

## FGB minutes 10 December 2015

### WOODLEIGH FEDERATION GOVERNING BODY MINUTES

<b>COMMITTEE:</b>	<b>FULL GOVERNORS</b>	<b>DATE AND TIME:</b>	10 December 2015
<b>VENUE:</b>	<b>CHERITON BISHOP</b>		18.00

Governors Present	Initials	Role	Governors Present	Initials	Role
Jo Carter	JC	Parent Governor	Sue Leyman	SL	Headteacher
Elaine Clark	EC	Co-opted Governor	Joanna Tripp	JT	Co-opted Governor
Christine Conner	CC	Parent Governor	Terry Tume	TT	Authority Governor
Brenda Jones	BJ	Co-opted Governor			
Kerrie Jose	KJ	Co-opted Governor			

Apologies	Initials	Reason for absence (category of governor)	Apologies	Initials	Reason for absence (category of governor)
Alexis Saffin	AS	Prior commitment (Co-opted Governor)	Louise Warren	LW	Maternity leave (Co-opted Governor)
			<b>Absent without apologies</b>		

In Attendance	Initials	Capacity

	Agenda	Led By	Supporting papers
<b>1</b>	<b>Housekeeping</b>		
1.1	Welcome and apologies	KJ	
1.2	Declarations of interest	KJ	
1.3	Confidentiality	KJ	
1.4	Election of Chair	All	
1.5	Minutes of the last meeting: 15 October 2015	KJ	Minutes 15 October 2015
1.6	Review action log	All	
1.7	Agree terms of reference for Pay & Performance Sub Committee	All	Terms of reference for Pay & Performance Committee
1.8	Local Authority governor vacancy, associate members, parent governor vacancy	All	
<b>2</b>	<b>Issues for consideration</b>		
2.1	Update on multi-academy trusts	KJ	

## FGB minutes 10 December 2015

---

<b>3</b>	<b>Quality Assurance</b>		
3.1	Executive Headteacher's Report	SL	Executive Headteacher's Report
3.2	Review the DBS Disclosure Policy and receive report on DBS	All	DBS Disclosure Policy & DBS report circulated
<b>4</b>	<b>Resources</b>		
4.1	Receive committee report	JC	Resources Committee minutes 3 December 2015
<b>5</b>	<b>Curriculum</b>		
5.1	Receive committee report	AS	Curriculum Committee minutes 28 November 2015
5.2	Receive reports on RAISE Online data review	All	Dashboard data for Cheriton Bishop and Yeoford circulated
<b>6</b>	<b>School Improvement</b>		
6.1	Review questionnaire for governor self-evaluation and staff to evaluate governors	All	
6.2	Review governor training needs	TT	
6.3	Receive reports from governors who have attended training	All	
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/SL	
<b>8</b>	<b>Housekeeping</b>		
8.1	Review PAN and school admissions policy	All	
	<b>Date of next meeting: 4 February 2016</b>		

## FGB minutes 10 December 2015

---

Ref	Action or Decision	Action Owner & Deadline
<b>1</b>	<b>Housekeeping</b>	
1.1	Apologies	
1.1.1	AS, LW	
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. Governors signed the Attendance Register, which includes a confidentiality statement.	
1.4	Election of Chair	
1.4.1	ML chaired this item. There was one nomination for the position of Chair, AS, who had prepared a supporting statement. Governors discussed her nomination. <b>JC proposed AS as Chair.</b> <b>JT seconded this.</b> <b>Governors agreed.</b>	
1.4.2	<b>It was agreed that KJ would chair the remainder of the meeting,</b> in AS' absence.	
1.4.3	Governors then discussed the Vice Chair position. Two Vice Chairs had been appointed in the summer, AS and JC. JC confirmed that she was willing to stand again as Vice Chair. There were no further nominations. <b>EC proposed JC as Vice Chair.</b> <b>TT seconded this.</b> <b>Governors agreed.</b>	
1.5	Minutes of the last meeting 15 October 2015	
1.5.1	<b>The minutes were agreed as an accurate record of the last meeting.</b>	
1.5.2	The Part 2 minutes were circulated and reviewed. <b>The Part 2 minutes were agreed as an accurate record of the last meeting.</b>	
1.6	Review action log	
1.6.1	With reference to para 13.6, of the 4 December 2014 meeting, it was noted that a Yeoford parent has recorded the recent Nativity play, and a copy will be sent to CC for review. This item will be carried over to the next meeting.	
1.6.2	With reference to para 6.1.1 of the 9 July meeting, this is carried forward to the February meeting.	
1.6.3	With reference to para 6.1.5, KJ contacted the company, who advised that they do not prepare reports and evaluations from the surveys they carry out on behalf of schools. Governors discussed whether they should carry out the survey again, but considered that the survey had not been easy to follow. <b>It was agreed instead that the Federation should prepare its own survey using the questions from ParentView, and would survey parents annually, in the spring term (January/February).</b>	SL

## FGB minutes 10 December 2015

1.6.4	With reference to para 3.1.1 of the 15 October meeting, JN had discussed this with SL, and they had agreed that the Heads of School would focus on the Federation vision and achievements, and that this could be a subject for the next Federation staff meeting. However, SL queried how this might link to the government's Multi Academy Trust (MAT) agenda.	
1.6.5	Governors noted that the standard response to any queries about MAT is that there the government has made a pledge about MATs, so that all schools are looking to the future, but that no decisions have been made as yet. TT advised that he is willing to read out a statement about MATs to local parish councils, in the interests of avoiding unnecessary uncertainty locally.	TT
1.6.6	With reference to para 3.1.2, SL will remind the Heads of School to include this information in their reports to the January 2016 Curriculum meeting.	SL
1.6.7	With reference to para 4.2.1, the Headteacher's performance management meeting has been held.	
1.6.8	With reference to para 6.3.2, arranging dates for governor visits with Heads of School is in hand and ongoing.	
1.7	Agree terms of reference for Pay & Performance Sub Committee	
1.7.1	<b>Governors agreed the terms of reference and membership for the Pay &amp; Performance Committee.</b>	
1.8	Local Authority governor vacancy, associate members, parent governor vacancies	
1.8.1	TT's Authority Governor term of office ends on 31 December. TT confirmed his willingness to put his name forward as Authority Governor again. <b>Governors agreed to submit his name to DCC for consideration as Authority Governor.</b>	ML
1.8.2	Governors noted there is one parent governor vacancy at Yeoford, following JR's resignation, and that CC's term of office as parent governor ends on 31 December. <b>It was agreed that the two parent governor vacancies will be advertised in the respective schools in January 2016, with a statement setting out what is expected from the role and the time commitment required.</b>	ML
1.8.3	KJ announced that she is resigning as governor effective from today's meeting. This means there will be a further vacancy for a co-opted governor.	
1.8.4	Governors noted that Katie Richards has been elected as staff governor to cover this role during LW's maternity leave.	
<b>2</b>	<b>Issues for consideration</b>	
2.1	Update on multi-academy trusts	
2.1.1	This item was discussed 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.	
3.1.2	It was agreed that ML will let governors know when the Prevent training is advertised. Governors noted that the Prevent agenda is not solely about religion, but covers any form of indoctrination, including, for example, animal rights activism, and so will be relevant to any school setting.	ML
3.2	Review DBS Disclosure policy and receive report on DBS	
3.2.1	<b>Governors reviewed and agreed the DBS Disclosure policy.</b> EC will check with CS about whether there is a set period for rechecking DBS disclosures.	EC

## FGB minutes 10 December 2015

3.2.2	Governors received CS' report on DBS disclosures.	
<b>4</b>	<b>Resources</b>	
4.1	Receive committee report	
4.1.1	<b>Governors received the draft minutes</b> from the last meeting. They noted that Tedburn's Torch Club is now closed, and that a transfer arrangement from the school has been set up to take children to the after school club held at the village hall.	
4.1.2	JC reported on the decision to increase the level of security at the Cheriton Bishop site by making entry to the school by keypad or buzzer. <i>KJ asked if this decision had been made in response to an incident.</i> JC advised there had been no incident, but the change was made in response to concerns expressed.	
4.1.3	Governors noted that Pupil Premium and PE Expenditure have been added as a standing agenda item for both Curriculum and Resources. Governors recorded their thanks to all the staff at Yeoford and to the APMC for their work on the Mocksted. JC and JT commented that PH was very proactive in providing all the information the APMC needed.	
<b>5</b>	<b>Curriculum</b>	
5.1	Receive committee report	
5.1.1	<b>Governors received the Curriculum Committee minutes.</b>	
5.1.2	Governors noted the meeting was very good, productive and proactive meeting, focusing on the dashboard data and RAG-rated RAISE analysis for each school.	
5.1.3	Governors congratulated all three schools on their RAISE data.	
5.1.4	<i>CC asked how the positive RAISE data is being communicated to parents.</i> <b>It was agreed the Federation would send a letter to parents letting them know that the validated results from the SATs have now been released and they confirm outstanding performance by each school. A statement would also be released to the local press, including the Crediton Courier.</b>	SL
5.2	Receive reports on RAISE Online data review	
5.2.1	This was covered under item 5.1 above.	
<b>6</b>	<b>School Improvement</b>	
6.1	Review questionnaire for governor self evaluation and staff to evaluate governors	
6.1.1	This item was held over to the February meeting.	
6.2	Review governor training needs	
6.2.1	This item will be taken at the January Curriculum meeting.	
6.3	Receive reports from governors who have attended training	
6.3.1	SL reported that she has undertaken the Prevent training.	
6.3.2	EC reported on the Parental Engagement training, which was excellent. She has prepared a report on this which she will email to ML to circulate.	EC
6.3.3	SL and JC reported on the e-schools concept, following a meeting with the e-schools app provider. E-school enables schools to carry out payments online, to set homework, to send letters home, and the like. There is a one-off set up fee of £595 per school, and then an annual payment per child of £6. The package looks comprehensive and cost-effective. It will be reviewed at the next Resources meeting in January, at which the pricing and the administration will	Resources

## FGB minutes 10 December 2015

6.3.4	<p>be clarified. <b>Governors agreed that subject to this review, if the cost was under SL's delegated level, she could commission this service.</b></p> <p>EC recommended that before making this decision, the Federation should consult parents to find out if they would use this app if it were provided, advising that the Federation was considering obtaining this app, and asking for their views.</p>	SL/HoS
6.4	<p>Reports and discussions from governor visits</p> <p><b>6.4.1 Governors received governor visit reports circulated prior to this meeting.</b></p> <p>6.4.2 EC reported that she has carried out safeguarding visits across the three schools, advising that she has recommended a couple of minor adjustments to bring them in line with Cheriton Bishop and Yeoford. She has also carried out Design Technology and SENCO visits. For the latter, <i>she raised a concern about the time allocation for the SENCO who is currently covering across all three schools.</i> SL advised that this was a temporary arrangement following KS' departure in the summer, and that Yeoford now as a fully trained staff member to undertake this role. In the interim, the SENCO had been given additional time when this was needed.</p> <p>6.4.3 <i>KJ asked if there should be consistency in the time allocation across the three schools for SENCO,</i> given that currently Tedburn has one morning session per week compared to an afternoon session every fortnight for the other two schools. Morning sessions are longer than afternoon sessions. However, governors noted that Tedburn has a higher time allocation because it has higher pupil numbers.</p> <p>6.4.4 SL reported that the Christmas meals held so far across the Federation have been successful.</p> <p>6.4.5 JT reported that she visited Tedburn to see their Nativity play and was very impressed with the children's behaviour.</p> <p>6.4.6 BJ will write up the two Maths visits she has so far carried out. She went to the Yeoford Nativity play, which was a lovely performance.</p> <p>6.4.7 CC reported that she is attending Cheriton Bishop's carol service on 15 December.</p>	
<b>7</b>	<b>Safeguarding and SEND (special educational needs and disability)</b>	
7.1	Report and considerations from SEN meetings	
7.1.1	SL reported that the safeguarding audits for each school have been completed and filed online.	
<b>8</b>	<b>Housekeeping</b>	
8.1	Review PAN and school admissions policy	
8.1.1	This will be reviewed at the next Resources meeting in January. SL will prepare a report for governors on this.	SL
8.1.2	Governors thanked KJ for all her work for FGB, particularly over the last year.	
	<b>Date of next meeting: 4 February 2016</b>	
	The meeting closed at 20.20.	

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

Para	Action	By Whom	Progress	Completed
------	--------	---------	----------	-----------

**Full Governing Body (FGB) meeting, 4 December 2014**

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, 9 July 2015**

1.7.4	Advertise parent governor vacancy at Yeoford School in the autumn term	ML	Deferred to January 2016	Superseded by 1.8.2 on 15/12/15
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 February 2016	
6.1.5	Request company to prepare an evaluation of the staff, governor and parent surveys they carried out.	KJ		Completed December 2015

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

1.8.2	Discuss upcoming parent governor vacancy	KJ, CC		Completed December 2015
3.1.1	Take proposal to SL for half day on Federation vision and achievements	JN		Completed December 2015
3.1.2	Include parent views expressed in feedback from workshops in HoS reports	HoS	For HoS reports for Curriculum in January. SL to remind HoS to include this information	
4.2.1	Set date for Headteacher's performance management meeting	CC, TT, SL		Completed December 2015
6.3.2	Arrange dates for governor visits with Heads of School	All governors	Ongoing	

## FGB minutes 10 December 2015

<b>Full Governing Body (FGB) meeting, 10 December 2015</b>				
1.6.3	Prepare survey of parents using ParentView questions	SL		
1.6.5	Read out statement about MATs to the local parish councils	TT		
3.1.2	Include parent views expressed in feedback from workshops in HoS reports	HoS	For HoS reports for Curriculum in January	
1.8.1	Submit TT's name as the Federation's nomination for the Authority Governor vacancy	ML		In progress, waiting to hear from LA
1.8.2	Advertise two parent governor vacancies, including statement outlining responsibilities and time commitments	ML		Completed Jan 2016
3.1.2	Let governors know when Prevent training is advertised	ML		Completed Jan 2016
3.2.1	Check with CS whether there is a set period for DBS disclosure rechecks	EC		Completed Dec 2015
5.1.4	Issue letter to parents publicising the validated SATS results; issue statement to local press	HoS; SL		
6.3.2	Email report on Parental Engagement training to ML for circulation to governors	EC		
6.3.3	Review e-schools proposal	Resources	For January 2016 meeting	Completed 28/01/16
6.3.4	Consult with parents on the e-schools app	SL; HoS		
8.1.1	Prepare review of PAN and school admissions policy for Resources to consider	SL	For January 2016 meeting	Agreed to take to February FGB

### 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

## FGB minutes 10 December 2015

---

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

<b>Full Governing Body meeting 10 December 2015</b>	
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
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