

FGB minutes 11 October 2017

WOODLEIGH FEDERATION GOVERNING BODY MINUTES

COMMITTEE:	FULL GOVERNORS	DATE AND TIME:	11 October 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
Nicky Dunford	ND	Ex Officio Governor				
Brenda Jones	BJ	Co-opted Governor				
Katie Richards	KR	Staff Governor				

Apologies	Initials	Reason for absence (category of governor)	Apologies	Initials	Reason for absence (category of governor)
Nicky Dunford	ND	Prior commitment (Ex Officio Governor)	Christine Conner	CC	Prior commitment (parent governor)
Pete Halford	PH	Prior commitment (associate member)	Gemma Woodgate	GW	Maternity leave (co-opted 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 Register of Business Interests	AS	Register of Business Interests circulated at the meeting
1.3	Confidentiality	AS	
1.4	Election of Chair and Vice Chair(s)	All	
1.5	Minutes of the last meetings 18 July 2017	AS	Minutes circulated
1.6	Review action log	All	
1.7	Review membership and governor terms of office	All	Skills audit review circulated
2	Issues for Consideration		
2.1	MAT update	All	Staff consultation minutes circulated
3	Quality Assurance		

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3.1	Review management partnership	All	
3.2	Set up working party to continue to review options for the Federation	All	
4	Curriculum		
4.1	Agree term dates for 2018-19	All	Term dates circulated
4.2	Receive link governor reports	All	Link governor reports and Head of School reports circulated
5	Resources		
5.1	Receive Committee report	JC	Minutes circulated
5.2	Receive Pay & Performance Committee report	JC	
6	School Improvement		
6.1	Review School Development Plans	All	School Development Plans circulated
6.2	Review governor training needs		
7	Housekeeping		
7.1	Review terms of reference for the First and Second Committees	All	Terms of reference for the two Committees circulated
7.2	Review DBS Disclosure policy and review DBS report	All	DBS policy and DBS report circulated
7.3	Agree Pay Policy	All	Pay Policy circulated
7.4	Receive Autumn Checklist	All	Autumn Checklist circulated
7.5	Any other business		
	Date of next meeting: 7 December 2017 5pm		

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Ref	Action or Decision	Action Owner & Deadline
1	Housekeeping	
1.1	Apologies	
1.1.1	Apologies were received and sanctioned from CC, PH and GW.	
1.2	Declarations of interest	
1.2.1	There were no declarations of interest.	
1.2.2	The Register of Business Interests forms were circulated to governors for updating and signing, along with the Keeping Children Safe in Education declarations.	
1.2.3	The Codes of Conduct will be circulated for signing at the next meeting.	ML
1.3	Confidentiality	
1.3.1	Governors noted the requirement for confidentiality for matters discussed at Full Governors.	
1.4	Election of Chair and Vice Chair(s)	
1.4.1	Governors noted that JC's term of office as parent governor has come to an end on 5 October. The parent governor vacancy is an item for discussion later in the agenda, as well as governor vacancies. However, governors considered that to maintain continuity around the current management partnership and MAT proposal, JC should be considered for the co-opted governor vacancy.	
1.4.2	EC proposed JC as a co-opted governor. BJ seconded this. Governors agreed.	
1.4.3	ML chaired the election for Chair and Vice Chair. No nominations have been received for either role. AS and JC are willing to continue as Chair and Vice Chair respectively.	
1.4.4	EC proposed AS to be Chair and JC to be Vice Chair for the next year, to ensure continuity. JT seconded this. Governors agreed.	
1.4.5	AS resumed chairing the meeting.	
1.5	Minutes of the last meeting 18 July 2017	
1.5.1	The minutes of the meeting held on 18 July were agreed as an accurate record.	
1.5.2	The Part 2 minutes of the meeting held on 18 July were circulated and agreed as an accurate record.	
1.6	Review action log	
1.6.1	With reference to para 1.6.4 of the meeting held on 22 March and para 1.5.6 of the meeting held on 17 May, two skills audits remain outstanding, and ML will pursue these.	ML
1.6.2	With reference to para 5.2.2 of the meeting held on 17 May, ML has still to scan and circulate the due diligence checklist.	ML
1.6.3	With reference to para 2.1.4 of the meeting held on 18 July, setting up a working party of governors to review options for the Federation is on the agenda for this meeting.	

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1.6.4	With reference to para 2.1.6, the link governor visits for each school have been held this half term.	
1.6.5	With reference to para 3.6.1, ML still needs to email suggested dates for the clerk's appraisal to CC and JC.	ML
1.6.6	With reference to para 5.1.1, the School Development Plans for each school are on the agenda for this meeting.	
1.7	Review membership and governor terms of office	
1.7.1	Governors noted that there are currently one co-opted governor vacancy, one local authority governor vacancy, and a parent governor vacancy. It has previously been agreed not to appoint a new co-opted governor or local authority governor whilst the MAT process is underway, but governors considered that it is appropriate to advertise the parent governor vacancy. Since the reconstitution, the Federation has two parent governors across the three schools, and consequently the parent governor vacancy will be advertised across the three schools. It was agreed that the Heads of School would put out a notice at each of the schools before half term to let people know that there is a parent governor vacancy, and details will follow after half term.	HoS
1.7.2	ML will prepare a timetable and the statements that will need to be sent out to all parents and carers by the three school administrators.	ML
2	Issues for Consideration	
2.1	MAT update	
2.1.1	A meeting was held with staff on 27 September to discuss the management partnership and the MAT, including any concerns. It was agreed that all should review the notes and let ML know if there are any comments or amendments to be made, before the notes can be circulated to staff.	Governors
2.1.2	The current position with the MAT process remains that we are waiting for a decision from the Department for Education (DfE) to get the Academy Orders, which will then trigger the release of funding. ND has spoken to Claire Docker, who is the new link person at the DfE, and she has confirmed that the decision about the Federation's Academy Orders should be taken to the next meeting at the beginning of November. ND will meet with Claire Docker next week, to talk her through the Link's vision and philosophy, and to develop Claire's understanding about what we hope to achieve by joining the Link MAT.	
2.1.3	It was agreed to include the discussion of the management partnership under this item.	
2.1.4	Governors noted that pupil numbers are critical to the number of classes each school can sustain, and that if both Tedburn and Cheriton Bishop have around 90 pupils each in 2018-19, they will not be able to have more than three classes. This results from the government funding allocation per pupil, and it is unrelated to being in a management partnership or a part of MAT. At present, the Federation is running ten classes across 217 pupils, with three leadership positions, and this is not sustainable on these numbers in the longer term. However, successful schools attract more pupils, and maintaining the numbers maintains the classes. High quality teaching and learning, strong pre-schools, good links with childminders and effective PR are all necessary to achieve long term sustainability.	
2.1.5	Governors agreed that the management partnership is not about introducing change, but instead about supporting and enabling our good schools to continue to deliver high standards and to improve their offer to pupils.	
2.1.6	<i>KR questioned whether the proposed Hub model under the Link MAT would have</i>	

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	<i>the same budgetary implications as employing an Executive Head.</i> ND advised that the Link model is transforming its schools through efficiency savings and the ability to bring in grants (that are not available to maintained schools) to support significant changes, for example a new building at Diptford.	
2.1.7	AS advised that in the Federation, the Executive Head holds legal responsibility and accountability for all aspects of the Federation's work, and therefore has to be remunerated accordingly. If we become a part of a MAT, it is the CEO who holds that legal accountability and responsibility, so a Hub manager would not be remunerated at the same level as an Executive Head.	
2.1.8	Governors also noted that as an academy, we would receive the 10% that the local authority currently top-slices from all maintained school budgets to provide support services to schools. As more schools become academies, the local authority receives less money to provide these support services, which in turn diminishes the level of service the local authority is able to provide and forces schools to buy in some areas of support.	
2.1.9	Governors noted that our application to become a part of the Link MAT will go before the Headteachers' Board in November. If it is turned down, this is most likely to be for a request for further information. If it is accepted, we will be given a conversion date, and will receive the grant to undertake the due diligence process. The Federation is able to pull out at any time up to the conversion date.	
2.1.10	JC asked how the Heads of School are finding managing their own budgets. AK advised this is going well, but that the local authority accounts system does not allow them to drill down through figures. The additional £8k per school for sports is a real benefit, and Tedburn is considering using this to provide forest schools, amongst other things.	
2.1.11	The remainder of this item was discussed under Part 2.	
3	Quality Assurance	
3.1	Review management partnership	
3.1.1	This was discussed under item 2.1 above.	
3.2	Set up working party to continue to review options for the Federation	
3.2.1	Governors discussed the purpose and scope of this proposed working party. At present, our options are the Link or to be a standalone Federation. The latter does not work financially. AS proposed getting the up to date position about the Dartmoor Federation, to understand their philosophy and the model they anticipate using. AW considered that the Dartmoor Federation was a large MAT with 4 secondary schools and a number of primary schools, which is the opposite of the small schools ethos that we want for our schools. JC advised that under the new National Funding Formula (NFF), small schools in Devon currently appear to fare reasonably well, whereas the NFF looks more detrimental for larger schools. Consequently, the financial argument for joining larger schools is not supported by the NFF. Our schools are feeder schools for QE, which is an issue for consideration, but on balance, it is QE who will need to maintain its pupil numbers and who will therefore need to market their school to us.	
3.2.2	Governors agreed not to set up the working party, but that the Heads of School should set out any concerns they have with the way in which the management partnership is working to their Head of School reports.	HoS
4	Curriculum	
4.1	Agree the term dates for 2018-19	

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4.1.1	Governors reviewed the term dates for 2018-19 against QE and the Link's term dates. As a general principle, the Federation tries to mirror QE's term dates to support parents who have children at both QE and the Federation, and generally there is only one date that the Federation does not match. Since we are in the management partnership and a shared inset day has been discussed, governors reviewed both sets of term dates to see if there is a potential window that could be used for a shared inset day. The first two proposed non pupil days in September are the same for both the Link and QE, but because these are dominated by setting up for the new school year, they would not be suitable for a shared inset day. It was agreed that the Federation would not have the non-pupil day that QE has on 19 October 2018, and will instead hold this on 7 January. This matches a Link non pupil day and therefore could be used for a shared inset day.	
4.1.2	The Federation's non pupil days for 2018-19 will therefore be 3 and 4 September, 7 January and 22 – 25 July.	
4.1.3	JC asked how the Link provides a Welfare Officer for the MAT. ND advised that they currently buy this service in, but that they are considering employing a Welfare Officer and marketing the service to other schools.	
4.1.4	ND left the meeting at 18.40.	
4.2	Receive link governor reports	
4.2.1	AS circulated her report and BJ advised that she has visited Yeoford, but needs to write up her report.	
4.2.2	JC advised that she is triple checking the Pupil Premium report with LM and DCC prior to confirming that it is ready to go up on the website.	
4.2.3	AK thanked BJ and AS for their visits, which he enjoyed and gave him the confidence that in the event of an Ofsted visit, two governors know the issues well and can act as a critical friend for the school.	
4.2.4	JC asked what the back-up plan would be if neither of those two governors were available for an Ofsted inspection? It was agreed that each school should have a folder holding its School Development Plan, SEF, any reports and so on. AS suggested using Google Drive to hold each school's folders. Google Drive could also be used to hold papers for each governor meeting.	HoS
4.2.5	BJ and AS are doing a learning walk at Tedburn on 6 November at 1.15pm.	
4.2.6	Governors noted that the Sports Premium should be used to develop existing staff, and that it cannot be used for PPA time, the teacher has to remain with their class.	
5	Resources	
5.1	Receive Committee report	
5.1.1	Governors received the Committee report.	
5.2	Receive Pay & Performance Committee report	
5.2.1	Governors received the Committee report.	
5.2.2	The Pay Policy was agreed. Governors noted that AS should not continue to sit on the Pay Committee, to enable her to carry out her role in the Pay Policy to hear appeals. Both EC and BJ are willing to sit on the Committee in place of AS, but it was agreed to defer this decision until the December FGB, because the next Pay & Performance meeting is not until January 2018.	ML
5.2.3	It was agreed that the Pay Policy could be put on a private web page for each school, i.e. it will not be shown on the public website. Once Google Drive is set up, the Pay Policy will be held there.	ML
6	School Improvement	

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6.1	Review School Development Plans	
6.1.1	Yeoford's School Development Plan was reviewed during its link governor visits. Tedburn's Plan had not been finalised at the time of the visit, but was circulated a week later. JC will go through Cheriton's Plan with AW due to a technical problem in circulation.	
6.1.2	EC asked if Tedburn and Yeoford carried out surveys, as Cheriton did? AK reported that the parent survey will be circulated at Tedburn next week, and the pupil survey will be circulated after half term.	
6.1.3	No format had been agreed for School Development Plans prior to their preparation. The three Plans will be reviewed and a format agreed for future use.	HoS
6.1.4	It was agreed that the link governors will pick up with each school about case studies with SEN pupils, to demonstrate the interventions that are being delivered for each pupil, and to assess their impact.	Link governors
6.2	Review governor training needs	
6.2.1	It was agreed to defer this item to the next meeting.	
7	Housekeeping	
7.1	Review terms of reference for the First and Second Committees	
7.1.1	The terms of reference for the First and Second Committees were agreed.	
7.2	Review DBS Disclosure policy and receive DBS report	
7.2.1	The DBS Disclosure policy was reviewed and agreed. Governors received and noted the contents of the DBS report.	
7.3	Agree Pay Policy	
7.3.1	This item was covered under para 5.2 above.	
7.4	Receive Autumn Checklist	
7.5	Any other business	
7.5.1	Governors noted that the head of the Yeoford Pre-School is leaving. PH is meeting with the Pre-School to discuss its options. Their preferred option is that the Pre-School is taken in-house. This would be a very significant job for governors. AS suggested the Federation should explore lowering Yeoford's age range and so create a Foundation Stage. There is a similar issue at Cheriton, but another building would be needed to hold a Foundation Stage there.	
7.5.2	Governors agreed that lowering the age range is the better option for resolving the Pre-School issue, whereas having the governors take over the Pre-School would be an expensive option.	
7.5.3	AS reported to governors on a letter from Keith Baker, the Chair of Governors at QE, asking what the other schools in the Crediton Learning Community are doing in relation to MATs.	
7.5.4	It was agreed to issue a statement to parents confirming "We are continuing to work in a management partnership with the Link."	HoS
	Date of next meeting: 7 December 2017 5pm	
	The meeting closed at 19.20.	

Actions Summary(academic year 2017/18)

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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
5.2.2	Scan due diligence checklist and circulate to governors	ML	ASAP	Circulated 13/10/17

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	
5.1.1	Prepare new School Development Plans and submit to FGB for approval	HoS	For FGB on 11/10/17	Completed 11/10/17

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	
1.7.1	Notify parents of upcoming parent governor vacancy	HoS	By 20/10/17	
1.7.2	Prepare parent governor election timetable and statements for circulation by Administrators to all parents	ML	By 30/10/17	
2.1.1	Notify ML of any changes to the notes from the staff consultation meeting on 27 September	Governors	ASAP	
3.2.2	Include any concerns and issues with the management partnership in Head of School reports	HoS	Ongoing	
4.2.4	Create a folder in Google Drive to hold each school's School Development Plan, SEF and reports	HoS	ASAP	
5.2.2	Review governor membership of the Pay & Performance Committee at FGB on 07/12/17	Governors	07/12/17	
5.2.3	Put the Pay Policy on a private page on each school's website	ML	ASAP	
6.1.3	Agree format for School Development Plans	Link Governors	ASAP	
6.1.4	Review interventions and case studies for SEN pupils during next link governor visits	Link governors	November 2017	

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7.5.4	Circulate statement about the management partnership to parents	HoS	By half term	
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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
5.2.2	Agreed Pay Policy
7.2.1	Agreed DBS Disclosure Policy