

**MINUTES**

Initials	Eligible to attend	Attending	Declaration of Pecuniary Interest	Type of Governor	Office terminates
MR	Michael Rolls	Y		Executive Headteacher	
AMs	Aerfen Mills	Y		Staff	24.03.2019
GJ	Gill Jordan	Y		LEA	06.09.2020
MBr	Mike Brown	Y		Parent	05.07.2020
VT	Verdun Trott	N		Parent	14.11.2017
AM	Alan Morbey	Y		Co-opted	24.03.2019
CW	Catherine Way	Y		Co-opted	06.07.2020
FC	Fran Cook	Y		Co-opted	13.09.2019
KF	Karin Frewin	Y		Co-opted	31.10.2020
LQ	Louise Quincey	Y		Co-opted	24.03.2019
MB	Marshall Barrand	N		Co-opted	24.03.2019
MH	Matt Heard	Y		Co-opted	31.10.2020
SK	Sam Knights	N		Co-opted	31.10.2020
TL	Tim Leat	Y		Co-opted	06.07.2020
				<b>Others</b>	
CR	Clare Rinaldi	N		Associate Member	31.03.2020
DR	Duncan Rae	N		Associate Member	30.11.2020
KM	Kate McFarlane	N		Associate Member	06.09.2020
LW	Lee White	Y		Associate Member	31.08.2019
AH	Adrian Hilliard	Y		Business Manager	
BD	Bec Davey	Y		Clerk	

	<i>Notes</i>	Decision and Action
2017-1.	<b><u>WELCOME NEW GOVERNORS AND RECEIVE APOLOGIES FOR ABSENCE:</u></b> Chair welcomed Matt Heard to his first FGB meeting. Apologies were received and approved from Verdun Trott, Clare Rinaldi – Family Commitment, Marshall Barrand, Duncan Rae & Sam Knight – Work Commitment. Kate Mcfarlane – Sick.	<b>Approved</b>
2017-2.	<b><u>TO RECEIVE DECLARATIONS OF INTEREST:</u></b> None.	
2017-3.	<b><u>MINUTES OF THE LAST MEETING: 29.11.2016:</u></b> The Minutes were <b>agreed</b> as a <b>true</b> record of the meeting.	<b>Approved and signed</b>
2017-4.	<b><u>ACTIONS FROM PREVIOUS MINUTES:</u></b> All complete	
2017-5.	<b><u>COMMITTEE MINUTES:</u></b> i. Education: 28.02.2017 (draft) ii. Performance & Personnel: 07.03.2017 (draft)	<b>No questions were raised</b>
2017-6.	<b><u>CHAIR'S BUSINESS:</u></b> TL had prepared and previously circulated a report (See report). MBr also attending the NGA conference, TL will prepare a report after. Karl Weber is	<b>AMs to circulate the new Colyton logo to all governors</b>

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	preparing the lanyards. Colyton are in the process of updating their logo. (AMs will circulate the new design). TL reminded governors about the Better Governor podcasts and how informative they are.	
2017-7.	<b>CLERK'S BUSINESS:</b> Clerk reminded governors that they are all required to provide a pen portrait for the website, including associate members. It is a statutory requirement. Clerk to pass those already received to MR.	<b>Clerk to pass pen portraits received so far to MR</b>
2017-9.	<p><b>APPROVE STRATEGIC PLAN:</b> MR tabled the strategic plan at the meeting</p> <p><u>Targets:</u> These have been discussed with committees and portfolio holders. They are very challenging targets but the outcome is to improve children's life chances.</p> <p><u>School Organisation Plan:</u> October has been used as budget is based on census in October. September 2017 numbers are unknown (parents find out what school they have been allocated in April 2017). Colyton PAN is 25. After that DCC will say Colyton is full although parents can go to the school to ask. Could have a consultation to increase Colyton PAN to 30 so would be able to have 7 classes. Classes need stability. AMs has continued teaching year 6, which is a credit to her. Must bear in mind finances if get 7 classes. It will be a risk if the numbers don't grow. Need to communicate with parents that can only sustain classes if numbers increase and stay that way. Can only change Shute PAN to 15 once current KS1 has gone through to KS2 and/or until the school has a new classroom. (The Education Committee has been through the staffing structure).</p> <p><u>Governance:</u> There are still gaps for shadow links. MR would like to contact governors to see if the gaps could be filled.</p> <p><u>Governor challenge and comment:</u> KF – Community - success criteria. All parents – tricky to achieve. MBr – More a 'hope' than a target. AMs - It is a model to aspire to, telling parents the attitude expected. MR – it is an aspiration, part of the home/school agreement. LW – need to tell parents that being involved <u>does</u> make a difference. MR – it is a working document with 3 year targets which will be reviewed annually. MBr felt that pages 17-19 were more internal pages. MR agrees, the document will be more streamlined when published but wanted to show governors this section. MH – Subject leads? MR – Currently have subject groups, but they need to be streamlined as have too many. MH – What are secondary links like? MR – Vector Learning Trust (Axe Valley Academy (AVA) and Holyrood Academy (HA)) are very keen to create a link. MH – Should show this in the paperwork. MR – There is a gap, will look into it and send out information. LQ – Just VLT? MR – No, a wide area – will look at all schools within area. Feeder is AVA. Parents have a choice, but there are community links.</p> <p>GJ proposed the strategic plan be approved, MBr seconded. All approved. TL thanked MR for his hard work.</p>	<p><b>Strategic Plan to date approved</b></p> <p><b>MR to contact governors about shadow link roles</b></p>
2017-10.	<b>APPROVE FINAL BUDGET AND SFVS STATEMENT:</b> MR – Budget is challenging. AH has been working hard, looking back at what has been spent and on what. Still do not have a balanced budget. All staffing structures (7 classes at Colyton and grade E are included). Seen an increase in base budget, £177k due to pupil numbers. However, have lost £33 per pupil	<b>The budget has been agreed in principle with the final decision being made by Chair of Governors and Finance</b>

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	<p>from DCC due to a gap in High Needs funding (about £23k). High Needs funding has also reduced. And may come down more as DCC have capped the amount. Staff costs have increased by £145k (TA costing is the biggest increase). Admin costs – ICT costs are worrying, could use £20k capital to spend on ICT but do also have premises needs. Curriculum has saved a small amount by changing suppliers. SLT want to know what they can do to reduce the costs. Supply costs - £62k was spent on cover last year, this needs to come down. Suggest change experienced TA is changed to HLTA so can cover. Aim to halve costs. Head of School (HoS) could cover occasionally, but don't want it to become a habit as could be detrimental to HoS jobs. Do not really use Mutual Expenditure so propose that the federation self-insure. It would be hard for the first year, but keep £25k for first two years and then reassess situation. Bottom line, the budget is over by £35k. There is an application in for £15k of SEN funding. Could use a small amount of reserves. The risks with this budget are the pupil numbers and growth. MR has met with TL &amp; VT who are both happy with what is being proposed. MR has concerns over if federation can take big risks. Need to look into and discuss in more, greater detail. If reserves reduce, all the plans in strategic plans become difficult. Staffing is a year on year cost, if the pupil numbers are not there, then there is a big risk, but it is the right thing to do. Phase leader in Colyton is included in the budget. It is an expense and will need to look at staffing which may involve moving from school to school within the federation. KS1 leader is an important role in Colyton – would want this over the 7<sup>th</sup> class. In principle will be looking at £100k of reserves being spent over the next two years. Got to have the budget agreed by 01.05.2017. Have two choices. (1) Agree the budget in principles and delegate the final decision to the Chair of Governors and Finance Portfolio Holder. (2) Hold another meeting for all governors to make the decision. MBr proposed that the budget be agreed in principle as (1) above. TL seconded. All in favour.</p> <p><u>Governor challenge and comment:</u></p> <p>AM – Is it just LA schools that are effected by the high needs funding? MR – No, all schools use the same formula.</p> <p>CW – When will the federation know about high needs figures? MR – The figure will be as shown in the budget – there are additional applications in the pipeline but these will be capped at £2k – and that is after proving £6k has been already spent.</p> <p>MH – Are there HLTA's in all the schools? MR – They have the abilities, but are not paid at this level.</p> <p>MH – Would the HLTA transfer between schools? MR – Believe it is important that they know the children.</p> <p>CW – How much has been claimed from Mutual Expenditure in the last 5 years. AH could not give exact figures, but it has been substantially less than have paid in contributions. LQ – worst case scenario, if did not continue with Mutual Expenditure, where would the funds come from? MR – From reserves.</p> <p>MH – What would happen if the government decide to claw back with a visible credit of £25k? AH – DCC would be happy with it as could prove that there was a reason for the reserves. MH – what are the total of the reserves? AH - £196K and £23K in capital but do have big plans. Will see big overspend this year, so will see £65k at the end of the year.</p> <p>LQ – If there are any burning questions about the budget, then governors can email them, then</p>	<p><b>Portfolio Holder.</b></p>
2017-11.	<p><b><u>FEEDBACK FROM VISITS FROM EXTERNAL ADVISERS AND ACTION POINTS:</u></b></p> <p>There has been a Health &amp; Safety visit, Literacy &amp; Numeracy Support visit, Pupil Premium audit and Behaviour audit – all at Colyton and all have been fine. The</p>	

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	inspectors could see historical gaps, but are happy with what has been put in place since. A PP audit was offered to Seaton, but it has been declined.	
2017-12.	<p><b>FEEDBACK FROM GOVERNOR TRAINING AND IMPACT ASSESSMENTS:</b></p> <p>The following courses have been attended between today and the last meeting;</p> <p>AM – Introduction to Health and Safety for Governors.            CW – School attendance workshop for Governors &amp; SEND for Governors.            KF – Induction for new governors.            LQ - School attendance workshop for Governors &amp; Governance and school improvement.            MBr – Performance data in Primary Schools - Introductory.            TL – Chairs NCTL training.</p> <p>CW stated the SEN course was very interesting and had good suggestions. Both CW &amp; LQ stated the attendance workshop was not worth attending. The advice given was simply common sense. KF said the induction course was very informative and showed that the ABF was using lots of good practices.</p>	
<p><b>ITEMS FOR THE NEXT AGENDA:</b> (Other than standing items)</p> <ul style="list-style-type: none"> <li>• Review Code of Conduct</li> </ul>		
<p><b>DATES OF NEXT MEETINGS:</b></p> <p>Chairs – 26<sup>th</sup> April 2017, 6:00pm at Seaton            Performance &amp; Personnel – 6<sup>th</sup> June 2017, 6:00 at Seaton            Remuneration – 6<sup>th</sup> June 2017, 7:00 at Seaton            Education – 13<sup>th</sup> June 2017, 6:00pm at Shute            Resources – 28<sup>th</sup> June 2017, 6:00pm at Colyton            FGB – 5<sup>th</sup> July 2017, 6:00pm at Seaton</p>		

**Meeting ends 8:22pm.**

**Signed:**..... **Date:**.....

**SUMMARY OF ACTION POINTS**

<b>Minute</b>	<b>Action</b>	<b>Ownership</b>
2017-6	Circulate the new Colyton logo to all governors	AMs
2017-7	Pass pen portraits received so far to MR	Clerk
2017-9	Contact governors about shadow link roles	MR