

**The Woodland Federation Full Governing Board Meeting  
Monday 14<sup>th</sup> October 2019, 6.00pm, Winkleigh Primary School**

**MINUTES**

Attending: Vicki Fenemore, Amanda Blewett, Robin Harper, Cherry Roadnight, Cate Godly, Bryant Sanders, Jo Goddard, Angela Findlay, Verity Goss (clerk).

ITEM	ACTIONS
<b>PROCEDURAL ITEMS</b>	
<p><b>1 Apologies for absence</b> AB welcomed all to the meeting. Apologies received and accepted from Jo Duffin.</p>	
<p><b>2 Welcome New Governor Angela Findlay</b> AB introduced AF to all governors.</p>	
<p><b>3 Declaration of any personal or business interests</b> None declared.</p>	
<p><b>4 Housekeeping Tasks:</b></p> <ul style="list-style-type: none"> <li>• <u>Agree election procedure &amp; term of office for the chair &amp; vice-chair.</u> Governors agreed nominations could be received at the meeting. Term of Office to last one year.</li> <li>• <u>Elect chair and vice-chair.</u> Nomination received for AB as chair, and RH as vice chair. AB and RH left the room, governors unanimously elected AB to the role of chair and RH to the role of vice chair. AB and RH returned to the meeting.</li> <li>• <u>Update &amp; agree Code of Conduct.</u> AB clarified that some of the responsibilities were delegated by the governing body to one of the committees. Governors agreed to adopt the code of conduct and signed to</li> </ul>	

indicate their agreement.

- Agree membership, terms of reference & levels of delegation for committees. AB reminded governors of the current structure of the FGB board with two committees. Terms of Reference for Resources agreed with membership consisting of RH, AB, JG and VF. Terms of Reference for Teaching and Learning agreed with membership consisting of RH, CR, BS, CG, JD and VF.

AB reminded governors that the previous year a joint second/appeals committee had been agreed with the governing board of Morchard Bishop Primary School, and the reasoning behind such arrangements. Governors agreed to continue with this arrangement for the second/appeals committee. First committee – all non-staff governors to be named on the Terms of Reference to allow for a larger pool of governors when required.

Pay committee – Terms of Reference agreed, membership consisting of JD, AB and RH.

- Agree lead roles/safeguarding/Dep Safeguarding/SEND/HT Appraisal Governors. Lead roles discussed. Safeguarding governor currently CR – governors agreed it was not ideal to have a staff member in this role. AF had significant previous experience in a safeguarding role – agreed to take on role of Safeguarding Governor from January, with this term being a training period. BS to remain as deputy Safeguarding Governor.

AB to continue with the role of SEND governor.

HT appraisal governors – RH and AB currently trained for this. JG to attend training.

- Agree if meetings will be open or closed. Meetings had previously been closed to the public – AB explained the difference between open and closed meetings. Agreed to continue with closed meetings for the next year as it was felt by governors the board was still in a settlement period following federation.
- Reminder of confidential business (Part 2) protocol. VG reminded governors of the Part II process.
- Discuss succession planning, individual terms of office & vacancies. AB informed governors that Leica Lucas-Ridge had resigned from her position of parent governor. Governors wished to thank Leica for the work she had done as a parent governor for the Woodland Federation, as well as her previous years on the Kings Nympton board. With the resignation of Deborah Boundy at the end of the summer term, there were now two parent governor vacancies – election process to be started with governors hopefully in

VG to update membership on Terms of Reference.

VG to update Terms of Reference and confirm with Morchard Bishop Board of Governors.

VG to discuss training required for lead roles with governors concerned

VG to liaise with school

place in time for the December meeting.

AB explained the possibility of using associates on the two committees, and how this could attract people who could not make the year round commitment of being a governor but had specific skills that would be useful for certain projects. AB encouraged governors to think of anyone who might fit into this category – skills that would be useful in supporting the board were discussed. AB reminded governors that with two vacancies at present, attendance at meetings would be important.

No terms of office ending in the near future.

- Discuss use of contact information. Discussed the need for school emails for governors and finding a way to facilitate this change. GovernorHub – AB explained, governors felt would be useful to purchase. Details to be circulated to the board, discussion at next Resources Committee.
- Agree if virtual attendance at meetings is permissible & protocol. Agreed virtual attendance would be permissible if necessary given sufficient notice, but that it could not be relied on to make a meeting quorate.
- Update & sign Register of Business Interests. Governors updated and signed.
- Review the procedure for dealing with apologies and sanctioning of absence, reminder that the governors attendance register appears on school website. Agreed clerk to be notified of any absences in advance of the meeting.

administrators to complete election process.

GovernorHub to be considered in more detail.

VG to update governor attendance on website as soon as possible.

## ENSURING ACCOUNTABILITY

### 4 Acceptance of previous minutes

Minutes agreed and signed as an accurate record of the meeting.

### 5 Any significant matters arising from the minutes.

Vision – ongoing process. AB explained the current timeline, where the final version and strategic plan would be brought to the December FGB meeting for approval.

Why was the pay policy late being released this year? VF explained the processes which had been delayed. It was hoped the model policy would be available for the beginning of November. Teachers with pay

VG to ensure on next agenda

VG to provide a copy of the new policy to RH as chair of Pay

	<p>increases would receive a backfill to September. VF explained the performance management process.</p> <p>Communication with parents – AB and VF had discussed the possibility of a parent partnership leaflet, which would outline all the opportunities parents had to engage with staff through the year, which would be especially useful for new parents.</p>	<p>Committee as soon as available.</p> <p>VF to action</p>
6	<p><b>Committees: Teaching and Learning</b></p> <p>Minutes had been received. RH gave an outline of items discussed at the meeting.</p>	
7	<p><b>Committee: Resources</b></p> <p>Minutes had been received. RH gave an outline of items discussed at the meeting. VF reported on the successful building work on altering the office space and creating the meeting room.</p>	
<b>MONITORING</b>		
8	<p><b>Governor Training: courses booked/website compliance</b></p> <p>AF had attended new governor training. JG to attend HT appraisal training.</p> <p>AF to attend Safeguarding Governor training.</p> <p>David Chaplin to deliver whole board training on the New Ofsted Framework – spring term.</p> <p>Information on Devon Association of Governors distributed – governors encouraged to register to receive the fortnightly updates, and to attend the upcoming DAG conference if available. Staying up to date – DAG information distributed.</p> <p>Babcock Governor Support weekly update to be circulated to all governors regularly by VG. Termly checklist to be provided to AB and RH.</p> <p>School newsletters – if not receiving governors to contact school administrator to be added to the mailing list.</p>	<p>VF to book training.</p> <p>VF/VG to agree date.</p> <p>VG to circulate update weekly.</p>
9	<p><b>Governor Visits</b></p> <p>VF explained the different action plans being put in place – governors would be assigned specific areas to assist in their monitoring.</p>	

<p><b>10</b></p>	<p><b>Safeguarding Update</b>  KCSIE – CG highlighted the areas of change in the 2019 document. CPOMs was being used successfully. Safeguarding audit to be arranged.</p> <p>All governors to have had some form of safeguarding training – VG to check what previous training governors had and arrange further training as appropriate.</p> <p>Governors would be kept up to date with items circulated by e-mail as appropriate and by a regular safeguarding update at meetings.</p> <p>The Safeguarding Governor to report back on checks of the Single Central Record. Annual statement from designated safeguarding lead to be received by governors. AF to receive the appropriate Babcock training this term.</p> <p>Governors agreed the 9 actions within the Safeguarding Compliance sheet. Latest version of Babcock /DCC Safeguarding Policy to be agreed at Teaching and Learning and brought forward to full board for final approval.</p> <p>New governors DBS checked as volunteers.</p>	<p>ALL/VG to arrange training as needed.</p> <p>VG/CR to provide policy to Teaching and Learning.</p>
<p><b>11</b></p>	<p><b>GDPR Update</b>  Training had been booked for staff across both schools to ensure they were kept updated.</p> <p>FGB to receive termly updates from the Data Protection Officer.</p> <p>What effect would Brexit have on GDPR – when the UK left the EU GDPR would no longer be law in the UK, however the work would continue to be relevant as the government will update the Data Protection Act to incorporate the requirements within GDPR.</p>	
<p><b>STRATEGIC MATTERS</b></p>		
<p><b>12</b></p>	<p><b>School Improvement Plans</b>  All had received. Had been previously accepted in the committees – governors now accepted at FGB level. Action plans to be sent through with subject specific areas.</p> <p>What were the key strengths and weaknesses going into this academic year? VF explained that KS1 writing</p>	

	continued to be a focus at Winkleigh, and that there was a focus on KS2 at both schools. Strengths included KS2 results being above the national average, high levels of CPD for staff, and specific action plans targeting those children that needed it.	
13	<p><b>Two Moors Learning Partnership</b></p> <p>VF reported on a number of positive meetings with the four heads. Various sports events had been booked through the year, as well as Maths and English days, providing a variety of opportunities for the children in the schools. Governors discussed the benefits of these activities for the children when it came to transitioning to secondary school, as children were then starting to form friendships with a wider group of peers before starting secondary school.</p>	
<b>MEETING REVIEW</b>		
14	<p><b>Feedback from this meeting – impact</b></p> <p>Decisions had been made with regard to school improvement planning which will have a direct impact on children in terms of being kept safe and supporting their educational journey.</p> <p>Meeting end 7.23pm.</p>	

Dates of Future Meetings:

Teaching and Learning Wednesday 20th November 2.30pm

Resources Wednesday 20<sup>th</sup> November 3.40pm

FGB Monday 6<sup>th</sup> December 6.00pm