

**The Woodland Federation Full Governing Board Meeting  
Monday 8<sup>th</sup> July 2019, 6.00pm, Kings Nympton Primary School**

**MINUTES**

Present: Amanda Blewett (Chair), Robin Harper (Vice Chair), Deborah Boundy (from 6.10pm), Leica Lucas-Ridge, Cherry Roadnight (from 6.31pm), Jo Duffin, Jo Goddard (from 6.11pm), Bryant Sanders (from 6.04pm), Vicki Fenemore (executive head), Verity Goss (clerk).

ITEM	ACTIONS
<b>PROCEDURAL ITEMS</b>	
<b>1 Apologies for absence</b> Apologies received and accepted from Cate Godley	
<b>2 Declaration of any personal or business interests</b> None declared.	
<b>ENSURING ACCOUNTABILITY</b>	
<b>3 Acceptance of the minutes of 20.05.19</b> Part I minutes agreed and signed as an accurate record of the meeting. Part II minutes distributed to those present, read, agreed and signed as an accurate record of the meeting.	
<b>4 Any significant matters arising from the minutes</b> Doors at back of Winkleigh Pre-School – site meeting to happen on Friday, would be worked on over summer at the same time as the remodelling of the reception area. One Drive area for governors – carried forward as system introduction being worked on.	VF and VG.
<b>5 Committees: Teaching and Learning</b> BS arrived 6.04pm. Minutes had been distributed. RH gave an overview of the discussion points. It was noted that the Safeguarding Policy would be revisited in the Autumn term when the new Keeping Children Safe in Education document was included. Minutes of the meeting were agreed and signed as an accurate record of the	

	meeting.	
6	<p><b>Committees: Resources</b></p> <p>Minutes had been distributed. Confirmation of the carry forward budget had not yet been received from the Local Authority. Governors discussed the benefits of the schools putting in a joint stock order for September. Agreed the Health and Safety report was very accurate and comprehensive, with a Health and Safety Audit happening in a week's time. The budgets were on track for where they should be at that point in the year. Governors discussed the sound used for lock down alarm/use of walkie talkies. Minutes agreed and signed as an accurate record of the meeting.</p> <p>DB arrived 6.10pm.</p>	
7	<p><b>Policies:</b></p> <p>JG arrived 6.11pm.</p> <p>Pay – not yet available, will convene Pay Committee once model policy is available.</p> <p>Supporting Pupils with Medical Conditions – discussed and agreed, with addition of school administering non-prescribed medicine in exceptional circumstances.</p>	
<b>MONITORING</b>		
8	<p><b>HT Report including review of SIP</b></p> <p>All had received report.</p> <p>Questions from governors:</p> <p><i>What active steps were being taken to improve the numbers coming into Reception in YR at Winkleigh?</i> VF explained what marketing happened for the pre-school, and also within the pre-school for the school. There was also a need to be mindful of the possibility of children leaving at the end of Y5 to attend the local Y6 academy. Governors discussed this and the need to be mindful of parents' attitudes and expectations around this time, as part of working on communicating quality of provision throughout the school. VF confirmed that there were no children who had been expected to apply for a place in YR who had not done so.</p> <p><i>What additional benefits would be seen from the SENDCO having an additional half day for SENDCO responsibilities?</i> VF explained that currently the SENDCO had a lot of pressure from the paperwork required (for example EHCP applications) and was also taking on SENDCO work at Kings Nympton. The combined</p>	

role of this staff member would ensure that PPA cover was of high quality.

*Do all families that are entitled to Pupil Premium funding apply for it?* VF stated that it was thought there were families likely to be eligible who did not apply – staff did regularly encourage parents to apply for PPG even if they did not think they would be eligible.

CR arrived 6.31.

*Why was resilience a focus point?* VF stated that this was a need that was identified for both children and parents. Staff were working on equipping children with life skills and coping strategies to improve this. Governors discussed the mental health aspect of this – VF confirmed that staff were aware of this in children.

*Had there been feedback from parents regarding the new security at Kings Nympton?* VF stated that she had not received any feedback about this. VF explained how the security had affected events such as Sports Day, as although children needed to be able to access toilets, it was also important to ensure site security for the pupils and for staff, computers and sensitive data. Governors discussed having to safeguard against 'worst possible' scenarios. VF stated that she would ensure that the topic was raised at Parent Forum and Pupil Forum meetings scheduled for the Autumn Term.

*What was last safeguarding incident at the schools, and what had staff learnt about their processes as a result of these?* VF stated that Safeguarding processes were very robust at both schools – CPOMs currently in place at Winkleigh, and soon to be introduced at Kings Nympton. CR explained the types of incidents recorded that could then be tracked, and that it was a lot easier to track individuals including incidents when multiple children were involved. Staff received detailed training – all were aware of what to look out for/knew their responsibilities. Staff also knew who they could speak to for advice. Governors agreed they were happy that safeguarding procedures were robust.

*Was there a limit to the number of NQTs a school could have?* VF stated that there was no limit, but that schools would need to keep a balance of newer and more experienced teachers. Governors discussed movements of staff within a school for personal development.

*Where did VF feel overall school improvement strengths were?* VF stated that overall the targets had been reached, with some work continuing to be needed in writing. VF explained what was being put in place to improve this. Overall VF was happy with the progress made at both schools.

*Were NFER tests still beneficial?* VF felt they were, as a standardised test to give an accurate benchmark for

	each child.	
<b>9</b>	<p><b>Board Skills and development</b></p> <p><u>Governor Training: reports/courses booked/future training</u>  VG had attended clerks' update, and was booked to attend managing formal procedures. AB had attended training on the new Ofsted Framework. AB had felt it would be useful to look at whole board training for this. AB stated that what had come across strongly in the presentation was the main questions to consider – is the education children receive good enough, are children safe, what do children take away with them when they leave? Inspectors would spend more time in the classroom with inspections under the new framework. Governors agreed it would be useful to book whole board training – with David Chaplin or Jo Dymond.</p> <p><u>Review Board Performance</u>  AB thanked those who had met with her so far to discuss governance, and stated that she had received feedback that would be acted on.</p> <p><u>Governor Vacancy</u>  AB, VF and RH had met with the candidate for the vacancy, Angela Findlay, who was a parish councillor at Winkleigh. AB had explained the governor role, and informed governors of the background of the candidate, who had confirmed she was able and keen to attend training. Governors agreed to appoint Angela Findlay to the role of co-opted governor.</p> <p><u>Training Requirements</u>  Training needs were discussed, and the possibility of booking a holding place until individual governor responsibilities were known in September.</p>	<p>VF to check with Jo Dymond and David Chaplin what new framework training they offered to boards.</p> <p>VG to start induction process.</p> <p>RH to identify skills required by board and advise VG on courses required.</p>
<b>10</b>	<p><b>Governor Visits</b>  Report from LLR had been received by all. Governor visits had taken place over this academic year, but improvements needed for governor visits to be identified in the SIP, and also example questions provided for governors.</p>	<p>VF to include governor monitoring with the SIP</p>
<b>11</b>	<p><b>Safeguarding Update</b>  Normally included in HT report. CR showed governors the type of report that could be produced by the CPOMs software. Categories of incidents could be used to monitor trends. The most common category</p>	

	current was low level behaviour and friendship issues.	
<b>12</b>	<b>SEND Update</b> Annual report had been circulated – governors agreed it was very comprehensive. Governors discussed the report, and the effect that SENDCO work had on children who required this support. Governors thanked the SENDCO for the comprehensive report.	
<b>13</b>	<b>GDPR Update</b> Only outstanding item is the security policy – Data Protection Officer currently working on a template for this.	
<b>STRATEGIC MATTERS</b>		
<b>14</b>	<b>Federation Vision and Ethos</b> Draft one (September 2018) and Draft two (current draft) circulated. Governors read and discussed in small groups before feeding back to the meeting. The need to consider whether the vision should be measureable was discussed. Formats of other school visions were examined. The difference between ethos and vision was discussed. Strategic plans document was circulated.	Draft 3 vision and draft strategic plan to be agreed in the autumn term.
<b>15</b>	<b>Two Moors Learning Partnership</b> RN reported on the recent meeting – it was hoped to continue positively in September. Governors agreed it was important to keep the links with the other schools.	
<b>16</b>	<b>Review School Handbook</b> Governors confirmed that each school had an up to date hand book which included the necessary policies and procedures.	
<b>17</b>	<b>Correspondence</b> DB had indicated that she would resign at the end of the term. Governors thanked her for her work in the role of governor through the pivotal time of transition to federation.	VG to organise parent governor election in Autumn Term.
<b>MEETING REVIEW</b>		
<b>18</b>	<b>Agree next year's meeting dates</b> Meeting dates were circulated and agreed.	VG to circulate electronic copy.
<b>19</b>	<b>Feedback from this meeting – impact</b> Governors agreed that securing the vision and ethos of the federation was important to ensure the work of the schools going forward.	