Writing</b> , and noted that BJ is now covering Maths across the Federation for this term. She has already booked visits to Tedburn and Yeoford in November. EC thanked the Heads of School for having all the books ready for her recent visits, which made it straightforward for her to test and look for evidence.	
3.2	Review DBS Disclosure policy and receive report on DBS	
3.2.1	This item was held over to the December meeting.	
<b>4</b>	<b>Resources</b>	
4.1	Receive committee report	

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4.1.1	<b>Governors received JC's report</b> from the last meeting, and the draft minutes.	
4.2	Agree date for Headteacher's performance management meeting	
4.2.1	<b>It was agreed that CC and TT will liaise with SL and the external adviser to set the date for this meeting.</b>	CC, TT
4.3	Agree Pay Policy	
4.3.1	<b>Governors reviewed and agreed the new Pay Policy issued by the Department for Education in September 2015.</b>	
<b>5</b>	<b>Curriculum</b>	
5.1	Receive committee report	
5.1.1	<b>Governors received the Curriculum Committee minutes.</b>	
5.2	Receive Heads of School reports	
5.2.1	<b>Governors received the Heads of School reports</b> , commending the schools for achieving high attendance levels, and for the good results achieved in the SATS. The data will be explored in detail at the November Curriculum meeting, following the meeting for each data group attached to each school.	
5.3	Agree the term dates for 2016-17	
5.3.1	<b>Governors agreed to follow the QE term dates for 2016-17.</b>	
<b>6</b>	<b>School Improvement</b>	
6.1	Review questionnaire for governor self evaluation	
6.1.1	This item was held over to the December meeting.	
6.2	Review governor training needs	
6.2.1	This item was held over to the December meeting.	
6.3	Agree governor visits schedule	
6.3.1	<b>The responsibilities for governors were agreed as follows:</b> <b>Maths: BJ</b> <b>Literacy: CC</b> <b>SEND and Safeguarding: EC</b> <b>Pupil Premium: JC</b> <b>Early Years: JT</b> <b>Data: data groups</b>	
6.3.2	Governors will liaise with the Heads of School to set dates for their meetings. The visits schedule attached to the policy was completed where dates have already been set.	All governors
6.3.3	<b>It was agreed that visits would focus on Yeoford in the first instance</b> , in recognition of Yeoford's likely Ofsted inspection in the Spring term.	
6.4	Reports and discussions from governor visits	
6.4.1	<b>Governors received governor visit reports circulated prior to this meeting.</b> AS reported that she had attended Yeoford's Harvest Festival, which was excellent.	
<b>7</b>	<b>Safeguarding and SEND (special educational needs and disability)</b>	
7.1	Report and considerations from SEN meetings	

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7.1.1	There was nothing to report under this item.	
<b>8</b>	<b>Housekeeping</b>	
8.1	Receive Autumn 2015 checklist	
8.1.1	<b>Governors received the Autumn 2015 checklist.</b>	
	<b>Date of next meeting: 10 December 2015</b>	
	The meeting closed at 20.30.	

**Actions Summary(academic year 2014/15)**

Para	Action	By Whom	Progress	Completed
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**Full Governing Body (FGB) meeting, 4 December 2014**

13.3	A paper will be prepared for governors about the Trojan Horse enquiry, so that governors will understand how to question effectively, and what information is required, to review and monitor safeguarding appropriately and effectively	KJ	For 01/10/15 meeting	Incorporated in Safeguarding Policy
13.6	Carry out audit of arts, music and drama across the three schools	CC	Audits carried out in Cheriton Bishop and Yeoford, Tedburn to do. Write up report on World of Song.	

**Full Governing Body (FGB) meeting, 21 May 2015**

6.3.3	Send list of Priority 1s and 2s from NPS conditions reports to PR to identify which have been actioned.	TT	Resources 01/10/15	SL & PR have met to review the priorities and agreed an action plan
6.3.5	Monitor outstanding Priority 1s and 2s work	Resources	Resources 01/10/15	See above
8.1.1	Bring revised Declaration of Eligibility to the first FGB of the next school year, for governors to sign	ML	October 2015	Amend existing Declarations of Eligibility
8.1.2	Add PAN and school admissions to the FGB agenda for the first meeting of the next school year	ML	October 2015	Completed December 2015

**Full Governing Body (FGB) meeting, 9 July 2015**

1.5.10	Send table of governor visits to JC for the website	ML	Ongoing	Governor visits sent to JC and placed on website
1.7.2	Circulate the skills audit to those	ML		Circulated

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	governors who were not on the governing body at the last time the skills audit was carried out.			09/10/15
1.7.4	Advertise parent governor vacancy at Yeoford School in the autumn term	ML	Deferred to January 2016	
3.1.4	Attach headline SATS results to these minutes. Review the SATS results in detail	ML Curriculum	At November meeting	Sent
3.1.5	Send a formal letter from the Chair, on the behalf of the governing body, to each teacher, thanking them for their hard work in working with pupils to achieve these excellent results. The Chair will also send a letter to the children to thank them for their hard work. Include results and congratulations in school newsletters	KJ  KJ  HoS		Completed July 2015
3.1.7	Add cohort numbers alongside the percentages in the SATS headline results	HoS		Completed
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		
6.1.4	Add the vision for the Federation to the agenda for the first FGB meeting of the year	ML		Completed 09/10/15
6.1.5	Request company to prepare an evaluation of the staff, governor and parent surveys they carried out.	KJ		
6.3.1	Send visit reports to ML for circulation to governors	EC, JR	EC has sent her reports	Completed September 2015

### Full Governing Body (FGB) meeting, 15 October 2015

1.4.1	Put Election of Chair on agenda for the December FGB	ML		Completed November 2015
1.8.2	Discuss upcoming parent governor vacancy	KJ, CC		
3.1.1	Take proposal to SL for half day on Federation vision and achievements	JN		
3.1.2	Include parent views expressed in feedback from workshops in HoS reports	HoS		
4.2.1	Set date for Headteacher's performance management meeting	CC, TT, SL		
6.3.2	Arrange dates for governor visits with	All governors		

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	Heads of School			
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### Decisions summary (academic year 2015/16)

<b>Full Governing Body meeting 15 October 2015</b>	
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