

FGB minutes 4 February 2016

WOODLEIGH FEDERATION GOVERNING BODY MINUTES

COMMITTEE:	FULL GOVERNORS	DATE AND	4 February 2016
VENUE:	CHERITON BISHOP	TIME:	18.00

Governors Present	Initials	Role		Governors Present	Initials	Role
Jo Carter	JC	Parent Governor		Joanna Tripp	JT	Co-opted Governor
Elaine Clark	EC	Co-opted Governor				
Brenda Jones	BJ	Co-opted Governor				
Sue Leyman	SL	Headteacher				
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)	Louise Warren	LW	Maternity leave (Staff Governor)
Katie Richards	KR	Prior commitment (Staff Governor)			
Terry Tume	TT	Work commitment (Authority Governor)	Absent without apologies		

In Attendance	Initials	Capacity

	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 meeting: 10 December 2015	AS	Minutes 10 December 2015
1.5	Review action log	AS	
1.6	Review governor vacancies	All	
2	Issues for consideration		

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2.1	Update on multi-academy trusts	AS/SL	
3	Quality Assurance		
3.1	Executive Headteacher's Report	SL	Executive Headteacher's Report
4	Resources		
4.1	Receive committee report	JC	
5	Curriculum		
5.1	Receive committee report	AS	Curriculum Committee minutes 28 January 2016
6	School Improvement		
6.1	Review questionnaire for governor self-evaluation and staff to evaluate governors	All	
6.2	Reports and discussions from governor visits	All	BJ Maths visit Tedburn November 2015
6.3	Receive reports from governors who have attended training	All	
7	Safeguarding and SEND (Special educational needs and disability)		
7.1	Report and considerations from SEN meetings	EC/SL	
8	Housekeeping		
8.1	Review PAN and school admissions policy	All	Consultation letter with link to each school's admission policy
8.2	Correspondence	AS	
	Date of next meeting: 17 March 2016		

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Ref	Action or Decision	Action Owner & Deadline
1	Housekeeping	
1.1	Apologies	
1.1.1	CC, KR, TT	
1.2	Declarations of interest	
1.2.1	JC stated that she is the Treasurer of the Cheriton Bishop playgroup. There were no other 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	Minutes of the last meeting 10 December 2015	
1.4.1	The minutes were agreed as an accurate record of the last meeting.	
1.4.2	The Part 2 minutes were circulated and reviewed. The Part 2 minutes were agreed as an accurate record of the last meeting.	
1.4.3	SL asked which governors would be going to the Multi-Academy Trust (MAT) meeting on 10 February. JC, JT and BJ confirmed they would attend, and EC would email whether she could after checking her diary at home.	EC
1.4.4	There was a discussion under Part 2.	
1.5	Review action log	
1.5.1	With reference to para 6.1.1 of the 9 July meeting, SL advised that AK has prepared some questions to put to parents, for example, "What are we doing well?" and "What could we do better?". PH is asking parents to record their views using Parent View. AS advised that the action had related to getting feedback on the governors. She has found a sample questionnaire about governors. Governors agreed to focus on the parent consultation at this point, for feedback at the next meeting. They would pick up on governor evaluation after Easter.	Governors
1.5.2	Governors discussed the breakfast parental engagement meetings held by EC at Cheriton Bishop and Yeoford Schools. They were very well received, with excellent feedback from both schools, and they succeeded in bringing parents into school who did not normally come in.	
1.5.3	With reference to para 6.3.2 of the 15 October meeting, arranging dates for governor visits with Heads of School is in hand and ongoing. EC reported that a governor with responsibility for literacy needs to be appointed following KJ's resignation. SL will ask KR if she will carry out this role, otherwise both JC and JT advised they would be willing to carry out this role.	SL
1.5.4		

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1.5.5	With reference to para 1.6.5 of the 10 December meeting, TT has read out the statement to Tedburn, and JC will ask her husband, who sits on Cheriton Bishop's Parish Council, to read out the statement to Cheriton Bishop Parish Council, after liaising with TT first.	JC
1.5.6	With reference to para 1.8.1, ML has submitted TT's application to be reappointed as Authority Governor to Devon County Council.	
1.5.7	With reference to para 5.1.4, the letter to parents about the validated SATS results has not been sent.	
1.5.8	With reference to para 6.3.2, EC will email her report on the parental engagement training to ML for circulation to governors.	
	With reference to para 6.3.4, it was agreed at the Resources meeting last week to go ahead with the e-schools package. There will be a demo of e-schools on 2 March.	
1.6	Review governor vacancies	JC Resources
1.6.1	Governors discussed governor vacancies. The Tedburn parent governor election resulted in one nomination, CC, who was therefore returned unopposed. However, there were no nominations for the parent governor vacancy at Yeoford. It was noted that the vacancy should be advertised another two times before governors explore any other steps, and they should decide when they should next advertise the vacancy.	
1.6.2	Governors discussed the two co-opted governor vacancies. It was agreed an advert would be drafted about the vacancies, to be put in each parish newsletter, and in the QE newsletter.	
1.6.3	It was agreed that Resources would decide whether to include the Federation website in the e-schools proposal in view of ongoing teething issues with the websites.	
2	Issues for consideration	
2.1	Update on multi-academy trusts	
2.1.1	This item was discussed under Part 2, under para 1.4.4 above.	
3	Quality Assurance	
3.1	Executive Headteacher's Report	
3.1.1	Governors received the Executive Headteacher's Report.	
3.1.2	JC noted that she has seen an improvement in behaviour at Cheriton Bishop. EC reported that the politeness of the children at Yeoford was outstanding, and they were very welcoming.	
3.1.3	<i>AS asked if EC finds out how the Federation uses resources for SEN children when she is monitoring the SENCO provision, in particular top up funding.</i> EC advised that her initial work has been to investigate how SEN provision works across the three schools, and monitoring how resources are used will be part of the next phase. SL advised there is currently no top-up funding, and the Federation has always tended to spend over and above what was required to spend on SEN. Where resources are awarded for 1-1 support, it would always be used for that purpose. EC advised the governors that the SENCO is very thorough, recording the	

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3.1.4	<p>action taken with each child, including any funding that comes with that child.</p> <p>JT reported that bringing in an external resource to support Thrive delivery in Cheriton Bishop has worked very well and that additional degree of detachment has been a real strength. She suggested that the Executive Headteacher's report should include a statement of how gifted and talented pupils are identified, recorded, tracked and monitored, with examples of the opportunities that are offered and/or provided to gifted and talented pupils. SL reported that a number of pupils from Cheriton Bishop and Yeoford Schools are attending the Socrates Club. EC mentioned the lesson planning charts used by JN, where she maps out all the extension work that is possible with each lesson. SL identified the children in the middle of the performance spectrum as being the category that concerned her most as a teacher, because they do not have the same level of resources directed towards them as do those at the lower and higher ends of the spectrum.</p>	SL
3.1.5	<p>JT noted that Mr Adam has settled in well at Yeoford and is making good progress. She will visit the school next term to review the Early Years provision.</p>	JT
4	Resources	
4.1	Receive committee report	
4.1.1	<p>The draft minutes have not been circulated to governors at this stage, having been completed and sent to the Chair for comment the previous evening. JC therefore made a verbal report to governors. She reported that the Head of School for Cheriton Bishop will be part time for the summer term, and it will be a full time post from September. The Budget Monitor showed money coming back to the Federation from broadband, and the Committee agreed to reinvest the money into improving broadband at each school. It was agreed that the Federation should compare the South West Grid 4 Learning broadband offer with other school broadband providers. Resources agreed to go ahead with the e-schools proposal, and discussed potential s.106 funding through the proposed new housing development spanning Cheriton Bishop and Tedburn St Mary.</p>	Resources
5	Curriculum	
5.1	Receive committee report	
5.1.1	Governors received the Curriculum Committee minutes.	
5.1.2	The Curriculum Committee reviewed the literacy governor role following KJ's resignation, progress on governor visits and received the updated Safeguarding Policy.	
5.1.3	JC advised that she is willing to cover governor visits if a governor is unable to carry out a visit in the short term.	
6	School Improvement	
6.1	Review questionnaire for governor self evaluation and staff to evaluate governors	

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6.1.1	This item will be revisited once the results from the parent questionnaires has been received and reviewed.	
6.2	Reports and discussions from governor visits	
6.2.1	BJ's Maths visit to Tedburn was received. She will save her Maths visit to Yeoford report in a different format, because ML was unable to open it.	BJ
6.3	Receive reports from governors who have attended training	
6.3.1	JC advised that she would like to attend the Role of the Chair training, to support her in her work as Vice Chair and Chair of Resources.	ML
6.3.2	SL advised that a further governor should be trained in Safer Recruitment, and AS said that she had trained in Safer Recruitment some years ago and would undertake a refresher if need be.	
6.3.3	EC advised that she is attending a Prevent training course in February. SL will circulate the Powerpoint presentation she has received on Prevent. A training session on Prevent and Child Sexual Exploitation will be an agenda item for the next meeting, and governors will be able to ask questions on the Powerpoint presentation during this session.	
6.3.4	AS reported that she has attended the MAT working group.	
6.3.5	EC and SL attended the excellent Parental Engagement training before Christmas.	
6.3.6	BJ advised that she is undertaking Advanced Child Safeguarding and Vulnerable Adults training, which will result in a qualification. This is not governor training, but will support her role as governor.	
6.3.7	SL advised the governors that radicalisation in Devon would include things like anti-hunt, animal rights and Fathers 4 Justice.	
6.3.8	AS checked that governors read the Clerks Alert each week and Devon Governor each term. Governors confirmed they did.	
7	Safeguarding and SEND (special educational needs and disability)	
7.1	Report and considerations from SEN meetings	
7.1.1	The governors received the safeguarding audits for each school, noting there was a nil return for child sexual exploitation.	
7.1.2	Governors noted that gifted and talented pupils had been identified for the Crediton Learning Community event, World of Song.	
7.1.3	JT noted the positive impact of having a music teacher at Cheriton Bishop and Yeoford schools. SL advised that Pupil Premium money has been used to enable this.	
8	Housekeeping	
8.1	Review PAN and school admissions policy	
8.1.1	SL took the governors through this review, advising that for both Tedburn and Yeoford the PAN was probably right given current and predicted pupil numbers, but for Cheriton Bishop the PAN should be reviewed because its intake has been higher than PAN over the last three years, and the predicted number this September is also higher than PAN.	

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8.1.2	<p>Governors discussed this, and agreed that a PAN of 12 should be recommended, since Cheriton Bishop has capacity for 84 pupils but it would not, for example, have capacity for 105 pupils, which would be the maximum implication of a PAN of 105. SL will submit this application by 15 March, consulting with Resources on 10 March if this is required.</p> <p>It was agreed that FGB dates in the summer term will be reviewed to see if a two week gap could be provided between Resources and FGB, to</p>	SL FGB
8.1.3	<p>enable minutes to be written up and circulated in good time before FGB.</p>	
8.1.4	<p>EC gave her apologies for FGB on 17 March.</p> <p>Governors noted that JC was unable to attend Resources on 10 March, and it was agreed after some discussion that ML should email Resources</p>	ML
8.1.5	<p>to see if the meeting date could be changed to Thursday 3 March.</p> <p>Governors agreed to review the frequency of governor meetings.</p>	
8.2	<p>Correspondence</p>	
8.2.1	<p>AS read out the letter from Devon Association of Governors (DAG), and encouraged all governors to join so that they can use the resources provided by DAG, since joining is free. ML will recirculate the DAG letter.</p>	ML
	<p>Date of next meeting: 17 March 2016</p>	
	<p>The meeting closed at 19.45.</p>	

Actions Summary(academic year 2014/15)

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

13.6	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.	
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Full Governing Body (FGB) meeting, 9 July 2015

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 April 2016	
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Full Governing Body (FGB) meeting, 15 October 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	No workshops have been held at this stage
6.3.2	Arrange dates for governor visits with Heads of School	All governors	Ongoing	

Full Governing Body (FGB) meeting, 10 December 2015

1.6.3	Prepare survey of parents using ParentView questions	SL		Survey questions have been drafted and responses will be reviewed after Easter
1.6.5	Read out statement about MATs to the local parish councils	TT	Statement has been read to Tedburn, to be read to Cheriton	

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			Bishop	
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
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		Completed 11/02/16
6.3.4	Consult with parents on the e-schools app	SL; HoS		Decided to go ahead with the app without the consultation

Full Governing Body (FGB) meeting, 4 February 2016

1.4.3	Check whether able to attend the MAT training session on 10 February Prepare survey of parents using ParentView questions	EC		
1.5.1	Review parent responses to questionnaire and Parent View at next meeting	ML to include on the agenda		
1.5.3	Ask KR if she will take on the literacy governor role	SL		
1.5.4	JC will ask her husband to read out the MAT statement at the Cheriton Bishop Parish Council after liaising with TT	JC		
1.6.2	Draft governor advert for entry in the parish newsletters	JC		
1.6.3	Review whether to include the website in the e-schools offer	Resources		
3.1.4	Include a statement on gifted and talented provision in Executive Headteacher's report	SL		
3.1.5	Visit Yeoford to review Early Years provision	JT		
4.1.1	Compare school broadband provider offers	Resources		
6.2.1	Resend Maths visit to Yeoford report to ML	BJ		
6.3.3	Include training session on Prevent and Child Sexual Exploitation on next FGB agenda	ML		
8.1.1	Submit application to increase PAN for Cheriton Bishop by 15/03/16	SL		
8.1.2	Review timing and frequency of governor meetings	FGB		

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8.1.4	Email Resources to check if the next meeting date can be brought forward a week	ML		
8.2.1	Recirculate DAG newsletter	ML		

Decisions summary (academic year 2015/16)

Full Governing Body meeting 15 October 2015	
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

Full Governing Body meeting 10 December 2015	
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

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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

Full Governing Body meeting 4 February 2016	
1.4.1	Agreed minutes of the FGB meeting on 10/12/15
1.4.2	Agreed Part 2 minutes of the FGB meeting on 10/12/15
1.5.1	Agreed to review parent survey at the next meeting
1.6.2	Agreed to advertise the co-opted governor vacancies in the three parish newsletters
5.1.1	Received Curriculum minutes
8.1.1	Agreed to recommend an increase in Cheriton Bishop's PAN to 12