

FGB minutes 7 June 2017

WOODLEIGH FEDERATION GOVERNING BODY MINUTES
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COMMITTEE:	FULL GOVERNORS	DATE AND TIME:	7 June 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
Christine Conner	CC	Parent Governor		Joanna Tripp	JT	Co-opted Governor
Nicky Dunford	ND	Ex Officio Governor		Gemma Woodgate	GW	Co-opted 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)
Elaine Clark	EC	Prior commitment (Co-opted Governor)			

In Attendance	Initials	Capacity
Pete Halford	PH	Associate member
Andy Keay	AK	Associate member
Alex Waterman	AW	Associate member
Matt Matthews	MM	Link Business Manager
Claire Slee	CS	HR Administrator

	Agenda	Led By	Supporting papers
1	Housekeeping		
1.1	Welcome and apologies	AS	
1.2	Declarations of interest	AS	
1.3	Confidentiality	AS	
2	Issues for Consideration		
2.1	Staffing structure 2017-18	All	
2.2	Link Management Partnership Agreement	All	
	Date of next meeting: 13 July 2017 6pm		

FGB minutes 7 June 2017

Ref	Action or Decision	Action Owner & Deadline
1	Housekeeping	
1.1	Apologies	
1.1.1	Apologies were received and sanctioned from EC. AS would be arriving later.	
1.2	Declarations of interest	
1.2.1	There were no declarations of interest.	
1.3	Confidentiality Governors noted the particular confidentiality in respect of the staffing structure under discussion at this meeting.	
2	Issues for Consideration	
2.1	Staffing structure 2017-18	
2.1.1	The Heads of School circulated a document outlining their staffing structure recommendations. These were discussed in detail under Part 2.	
2.1.2	AS arrived at 5.25pm.	
2.1.3	Governors recorded that the Heads of School have put forward a proposal for staff and class structures for teaching staff from September 2017. This proposal has been accepted, and governors consider their proposal has demonstrated flexibility and recognition of the budgetary constraints.	
2.1.4	The Heads of School will agree a date when they will notify parents of the proposed staffing structure, approximately 2 weeks before the end of term.	HoS
2.1.5	Governors agreed that Yeoford should recruit an apprentice, and that Cheriton Bishop should recruit a one-to-one teaching assistant for a new pupil, subject to funding.	
2.2	Link Management Partnership Agreement	
2.2.1	ND brought the revised management partnership agreement between the Link Academy Trust and the Woodleigh Federation to the meeting. GW reviewed this document and made two recommendations: that clause 3.5 should provide scope for additional people to attend the proposed joint committee, as agreed between the parties; and that the proposed termination period should allow for a period agreed by both parties, rather than solely the proposed 3 months, which represents a significant proportion of the 8 month contract.	
2.2.2	ND will arrange for these changes to be made, and then send to AS.	
2.2.3	AS summarised the process to date with the management partnership agreement, which has included the inclusion of some changes proposed by Debbie Clapshaw to reflect Devon County Council's continuing interest in the Woodleigh Federation as a maintained school.	
2.2.4	Governors agreed to approve the agreement subject to the amendments outlined in para 2.2.1 above, and delegated authority to sign the agreement on the governing body's behalf to AS.	
2.2.5	MM set out the process that has been undertaken to date with the Federation's budget for 2017-18, advising that it was critical for the budget to be highly accurate in the current tight financial climate. The Federation budget has been separated out to the three schools. During this process, some mismatches and	

FGB minutes 7 June 2017

	anomalies in the system were identified, which have now been removed. All the income lines have been checked, and all the staffing expenditure has been fully reviewed. He is therefore confident that these items are accurate. However, all other expenditure lines (representing approximately 20% of the Federation's total spend) have yet to undergo this scrutiny process. The 3 school administrators are meeting on 27 June to review this expenditure in detail. MM recommended that the 3 Heads of School should have (read only) access to their budgets so that they are fully aware of what their allocations are. Sarah Creedy, the Finance Officer from Babcock, is coming to the Federation on 20 June, to doublecheck the work on income and expenditure to date.	
2.2.6	Once all these processes have taken place, governors can be confident that the budget is robust, and can then review the position and decide if sufficient cuts have been made, or if more cuts are required.	
2.2.7	Governors recorded their thanks and appreciation to JC for the time, effort and work she has put in to monitoring and managing the current budget and the budget development work for 2017-18.	
Date of next meeting: 13 July 2017 6pm		
The meeting closed at 18.35.		

Actions Summary(academic year 2016/17)

Para	Action	By Whom	Progress	Completed
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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	Completed
6.1.8	Visit the three schools to see how the literacy policy operates in practice	KR	Spring 2017	Completed

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	Completed

Full Governing Body (FGB) meeting, 22 March 2017				
1.6.4	Update the skills audit	Governors	ASAP	Completed by

FGB minutes 7 June 2017

				all bar 3
2.3.1	Review charge card decision following the outcome of the MAT consultation and due diligence	Resources		

Full Governing Body (FGB) meeting, 27 April 2017

2.2.4	Finalise parent consultation report for issue prior to the May half term	ND	By 26/05/17	Completed
2.3.5	Amend management partnership document and seek DGS comments on it	ND, JC, GW	ASAP	Completed
2.3.6	Pull together staff consultation document	ND	ASAP	

Full Governing Body (FGB) meeting, 22 May 2017

2.2.1	Circulate the latest version of the consultation document to governors	AS	ASAP	Completed
2.2.3	Send photos reflecting the successes of the schools to ND	HoS	ASAP	
1.5.6	Complete skills audit and return to ML	Governors	By 05/06/17	Completed by all bar 3
1.5.7	Set up the three Heads of Schools as account signatories and remove LB	LM	ASAP	
5.1.3	Arrange visit to Tedburn	BJ	ASAP	
5.2.2	Scan due diligence checklist and circulate to governors	ML	ASAP	

Full Governing Body (FGB) meeting, 7 June 2017

2.1.4	Agree date to notify parents of the proposed staffing structure from the Autumn term 2017	HoS	ASAP	
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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

FGB minutes 7 June 2017

	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

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

Full Governing Body meeting 27 April 2017	
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

Full Governing Body meeting 22 May 2017	
1.4.1	Approved FGB Part 2 minutes 22/03/17
1.4.1	Approve FGB minutes 27/04/17

Full Governing Body meeting 7 June 2017	
2.1.3	Approved the staffing structure for 2017-18
2.1.5	Approved recruitment of an apprentice and a teaching assistant
2.2.4	Delegated authority to AS to sign the management partnership agreement with the Link on the governing body's behalf