

**The Woodland Federation Full Governing Board Meeting
Monday 20th May 2019, 6.00pm, Kings Nympton Primary School**

MINUTES

Present: Amanda Blewett (Chair), Leica Lucas-Ridge, Cherry Roadnight, Jo Goddard (from 6.05pm), Cate Godly, Bryant Sanders, Vicki Fenemore (executive head), Verity Goss (clerk).

ITEM	ACTIONS
PROCEDURAL ITEMS	
1 Apologies for absence AB welcomed all to the meeting. Apologies received and accepted from Robin Harper and Jo Duffin.	
2 Declaration of any personal or business interests No relevant interests declared.	
3 Confirmation of Reconstitution VG informed governors this process had been completed, and distributed copies of the new Instrument of Governance.	
ENSURING ACCOUNTABILITY	
4 Acceptance of the minutes of 25.03.19 Minutes agreed and signed as an accurate record of the meeting.	
5 Any significant matters arising from the minutes JG arrived 6.05pm.	

	<p>Building Work at Winkleigh – VF updated governors on revised plans for internal remodelling, which had gone out to tender. Ongoing issue with pre-school doors had also gone out to tender. The school had been informed by NPS that this would be four weeks of work and would take place during term time. VF explained that she had been informing the contractors it would not be possible to complete the work when children were in the school. Governors agreed that the work needed to be completed during school holidays.</p> <p>Governor recruitment – covered later.</p>	
6	<p>Committees: Teaching and Learning Minutes had been received.</p> <p>Governor query on baseline assessment – CR clarified this would be tracked as a cohort rather than individuals, but it was not clear how this would be presented yet. VF explained that this would eventually be replacing the KS1 SATS. Governors discussed how many schools were likely to continue to assess children in some way to track progress. CR explained that in the Reception year the month the child was born in also made a difference to the child’s expected attainment. Winkleigh were to take part in the Baseline assessment pilot in September 2019.</p> <p>Equality and Transgender Policy – AB stated that there was no need to have a separate policy, as it was included as a protected characteristic in the equality policy, but that governors could choose to have a separate statement in the equality objectives.</p>	
7	<p>Committees: Resources All had received minutes.</p> <p>Kings Nympton Doors – still ongoing, as contractor visit to look at the issue had been postponed.</p> <p>Kings Nympton Playground Equipment. VF informed governors of quotes received for the playground equipment. An inspection had shown that the tyres needed to be removed. Quotes received TK Play £21,000, Schoolscape £10,000 (not including removing old matting), Rhinoplay £15,286 (to include removing old matting, resurfacing and levelling the pre-school area). After discussion, governors agreed to the quote from Rhinoplay, using pre-school funds for the pre-school area, and PE Grant money for the other areas.</p> <p>Minutes moved to Part II 18.21.</p>	

	Minutes returned to Part I 18.24.	
MONITORING		
8	<p>HT Update VF updated governors on SATs week – explaining how children had responded to them at each school, and how having breakfast together each morning had helped make it a relaxed and positive experience for them.</p> <p>Curriculum – VF explained the current discussions across the school on implementing a new curriculum. Governors discussed the benefits of having a single topic across the whole school. VF stated that staff were keen to take on the challenge of this new way of working. It would be used for a full year to trial its use, with small changes made through the year if required.</p> <p>VF stated that there were a large proportion of children starting school with additional speech and language needs. CR had led a staff training session on this. VF explained some of the reasons for children having additional needs in speech and language, and the types of support and input children with these problems required.</p> <p>VF explained that Winkleigh would be introducing ‘family groups’ – mixed age groups of children which would get children working with those in different age groups. VF stated that this was hoped to improve the empathy children had for others, and that work was done with children to try to increase their understanding of difficulties that others may face.</p> <p>VF informed governors that the class with the highest levels of needs would have the same teacher next year, as the teacher knew the children very well and had developed many successful strategies for working with the group.</p> <p>New Ofsted Framework – VF explained how staff training was being arranged so all were aware of the new framework.</p>	
9	<p>Board Skills and development</p> <p><u>Governor Training: Reports/Courses Booked/Future Training</u> VG had finished the Professional Clerk Course. AB informed governors of upcoming training that she would be attending on the new Ofsted Framework. Governance Today magazine would be received after half term</p>	

	<p>with future training dates.</p> <p><u>Governor Vacancy</u> AB had written to the parish councillor from Winkleigh who had visited the school to enquire if she knew of anyone within the community who would be interested in filling the vacancy. The parish councillor had submitted a CV which showed a variety of relevant experience. AB to meet with her to discuss the governor role – AB to give feedback to governors after that meeting.</p> <p><u>Board Evaluation</u> AB stated that as the federation governing board had now been in place for a year it would be beneficial to evaluate how well it was working so far. AB felt it would be beneficial for the chair to meet individually with each governor this term to discuss how successful the governor had felt the year to have been. All agreed.</p> <p>VF stated that from September the school would be using OneDrive within the school.</p>	<p>VG and AB to contact all governors</p> <p>VF and VG to investigate whether OneDrive could be used for governance items as well.</p>
<p>10</p>	<p>Governor Visits BS and LLR's visits to be arranged for after half term.</p>	
<p>11</p>	<p>Safeguarding Update CR informed governors the safeguarding folders had been examined to make sure they were appropriately organised and information held correctly. The SCR at Winkleigh had been examined, with Kings Nympton's due the next day.</p> <p>No major safeguarding incidents to report at Winkleigh. There had been a few incidents at Kings Nympton, correct processes were being followed. VF reported that the administrator at Kings Nympton had now been on level three training. Governors agreed it was useful to have a range of staff members trained at this level.</p>	
<p>12</p>	<p>GDPR Update Report received from Data Protection Officer – 23 green areas and two amber areas for each school. Were working towards compliance. AB explained which areas were still amber and what was being actioned to move these to green.</p> <p>Discussed safeguarding filtering in place at KN for Airband internet which was required due to internet speeds in the village. AB confirmed that these met the required levels of security. Fibre broadband was expected to be introduced to the village within the next year, and it was expected that at this time the school could switch to using South West Grid for Learning.</p>	

STRATEGIC MATTERS	
13	<p>Two Moors Learning Partnership No update for this meeting. There would be another TMLP meeting later on in the term.</p>
14	<p>Correspondence None received.</p>
15	<p>Update on Vision VF reported that this was still being worked on with staff/children/other stakeholders at each school. To be discussed and agreed at July FGB.</p> <p>Kings Nympton to have new website (using ESchools) which was hoped to launch in September.</p>
MEETING REVIEW	
16	<p>Feedback from this meeting - impact Governors had continued to ensure children were safeguarded well. Governors had been informed of the use of the new curriculum which would have a direct impact on the children. Improvement of facilities had been agreed. Support was also being offered to parents of children with speech and language issues by CR, who was trained to offer this support.</p>

Meeting ended 7.15pm.

Dates of future meetings:

FGB – Monday 8th July 6.00pm (KN)

Teaching and Learning – Wednesday 19th June 1.30pm (KN)

Resources – Wednesday 19th June 3.40pm (KN)

Pay Committee – Friday 14th June 1.30pm