

**FULL GOVERNING BOARD MEETING**

**TUESDAY 29<sup>th</sup> NOVEMBER 2016  
6.00pm AT KILMINGTON SCHOOL**

**COLYTON PRIMARY SCHOOL  
KILMINGTON PRIMARY SCHOOL  
SEATON PRIMARY SCHOOL  
SHUTE PRIMARY SCHOOL**

**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	(left 7:41)	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	(arrived 6:19)	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	(arrived 6:33)	Co-opted	31.10.2020
LQ	Louise Quincey	Y		Co-opted	24.03.2019
MB	Marshall Barrand	Y	(arrived 6:07)	Co-opted	24.03.2019
MH	Matt Heard	N		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
KM	Kate McFarlane	Y	(left 7:49)	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
2016-13	<b><u>CLERK TO OPEN THE MEETING, WELCOME NEW GOVERNORS AND RECEIVE APOLOGIES FOR ABSENCE:</u></b> Apologies were received and approved from Verdun Trott – Family Commitment, Matt Heard & Sam Knight – Work Commitment. Karin Frewin & Marshall Barrand had advised that they will be late.	<b>Approved.</b>
2016-14	<b><u>ELECTION OF CHAIR AND VICE – CHAIR:</u></b> A secret ballot took place for the position of chair. Only one nominee. TL voted in as chair unanimously. Two nominations were received for vice-chair. A second secret ballot took place to vote for either one of the nominees to be vice-chair, or for both to be co-vice-chairs. <i>TL continued to chair the meeting.</i>	<b>TL as Chair LQ &amp; AM co-vice-chairs</b>
2016-15	<b><u>TO RECEIVE DECLARATIONS OF INTEREST:</u></b> None.	
2016-16	<b><u>MINUTES OF THE LAST MEETING: 07.07.2016 &amp; 14.09.2016:</u></b> The Minutes were agreed as a true record of the meeting.	<b>Approved and signed</b>
2016-17	<b><u>ACTIONS FROM PREVIOUS MINUTES:</u></b> 2016-11 Item to be discussed within 2016-21. All other actions completed.	
2016-18	<b><u>COMMITTEE MINUTES:</u></b> i. Education: 4.10.2016 & 23.11.2016 (draft) ii. Resources: 12.10. 2016 & 15.11.2016 (draft)	<b>No questions were raised.</b> Education 23.11.2016 & Resources 15.11.2016 to be

	<b>Notes</b>	<b>Decision</b>
	iii. Performance & Personnel: 27.9.2016 & 8.11.2016 (draft)	deferred as have not been agreed by the committee chairs/MR as yet
<b>2016-19</b>	<b>CHAIR'S BUSINESS:</b> TL had prepared and previously circulated a report (See report).	
<b>2016-20</b>	<b>RATIFY POLICIES RECOMMENDED BY COMMITTEES:</b> Staff Discipline and Teachers Pay Policies both ratified.	<b>Approved</b>
<b>2016-21</b>	<b>EXECUTIVE HEAD-TEACHER'S REPORT:</b> MR tabled a report (see report). (AM arrived 6:19). MR passes in thanks to staff, leaders and governors. Feels very welcome. Report reports findings after one term in the federation. Priority – Children are safe and they are learning. All schools improving and growing and apart from Kilmington, still have the capacity to do so. Aim to have 750 pupils within federation and if continues to grow as it is, this is achievable. Has confidence in schools leadership. MR proposed that the Shute PAN be increased from 12 to 15. LQ seconded. All in favour. Consultation will need to take place which DCC will lead. Staff: Two new members of staff in Colyton. Temporary Job Share in Colyton. Maternity leave sorted in Seaton. Next report will include TA's. MR would like to begin recruitment process for HoT&L for Colyton. (KF arrived 6.33) TL, LQ & MB to be the panel of governors. Will meet next week to organise advert and recruitment pack. Advert to go out after Christmas. MR would also like another HoT&L involved. GJ volunteered to be governor who will monitor the strategic plan for Teaching and Learning. Behaviour at the schools is generally good. Seaton staff to observe and support Colyton. MR wished to thank KM for her work with the CPD of staff. Safeguarding – visited 3 of the schools, still to do Colyton. Colyton website does still not have correct Safeguarding Policy up. National agenda for SEND pupils to close the gap between them and other pupils. Aware not compliant with PP – working on it. Attendance: Colyton and Shute are still targeted by Education Welfare Officer (EWO). Key issue is persistent children. Catering: Look at catering at Kilmington. TUPE staff over and end contract with NORSE. Also cleaning and caretaking. Finance: Discussed under next agenda item. Must do a 3 year plan. Overspending. Cannot continue living off reserves. TL thanked MR for thorough report.	<b>Clerk to change agenda item to Leadership Report.</b>  <b>MR to contact DCC to start consultation on Shute PAN.</b>  <b>MR, TL, LQ &amp; MB and 1 HoT&amp;L to meet to discuss recruitment of HoT&amp;L position at Colyton.</b>
<b>2016-22</b>	<b>BUDGETARY ISSUES:</b> AH gave a brief summary from his report provided to the Resources Committee on 15.11.2016 (see report). Healthy reserves and able to cope with issues that have arisen. Have a better understanding of how want to operate. Budget has been based on how things have been done in the past, but will be looking at in December/January and will have hard decisions to make. Plan is to not just 3/5 year operational budget but also need to have money for larger projects. Have had a few issues in the recent storms – Flooding in Shute (ran straight through from field above). Carpets still smell, may have to look at insurance claim. Will be talking to owner of field to see if can be prevented in future. Kilmington was shut for the day due to a power line coming down. Showed how well federation works as Shute were able to contact all Kilmington parents via parentmail to advise them of the closure. All parents advised before 8:40am. Next step is Shute classrooms – an additional one and also replacement of the current external one.	<b>Clerk to contact SK thanking her for her fundraising efforts.</b>  <b>AH to forward new budget to Resources Committee once complete.</b>

	<b>Notes</b>	<b>Decision</b>
	<p>New budget at the end of the month. Will forward to Resources Committee.</p> <p><u>Governor challenge and comment:</u></p> <p>TL – Do all HoT&amp;Ls know who to contact should anything require action? AH – Yes.</p> <p>CR – Would like to be given a response of how it is being dealt with and an ETA.</p> <p>AH – Developing spreadsheet with access to all to show all the data.</p> <p>CR – Timescale for Shute classrooms? MR – Earliest Easter/Latest September.</p> <p>MB – Any funding available for such a large purchase? AH – Not looked into yet – looking at leasing.</p> <p>CW – Would like to thank SK for all her hard work in fundraising for Shute.</p> <p>MB – Tesco fundraising publicity? CR – Tesco have put in all the local papers and involved local champion Rob Cope.</p> <p>TL – Ideal to feed into publicity about the growth of the schools.</p>	
<b>2016-23</b>	<p><b><u>CONSIDER CHANGE TO MEETINGS STRUCTURE AND WORK OF LEAD GOVERNORS:</u></b> MR, TL, AH &amp; BD had met to discuss the meeting structure and lead governor role. It was felt that with committees meeting each half term the SLT &amp; Business Manager were spending too much time collating data for and writing reports, often with little change. Lead Governors were also not challenged within their roles. It was proposed that the Chair of Governors and Chairs of each committee meet with MR, AH &amp; BD at the beginning of term to discuss lead governor responsibilities for the term along with the items for the next agenda. Lead governors will then be advised of and complete their tasks and write a report by the end of the first half term. All governors approved this new structure with the proviso that it be reviewed if it is deemed to not be effective.</p>	<b>Approved</b>
<b>2016-24</b>	<p><b><u>CONSIDER BENCHMARKING STATISTICS FROM RESOURCES COMMITTEE:</u></b> AH has continued to request data from DCC but to no avail. Federation is quite unique in that it is a large federation whilst remaining maintained. 1 budget, 4 schools. May have to build own model.</p> <p><u>Governor challenge and comment</u></p> <p>MBr – Look at other schools of similar size, maybe outside of Devon?</p> <p>MB – Share own data with other schools, build own set of comparisons?</p> <p>MR – Ultimately need to check that the Federation is working.</p>	
<b>2016-25</b>	<p><b><u>MONITOR AND EVALUATE PROGRESS OF FEDERATION DEVELOPMENT PLAN:</u></b></p> <p>MR provided PowerPoint. Work in progress. Have had a leadership day and prepared a draft vision. There are parents at Seaton and Shute who do these for a job – they are going to look over it. MR believes outcomes are important, not just academic. Governors will have access to documents so will be able to see if targets are being met. Main priority bar safeguarding is assessments and how they work in the schools. Teachers starting to talk about it, questions things. MR's approach is to work from the classrooms upwards. Front page of plan is what governors need to focus on. Need to give governors responsibility to check how it impacts evaluation.</p> <p>Three sections of the FDP will be assessed by the following governors:</p> <p>Assessment – MB</p> <p>Website – KF</p> <p>Safeguarding – LQ</p> <p>Meet with leaders termly.</p> <p><u>Governor challenge and comment:</u></p> <p>KM – Already started doing. MR – Agree.</p> <p>KF – Key aspects, from whose aspect? MR – SLT. Governors can ask questions.</p> <p>Still working against OFSTED framework.</p> <p>MR Aims to get SEF completed by Easter</p>	

	<b>Notes</b>	<b>Decision</b>
	<p>MBr – Drawing on resources within federation? MR – Absolutely. Analyse data, all have different strengths. Staff want to learn, want to improve, want to gain leadership skills. (AM leaves 7:41)</p> <p>LW – Use same format.</p> <p>TL – Links to teaching schools? MR – Not looked at but aware that want/need staff to get out there to see/experience different areas. Need to take time to find the right partners.</p> <p>GJ – Teaching schools and teaching alliance are different. Teaching schools have a responsibility to teach/CPD.</p>	
<b>2016-26</b>	<p><b><u>GOVERNOR DEVELOPMENT:</u></b></p> <p><b>Training:</b></p> <p>Clerk confirmed had details of courses that had been attended since Federation began and thanked governors for agreeing to attend the future courses proposed. Clerk also confirmed that governors are encouraged to attend courses, even if not applicable to their lead governor role as these may change and ideal for governors to have a wide knowledge of the governor role.</p> <p>CW &amp; GJ recently attended the ‘Refresher for Experienced Governors’ course. They had previously circulated the most salient points. In addition, all governors attended a safeguarding course (apart from the three new co-opted governors) and since the last meeting, the following courses have been attended;</p> <p>AM – Role of the Chair as leader of the GB</p> <p>MB – Personnel Responsibilities for governors</p> <p>MR – Effective Governance for Headteachers</p> <p>MBr – Understanding Safeguarding &amp; Child Protection &amp; Governors Update</p> <p>TL – Dealing with complaints</p> <p>The following courses are booked;</p> <p>LQ &amp; CW – Attendance</p> <p>AM – Introduction to Health &amp; Safety</p> <p>CW – SEN(D)</p> <p>FC – Personnel Responsibilities for governors</p> <p>KF &amp; SK – Induction for New Governors – maintained schools</p> <p>LQ – Governance &amp; School Improvement</p> <p>MBr – Performance Data in Primary Schools - introductory</p> <p>Safer recruitment: MR to provide clerk with log-in details for governors to do an online course. (KM left 7:49)</p>	
<b>2016-27</b>	<p><b><u>GOVERNOR COMMUNICATION:</u></b> LQ: Two-fold. Need to be kept up to date as governors. Should not be told of changes by parents! (Any letter that goes out to parents will now also go to all governors). Also need to communicate to and been seen by parents/staff more.</p> <p><b><u>Governor challenge and comment:</u></b></p> <p>KF – Many don’t know who governors are. Still think they are ‘school’ rather than ‘federation’ governors</p> <p>MB – Perhaps governors visit schools on non-pupil days to meet staff</p> <p>MR – Important. Need to know who the governors are</p> <p>CW – Could trust governors more if they see/know them</p> <p>MBr – Use Aims and Visions – Ideal opportunity to communicate with staff</p>	<b>Clerk to find out when non-pupils days are to invite governors</b>
<b>2016-28</b>	<p><b><u>ASSOCIATE GOVERNORS:</u></b> Duncan Rae, a previous associate member requested he become an associate member again and sit on the Education Committee. He has completed a skills audit. All governors agreed.</p>	<b>Clerk to contact DR</b>
<p><b>ITEMS FOR THE NEXT AGENDA:</b> (Other than standing items)</p> <ul style="list-style-type: none"> <li>• Evaluate impact of FDP</li> <li>• Approve final budget and SFVS statement</li> <li>• Feedback from visits</li> </ul>		

	<i>Notes</i>	Decision
	Consider benchmarking statistics from Education Committee	
	<b><u>DATES OF NEXT MEETINGS:</u></b> Chairs: 11 <sup>th</sup> January 2017, 6:00pm at Colyton FGB: 22 <sup>nd</sup> March 2017, 7:00pm at Colyton Resources: 22 <sup>nd</sup> March 2017, 6:00pm at Colyton Education: 28 <sup>th</sup> February 2017, 6:00pm at Kilmington P&P: 7 <sup>th</sup> March 2017, 6:00pm at Seaton Remuneration: 7 <sup>th</sup> March 2017, 7:00pm at Seaton	

**Meeting ends 8:17pm.**

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

**SUMMARY OF ACTION POINTS**

Minute	Action	Ownership
2016-21	Change agenda item to Leadership Report.	Clerk
2016-21	Contact DCC to start consultation on Shute PAN.	MR
2016-21	Meet to discuss recruitment of HoT&L position at Colyton.	MR, TL, LQ, MB & 1 HoT&L
2016-22	Contact SK thanking her for her fundraising efforts.	Clerk
2016-22	Forward new budget to Resources Committee once complete.	AH
2016-27	Find out when non-pupils days are to invite governors	Clerk
2016-28	Contact DR confirming Associate Member status	Clerk