

Wednesday 5<sup>th</sup> July 2017  
6.00pm at Seaton

Attending				Declaration of Pecuniary Interest	Office Terminates
MR	Michael Rolls	Executive Headteacher	Y	Nothing to declare	
AQ	Angela Quick	Staff	Y	Nothing to declare	31.03.2021
GJ	Gill Jordan	LEA	Y	Nothing to declare	06.09.2020
MBr	Mike Brown	Parent	Y	Nothing to declare	05.07.2020
VT	Verdun Trott	Parent	N	Nothing to declare	14.11.2017
AM	Alan Morbey	Co-opted	Y	Nothing to declare	24.03.2019
CW	Catherine Way	Co-opted	Y	Nothing to declare	06.07.2020
FC	Fran Cook	Co-opted	Y	Nothing to declare	13.09.2019
KF	Karin Frewin	Co-opted	Y	Nothing to declare	31.10.2020
LQ	Louise Quincey	Co-opted	Y	Nothing to declare	24.03.2019
MH	Matt Heard	Co-opted	Y	Nothing to declare	31.10.2020
SK	Sam Knights	Co-opted	Y	Nothing to declare	31.10.2020
TL	Tim Leat	Co-opted	Y	Nothing to declare	06.07.2020
Others					
AMs	Aerfen Mills	Associate Member	Y	Nothing to declare	31.03.2021
CR	Clare Rinaldi	Associate Member	Y	Nothing to declare	31.03.2020
DR	Duncan Rae	Associate Member	Y	Nothing to declare	30.11.2020
KM	Kate McFarlane	Associate Member	Y	Nothing to declare	06.09.2020
LW	Lee White	Associate Member	Y	Nothing to declare	31.08.2019
AH	Adrian Hilliard	Business Manager	Y	Nothing to declare	
BD	Bec Davey	Clerk	Y	Nothing to declare	

	Item	Action
2017-13	<b>To receive apologies for absence</b> Apologies were received and approved from Verdun Trott (Family).  The Clerk confirmed the meeting was quorate.	Approve
2017-14	<b>Election of Chair and Vice-Chair</b> SK nominated TL for chair and AM & LQ for Co-Vice-Chair, MBr seconded. All in favour. TL continued to chair the meeting.	TL is Chair and AM & LQ are Co-Vice-Chairs
2017-15	<b>To receive Declarations of Interest</b> Governors confirmed there were none.	
2017-16	<b>Minutes of the last meeting: 22<sup>nd</sup> March 2017</b> The minutes were <b>agreed</b> as a <b>true</b> record of the meeting.	Approved
2017-17	<b>Business arising from the minutes: 22<sup>nd</sup> March 2017</b> 2017-6 – New Colyton logo has been chosen by the pupils. AMs to circulate to governors 2017 – Those governors who have not passed their pen portrait to MR must do so.	AMs to circulate the new Colyton logo to governors  Pass pen portrait to MR
2017-18	<b>To approve Terms of Reference for Committees</b> MBr proposed the TOR be approved, FC seconded. All in favour	Approved
2017-19	<b>To approve Code of Practice:</b> Deferred to next meeting	Defer
2017-20	<b>Standing Item: Safeguarding</b> Nothing to report	
<b>P&amp;P</b>		

2017-21	<p><b>Receive minutes and recommendations from P &amp; P team</b> (<i>inc. Policy reviews</i>)</p> <p>The minutes had been circulated prior to the meeting. Since the meeting, Marshall Barrand has stepped down from the Governing Board due to other commitments. Therefore, FC has agreed to step up to Chair and MBr has agreed to be Vice-Chair. No questions were raised.</p>	FC is now chair and MBr is Vice-Chair
2017-22	<p><b>Results from Staffing Consultation</b></p> <p>A report was tabled at the meeting. MR has met with unions concerning the staff consultation who were happy with all the principles. MR has also visited each school to explain the process to staff. Staff have been engaged and asked questions. (KF left 6:45). Spent £60K on supply last year, have halved that this year by using TA's.</p> <p>Will look at admin staff next term. Were led to believe work would become easier when federated, but are not only doing 'old school' work but additional work too. MR would ideally like school offices manned full time but how it could be possible needs to be looked at. Simply increasing staff hours is not necessarily the solution. Look at duties then look at opening hours. Did consider a federation wide telephone system but this has been put on hold due to budget constraints.</p> <p>MR confirmed that the staffing structure will need reviewing as not sustainable as it stands. Need to see an increase in pupils at Colyton for the 7 class system to be viable. Will take a close analytical look at the structure – does it help achieve Federation Improvement Plan (FIP) objectives. MR confirmed that he wanted to look into the emails from staff further. Need to communicate with staff better. MR will visit all the schools again with the results and recommendations. <b><i>See part II for further minutes.</i></b></p> <p><u>Governor challenge and comment:</u></p> <p>AQ asked if parents will be told this will happen with their child's class. KM stressed that only use TA's who are capable and is only ever short term. MH believed that not all parents are aware of what TA's actually do and need to be educated as to what the role actually entails. By using TA's it benefits the children as they know who is teaching them and supports career development of the TA. MR confirmed that the TA is never alone and as KM said, it is only ever short term. LQ agreed that parents need to be educated regarding the circumstances. CW also agreed that should explain that it is the experience that supply is often not good enough and the benefit of using a TA known to the children. KM confirmed that it is already a common practice and allows the teachers to give the TAs recognition of the work that they do.</p> <p>MH was concerned that not having the office manned full time at Colyton has highlighted specific issues. How will this be addressed? MR advised that it is two afternoons per week when it is not manned. The Head of School and TA's sometimes cover this period. Will look at September timetable to see if these ties can be covered by others already there.</p> <p>AQ wondered what the figures were being benchmarked against in the finance report. MR explained that he had used the figures for Seaton as the percentages don't vary hugely between large or small schools.</p> <p>AQ wondered about the red items in the report. MR confirmed that there were no immediate plans. The budget will not allow them. (Currently the federation only gets 10 hours per week IT support).</p>	Approve recommendations from report
<b>REMUNERATION</b>		
2017-23	<p><b>Receive minutes and recommendations from Remuneration team</b> (<i>inc. Policy reviews</i>)</p> <p>The minutes had been circulated prior to the meeting. No questions were raised.</p>	
<b>EDUCATION</b>		
2017-24	<p><b>Receive minutes and recommendations from Education team</b> (<i>inc. Policy reviews</i>)</p> <p>The minutes had been circulated prior to the meeting. Link governor roles have been developed over the year and visits and reports seem to be working. LQ felt it was important to ensure all members of staff knew who the link governors were and were able to have access to the final reports.</p>	

RESOURCES		
2017-25	<p><b>Receive minutes and recommendations from Resources team</b> (<i>inc. Policy reviews</i>)</p> <p>This meeting only took place at 5:00 where the budget and staffing were discussed. The Finance team will have monthly meetings.</p>	
GENERAL		
2017-26	<p><b>Receive Report from Leadership</b></p> <p>See above. MR &amp; TL are on track to distributing a letter at the end of term advising parents who governors are, what link governors do and what key changes have taken place over the year. SAT results were only announced yesterday so unable to give complete overview.</p>	
2017-27	<p><b>Review of Skills Audit and Diagnostic</b></p> <p>This has been deferred as not all results have been received</p>	Defer
2017-28	<p><b>Receive Report from Chair</b></p> <p>Not yet complete – will email all governors by the end of term. The Clerk had circulated a report prior to the meeting.</p>	TL to email all governors by the end of term
2017-29	<p><b>Confirm dates for 2017 / 18</b></p> <p>To be decided during the next chairs meeting</p>	Clerk to let governors know dates after chair meeting
2017-30	<p><b>Correspondence</b></p> <p>None</p>	
2017-31	<p><b>Review/Feedback of Governor Training</b></p> <p>Chair and Clerk have both attended 2<sup>nd</sup> session of their NCTL training. Other training attended since last FGB; MBr – Governance &amp; School Improvement, Finance for Maintained Schools and Options for change - Partnership models BD – Clerks to Governors Update</p>	

Meeting closed by 7:45pm

#### Actions Recorded

2017-17	(06) Circulate the new Colyton logo to governors. (07) Pass pen portrait to MR	AMs ALL <small>Governors who have not already done so!</small>
2017-19	Approve Code of Conduct	Defer
2017-27	Defer review of Skills Audit and Diagnostic	Defer
2017-28	Email all governors by the end of term	TL
2017-30	Let governors know dates after chair meeting	Clerk