

**The Woodland Federation Full Governing Board Meeting
Monday 1st October, 6.00pm, Winkleigh Primary School**

MINUTES

Requested to attend: Deborah Boundy, Leica Lucas-Ridge, Cherry Roadnight, Robin Harper, Amanda Blewett (chair), Vicki Fenemore (head of Winkleigh), Rowena Hoare (head of Kings Nympton), Jo Goddard, Cate Godly, Verity Lunn (clerk).

	NOTES	ACTIONS
PROCEDURAL ITEMS		
1	Apologies for absence Apologies received and accepted from Bryant Sanders and Jo Duffin.	
2	Declaration of any personal or business interests No updates to recorded interests	
ENSURING ACCOUNTABILITY		
3	Acceptance of the minutes of 02.07.18 Minutes were agreed and signed as an accurate record of the meeting.	
4	Any significant matters arising from the minutes Terms of Reference had been actioned. Code of Conduct – signed by those present not at previous meeting. RHa reported that the leavers' assembly had been well received. <u>Kings Nympton Building Work</u> AB reported that the original contractor had pulled out. The work had now passed to NPS. It was hoped to have this completed by October half term, or possibly by Christmas.	
5	Committees: Monitoring Committee	

	<p>Minutes were agreed and signed as an accurate record of the meeting. No questions from governors on these minutes. VF informed governors that she was looking at ways of harmonising how the data was presented from the two schools.</p>	
6	<p>Committee: Pay Committee Minutes of the pay committee were distributed to those who were present at the meeting, agreed and signed as an accurate record of the meeting. VF noted that one union representative had sent apologies for not being able to attend the consultation meetings, but that they were happy with the proposal. VF noted that she was now not able to make the KN staff appraisals – RHo to do these.</p>	
7	<p>Federation Governing Body Organisation 2018/2019</p> <p><u>Annual Cycle</u> Governors had received a copy. It was noted that due to only having one meeting for each of the committees in the autumn term, there was a lot of items to cover in those meetings. Agreed that for the 2019-2020 annual cycle a housekeeping meeting was needed earlier in the cycle. Agreed the annual cycle was a good starting point, and that it was in a good format.</p> <p><u>Open or closed meetings</u> Governors discussed whether to have open or closed FGB meetings – the previous separate governing boards had differed on this. Governors agreed that as it was a formative year for the federation, it would be more beneficial to have closed meetings for this academic year.</p>	<p>VL to add policy review to annual cycle. Assigned governors to be added once allocated.</p>
8	<p>Policy Review Safeguarding Policy – not ready for this meeting. Teaching and Learning committee to review and recommend to next FGB.</p> <p>Complaints Policy – Five part Babcock model had been distributed. Governors discussed the differences to the previous Winkleigh policy – KN had used the Babcock model. Agreed to adopt the policy across the federation.</p> <p>Admissions draft Policy 2020/21 – Both policies were the same as the previous year, with one change to the over subscription criteria concerning medical needs. Both were the DCC recommended policies. Once agreed by governors these policies would go on to the websites for a consultation process. Governors agreed these draft policies.</p> <p>Data protection policy – agreed.</p>	<p>VL to date, send to school administrators for websites where required.</p> <p>VL to ensure administrators have this</p>

	Governors discussed access to the policies for governors – query on whether e-schools had this facility.	policy. VF/VL to look at whether e-schools has this capability.
MONITORING		
9	<p>Governor Training: courses booked/website compliance CG had attended Level 3 Safeguarding training.</p> <p>Possibility of attending the Heads/Chairs/Clerks course was raised – possibly to attend the Spring course.</p>	<p>VL to arrange new governor training for CG.</p> <p>RHa to look at the skills audit completed by governors and report on training needs.</p>
10	<p>Governor Visits T&L committee to allocate visits in line with school improvement priorities.</p>	CR/VL to ensure on first T&L agenda.
11	<p>Safeguarding Update All had received the KCSIE documents. Staff had signed to say they had read and understood it.</p>	VL to arrange signing sheet for evidencing governor understanding.
12	<p>GDPR Update AB reported that Alvin Scott had been working with staff on achieving compliance. AB summarised his reports (one for each site). KN had made considerable progress towards compliance, with 16 items now green. All remaining items were amber, meaning progress was being made. Target was to be compliant by the end of October 2018.</p> <p>Winkleigh had also made considerable progress, with 13 items now green – this was different to Kings Nympton as the school had more complicated data management. AB reported that Alvin Scott was happy the schools were currently where they should be.</p> <p>Creating the data flow map had been a big step towards compliance in both schools. Neither school had any red items.</p> <p>Governors were pleased with the progress made. Further updates would be received at each FGB meeting.</p>	AB to provide a copy of the reports to VL to store with Board minutes.
STRATEGIC MATTERS		

<p>13</p>	<p>School Improvement Plans All had received.</p> <p><u>Winkleigh</u> Query on Y2 – discrepancy between the teacher assessment and NFER results. VF confirmed this was because of a difference in the way the two were assessed – the teacher was aware of this.</p> <p>Were the targets based on national data/targets? VF explained to governors how the targets were set based on previous data from each year group – this was subject to change if the cohort changed.</p> <p>Governors discussed the format of the SIPs, and agreed that it would be useful to have a key to abbreviations on future SIPs. JG and DB to attend understanding data course.</p> <p>Governor visits to be added to assessment timetable when agreed.</p> <p>Governors approved Winkleigh SIP.</p> <p><u>Kings Nympton</u> RHo explained that the action plans were a result of looking at previous results. Governors discussed – agreed that it would be useful to have the same format for both schools in the future for easier comparison.</p> <p>Academisation phrase – it would now refer to working on expanding the federation.</p> <p>Did both schools teach the same foreign language. No – KN did French and Winkleigh Spanish. Language taught was decided by the skills the teachers had.</p> <p>School on a page dashboard – was there anything from this that needed to be added to the SIP? No – there had been issues with what the document reflected. Governors discussed the format of the schools on a page document and reactions from other schools. Further discussion on this document at the North Devon Hub meeting – VK and AB to attend.</p> <p>Governors agreed the Kings Nympton SIP.</p>	<p>VL to find dates for understanding data course.</p>
<p>15</p>	<p>Two Moors Learning Partnership (Item moved to allow staff to leave for part II item later)</p> <p>AB reported that RHa had taken on the role of company secretary. There would be a rolling program of</p>	

	<p>chairs over the schedule of meetings. Rho reported on the recent meeting – heads of schools from High Bickington and Witheridge had agreed they still wanted to be involved in the TMLP, and to be involved with monitoring/sports/music events.</p> <p>Heads meeting date had been arranged.</p> <p>Discussed the redistribution of music funding – the funding allocated for the primary schools had been sent to Chulmleigh as the secondary school within the Local Learning Community. A letter was being put together to request the release of this money so that the five schools could plan its use – would monitor the outcome</p> <p>Agreed it had been a useful meeting and was moving positively again.</p>	<p>TMLP trustees to monitor.</p>
	<p>Correspondence AB reported on two letters received. 1 – A parent concern that was being handled in school. 2 – A member of staff requesting some unpaid leave. RHa and AB to discuss.</p>	
<p>14</p>	<p>Federation Vision / Federation staffing consultation</p> <p><u>Vision</u> Combined school vision as circulated by AB – would need to be discussed with staff, parents and then pupils before final agreement. Agreed to be taken to staff meetings in the spring term to get their feedback, and the spring term parent forum. Pupil discussion to take place at school council.</p> <p>Agreed to aim for vision to be in place for Autumn 2019 – would need adopting at July FGB meeting.</p> <p><u>Federation staffing consultation</u> CR and CG left the meeting 7.17pm. Minutes moved to part II.</p> <p>Minutes moved back to part I 7.35pm.</p>	<p>VL to ensure on agenda.</p>
<p>MEETING REVIEW</p>		
<p>16</p>	<p>Feedback from this meeting - impact RHa felt the meeting had been a successful start to the new academic year, with the SIPs setting the tone for harmonising the two schools into the Woodland Federation. Governors recognised the hard work there had been to get to this point. RHa wanted to thank the chair, heads and clerk for their work.</p>	

Dates of future meetings:

FGB – Monday 1st October 6.00pm (W), Monday 3rd December 6.00pm (W), Monday 4th February 6.00pm (W), Monday 25th March 6.00pm (W), Monday 20th May 6.00pm (KN), Monday 8th July 6.00pm (KN)

Teaching and Learning – Wednesday 7th November 1.30pm (W), Wednesday 16th January 1.30pm (W), Wednesday 13th March 1.30pm (W), Wednesday 1st May 1.30pm (KN), Wednesday 19th June 1.30pm (KN)

Resources – Wednesday 7th November 3.40pm (W), Wednesday 16th January 3.40pm (W), Wednesday 13th March 3.40pm (W), Wednesday 1st May 3.40pm (KN), Wednesday 19th June 1.30pm (KN)

Pay Committee – Wednesday 21st November 1.30pm (W)