

COLYTON JMPC
Monday 20th April 2020
3:00pm – Virtual Skype meeting

Attending				Declaration of Pecuniary Interest	Office Terminates
ZB-E	Zoe Briant-Evans (Chair)	Axe Beacon Federation	Y	Nothing to declare	07.11.2020
FC	Fiona Collier	Axe Beacon Federation	Y	Nothing to declare	07.11.2020
AD	Ann Denner	First Federation Trust (joined 3:16)	Y	Nothing to declare	
AW	Alex Walmsley	First Federation Trust	Y	Nothing to declare	
Others					
JH	Jackie Huntington	First Federation Trust	N		
PW	Paul Walker	First Federation Trust	Y	Nothing to declare	
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
2020-09	To receive apologies of absence: No apologies were received. All governors in attendance (AD joined 3:16)	
2020-10	Register of Business Interests & Declarations of Interest: No interests.	
2020-11	Minutes of meetings: 24th February 2020 Part I & Part II: The minutes had been circulated to the governors prior to the meeting. Governors approved the minutes and they will be signed by the chair at the next face to face meeting as a true reflection of the meeting held on 24 th February 2020.	
2020-12	Business arising from the minutes of the last meeting: None	
MONITORING		
2020-13	<p>Review the effectiveness of the partnership against the aims of the partnership: PW provided an update.</p> <p>Subject leads have been appointed and new schemes have been created for PE, MFL & PSHE.</p> <p>Looking at OFSTED priorities, Claire Fegan (CF) and Sandy Evans (SE) have been working on long term plans. Documentation planning is more robust. CPD has started on reading and vocabulary and now also looking at home learning.</p> <p>SEND pupils have been identified and the school are making sure their needs are being met. This week staff are doing dyslexia awareness as their CPD. SEND documentation is also improving.</p> <p>(AD joined 3.16)</p> <p>Behaviour practices have been implemented. Social and Mental Health CPD is being carried out and children have PSHE work included in their home learning.</p> <p>Aerfen Mills (AM) HoS has returned after maternity leave and is working with CF and Sarah Prince (SP) ensuring that actions are being implemented quickly and making sure that work that has been started does not get lost. PW has made it clear to CF that the work she has started will be finished either by her or AM.</p> <p><i>Governors wondered if the handover period should be extended.</i> This was discussed and it was agreed that pending the agreement of the whole FGB, the handover period be extended to May half term as want the process to be as seamless as possible.</p> <p>A new attendance system was instigated before lockdown.</p> <p>Have been looking at how the curriculum can be enhanced including cultural development; looking at a project about VE day and also a 'hopes and dreams' week.</p> <p><i>Governors agreed that Coronavirus (CV) could not have come at a worse time.</i></p> <p>PW advised governors that the whole school team are having Zoom meetings and quiz nights which is keeping them as a team.</p>	Ask Governors to approve handover extension to May half term

	<p>Colyton remains open during this period including Easter holidays with between 1 and 10 pupils most days. During the Easter holidays it was 2 pupils most days. There is a staff rota with a few staff in each day. Meal vouchers are almost set up. Meals were from Seaton Primary School although they were not available during the holidays, or anymore. Staff are now having to ask children to bring in packed lunches.</p> <p>Vulnerable children have home learning available, although most are in the school. They are contacted weekly and if they are not accessing the online system they are contacted sooner.</p> <p>If pupils do not have ICT equipment at home they are being offered paper packs. The school have set up a FaceBook page, the staff have done a video. Parents are saying the situation is being well managed and are positive.</p> <p><i>Governors wondered if the IT and FaceBook work could be passed on to one of the bigger schools within First Federation.</i> PW advised that CF is recycling a lot of the information from FFT anyway. All work is being set by the class teachers.</p> <p><i>Governors questioned whether AM is being included in all FFT communication.</i> PW confirmed that she was. A leadership guide has been produced and there are daily FFT emails which she is included in.</p> <p>A key issue is that there are only 8 pupils (possibly 10) registered to join the reception in September which will have an impact on the budget. This is a dip and it will have to be managed. Need to also look at returning staff and NQT's. Want to try to absorb within Colyton or FFT.</p> <p><i>Governors questioned PW about the possibility of SAT results being based on teacher assessments – does Colyton have a robust process.</i> PW confirmed that he is confident the assessment will be secure.</p> <p>FFT introduced the system they use (SIMS) to Colyton just after Christmas so staff know how to use it. FFT will moderate.</p> <p><i>Governors asked if staff were clear who to go to regarding any safeguarding matters.</i> PW explained that this is now AM. PW is making sure that there is a safeguarding person present at the school every day. They are having a weekly meeting and all have access to the system.</p> <p><i>Governors asked about the Health and Safety of the school.</i> PW explained that the survey of the site did not happen (it was due to be done the week of the shutdown) so FFT are going through the condition survey to see what has been done. PW will be in touch with Simon Niles at DCC when he can.</p>	
2020-14	<p>Monitor Financial Arrangements: Budget: This is still a grey area as ABF has not yet defederated so Colyton is still having to go through ABF. The downside is that people are learning a new system they will only be using for a few months. Need to buy more of Sarah Creedy (SC) & Sue Millers (SM) time. PW gave governors some background: The decision had been made to dissolve the federation and defererate at the same time but CV has made this impossible. There have been lots of questions raised. Warren and Karl have given their support and SC is pretty close to finalising the budgets, she is able to work with Carol. Governors will need to adopt the federation budget even if it is only for half a term.</p>	
STRATEGIC		
2020-15	<p>Updates from First Federation: Need to consider the timeline going forward. PW has spoken with RSC who see no reason why the conversion cannot take place in July. The issue is the TUPE and the schools being closed/lockdown. National unions are not keen on consultations taking place if schools are closed as they should be face to face. Colyton is open but staff not able to have face to face meetings. PW is going to speak with local union representatives to see if they are happy with a virtual process. Willing to do video calls with union reps, staff and both together. PW will know more later in the week. ZB-E has spoken with HR1 who, in theory, would not have any problems. Both PW and governors believe it is in that staffs interest for TUPE to happen. There were two concerns raised during the last JMPC meeting; budget and basic premises issues. The budget is in hand, but governors wondered if anything was being done about the building. PW explained that nothing could be done at this time but quotes are being obtained.</p> <p>Governors asked PW to pass on his thanks to Colyton and FFT staff. They have really stepped up. They also gave PW their thanks. Colyton are fortunate to currently be under the FFT umbrella.</p> <p><i>Governors asked if Colyton staff have received thanks from the FFT Trust Board.</i> PW confirmed that they have. All FFT schools have and as mentioned before, AM is being copied in to all communication. Am has been told she needs to treat the school as part of FFT so should be forwarding information on.</p>	
GENERAL GOVERNANCE		

2020-16	Policies: to ratify: Will be discussed at FGB.	
2020-17	Agree dates for future meetings: Monday 8 th June @ 13:00	
2020-18	Outcomes of meeting: Governors had a clear understanding of how Colyton are dealing with the CV process and were given a clear update on the management partnership and the work that is going on towards the conversion.	

ITEM	ACTION	WHO	DUE BY
2020-13	Ask Governors to approve handover extension to May half term	ZB-E	21.04.2020

Meeting closed at 3:54pm