

## FGB minutes 27 April 2017

<b>WOODLEIGH FEDERATION GOVERNING BODY MINUTES</b>
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<b>COMMITTEE:</b>	<b>FULL GOVERNORS</b>	<b>DATE AND TIME:</b>	27 April 2017
<b>VENUE:</b>	<b>CHERITON BISHOP</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		Joanna Tripp	JT	Co-opted Governor
Elaine Clark	EC	Co-opted Governor		Gemma Woodgate	GW	Co-opted Governor
Christine Conner	CC	Parent Governor		Nicky Dunford	ND	Ex Officio Governor
Katie Richards	KR	Staff Governor				
Alexis Saffin	AS	Co-opted 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)			

<b>In Attendance</b>	<b>Initials</b>	<b>Capacity</b>
Alex Waterman	AW	Associate member
Pete Halford	PH	Associate member
Andy Keay	AK	Associate member

	<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	Minutes of the last meeting 22 March	AS	Minutes circulated
<b>2</b>	<b>Issues for Consideration</b>		
2.1	Approve budget for 2017-18	JC	
2.2	MAT consultation review	All	Draft Parent Consultation Report circulated at the meeting
2.3	Review management partnership	All	Draft agreement circulated at the meeting
	<b>Date of next meeting: 18 May 2017 6pm</b>		

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Ref	Action or Decision	Action Owner & Deadline
<b>1</b>	<b>Housekeeping</b>	
1.1	Apologies	
1.1.1	Apologies were received and sanctioned from BJ. KR and JT are expected later.	
1.1.2	ND was welcomed to the meeting.	
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	ND completed a Register of Business Interests form.	
1.3	Confidentiality	
1.3.1	Governors were reminded that matters discussed at these meetings are confidential.	
1.4	Minutes of the last meeting 22 March 2017	
1.4.1	<b>The minutes of the last meeting were agreed as an accurate record of the last meeting,</b> subject to the following amendments: <ul style="list-style-type: none"> <li>• Correcting para 1.6.2 from two nominations to four; and</li> <li>• Inserting “potential” before conversion in para 1.6.3.</li> </ul>	ML
1.4.2	Governors noted that the Heads of School have not received the Budget Monitor.	
<b>2</b>	<b>Issues for consideration</b>	
2.1	Approve budget for 2017-18	
2.1.1	JC introduced this item, speaking first to the Budget Monitor and advising that some anomalies in the budget system had been identified (eg showing the number of weeks per school year as 52 rather than 38 in some instances), resulting in a thorough housekeeping exercise to synchronise the Budget Monitor with SIMS. As a result, the Budget Monitor is now showing a surplus at the year end, which has been checked by the Finance Officer, LM and SL. AS observed there has been a turnaround of £48k from the originally predicted £12k deficit to a £36k surplus.	
2.1.2	Governors noted that not everyone had received the draft budget for 2017-18, and as a result it was agreed to defer this item to the next Resources meeting, originally scheduled for 4 May, but rescheduled to 3 May.	
2.1.3	KR joined the meeting at 6.35pm.	
2.1.4	CC and EC gave their apologies for the next FGB meeting on 18 May.	
2.2	MAT consultation review	
2.2.1	ND circulated the draft Parent Consultation Report and spoke to this. She has gone through the document with JC, and advised that 41 emails were received, of which 5 were completely supportive. This document was not yet finished, and she will add to it to include that as an academy, the Link has access to applying for grants as a charity; and to record the concerns that joining the Link might damage local partnerships and relationships.	
2.2.2	JT joined the meeting at 6.50pm.	
2.2.3	Governors thanked JC for her work on the consultation, noting ND’s observation that she could not have produced the report without the work JC had carried out	

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2.2.4	<p>throughout the consultation period.</p> <p><b>Governors agreed that because the consultation period had ended on 21 April, the mailbox address should be closed down, with a statement that the decision has been delayed whilst the general election is being held. It was agreed that a letter would be drafted to issue to all parents,</b> advising that the consultation period has come to an end, there is a delay in the process whilst the general election is being held, and in the interim, the Federation will be working with the Link in a management partnership. The parent consultation report will be issued by half term.</p>	Governors  ND
2.3	Review management partnership arrangements	
2.3.1	<p>ND circulated the management partnership document and took governors through it. The following amendments were agreed:</p> <ul style="list-style-type: none"> <li>• to expand the aims to include supporting the financial management of the Federation, and to maintain strong existing community links;</li> <li>• to change the expiry date for the agreement from 4 months to 8 months;</li> <li>• to change “Executive Headteacher” to “Executive Principal” throughout the document;</li> <li>• in para 3.4, to reduce the number of days per week from two to one;</li> <li>• in para 4.1, to change the responsibility for leading the partnership from Executive Headteacher to CEO;</li> <li>• to expand para 5.5 to add “in consultation with the respective governing bodies”;</li> <li>• to include in para 8.2 a method for serving notice, and someone to serve notice on; and</li> <li>• to move para 8.3 to section 5.</li> </ul>	
2.3.2	Governors noted that if the Federation joins the Link, central costs will be higher than those for the management partnership.	
2.3.3	AK left the meeting at 7.20pm.	
2.3.4	AS left the meeting at 7.30pm.	
2.3.5	<p>ND will send the revised document to JC, who will send it on to GW for further check and review. GW asked if we should have solicitors working for us? Governors noted that Devon Governor Services have offered to look at the management partnership for no cost, and agreed to seek their comments on the management partnership document.</p>	ND, JC, GW
2.3.6	It was noted that SL’s name will be taken from the website on 1 May and replaced with ND and TC’s names instead. ND is pulling together the staff consultation.	ND
2.3.7	ND left the meeting at 7.50pm.	
2.3.8	Governors noted that the governor safeguarding visits across the Federation are up to date. KR will carry out the literacy review visits, and the Heads of School will carry out the numeracy visits.	KR, HoS
	<b>Date of next meeting: 18 May 2017</b>	
	The meeting closed at 19.50	

### 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	
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### **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	For KR

### **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	Deferred for a discussion 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	
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### **Full Governing Body (FGB) meeting, 22 March 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	

### **Full Governing Body (FGB) meeting, 27 April 2017**

1.4.1	Amend minutes of 22 March	ML	ASAP	
2.2.4	Close consultation mailbox and prepare letter to parents advising that the consultation period has ended, and what the next steps are	Governors	ASAP	
2.2.4	Finalise parent consultation report for	ND	By 26/05/17	

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	issue prior to the May half term			
2.3.5	Amend management partnership document and seek DGS comments on it	ND, JC, GW	ASAP	
2.3.6	Pull together staff consultation document	ND	ASAP	

### Decisions summary (academic year 2016/17)

<b>Full Governing Body meeting 13 October 2016</b>				
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			

<b>Full Governing Body meeting 8 December 2016</b>				
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			

<b>Full Governing Body meeting 2 February 2017</b>				
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			

<b>Full Governing Body meeting 22 March 2017</b>				
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			

<b>Full Governing Body meeting 27 April 2017</b>				
1.4.1	Approved FGB minutes 22/03/17			
2.2.4	Agreed to close the consultation mailbox			
2.2.4	Agreed to prepare a letter to parents setting out the current position now that the consultation period has come to an end			