

The Woodland Federation

Minutes of the Full Governing Body Meeting, Monday 23rd April 2018 at 6.00pm, Kings Nympton Primary School

Present: Victoria Fenemore (head Winkleigh), Rowena Hoare (head Kings Nympton), Amanda Blewett, Robin Harper, Leica Lucas-Ridge, Cherry Roadnight, Bryant Sanders, Cate Godley, Jo Goddard (from 6.16pm), Deborah Boundy (from 6.21pm), Verity Lunn (clerk).

No.	Description	Actions
1	<p>Open Meeting – attendance and apologies VL welcomed all to the meeting. Apologies were received and accepted from Jo Duffin.</p>	
2	<p>Confirm governor appointments and appoint co-opted governors Governor appointments confirmed: Headteachers: Victoria Fenemore and Rowena Hoare Parent Governors: Deborah Boundy and Lecia Lucas-Ridge Staff Governor: Cherry Roadnight Foundation Governors: Robin Harper and Amanda Blewett Co-opted Governors: Jo Goddard, Bryant Sanders, Cate Godley and Jo Duffin were unanimously elected as co-opted governors. Jo Duffin had completed the paperwork to be the LA governor for the board, but this had not yet been processed.</p>	<p>VL to update on LA governor nomination progress.</p>
3	<p>Declaration of business interests No relevant interests declared.</p>	
4	<p>Adopt process for election of chair and vice chair Agreed process as recommended by Babcock.</p>	
5	<p>Elect chair/vice chair AB had nominated herself for the position of chair in advance of the meeting. No other nominations received. AB left the room while a blind ballot vote was conducted, governors unanimously elected AB to the position of chair. AB returned to the room and was informed of this decision. One nomination was received for the position of vice chair. RHa was unanimously elected to the position of vice chair.</p>	
6	<p>Approve minutes of previous meetings (signed by previous chairs) Kings Nympton – 27th March 2018 Winkleigh – 28th March 2018 Both sets of minutes were agreed and signed as accurate records of the meetings.</p>	

7	<p>Agree and sign code of conduct and agree job description for federation governors</p> <p>Job description – agreed as nationally recommended guidelines. Code of conduct – distributed to governors – signed copy to be brought to next meeting.</p>	All to bring signed code of conduct to next meeting.
8	<p>Agree committee structure, terms of reference and membership</p> <p>JG arrived 6.16pm. DB arrived 6.21pm.</p> <p>Governors discussed the best make up for these committees based on the skills of each governor, and who had fulfilled the roles in the previous governing boards. Governors agreed as follows:</p> <ul style="list-style-type: none"> • First committee – resources committee (without AB) • Second committee – teaching and learning committee (with AB) • Safeguarding governor – CR, deputy safeguarding governor BS. BS to attend safeguarding training. • SEND governor – not able to fill the role from the current board. To recruit new governor specific to the role. • Performance management governors – AB and RHa. To consider training another governor. • Resources – AB, RHa, JG, RHo, VF, BS, DB. • Teaching and learning (including Safeguarding) – CR, JD, RHo, VF, CG. • Performance and pay – BS, RHa, AB, JD. <p>Chairs, terms of reference, rolling programme and dates to be set at the first meeting of the Resources and Teaching and Learning committees. Agreed to hold the committees on the same day to keep travelling needed to a minimum. Committee members to inform VL of any dates/times that would be difficult for them to attend meetings to aid in meeting date setting.</p>	BS to attend Safeguarding training.
9	<p>Housekeeping tasks</p> <ul style="list-style-type: none"> • Agree process for dealing with apologies – inform clerk as soon as possible. • Agree process for sanctioning of absences – AB explained six month rule regarding absence of governor. • Agree procedure for placing items on the agenda – 14 days before meeting agenda to be discussed by clerk/HTs/chair (e-mail). Any governors having an item for consideration to let clerk or chair know in time for this process 14 days before a meeting. • Agree practice for dealing with circulation of minutes and paperwork – agreed all happy to receive e-mail correspondence. Discussed GDPR. Agreed governor alert to be distributed to all. Termly checklist to chair/vice chair, and committee chair/vice chair. AB to send any relevant NGA items to VL to distribute. • Agree procedure for dealing with Governing Bodies’ correspondence (how to ensure it gets seen) – inform chair when arrives in school, will then deal with as appropriate. • Remind governors of training opportunities – governors agreed they had not done as much training as could have done in build up to federation. RHa to look at skills audit in terms of suggesting training. Governors to put 	

	<p>themselves forward for anything they felt needed. AB to look at possibility of NGA subscription.</p> <ul style="list-style-type: none"> • Complete new eligibility and register of business interest forms – governors had completed. • Remind governors of governor expenses policy – governors were reminded of this policy. Currently the two schools had a separate policy – to be brought together at renewal time. 	
10	<p>Receive copies of HT reports Reports had been received by each board last term. Both reports were in the same format for ease when looking at both. Discussed – in future would be bringing together for ease of discussion. AB invited any questions. Agreed format was easy to read and in depth. Heads agreed easier to write in this format.</p>	
11	<p>Receive copy of School Improvement Plan from each school Already received as separate governing boards. Still need to carry on school visits etc as on separate monitoring calendars. Discussed monitoring and formats. AB emphasised the need for governors to ask challenging questions at meetings. AB informed of NGA advice to not specify which governor had raised a question, to avoid any governor feeling reluctant to challenge as minutes were published on the website. Governors discussed whether meetings should be open to the public. As currently setting up how the federation worked, this was to be reviewed in a future meeting.</p>	VL to place open/closed meeting on future agenda.
12	<p>Receive copy of each school vision statement and agree process for creation of federation vision statement Governors had received the vision for each school. Governors discussed whether each school should have a separate vision, or whether there should be a federation vision. AB explained the purpose of the vision and the process for reviewing. T and L to discuss how to start process at first meeting. AB to provide NGA guidance on vision setting.</p>	VL to place on T&L agenda. AB to provide NGA guidance on vision.
Other matters:		
	<p>Documents required previously circulated: Documents Circulated with this agenda: Election of chair/vice chair model process, KN minutes 270318, W minutes 280318, code of conduct, job description, draft terms of reference for committees, declaration of eligibility, business interest form, HT reports, SIPs, school vision statements. Documents tabled at this meeting:</p>	
13	<p>Any urgent matters brought forward by the chair Discussed agenda format. Going forward to initial next to documents relevant governors. Governors discussed impact discussion that had been part of Kings Nympton FGB meetings – agreed to include this in future meetings. No urgent matters brought forward.</p>	

Dates for future FGB meetings: Monday 2nd July 6pm (KN)

Dates for future T&L meetings: Wednesday 9th May 1.15pm (KN), Wednesday 20th June 1.15pm (KN)

Dates for future resources meetings: Wednesday 9th May 3.30pm (KN), Wednesday 20th June 3.30pm (KN)