

FGB minutes 22 March 2017

WOODLEIGH FEDERATION GOVERNING BODY MINUTES

COMMITTEE:	FULL GOVERNORS	DATE AND TIME:	22 March 2017
VENUE:	CHERITON BISHOP		18.00

Governors Present	Initials	Role		Governors Present	Initials	Role
Jo Carter	JC	Parent Governor		Gemma Woodgate	GW	Co-opted Governor
Sue Leyman	SL	Executive Headteacher				
Katie Richards	KR	Staff Governor				
Alexis Saffin	AS	Co-opted Governor				
Joanna Tripp	JT	Co-opted 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)			
Elaine Clark	EC	Prior commitment (Co-opted Governor)			
Christine Conner	CC	Prior commitment (Parent Governor)	Absent without apologies		

In Attendance	Initials	Capacity
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	
1.4	Minutes of the last meeting 2 February 2017	AS	Minutes circulated and Part 2 minutes circulated at the meeting
1.5	Matters Arising	AS	
1.6	Review governor recruitment and vacancies	All	Prospective governor statements circulated prior to the meeting

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2	Resources		
2.1	Budget Monitor	All	
2.2	Review and approve the budget for 2017-18	All	
2.3	Review finance policy and delegation	All	Finance Policy circulated
2.4	Ensure completion of the Schools Financial Value Standard	AS	SFVS circulated
3	Issues for consideration		
3.1	Staffing update – Part 2	All	
3.2	MAT update – Part 2	All	
	Date of next meeting: 18 May 2017 6pm		

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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 EC, CC and BJ.	
1.2	Declarations of interest	
1.2.1	JC is on the Cheriton Bishop Pre School Committee, although she is no longer the Treasurer.	
1.2.2	SL is a governor for QE.	
1.3	Confidentiality	
1.3.1	Governors were reminded that matters discussed at these meetings are confidential.	
1.4	Minutes of the last meeting 2 February 2017	
1.4.1	The minutes of the last meeting were agreed as an accurate record of the last meeting.	
1.4.2	The Part 2 minutes were circulated and agreed as an accurate record of the last meeting.	
1.5	Matters Arising	
1.5.1	With reference to para 4.1.3 of the meeting held on 14 July, governors noted that each school has held parent forums and literacy and numeracy sessions. Governors will monitor these events to ensure they are ongoing. SL aims to issue a Federation newsletter before she retires.	
1.5.2	With reference to para 1.5.12 of the meeting held on 13 October, administrative staff have not yet been asked to email all teaching staff to confirm whether they have business insurance for their car. AW will put this in the staff update.	
1.5.3	With reference to para 6.1.3, KR will present the headline results of the literacy moderation to the next Curriculum meeting on 26 April. Governors noted that KR has provided support to Sandford School.	
1.5.4	With reference to para 1.5.4 of the meeting held on 8 December, governors agreed that we should check with the Link what policies they publish on their website as good practice, beyond those that are required to be published.	
1.6	Review governor recruitment and vacancies	
1.6.1	Governors noted that there are currently 2 co-opted governor vacancies, and 1 local authority governor vacancy.	
1.6.2	Four nominations for the vacancies have been received, and the statements from the candidates have been circulated. Governors discussed the current process that the Federation is going through, noting that if the result is to become a Hub in the Link MAT, the present governing body will dissolve, and a new local governing board would be constituted. Potentially, the Federation could become a part of the Link in less than a year. Governors considered that it would not be appropriate to take on new governors whilst the Federation was going through this process. However, once the outcome was known, it would then be appropriate to either recruit to the existing governing body or to advise candidates of the process to be	

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1.6.3	considered for the local governing board. Governors therefore agreed to thank the candidates for their interest in becoming governors , but to advise that it was not appropriate to take on new people whilst we go through the due diligence process for potential conversion to a MAT.	ML
1.6.4	Governors agreed to update the skills audit, to check any current skills needs on the governing body and to ensure that we are ready to act promptly once the outcome of the due diligence and consultation processes are known.	Governors
1.6.5	SL advised that she would like to put her name forward as a governor once she has retired as Executive Headteacher. Governors discussed whether this was appropriate given the decision made in respect of the prospective candidates. It was agreed that it would not be appropriate to appoint the outgoing Executive Headteacher as a governor. However, it would be helpful to retain SL's experience and knowledge around the MAT consultation process. Consequently, it was agreed to appoint SL as an associate governor specifically to support the Federation through this process. As an associate governor, SL would not have any voting rights. JC proposed that SL should be appointed as an associate governor. JT seconded this. Governors agreed unanimously.	
2	Resources	
2.1	Budget Monitor	
2.1.1	There was no Budget Monitor available for discussion at this meeting. The Finance Officer would visit the Federation next week, and the Budget Monitor would be reviewed at the next Resources meeting.	
2.2	Review and approve the budget for 2017-18	
2.2.1	JC and LM have gone through the budget and carried out some housekeeping work on it before going through line by line with SL. It will then be reviewed with the Finance Officer on Monday. The budget is shaping up, providing for 4 classes at Tedburn and Cheriton Bishop, and 2 at Yeoford, and currently shows a £12k deficit. Governors agreed to schedule an additional FGB meeting for the purpose of reviewing and approving the budget, and reviewing the MAT consultation which will close on 21 April. This meeting will be held on Wednesday 26 April, immediately after the Curriculum meeting.	
2.3	Review Finance Policy and delegation	
2.3.1	AS proposed that the Federation should have a charge card, held by LM. Governors discussed, noting that should the Federation convert to a MAT, the charge card would need to be reissued. It was therefore agreed to defer this decision until the decision to convert had been taken.	Resources
2.3.2	It was agreed to remove the caretaker column in the Designated Authority table, and to have one column labelled Head of School, instead of 3 separate columns with named Heads of School.	ML
2.4	Ensure completion of the Schools Financial Value Standard and submit to LA	
2.4.1	AS circulated the SFVS and spoke to this, talking governors through the 3 identified action points.	
2.4.2	Governors noted that SL has had the requisite performance management training, and could, if co-opted, take on the 3 rd governor role on the Headteacher's Performance Management Committee.	

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3	Issues for consideration	
3.1	Staffing Update	
3.1.1	This discussion took place under Part 2.	
3.2	MAT Update	
3.2.1	This discussion took place under Part 2.	
3.3	Any other business	
3.3.1	Governors discussed the Dartmoor Teaching School Alliance support package, price at £2 per pupil. This represents good value for money, and additional support is available at extra cost, for example in-school training for HLTAs, and NQT support programmes (although the Link also provides this). Governors agreed this was a value for money alternative for the Federation.	
	Date of next meeting: 26April 2017	
	The meeting closed at 19.15	

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	Completed, ongoing

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	AW	ASAP	To be included in the next staff update
6.1.3	Report headline results of literacy moderation to next Curriculum meeting	KR	Curriculum 23/11/16	Deferred to April meeting
6.1.8	Visit the three schools to see how the literacy policy operates in practice	EC	Spring 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	HoS	At their next meeting	Deferred for a discussion

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	practice			with the Link about their practice.
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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	

Full Governing Body (FGB) meeting, 22 March 2017				
1.6.3	Contact prospective candidates with the governors' decision	ML	ASAP	31/03/2017
1.6.4	Update the skills audit	Governors	ASAP	
2.3.1	Review charge card decision following the outcome of the MAT consultation and due diligence	Resources		
2.3.2	Update the Finance Policy	ML	ASAP	

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

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Full Governing Body meeting 22 March 2017	
1.4.1	Approved FGB minutes 02/02/17
1.4.2	Approved FGB Part 2 minutes 02/02/17
1.6.5	Agreed to appoint SL as an associate governor following her retirement as Executive Headteacher, to support the Federation through the MAT consultation process