

**The Woodland Federation Full Governing Board
Monday 2nd July 2018, 6.00pm, Kings Nympton Primary School**

MINUTES

Present: Amanda Blewett (chair), Vicki Fenemore (head Winkleigh), Rowena Hoare (head King's Nympton), Jo Duffin, Cate Godly, Bryant Sanders, Verity Lunn (clerk).

	ITEM	NOTES	ACTIONS
PROCEDURAL ITEMS			
1	Apologies for absence	Apologies received and accepted from Robin Harper, Cherry Roadnight and Jo Goddard.	
2	Declaration of any personal or business interests	None declared.	
ENSURING ACCOUNTABILITY			
3	Acceptance of the minutes of 23.04.18	Agreed and signed as an accurate record of the meeting.	
4	Any significant matters arising from the minutes	Open or closed meetings – to discuss in housekeeping meeting in September. Other matters arising later in the agenda.	VL to ensure on September's agenda.
5	Committees: Resources	Minutes agreed as an accurate record of the meeting. Chair of Resources to sign at next meeting. RHo informed governors that the pre-school had been informed that	VL to ensure minutes get signed.

		<p>they could offer provision five days a week. Since this there had been positive enquiries from parents wishing to take up this provision.</p> <p>Health and Safety walk (KN) – to happen in September after summer maintenance.</p> <p>Building work (KN Rok Zone) – had agreed at resources meeting the amount for building work. AB had now received contract from the builder. The builder had asked for £2000 prior to starting work for purchasing of materials (total cost not changed). School administrator had looked into this with federation business manager – would be invoiced. Governors discussed and agreed to sign contract and to pay initial invoice for £2000.</p> <p>AB reported that federation business manager had recommended that the lino replacement happen at the same time – both had gone to capital approval request.</p> <p>Governors wished to have a copy of the builder's public liability insurance certificate.</p> <p>Governors discussed timelines of project and capital approval. Governors especially wished to thank Suzanne Hazelden (KN Administrator) for her work in setting this up.</p>	<p>AB to sign contract.</p> <p>AB to ask Richard Harrison to obtain copy of certificate.</p>
6	Committee: Teaching and Learning	<p>Part I and part II minutes were agreed as an accurate record of the meeting, and signed by VF who had chaired that meeting.</p> <p>Pre-School Policies – governors agreed to adopt all pre-existing Kings Nympton Pre-School policies on mass, to update/review as on cycle.</p>	
7	Governing Body Organisation 2018/2019	<p>Pay committee: AB stated result of comparing how the different schools had worked in terms of pay committees. Governors agreed to adopt pay committee terms of reference.</p> <p>Monitoring committee: AB explained that this gave the opportunity for governors to go into greater detail when looking at data. Minutes would</p>	VL to date terms of reference.

		<p>come back to full governors. Proposed terms of reference had been lifted out of T&L terms of reference. Governors agreed.</p> <p>Dates of meetings for next academic year circulated. Governors agreed initial schedule. Sheet showing structure of governance also distributed.</p> <p>Summer term events (governor attendance) – AB confirmed who was attending. Robin Harper to attend leavers' assembly at Winkleigh on behalf of governing board. AB to attend leavers' assembly and meet new parents event at Kings Nympton. Winkleigh Sports Day – AB to attend. Governors were informed that any donations of cake for the cake stall would be gratefully received.</p> <p>Governors discussed request for governor contact sheet to be circulated within the governing board. Governors discussed and agreed not to do this – governors who wished to contact another governor could do so through the clerk.</p>	<p>VL to date term of reference.</p> <p>VL to update calendar. VL to update sheet to show JD to chair 2nd committee.</p>
8	Governors Code of Conduct	Those present signed the code of conduct.	VL to obtain signatures from governors not present at meeting.
9	Agree security of site over summer holidays	Winkleigh – allocated keyholder over summer holidays. Kings Nympton – allocated keyholder over summer holidays. Governors confirmed they were happy with the arrangements. Confirmed staff and admin e-mails were checked periodically over the summer holidays.	
MONITORING			
10	Headteacher's Reports	<p>All had received reports.</p> <p>Winkleigh: Governors asked for the background of the new teacher – VF informed was an NQT, who had previously done supply work for the school and was very good. What training were staff receiving to support the new child with diabetes? All staff had received awareness training, six staff who worked more closely with the child were receiving intensive training.</p>	

		<p>Kings Nympton: What was the reason for the two children leaving? Planned family move.</p> <p>Attendance – Kings Nympton whole school 96.65%. Winkleigh's not on report – to be added next time. Governors requested for pupil premium children to have attendance listed separately as a group.</p> <p>Was there anything else that could be done at Kings Nympton to support the two children with attendance issues? RHo explained what the school was already doing, and that the Educational Welfare Officer was involved in these cases.</p> <p>SATS – results not yet available. Were the headteachers happy with how these had gone? RHo and VF agreed that they thought these had gone well.</p> <p>Governors agreed that having the same format for both HT reports was very helpful. Going forward to ensure certain information (eg attendance) also presented in the same way.</p> <p>All had received David Chaplin's visit report (Kings Nympton). Agreed it was helpful to see. No questions on the report.</p>	
11	Governor Training to include courses booked/website compliance	<p>Now governor leads had been assigned it would be easier to allocate relevant training. CG to attend new governor training. BS to attend safeguarding training. Cherry Roadnight to show BS how to do Single Central Record checks so he could also complete these going forward.</p> <p>AB had been to the three early help for mental health training at Kings Nympton, and reported these were good sessions. CG had also attended these sessions. AB, RHo, VF, VL and Cherry Roadnight had attended staff GDPR training.</p> <p>Governor section of website: VL reported Winkleigh website had now been updated, and Kings Nympton was in progress – to be done by end</p>	VL to ensure training gets booked.

		of term. Pre-federation governor information would stay up for previous year.	
12	Monitoring Visits: KN KS2 Spelling	<p>All had received report. Governors discussed frequency of spelling sessions in the school. Were staff seeing the impact of this yet? RHo replied that staff were testing several schemes and would be looking at the impact at the end of the year. New dictionaries had been ordered.</p> <p>Twinkl – issues had been resolved. Staff had been asked to advise federation business manager when their account was coming up for renewal.</p> <p>Homework – previously had had a no homework policy at Kings Nympton, but staff were considering starting spelling practise homework. To monitor if policy would need to be changed.</p>	
13	GDPR Report	<p>AB reported on this. GDPR came into effect 25th May 2018. The Woodland Federation are working towards compliance by:</p> <ul style="list-style-type: none"> • Appointing a Data Protection Officer (DPO) £1,650 per school for one year • May and June Alvin Scott carried out a data audit at both school sites and produced a data report RAG rated. Follow up meetings scheduled • Staff training on GDPR on 18th June over 40 members of staff including heads and clerk 2 govs and chair. <p>Privacy notice issued for parents and pupils for both schools to use on their website.) AB stated that Data Protection Officer was completing data flow maps.</p>	
STRATEGIC MATTERS			
14	Two Moors Learning Partnership	Trustees meeting had been postponed as not enough could make the agreed date. AB had asked advice from Data Protection Officer regarding the folder with original parent members information. Advice had been that as did not intend to use this information to securely destroy it (quite old data, many parents were not longer involved in the	

		schools). Would sort out new membership issues and direction going forward with TMLP. Originally agreed to share legal costs of land transfer across the five schools. Governors discussed the benefits of having the co-operative trust. AB to talk to Morchard Bishop about their views.	
15	Federation Vision	AB – when vision was discussed at planning meeting it had been agreed that AB would complete basic draft to take to monitoring committee. If happy will then take to FGB. In process.	
16	Federation Restructure (Part II)	CG left 7.15pm. Minutes moved to Part II. Minutes moved to Part I 7.31pm.	
MEETING REVIEW			
17	Feedback from this meeting - impact	Governors were working to secure good education for all children at both schools and to ensure there was support in place for potential staff changes. Governors were able to confirm the federation was compliant in terms of GDPR, and that reporting to governors via the new headteacher report format was supporting governors in their monitoring role.	

Dates of future meetings:

FGB – Monday 1st October 6.00pm (W), Monday 3rd December 6.00pm (W), Monday 4th February 6.00pm (W), Monday 25th March 6.00pm (W), Monday 20th May 6.00pm (KN), Monday 8th July 6.00pm (KN)

Monitoring Committee – Monday 10th September, 1.30pm, Winkleigh

Pay Committee – Monday 10th September, 2.30pm, Winkleigh

Teaching and Learning – Wednesday 7th November 1.30pm (W), 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 7th November 3.40pm (W), Wednesday 16th January 3.40pm (W), Wednesday 13th March 3.40pm (W), Wednesday 1st May 3.40pm (KN), Wednesday 19th June 1.30pm (KN)