

The Woodland Federation Full Governing Board Meeting Monday 3rd December, 6.00pm, Winkleigh Primary School

Present: Leica Lucas-Ridge, Cherry Roadnight, Robin Harper, Amanda Blewett (chair), Vicki Fenemore (head of Winkleigh), Rowena Hoare (head of Kings Nympton), Jo Duffin, Cate Godly, Bryant Sanders, Jo Goddard (from 6.26pm), Verity Goss (clerk).

MINUTES	ACTIONS
PROCEDURAL ITEMS	
1 Apologies for absence Apologies received and accepted from Deborah Boundy.	
2 Declaration of any personal or business interests None declared	
ENSURING ACCOUNTABILITY	
3 Acceptance of the minutes of 01.10.18 Minutes of 1 st October agreed and signed as an accurate record of the meeting.	
4 Any significant matters arising from the minutes All major items covered later in the agenda.	Clerk to arrange governors signing to confirm reading and understanding of KCSIE and Safeguarding Policy Clerk to send out policy review cycle to all.
5 Committees: Teaching and Learning Draft visit cycle to be available for the next FGB meeting. Minutes agreed and signed as an accurate record of the meeting.	
6 Committees: Resources	

	<p>Minutes agreed and signed as an accurate record of the meeting.</p> <p>Which administrator was taking on the pre-school administration work at Kings Nympton? Confirmed as both Kings Nympton administrator and federation business manager.</p> <p>Daily mile track – contractor had been appointed, work due to be carried out in the Easter holidays.</p> <p>Health and Safety – RHa reported the he planned to meet with Sara Hawkins early next term to revise how health and safety reviews were carried out.</p> <p>Kings Nympton work – RHo reported that the school was still waiting for NPS to come in to give quotes, with the plan for work to be completed over the February half term.</p> <p>RHa confirmed that governors had been pleased with the state of the budget in monitoring of this. AB reported on the consultation for schools funding in terms of the high needs block – 0.5% was to be transferred out of schools budget to high needs block. There was still uncertainty around this, but it was expected that this would affect schools’ budgets from next year. Both schools were currently working with a carry forward.</p>	
7	<p>Committee: Pay Committee</p> <p>RHa gave an overview of the meeting to governors – reports had been received from both headteachers on the appraisal process this year. The pay committee had agreed with all recommendations put to them, and had spent time discussing the pay scale for the Head of Teaching and Learning at Winkleigh position, and also for the Executive Headteacher, and had set both of these. The Pay Policy had been discussed to bring in line for staff across the two schools</p>	
8	<p>Policy Review</p> <p>AB reminded governors that going forward not all of these policies would be brought forward to the full governing board, but as part of creating federation policies it was useful for governors to see these.</p> <p>Pay (Federation) – for the purposes of the pay policy the Head of Teaching and Learning at Winkleigh had to be referred to as the deputy head. The pay committee recommended the adoption of the pay policy – all governors agreed.</p> <p>Finance (Federation) – RHa outlined to governors the purpose of the finance policy. Governors discussed the differences from previous individual school policies. Governors approved the policy with correction to the committee headings.</p> <p>JG arrived 6.26pm.</p> <p>Safeguarding (Site specific) – CR explained this was a Babcock model policy which just required personalising. CR highlighted changes since the last policy review. VF and CR reported on the recent discussion that had been held on site safety and staff always being aware of the whereabouts of children in</p>	

	<p>their charge. Governors agreed the policy.</p> <p>Attendance (Federation) – VF reported that Sara Hawkins had noticed that there were some procedures that happened in Winkleigh that weren't in the policy, so was going to look at incorporating these. To be presented at the next Teaching and Learning committee.</p> <p>Staff leave and absence (Federation) – AB explained the changes from the last approved policy, and explained that it was important to have the federation policy in place so that staff were treated equally. Governors approved this policy.</p> <p>Health and Safety – RHa felt this had been updated well, and recommended its adoption as a federation policy. Query on why no staff at Kings Nympton were trained in Emergency First Aid at work – RHo explained that the paediatric qualification also covered first aid at work. Agreed that the Kings Nympton Pre-School staff should be added to the list. Policy approved.</p>				
MONITORING					
9	<p>Board Skills and development; Governor Training: reports/courses booked/future training; Website compliance</p> <p>Interim update on skills audit – RHa had started looking at the skills audit, and identifying those who had scored lower in some places to offer training in those areas. Discussion on whole board training for school data – twilight session to be arranged next term with David Chaplin. Future whole board training in HR discussed.</p> <p>Reports from training undertaken – BS had attended Safeguarding Governor training. Had felt it to be a very useful course, making it clear the responsibilities governors had for the safeguarding of children in their schools. Query on whether all governors had had some form of safeguarding training. AB stated that the NSPCC did a good online option.</p> <p>AB reported there had been a small amount of data training at the DAG conference attended by AB and BS. Governors should consider which information about school data is available to parents – eg compare your schools, see https://www.gov.uk/school-performance-tables as this had now been updated with 2017/18 data it would be useful for all governors to look at what information was available for both schools prior to the next board of governors meeting .</p>	<p>Clerk to send out possible dates.</p> <p>Clerk to check which governors had completed safeguarding training.</p> <p>All</p>			

	Update by Clerk – VG explained additional text that had been added to the website to explain the school governance and the process to follow if parents had an issue. Policies published on the website had been updated.	
10	<p>Governor Visits Schedule of visits linked to school improvement plan to be agreed. Assumed each governor happy to do one visit each year. Draft to be put together and put forward at the next FGB meeting.</p> <p>AB informed governors of her recent learning walk.</p>	
11	<p>Safeguarding Update Safeguarding Audit – CR confirmed audits were up to date, with only minor actions arising. The SCR was checked whenever there was a change in circumstances.</p>	CR/BS to work out timetable of updates and arrange visit together.
12	<p>GDPR Update AB had been provided with updated reports for each site. Kings Nympton had increased to 20 items green for compliance from 16, Witheridge had increased to 19 from 13.</p> <p>Governors discussed the use of private e-mail addresses for governance items.</p>	VG to approach Alvin to discuss use of private e-mail addresses.
STRATEGIC MATTERS		
13	<p>Headteachers' reports HT reports had been received from VF and RHo.</p> <p>RHo invited questions on the Kings Nympton report. SEND numbers – currently three pupils in the current Y5 on SEND register, two of whom had EHCPs. Winkleigh also had a high level of SEND in that year. Governors discussed how staff adapted to a high level of additional needs in their classes.</p> <p>FSM – it was recognised across Devon that not all families eligible for FSM were applying for the funding, partly due to the introduction of UIFSM meaning that they received a free lunch in KS1 anyway. The school continued to encourage parents to apply for the funding.</p> <p>Had been more incidents of safeguarding concern than had been for a while. Question on how often safeguarding concerns were reviewed across both schools – officially safeguarding files were reviewed</p>	

monthly, but staff were constantly aware of any concerns and monitored those affected. Chronologies in classrooms were also checked regularly.

Governors discussed communication with parents, and managing parents expectations of when appropriate to discuss items with teachers – eg making appointments/not expecting to be able to talk to the teacher after school start time in the morning.

Governors also discussed the issues arising when parents did not understand the reasons for some safeguarding preventative measures – mindset of ‘doesn’t happen here’. Staff worked on raising parent awareness at parent forums, held once a term.

VF invited questions on the Winkleigh report.

Have there been any applications for the pre-school TA – VF confirmed there had been two very good experienced applicants, and one had been appointed to the post today. Numbers were looking very good in pre-school for the spring term.

Whole school attendance currently 97.1% - what was the target? VF stated that there was no longer an EWO set target, but the school had set an internal target of 97%.

Was the range of after school/lunch time activities well supported? VF confirmed that the activities were well attended by children.

Early Years advisor had visited Winkleigh to look at the possibility of having babies in the pre-school unit, as there was a separate unit staff thought could be used for this purpose. The advisor had indicated that this was not possible in the current set up, but would be something to consider on a long term basis. The advisor had been impressed with the links the pre-school maintained with local toddler groups/child minders.

When would parent questionnaires be distributed this year? Planned to be across both schools in the summer term, once the executive head had settled in.

<p>14 Two Moors Learning Partnership - Update on Headteachers meeting VF and RHo reported that dates had been set for moderation, music and sports festivals etc. It was felt that the Learning Partnership was moving forwards after the recent restructuring of the schools.</p>	
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<p>15 Correspondence AB had one letter requesting unpaid leave – had formally replied to this declining the request, as discussed</p>	
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by the Pay Committee.

MEETING REVIEW

15 AB spoke, thanking RHo on behalf of the governing body for her time as headteacher at Kings Nympton:

This feedback section is about the impact that what we do has on the pupils in our schools. So today I would like to take this opportunity on behalf of the board to thank Rowena at her last governing board meeting for her dedication to the pupils at Kings Nympton Primary School over the last 27 years. In fact, a career of 39 years in Devon Primary Schools which is indeed an amazing amount of time, filled with an amazing amount of devotion to pupils and staff.

There are many documents or reports I could quote to try and sum up Rowena's headship but I think your last Ofsted report said it best:

"Kings Nympton Primary School is a nurturing school that empowers pupils to achieve. You model your high aspirations in words and deeds. Parents, pupils and staff hold you in high regard because of this."

We wanted to say that we hold you in very high regard too!

And we all wish you a very happy retirement Rowena.

Dates of future meetings:

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

Monitoring Committee – to be agreed

Pay Committee – to be agreed