

## FGB minutes 21 April 2016

### WOODLEIGH FEDERATION GOVERNING BODY MINUTES

<b>COMMITTEE:</b>	<b>FULL GOVERNORS</b>	<b>DATE AND</b>	21 April 2016
<b>VENUE:</b>	<b>CHERITON BISHOP</b>	<b>TIME:</b>	18.00

<b>Governors Present</b>	<b>Initials</b>	<b>Role</b>		<b>Governors Present</b>	<b>Initials</b>	<b>Role</b>
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				
Sue Leyman	SL	Headteacher				
Katie Richards	KR	Staff governor				

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

<b>In Attendance</b>	<b>Initials</b>	<b>Capacity</b>

	<b>Agenda</b>	<b>Led By</b>	<b>Supporting papers</b>
<b>1</b>	<b>Housekeeping</b>		
1.1	Welcome and apologies	AS	
1.2	Declarations of interest	AS	
1.3	Confidentiality	AS	
1.4	Appointment of Local Authority Governor	All	
<b>2</b>	<b>Resources</b>		
2.1	Budget for 2016/17	JC	Budget 2016/17 circulated
2.2	Receive SFVS report	AS	SFVS report circulated
2.3	Approve Finance Policy	All	Finance Policy circulated

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	<b>Date of next meeting: 19 May 2016</b>		
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Ref	Action or Decision	Action Owner & Deadline
<b>1</b>	<b>Housekeeping</b>	
1.1	Apologies	
1.1.1	BJ	
1.1.2	KR was welcomed to her first governors' meeting, and thanked for taking on the role of governor with responsibility for literacy.	
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.	
1.4	Appointment of Local Authority Governor	
1.4.1	<b>Governors agreed the appointment of TT as Local Authority Governor.</b> ML will bring a new Declaration of Eligibility and Code of Conduct to the next meeting for TT to sign.	ML
<b>2</b>	<b>Resources</b>	
2.1	Budget for 2016/17	
2.1.1	AS introduced this item, advising that the Resources Committee has scrutinised the budget. JC advised that extra money is being put in across the Federation for literacy advice and support, and an extra £5k will be added to line E19. The budget is looking very positive, taking staffing	
2.1.2	changes into account. SL advised there may be a slight adjustment about the apprentice TA at Cheriton Bishop, who may stay on to do Level 3. They may also get an	
2.1.3	apprentice TA at Yeoford. JC reported the decision to take up E-Schools, and advised that £3k has been included in the budget. It was agreed to include the website in this	
2.1.4	proposal, which will take the cost up to £3.5k, so there will be a slight adjustment here. <b>Governors approved the budget unanimously.</b>	
2.2	Receive SFVS report	
2.2.1	<b>Governors received this report</b> , which was reviewed by Resources at their meeting on 3 March, and which has been submitted to Devon County Council.	
2.3	Approve Finance Policy	
2.3.1	The Resources Committee have recommended some amendments to the Finance Policy following the recent audit, and so it was agreed to defer	

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	the approval of the Finance Policy to the next FGB meeting on 19 May to enable these amendments to be made.	ML
<b>3</b>	<b>Issues for consideration</b>	
3.1	The remainder of the meeting took place under Part 2.	
	<b>Date of next meeting: 19 May 2016</b>	
	The meeting closed at 19.05.	

### Actions Summary (academic year 2015/16)

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
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				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 Bishop	
5.1.4	Issue letter to parents publicising the validated SATS results; issue statement to local press	HoS; SL		

### Full Governing Body (FGB) meeting, 4 February 2016

1.4.3	Check whether able to attend the MAT training session on 10 February	EC		
1.5.1	Review parent responses to questionnaire and Parent View at next meeting	ML to include on the agenda		Completed
1.5.3	Ask KR if she will take on the literacy governor role	SL		Completed, KR has taken role
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		Completed
1.6.3	Review whether to include the website in the e-schools offer	Resources		Completed
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		Completed
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		Completed
8.1.2	Review timing and frequency of governor meetings	FGB		
8.1.4	Email Resources to check if the next meeting date can be brought forward a week	ML		Completed
8.2.1	Recirculate DAG newsletter	ML		

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<b>Full Governing Body (FGB) meeting, 21 April 2016</b>				
1.4.1	Bring Declaration of Eligibility and Code of Conduct forms for TT to sign to next FGB	ML		
2.3.1	Include approval of Finance Policy on the next FGB agenda	ML to include on the agenda		

### 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

<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

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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

### **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

### **Full Governing Body meeting 21 April 2016**

1.4.1	Agreed appointment of TT as LA Governor
2.1.4	Agreed budget for 2016/17
2.2.1	Received SFVS report