

**The Woodland Federation Full Governing Board Meeting  
Monday 25<sup>th</sup> March 2019, 6.00pm, Winkleigh Primary School**

**MINUTES**

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

ITEM	ACTIONS
<b>PROCEDURAL ITEMS</b>	
<b>1 Apologies for absence</b> Apologies received and accepted from Jo Goddard.	
<b>2 Declaration of any personal or business interests</b> None declared.	
<b>ENSURING ACCOUNTABILITY</b>	
<b>3 Acceptance of the minutes of 04.02.19</b> Minutes agreed and signed as an accurate record of the meeting. Corrected minutes from 03.12.18 signed as an accurate record of the meeting.	
<b>4 Any significant matters arising from the minutes</b> Building work – locality funding as described by the county councillor had been assigned to the project by County Hall. AB had communicated with the County Council and Parish Council about the work.  Data training – all governors had attended twilight session with David Chaplin. All reported that it had been an informative session, and had been useful when analysing the data presented for this meeting.  Governor vacancy – CR and VF that the person they had considered a possibility would not be able to consider joining the board.	

5	<p><b>Committees: Teaching and Learning</b> CG arrived 6.10pm.</p> <p>Minutes of the previous Teaching and Learning committee meeting were circulated, and time given for reading.</p> <p><b>Was information about reduced marking communicated to parents?</b> Governors discussed how parents often judged the quality of teaching by the amount of marking they could see in their child's books. VF explained the plans to keep parents updated on the new systems, especially if this was judged to be successful and rolled out extensively in September. Governors discussed the balance between ensuring parents were aware of what was happening, while prioritising the best way to move forward to educate the children.</p>	
6	<p><b>Committees: Resources</b> Resources minutes circulated and time given for reading.</p> <p>RH informed governors that much of the discussion had focussed on the budget. RH explained how the budget had been set, and the reasoning behind the decisions. Governors had received the budget recovery plan for Winkleigh, which had been produced by Caroline Crosby at the recommendation of the Local Authority.</p> <p>A quote for building work at Winkleigh was much larger than originally expected, plans were currently being redrawn to show what was viable using the original amount allocated.</p> <p>RH felt it had been a very positive meeting, and it had been very useful to have Caroline Crosby present to explain the budget to governors.</p> <p>A governor raised a concern over the inclusion in the budget recovery plan of replacing leaving teaching staff with NQTs. Governors discussed the need to maintain a balance of experienced teachers and those who were less experienced.</p>	
8	<p><b>Policy Review</b> SEND Policy – Correction required on page five – ‘Woodland Federation’. Agreed. To be placed on websites.</p> <p>Accessibility plans Winkleigh and Kings Nympton – AB reported that the SENCO had created a comprehensive plan for each school. Governors agreed the plans.</p>	<p>VG to action in terms of websites</p> <p>VG to action in terms of websites</p>

	<p>AB reported that the Winkleigh and Kings Nympton SEND reports had been completed and were now ready to post on the websites.</p>	<p>VG to action in terms of websites</p>
9	<p><b>Approve Budget 2019-2020</b>  RH highlighted to governors the difference in the amount per pupil received in 2019-2020 compared to the previous year. The biggest increase in costs were teacher pension costs and support staff. The increased pension costs were only partially funded for the coming year, and it was not known whether this funding would continue.</p> <p>RH explained the reasoning behind setting a large carry forward in the budget, and informed governors that Caroline Crosby would be asked to explain this to the Local Authority. The budget recovery plan had been drafted by Caroline Crosby as recommended due to the carry forward amount reducing in future years. RH explained this document and the efforts that staff would have to make if it needed to be actioned.</p> <p>Governors appreciated that it was difficult to predict the number of children attending the school in five years' time.</p> <p>Governors agreed the budget, as recommended by the resources committee. Governors expressed their thanks to Caroline Crosby for ensuring that the budget documents were understood by all governors, and for completing in such a thorough manner.</p>	
10	<p><b>Pre-School Consultation – Staff Contracts Update</b>  No responses received. Governors agreed to proceed with moving pre-school staff to DCC contracts.</p>	
<p><b>MONITORING</b></p>		
12	<p>HT Report/Discuss Progress of SIP  All had received. Governors agreed the format of the information for each school displayed side by side was easier to read.</p> <p><b>Would it be possible to examine the attendance figures for different groups (PP, SEN etc)?</b> VF stated that she would do this for the next meeting. Absence figures had been split into holidays and other reasons. It was made clear in the attendance policy the effect that term time holidays had on children's education. Governors discussed what could be done to encourage the reduction of term time holidays. It was suggested</p>	<p>VF to put attendance on next parent forum agenda.</p>

that attendance be added to the items discussed at the next parent forum.

The question was asked if the extensive nature of the SEND pupil breakdown was helpful to governors. Governors agreed that a level of detail was useful, but that it was important to keep this information anonymous as a governor expressed concern that it might be possible to identify some of the SEND pupils given the small cohorts reported on within the Kings Nympton Primary School data.

Governors discussed provision for children with additional needs. VF felt that some parents did not completely appreciate that community schools were not discriminatory about which children were admitted. Governors discussed balancing these children's needs with the needs of the whole year. Governors discussed managing the expectations of parents around this, and agreed that there were difficulties concerning funding for the support these children needed.

**Were issues around communication and behaviour raised in parent forum meetings?** VF stated there had been some issues raised in terms of diary dates, but not in terms of behaviour. VF and CR felt most items raised were not specific to children's learning. **Did it come up in parent questionnaires?** There had been some responses concerning communication in the last Ofsted questionnaire, but it was not clear why the parents concerned had not previously raised these concerns with the school when they had been given the opportunities to do so. The next parent questionnaire was due in September.

**Was Thrive used at Kings Nympton?** VF stated that it was not, and had now been stopped at Winkleigh as it had proven to no longer be necessary, as TA practice had developed alongside their knowledge of the children.

VF explained the CPOMS safeguarding recording system. All staff were trained on its use. One advantage was being able to easily print out all information referring to a particular child, with other names redacted.

How many children were on reduced timetables? VF stated that one pupil at each school was currently on a reduced timetable, one for medical reasons and one for behavioural reasons. In both cases it was a temporary arrangement.

Governors compared the two reports from Jo Dymond and David Chaplin. It was currently expected that an Ofsted inspection could happen in March 2020, following a three year cycle. VF confirmed that there was nothing to bring forward an inspection, and the school was still on a normal cycle.

**Compass for life project in Y5 – would this be rolled out across the other years?** VF confirmed that this was the intention, as children had responded well with positive effects.

	<p><b>Why were there no clubs at Kings Nympton?</b> CG explained that there was a sports club on a Thursday lunchtime, which was attended by approximately six children. There was not enough consistent interest to run after school clubs at the moment. There was an occasional film club.</p> <p>Governors thanked VF for the clear report.</p>	
13	<p><b>Board Skills and development – Governor Training: reports/courses booked/future training. Governor Vacancy</b></p> <p>All governors had attended the data training session with David Chaplin. AB reminded governors that whole board training could also be arranged for other specific areas appropriate to all governors.</p> <p>CG had attended new governor training.</p> <p>Governor vacancy – still one vacancy on the board. Governors discussed the skills required on the board, and whether a prospective governor should already possess these skills, or undergo training. Governors discussed their current numbers and succession planning. Governors discussed advertising for the current vacancy, and to consider the use of associates if people with specific skills presented themselves.</p>	<p>VF to register federation vacancy with governor websites</p> <p>AB to write to Parish Council</p>
14	<p><b>Governor Visits</b></p> <p>Visit report from AB had been circulated. BS and DB to arrange their visits. Governors agreed it was useful to have specific questions for them to consider on their visits. Governors discussed the role of the governor on a governor visits, and how these visits should be written up using the template attached to the policy.</p>	<p>BS and DB to arrange their governor visits</p>
15	<p><b>Safeguarding Update</b></p> <p>All governors were now aware of the lockdown incident at Winkleigh. Governors discussed how different types of incident would need different types of lockdown. Had staff learnt from this incident? VF agreed that they had, and that the procedure worked effectively. Governors agreed it would be very difficult if there was a time the school was in lockdown while parents were trying to collect children.</p> <p>CR and Caroline Crosby were meeting the next week to go through safeguarding folders. The safeguarding governor had checked the SCR at Winkleigh, and had booked a date to do the same at Kings Nympton. CR confirmed that these were checked at least termly, and were updated by staff whenever there were any</p>	<p>CR and BS to ensure SCR at both sites checked at least termly</p>

	changes.	
16	<p><b>GDPR Update</b>  AB had the report from the Data Protection Officer. Both Winkleigh and Kings Nympton had improved, and were both now compliant in 22 out of 25 areas. The three outstanding areas were amber rather than red. Governors agreed good progress was shown towards reaching compliance.</p>	
<b>STRATEGIC MATTERS</b>		
17	<p><b>Governing Board Reconstitution</b>  Draft reconstitution document circulated – proposal to reduce the number of headteacher posts to one, with all other governor categories remaining the same. Total on governing board would therefore change to 11. Agreed to proceed with the reconstitution, with the new Instrument of Governance to come into effect from 20<sup>th</sup> May 2019.</p>	VG to action reconstitution process
18	<p><b>Two Moors Learning Partnership</b>  VF and RH updated governors on the AGM, held at Witheridge. There had been a good attendance at this meeting. The purpose of the co-operative trust had been discussed. RH reminded governors that currently the trust worked together on things such as sporting events, as well as moderation of work across the schools.</p>	
19	<p><b>Correspondence</b>  A letter had been received from Winkleigh Parish Council about the Future Foundation. VF reported that they had come in to school to do an assembly which had been very good.</p>	
20	<p><b>Update on Vision</b>  VF had started working at both schools on the vision, noting however that the two schools each had a different ethos. There would be a further update at the May FGB meeting, with an aim to sign off the vision in July.</p>	
<b>MEETING REVIEW</b>		
21	<p><b>Feedback from this meeting – impact</b>  Agreeing the budget was very important for the future of the schools and the education they provided. The new HT report was very comprehensive and enabled the monitoring of the SIP.</p>	

Meeting ended 7.24pm.

Dates of future meetings:

**FGB –Monday 20<sup>th</sup> May 6.00pm (KN), Monday 8th July 6.00pm (KN)**

**Teaching and Learning** –Wednesday 1<sup>st</sup> May 1.30pm (KN), Wednesday 19<sup>th</sup> June 1.30pm (KN)

**Resources** – Wednesday 1<sup>st</sup> May 3.40pm (KN), Wednesday 19<sup>th</sup> June 1.30pm (KN)

**Pay Committee** – to be agreed

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