

FGB Meeting – Part I Minutes			
Date/ Time	7.7.16 pm	Location	Harbertonford Primary School
Governors		Governors	
Anna Neville (Vice Chair)		Sue Roach - Absent	
Claire Moorman (Chair)		Rev Tom Benson - Absent	
David Palframan		Tony Callcut	
Janet Watts		Dawn Neil	
Paul Bedford		Barnaby Harris	
Phillippa Rose		Clerk – Sue Howard	

Agenda:

Full Governing Body Agenda Led by Claire Moorman		<u>3 Core Functions of the Governing Body</u>	
		1.Setting the vision and strategic direction of our schools 2.Holding the Executive Headteacher to account for educational performance 3.Ensuring financial resources are well spent	
20.16	Welcome		
21.16	Declarations of interest , Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point		
22.16	Apologies and sanctioning		
23.16	Approval of minutes dated 18.4.16 Landscope Part I		
24.16	Actions arising from previous meeting	8.16ii	CM to follow up on her action from previous meeting regarding what other govs do about challenging
		16.16i	Condition Surveys of all the schools to be added to website for governors to see
			CM
			TC/SH

		17.16ii 19.16	GAP needs to be an agenda item for future FGB to review and tick off as we go Alterations to be made for future meetings to the core function headings	SH SH
25.16	Procedural	i. ii. iii. iv. v. vi.	Update from Executive Headteacher on School and Academy matters Safeguarding Report Agree process for appointing chair and vice chair for next academic year Review Governor terms of office Governors to approve revised Home School Agreement Update of Sports Grant and Pupil Premium spend – b/f from T&L mtg	TC AN SH SH DN/TC TC
26.16	Strategic	i. ii.	Governor Action Plan Review Stoke Gabriel School – proposed change of start and finish times	CM SH
27.16	Monitoring		Monitoring update – revised schedule	JW/TC
28.16	Core Functions		Have any of our 3 core functions been reviewed during this meeting	CM
29.16	Dates of meetings for next Academic Year			

Minutes:

Full Governing Body Minutes Led by Claire Moorman			
20.16	Welcome		
21.16	Declarations of Interests , Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. Some conflicts that are not obvious at the start of the meeting may become so as it progresses. Governors must declare these as soon as they are aware of them and leave at the appropriate point		
22.16	Apologies and Sanctioning Sue Roach sent apologies, Anna Neville will be slightly late, no apology received from Tom Benson		
23.16	Approval of minutes dated 18.4.16 approved and signed by chair, CM		
24.16	Actions arising from previous meeting	8.16ii 16.16i 17.16ii 19.16	SH to remind govs to ask questions in advance of mtgs after viewing supporting papers Condition surveys are available on the Totnes website The GAP is now an agenda item for all future mtgs Alterations are made to the headings to reflect the 3 core functions of the governing body

Full Governing Body

Minutes

Led by Claire Moorman

25.16

Procedural

- i. TC updated the gobs on school and academy matters, including staffing updates. The HoS at HF has been off following an operation, the HoS at Diptford has been signed off til the end of term and the HoS at SG has been off for a few days to attend induction days for her new post from September. Very busy time at the moment. Interviews were held today at Diptford for a Year 4,5 and 6 teacher from Sept, Lou Dart was appointed. Interviews for a Year 1 and 2 teacher are being held at Harbertonford tomorrow. He advised gobs of other recent appointments across the Totnes Schools. TC plans to get school committee chairs together to try and uniform the meetings that are held. TC updated gobs on the After School Club situation for Diptford and Landscope from September, communication has taken place with Arsenal Soccer Schools to possibly provide this 3 days a week at both schools. KS2 SATS results over the 4 schools were very good. He explained that a recruitment process is underway for a Business Manager for the Academy. ***DP said that after visiting SG this week, he was very pleased to see that the HoS is on target with the Academy Improvement Plan.*** TC added to his report that an amount from the remaining monies from the conversion grant will be spent on each school as a good news item.
- ii. AN gave a verbal report for Safeguarding update. She highlighted the key items
 - Keeping Children Safe document - new version coming out in the Autumn Term incl online safety and whistleblowing. **Clerk to add part 1 document to the website for gobs to read and advise accordingly.**
 - Staff across the schools are being updated regularly on safeguarding issues
 - Prevent Duty training and reporting back to colleagues
 - Importance of the governing body
 - Safeguarding conference recently attended by AN and TC
 - Transporting children, if school has asked parents to assist with transport to an event, they must be DBS checked and their insurance documents checked. If a teacher is present in the car, no DBS necessary, and also if parents organise amongst themselves without school involvement, nothing necessary. A school wide policy must be introduced from September.
- iii. Clerk reminding governors that chair and vice chair positions will be up for election again at the first meeting back in the September. Anyone wishing to put their names forward, must advise the clerk as soon as possible.
- iv. Clerk advised the governors that their terms of office now all end at the same time since converting to an Academy, She will be reviewing so that end dates can be staggered.
- v. Home School Agreement approved by gobs, thanks to DN. **Clerk to email to the other schools for distribution to all parents in September.**
- vi. Sports Grant and Pupil Premium update – ***BH asked how is the impact column measured in the reports.*** TC explained that individual case studies and pupil data are what contribute to the impact. ***He also asked how can you access other funding,*** CM said that there is now a position within the Academy for this role, clerk added that this will be the new Business Managers responsibility.

Full Governing Body Minutes Led by Claire Moorman	
	vii. Landscove Policy for Spiritual, Moral, Social and Cultural Development - BH to forward a few minor wording suggestions to clerk and then policy will be circulated via email for approval.
26.16	Strategic i. GAP Review – CM reminded governors to ask questions in advance. All govs to ensure they advise the clerk of any training they attend. Clerk to send out training courses available coming up in the Autumn term. What impact and contribution are the govs having on the governing body, she explained that forms are to be created for govs to complete and this will include their activities in the schools, any visits etc, and also mileage and expenses. ii. The clerk read out the correspondence received following the consultation process for the alteration of the school times for Stoke Gabriel. She had received replies from 6 families. After discussion of these at this meeting, the governors proposed that the alteration is to go ahead from Sept 2016. This was proposed by PR and seconded by AN, all in favour. Clerk to write to parents to advise and TC to advise the local preschool.
27.16	Monitoring JW and TC explained the new monitoring schedule coming into effect for the next Academic Year. The visits will be tailored more to the needs of the individual schools. All govs are happy to keep their specific role for this. TC reminded about governor folders need to be updated by the individual governors.
28.16	Core functions 1. Met through the Executive Heads update 2. Achieved through Pupil Premium update reports and SATS results queries 3. Done with the review of PE Grant reports
29.16	Dates of meetings for next Academic year Clerk will add meeting dates to the Totnes website for govs to view
30.16	Extra item PR advised she is resigning with immediate effect from the governing body. CM and all govs gave thanks to Phillippa for her time served as a governor and wish her well. Clerk to instigate parent election for Harbertonford in Sept.
31.16	Extra items from the clerk The clerk advised the govs following the Directors third meeting on 4.7.16. The scheme of delegation has been approved and due to the fact that finance responsibilities now sit with the Directors, the governors responsibilities have been reduced slightly and therefore, the Totnes Hub will no longer have separate Resource and T&L committees, but will now hold 6 LGB mtgs per year. A reminder of the 'get together' for Directors, Members and Governors on the 12 th July 6pm at landscove School Ensure that all govs have logged into their @thelink accounts

Actions:

25.16ii	Clerk to add part 1 document to the website for govs to read and advise accordingly.	SH
25.16v	Clerk to email to the other schools for distribution to all parents in September.	SH

25.16vii	BH to forward a few minor wording suggestions to clerk and then policy will be circulated via email for approval.	BH
26.16i	Clerk to send out training courses available coming up in the Autumn term.	SH
26.16ii	Clerk to write to parents to advise and TC to advise the local preschool.	SH
29.16	Clerk will add meeting dates to the Totnes website for gobs to view	SH
30.16	Clerk to instigate parent election for Harbertonford in Sept.	SH

Meeting Closed 7.55pm

Next Meeting Date	29 th Sept 2016	Time	6pm	Location	Diptford School
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These minutes are a true record of the meeting

Signed Chair Date