

**The Woodland Federation Full Governing Board Meeting
Monday 4th February 2019, 6.00pm, Winkleigh Primary School**

MINUTES

Present: Amanda Blewett (Chair), Robin Harper (Vice Chair), Cherry Roadnight, Jo Duffin, Jo Goddard, Cate Godly, Vicki Fenemore (executive head), Verity Goss (clerk).

NOTES	ACTIONS
PROCEDURAL ITEMS	
1 Apologies for absence Apologies were received and accepted from Bryant Sanders, Deborah Boundy and Lecia Lucas-Ridge.	
2 Declaration of any personal or business interests None declared.	
ENSURING ACCOUNTABILITY	
3 Acceptance of the minutes of 01.10.18 Minutes accepted with a correction to school name and to governor name.	VG to produce corrected copy of the minutes for signing.
4 Any significant matters arising from the minutes Governors signed sheet confirming reading of KCSIE and Safeguarding Policy.	
5 Committees: Teaching and Learning Minutes had been received by all. RH now attended this committee and had been appointed chair. VF clarified that YR referred to children in the Reception Year. Governors discussed the time needed for governors to receive their specific policies and action required to prevent the review schedule falling behind. The length of meeting was discussed – agenda was short as data analysis had been moved to the monitoring committee. After discussion it was agreed to reinstate the school improvement items into the Terms of Reference for the Teaching and Learning committee, taking into account the full board training on school data	VG to update terms of reference VG to update terms of reference.

	<p>scheduled for March 2019, the monitoring committee would therefore no longer be needed. The headteacher's report would still be received by the FGB.</p>	
6	<p>Committees: Resources Minutes had been received by all. RH explained to all governors how the committee had looked at the current budget, as well as considering the budget moving forward and the possible issues caused by changing class sizes. The committee had also considered benchmarking and discussed the reasons for where spending differed from comparative schools.</p> <p>AB stated that clarification had been requested from the admin team on the budget for the building work at Kings Nympton. It was hoped the work on the outside doors would be completed over half term, with a total cost of £6550.90. Funding sources had been a £4,000 grant from the parish council (formally agreed), and a possible grant arranged by the county councillor in the region of £1,500, which needed clarification. Governors discussed and agreed to accept the £4,000 from the parish council for this work, and to ask the county councillor whether the grant could be marked for a future project with the pre-school building. Balance of cost remaining to come from the school's capital fund.</p> <p>Winkleigh Pre-School doors – still ongoing issues. VF updated governors on the efforts being made to arrange for this to be sorted.</p>	<p>AB to inform Suzanne Hazeldon. AB to contact the parish council.</p>
7	<p>Admissions 2019-2020 No responses had been received from the admissions consultation process. Governors agreed the policies for Kings Nympton and Winkleigh.</p>	<p>AB to send to VG to put on websites.</p>
8	<p>Policy Review: Admissions Policy Winkleigh, Admissions Policy Kings Nympton, Equality Policy, Accessibility Plan Admissions policies agreed as part of item 7. Equality policy – had been approved at Teaching and Learning committee. No further comments from governors. Governors noted the equality objectives were reviewed annually. Accessibility plan – to be discussed later in the meeting (item 11).</p>	<p>VG to add logos and upload to websites.</p>
MONITORING		
9	<p>Board Skills and development 9.1 Compare schools and colleges site VF, CR and AB had looked at the compare schools website, and had compared the data shown for Kings Nympton and Winkleigh to other schools. Governors were reminded that the website used data from 2017/18 for the information shown. All governors were reminded of the need to be aware of the information shown on</p>	<p>All governors to view compare</p>

	<p>the website, as this information about both schools was in the public domain and that it was information likely to be viewed by prospective parents. Governors agreed it was showing only part of the story for each school and that both progress information and attainment needed to be considered.</p> <p>9.2 Board Data Training Session Date agreed for twilight training Monday 18th March, 6.00pm – 7.30pm, Winkleigh Primary School.</p> <p>9.3 General Training AB and CG had completed Early Help for Mental Health training.</p>	<p>schools website and understand the data shown prior to next level data training.</p> <p>All to attend</p>
10	<p>Governor Visits – Policy and Draft Calendar Governors discussed the policy and agreed visits to take place in the two weeks following each half term break.</p> <p>Visit calendar – VF to work with AB to assign specific teachers for each visit. Agreed happy with the calendar – governors to contact VG to give their availability, visit dates to be set in consultation with the school administrators.</p>	<p>AB to update policy.</p>
11	<p>SEND Currently no SEND specialist governor appointed within the board, because of the one vacancy on the board – could consider leaving SEND position vacant and recruiting directly to this role, but this would take some time. Governors discussed – agreed for AB to take on the SEND portfolio lead position reporting to the FGB until a more suitable governor was in place.</p> <p>Governors discussed the possibilities for recruiting a governor with SEND speciality.</p> <p>Accessibility Plan – AB informed governors that an accessibility plan was in place for Kings Nympton, but there was not currently one in place for Winkleigh.</p> <p>Make-up of the governing board – following Rowena Hoare’s retirement, there was a need to reconstitute the governing body, and for a new instrument of governance to be agreed. Governors discussed and agreed to reduce the board to 11, by removing the second head teacher position. To be formally adopted at the next FGB meeting. As schools in a co-operative trust, the reconstitution would also need to be agreed by the Two Moors Learning Partnership.</p>	<p>VF/CR to approach possible governor.</p> <p>AB/VF to put together plan.</p> <p>VG to draw up reconstitution documents. RH as Company secretary to TMLP to add as an agenda item for next meeting.</p>

12	<p>Safeguarding Update CR updated governors on the safeguarding audits that had been carried out for both schools. VF/CR were looking at using the Babcock service for a periodical external audit recognising the value of external audits.</p> <p>Security of Kings Nympton site – governors discussed the need for this to be improved, and the difficulties presented by the school site. Quotes had been requested for the necessary work. VF explained to governors how staff would be emphasising to parents that the updated security would not change how welcome parents were at the school, but that it was about keeping their children safe during the school day, especially in the afternoons when the school office was empty. VF stated that she had booked an external review of the site security to receive suggestions on how best to proceed. CR and BS to liaise to ensure regular central record checks take place at both sites.</p> <p>Safeguarding policy was up to date on both school websites.</p>	CR and BS to arrange SCR checks
13	<p>GDPR Update The Data Protection Officer’s visit had been delayed to next week due to the snow. DPO contract was coming up for renewal – cost of £1750 per school until both had reached full compliance, when they would then be charged as one school. Governors agreed to extend the contract.</p> <p>Governors discussed e-mail addresses and the recommendation from the DPO that governors had school e-mail addresses for governor business.</p>	VG to contact Sara Hawkins to set up.
STRATEGIC MATTERS		
14	<p>Federation Vision VF informed governors that plans to consult with staff/pupils were still on track – final vision to be presented at the July FGB meeting.</p>	
15	<p>Two Moors Learning Partnership Next meeting was on the 6th March. AB stated that Morchard Bishop had requested forming a joint second committee, to allow for a reciprocal arrangement for appeals hearings. Governors discussed and agreed to set up these terms of reference.</p>	
16	<p>Correspondence None received.</p>	
MEETING REVIEW		

17 Impact

Governors were committed to analysing the school's data in greater depth to understand and support the pupils to achieve. Governors were committed to promoting equality across both sites and were working to ensure the safety of children across both sites. Governors recognised that the SEND governor was an important role to support the achievements of SEND pupils across both schools

Dates of future meetings:

FGB – Monday 25th March 6.00pm (W), Monday 20th May 6.00pm (KN), Monday 8th July 6.00pm (KN)

Teaching and Learning – Wednesday 13th March 1.30pm (W), Wednesday 1st May 1.30pm (KN), Wednesday 19th June 1.30pm (KN)

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

Pay Committee – to be agreed