

FGB minutes 18 January 2018

WOODLEIGH FEDERATION GOVERNING BODY MINUTES
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COMMITTEE:	FULL GOVERNORS	DATE AND TIME:	18 January 2018
VENUE:	CHERITON BISHOP		17.00

Governors Present	Initials	Role		Governors Present	Initials	Role
Jo Carter	JC	Co-opted Governor		Joanna Tripp	JT	Co-opted Governor
Elaine Clark	EC	Co-opted Governor				
Nicky Dunford	ND	Ex Officio Governor				
Annie Martin	AM	Parent Governor				
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	Work commitment (parent governor)	Katie Richards	KR	Prior commitment (staff governor)
Brenda Jones	BJ	Prior commitment (co-opted governor)	Gemma Woodgate	GW	Maternity leave (co-opted governor)

In Attendance	Initials	Capacity
Andy Keay	AK	Associate member
Pete Halford	PH	Associate member

	Agenda	Led By	Supporting papers
1	Housekeeping		
1.1	Welcome and apologies	AS	
1.2	Declarations of interest including Code of Conduct	AS	
1.3	Confidentiality	AS	
1.4	Minutes of the last meeting 11 October 2017	AS	Minutes circulated
1.5	Review action log	All	
1.6	Review governing body composition	All	
2	Issues for Consideration		
2.1	MAT update	All	
2.2	Feedback from Cheriton Bishop Ofsted and any actions	All	Ofsted letter circulated
2.3	Operation Encompass update	PH	
3	Quality Assurance		

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3.1	Review management partnership	All	Link SLA circulated
3.2	Raise Online data review	All	New Raise data for each school circulated, with the ASP data
4	Resources		
4.1	Receive Committee report	JC	Minutes circulated
4.2	Review Pay & Performance Committee membership	All	
5	Curriculum		
5.1	Receive link governor reports, including check review of interventions and case studies for SEN pupils and agree format for school development plans	All	
6	School Improvement		
6.1	Monitor School Development Plans	All	School Development Plans circulated
6.2	Receive reports from governors who have attended training	All	
6.3	Review governor training needs	All	
7	Housekeeping		
7.1	Receive Spring Checklist	All	Spring Checklist circulated
	Date of next meeting: 21 February 2018 5pm		

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Ref	Action or Decision	Action Owner & Deadline
1	Housekeeping	
1.1	Welcome and Apologies	
1.1.1	AM was welcomed to her first governor meeting, and there was a round of introductions.	
1.2.1	Apologies were received and sanctioned from BJ, KR and GW. CC is travelling from Cardiff and may arrive late.	
1.2	Declarations of interest	
1.2.1	There were no declarations of interest.	
1.2.2	AM completed her Register of Business Interest and Code of Conduct forms.	
1.3	Confidentiality	
1.3.1	Governors noted the requirement for confidentiality for matters discussed at Full Governors.	
1.4	Minutes of the last meeting 11 October 2017	
1.4.1	The minutes of the meeting held on 11 October were agreed as an accurate record.	
1.5	Review action log	
1.5.1	With reference to para 1.5.6 of the meeting held on 17 May, two skills audits remain outstanding, and ML will pursue these. ML will send the skills audit through to AM for her completion.	ML
1.5.2	With reference to para 2.1.6 of the meeting held on 18 July, the link governor meetings are held half termly. EC and JT will meet with PH before half term. JC has carried out a learning walk. JT needs to review the Early Years provision across the three schools. EC has reviewed safeguarding across the three schools.	
1.5.3	With reference to para 3.6.1, ML still needs to email suggested dates for the clerk's appraisal to CC and JC.	
1.5.4	With reference to para 1.2.3 of the meeting held on 11 October, the Code of Conduct will be brought to the next meeting for governors to re-sign.	
1.5.5	With reference to paras 1.7.1 and 1.7.2, AM considered that there should be representation from all three schools on the governing body. AS agreed, and advised that governors will look at this as a part of the change from a full governing body to a local governing board. ND advised that the Link is holding training for their local governing boards on their role, because there is some confusion about the difference. The focus for a local governing board is teaching and learning.	
1.5.6	With reference to para 2.1.1, the staff consultation notes have been finalised.	
1.5.7	With reference to para 3.2.2, the review of the management partnership is ongoing.	
1.5.8	With reference to para 4.2.4, JC had tried to set up a Google Drive for governors, but could not get this to work. It was agreed that MM would create this, as a part of joining the MAT.	MM
1.5.9	With reference to para 5.2.2, the Pay & Performance Committee will be disbanded if the Federation converts to an academy and consequently it was considered	

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1.5.10	there is no need to review its membership at this point. With reference to para 5.2.3, the Pay Policy has been put on a private page of each school's website.	
1.5.11	With reference to para 6.1.3, the school development plan format will be reviewed and agreed by the link governors.	
1.5.12	With reference to para 6.1.4, SEN interventions and case studies will be covered by the link governors at their next meeting.	
1.5.13	With reference to para 7.5.4, the governors discussed issuing a statement and/or update around the MAT. The original plan had been to hold parent meetings in January. It was agreed that one meeting should be held on Wednesday 7 February at 6.30pm at Tedburn School. The time is purposely later to enable as many parents to attend as possible. ND suggested that a paper should be circulated to parents, with the offer of a meeting to discuss the contents and ask any questions. Governors discussed what they wanted to convey at the meeting. AM advised, as a governor new to the process, that parents would want to know what due diligence has to be done; what has been done so far; what the timescale is; where the Federation is in the process; and what the Link's future plans are. It was agreed that ND will draft an update of no more than two sides for parents covering these points, which would be circulated to governors for review and would be sent to Heads of School by 24 January for inclusion in that week's school newsletters.	ND HoS
1.6	Review governing body composition	
1.6.1	Governors agreed to defer review of the governing body composition for inclusion in the composition of the local governing board.	
1.6.2	AM agreed to take the role of Health & Safety governor, subject to receiving more information about the scope and the remit of the role.	
1.6.3	AM agreed to become a link governor for Tedburn School. AK advised that the next link governor meeting date is 5 February at 1.30pm.	
2	Issues for Consideration	
2.1	MAT update	
2.1.1	The MAT update was combined with the management partnership review. ND reported on the current progress with TUPE. The Link has met with the unions. There is a four week consultation period for staff under TUPE. Federation staff have asked about payscales and mobility. Governors noted that staff pay will be maintained according to existing payscales, but should they subsequently leave the academy, they will no longer have a guaranteed pay portability because they will be outside the local authority. On mobility, ND advised that if a staff member has signed a contract for a single school, they will remain at that school; if they have signed a contract for the Federation, they could potentially be moved between the three Federation schools; and any staff member who joins after the conversion date will sign a contract for the Link, but they will be made aware of the implications of this before they sign. The main other significant change is that the support staff pay date will change from the last working day of the month to the 25 of each month.	
2.1.2	The Link's Central Services Service Level Agreement was circulated with the papers for this meeting, and ND circulated the Woodleigh Federation Central Costs Analysis paper and took governors through this. This document does not include the income brought in by Central Services, which include grants from charities, CIF bids and cost savings. ND advised that some of the Central Services functions may	

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2.1.3	<p>need to be replicated for the Federation schools, for example fundraising and training.</p> <p><i>AM asked in the FGB meeting what due diligence the Governing Body has undertaken independently from the Link, she was told that lots of conversations have been had and that this has been covered under previous Part II minutes, but there was no document summarising this process. AM expressed concern that the Link does not set a maximum for the cost of Central Services, which is not in line with some other academies' practices, and that its costs are more expensive than other MATs. ND disputed this and said she was not aware locally of MATs that were cheaper. JC advised that the drivers for the Link were not purely financial, with the small schools ethos being of prime importance, to ensure that our schools were not absorbed by a large MAT.</i></p>	
2.1.4	<p>The Link considers that the present Central Services team should be able to support 12 – 15 schools, where currently, once the Federation converts, it will become 9 schools. AM asked how the Link will move from 9 to 12-15 schools? It is expected that more schools will join the Link as they see how well the model works.</p>	
2.2	<p>Feedback from Cheriton Bishop Ofsted and any actions</p>	
2.2.1	<p>Governors congratulated Cheriton Bishop on its excellent Ofsted report and wanted to express their thanks to all the staff, and the 2 governors involved for their input and support during the inspection. JT thanked ND for her support through the Ofsted preparation and visit.</p>	
2.2.2	<p>The Safeguarding Policy has been updated to include the latest contact details, and governors agreed the Policy. EC suggested replicating the ID system used at Tedburn St Mary, where the Chair of Governors' contact details are on the reverse in case there is a complaint or incident that would require her involvement.</p>	
2.3	<p>Operation Encompass update</p>	
2.3.1	<p>PH reported that Operation Encompass aims to achieve better liaison between the police and schools where a child has witnessed domestic violence. The police will let a designated person at the school know by the next day, so that they can support the child appropriately. Any such incidents will be reported back to governors under safeguarding in the Heads of Schools reports. Information about Operation Encompass was circulated to parents in school newsletters before Christmas.</p>	
3	<p>Quality Assurance</p>	
3.1	<p>Review management partnership</p>	
3.1.1	<p>This was discussed under item 2.1 above.</p>	
3.2	<p>Raise Online data review</p>	
3.2.1	<p>This will be deferred to the next meeting. AS, BJ and AM will go through Tedburn's Raise Online data at their next data meeting on 5 February. PH advised that the final Raise report will be released at the end of January, and governors agreed that the data review meetings will use these reports for analysis.</p>	
4	<p>Resources</p>	
4.1	<p>Receive Committee Report</p>	
4.1.1	<p>AM referred to the s.106 monies mentioned in para 4.2.1. She has identified £13k that has been allocated to Cheriton Bishop Primary School. After a short</p>	

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4.1.2	discussion, it was realised that the minutes referred to a different housing development in Cheriton Bishop. AM asked if the footpath across the Cheriton Bishop school site could be re-routed? JC explained that the Federation has reviewed this in the past, and that the cost of re-routing is too expensive for the Federation to undertake.	
4.2	Review Pay & Performance Committee membership	
4.2.1	There is only likely to be one further meeting of the Pay & Performance Committee, should the academy conversion go ahead and consequently it was agreed there was no need to change the membership at this stage, because on conversion the Pay & Performance Committee will be disbanded and its role will be discharged by the Board of Directors.	
5	Curriculum	
5.1	Receive link governor reports, including check review of interventions and case studies for SEN pupils and agree format of school development plans	
5.1.1	This item has been deferred to the next meeting, following the data review meetings due to be held in February.	
6	School Improvement	
6.1	Monitor School Development Plans	
6.1.1	This item has been deferred to the next meeting, following the data review meetings due to be held in February.	
6.2	Receive reports from governors who have attended training	
6.2.1	There were no reports for this meeting.	
6.3	Review governor training needs	
6.3.1	Governors noted that the Link is holding Local Governing Board (LGB) training on either Thursday 22 or Wednesday 28 February. This training will be delivered by Debbie Clapshaw of Devon Governor Services. All governors are welcome to attend. ND suggested it would be good for this training to be held every term, rotating around each school.	
6.3.2	AM is attending the New Governor training course, and it was agreed this would be useful despite the likely conversion to academy. AM will need to do the Prevent and Level 2 Safeguarding training. ND advised that the Link will deliver this in-house.	
6.3.3	EC advised that her Level 3 Safeguarding has expired, and it was agreed that she needs to renew this. ND will include her in the next group of people whom the Link books onto Level 3 Safeguarding training.	
7	Housekeeping	
7.1	Receive Spring Checklist	
7.1.1	Governors noted the implementation of the new GDPR regulations from May 2018. The consequences of falling foul of this new regime are huge, for example if a child's picture is used without consent, a 20,000 euro fine could be imposed. Governors noted that the ICO website has a helpful guide, "12 steps to GDPR". ND reported that the Link is beginning to train their administrators in this.	
7.1.2	AS declared her interest as an employee of Devon Audit Services (DAS), and advised that DAS could carry out an independent GDPR audit.	
7.2	Any other business	

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7.2.1	It was agreed that the next FGB meeting will be held on Wednesday 21 February at Cheriton Bishop at 5pm. This meeting will include the composition of the local governing board, link governor reports, and to review the programme of governor visits. PH and AK will identify items for review each term and report to the next FGB meeting.	PH & AK
	Date of next meeting: 21 February 2018 5pm	
	The meeting closed at 19.00.	

Actions Summary(academic year 2017/18)

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	

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	
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	
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	
7.5.4	Circulate statement about the management partnership to parents	HoS	By half term	Completed

Full Governing Body (FGB) meeting, 18 January 2018				
1.5.1	Send skills audit to AM	ML	ASAP	

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1.5.8	Create Google Drive for governor visits	MM	ASAP	
1.5.13	Draft MAT update for parents and put in school newsletter	ND, HoS	24/01/18	
7.2.1	Prepare list of items for review each term during governor visits	PH, AK	ASAP	

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

Full Governing Body meeting 18 January 2018	
1.4.1	Agreed minutes of the meeting on 11 October 2017
1.5.13	Agreed to hold parent information evening on Wednesday 7 February at 6.30pm at Tedburn St Mary School
2.2.2	Agreed Safeguarding Policy