

FGB minutes 2 February 2017

WOODLEIGH FEDERATION GOVERNING BODY MINUTES
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COMMITTEE:	FULL GOVERNORS	DATE AND TIME:	2 February 2017
VENUE:	CHERITON BISHOP		18.00

Governors Present	Initials	Role		Governors Present	Initials	Role
Jo Carter	JC	Parent Governor		Alexis Saffin	AS	Co-opted Governor
Elaine Clark	EC	Co-opted Governor		Joanna Tripp	JT	Co-opted Governor
Christine Conner	CC	Parent Governor		Gemma Woodgate	GW	Co-opted Governor
Sue Leyman	SL	Executive Headteacher				
Katie Richards	KR	Staff Governor				

Apologies	Initials	Reason for absence (category of governor)	Apologies	Initials	Reason for absence (category of governor)
Brenda Jones	BJ	Prior commitment (Co-opted Governor)			
			Absent without apologies		

In Attendance	Initials	Capacity
Pete Halford	PH	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	AS	
1.3	Confidentiality	AS	
2	Issues for consideration		
2.1	MAT Update – Part 2	All	
2.2	Staffing update – Part 2	All	
3	Housekeeping		
3.1	Review governor membership of committees	All	
3.2	Minutes of the last meetings 8 December 2016 and 26 January 2017	All	Minutes circulated, Part 2 minutes circulated at the

FGB minutes 2 February 2017

			meeting
3.3	Receive Curriculum Committee report	All	Minutes circulated
3.4	Receive Resources Committee report	All	
	Date of next meeting: 23 March 2017 5pm at Tedburn St Mary		

FGB minutes 2 February 2017

Ref	Action or Decision	Action Owner & Deadline
1	Housekeeping	
1.1	Apologies	
1.1.1	Apologies were received and sanctioned from BJ.	
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.	
2	Issues for consideration	
2.1	MAT update – Part 2	
2.1.1	This discussion took place under Part 2.	
2.2	Staffing update – Part 2	
2.2.1	<p>This discussion took place under Part 2.</p> <p>The discussions under 2.1 and 2.2 included looking at a number of different proposals. The Heads of School, AW & PH were in attendance to present their proposals for covering the role of Executive Head and were given the opportunity to provide feedback and thoughts as to the other proposals being considered. The three Heads of School were then asked to leave the meeting.</p> <p>Following the discussions under 2.1 and 2.2 above, Governors voted unanimously to explore and investigate with due diligence a move towards a MAT with the Link Academy Trust having looked at length all other available options to the Federation. This includes starting the notification process (which involves consulting with all stakeholders).</p> <p>The remaining staff governors, SL, KR, & JT then withdrew from the meeting whilst the decision about the succession for the Executive Head was made. Governors unanimously agreed to explore and investigate a management partnership with the Executive Principal of the Link Academy, to cover the Executive Headteacher position whilst the transition to the Link Academy is explored.</p> <p>KR & JT returned to the meeting.</p>	
3	Housekeeping	
3.1	Review governor membership of committees	
3.1.1	It was agreed that KR would become a member of the Curriculum Committee.	
3.2	Minutes of the last meetings 8 December 2016 and 26 January 2017	
3.2.1	The minutes of the meeting on 8 December were agreed as an accurate record of the last meeting.	

FGB minutes 2 February 2017

3.2.2	The Part 2 minutes of the meeting on 8 December were circulated and agreed as an accurate meeting of the last meeting.	HoS
3.2.3	The Part 2 minutes of the meeting on 26 January were circulated and agreed as an accurate record of the last meeting.	
3.2.4	Matters arising were deferred until the next meeting.	
3.2.5	<i>Governors questioned how the sports premium money has been used, noting that the money should be used to enhance sport, to give opportunities for pupils that would not otherwise be available.</i> It cannot be used for specialist coaching or for sport that is a part of the curriculum. It was agreed that the Heads of School will be asked to provide a breakdown of how the sports grant has been spent, including evidence, at the first Resources meeting of the Summer term.	
3.3	Receive Curriculum Report	
3.3.1	The governors received the minutes of the last Curriculum meeting.	
3.4	Any other business	
3.4.1	It was agreed that the next FGB meeting on 23 March will be held at Tedburn St Mary, and it will begin at the earlier time of 5pm.	
	Date of next meeting: 23 March 2017	
	The meeting closed at 20.15	

Actions Summary(academic year 2016/17)

Para	Action	By Whom	Progress	Completed
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Full Governing Body (FGB) meeting, 14 July 2016				
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	
4.1.3	Hold parent engagement event to educate parents about the new approach to literacy across the Federation	HoS	September 2016	Deferred to December 2016

Full Governing Body (FGB) meeting, 13 October 2016				
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	AK	ASAP	
6.1.3	Report headline results of literacy moderation to next Curriculum meeting	KR	Curriculum 23/11/16	Deferred to January meeting
6.1.8	Visit the three schools to see how the literacy policy operates in practice	EC	Spring 2017	

FGB minutes 2 February 2017

Full Governing Body (FGB) meeting, 8 December 2016

1.5.4	Agree what policies should be available on the website as a matter of good practice	HoS	At their next meeting	
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Full Governing Body (FGB) meeting, 2 February 2017

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	
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Decisions summary (academic year 2016/17)

Full Governing Body meeting 13 October 2016

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

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

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			
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			