

Thursday 7th December 2017
7.15pm 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 |
| AM | Alan Morbey | Co-opted | Y | Nothing to declare | 24.03.2019 |
| CW | Catherine Way | Co-opted | Y | Nothing to declare | 06.07.2020 |
| 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 | N | | 31.10.2020 |
| TL | Tim Leat | Co-opted | Y | Nothing to declare | 06.07.2020 |
| VT | Verdun Trott | Co-opted (left 7:48) | Y | Nothing to declare | 14.11.2021 |
| Others | | | | | |
| AMs | Aerfen Mills | Associate Member | N | | 31.03.2021 |
| CR | Clare Rinaldi | Associate Member | Y | Nothing to declare | 31.03.2020 |
| DR | Duncan Rae | Associate Member | N | | 30.11.2020 |
| LW | Lee White | Associate Member | Y | Nothing to declare | 31.08.2019 |
| NG | Nic George | Associate Member | N | | 31.08.2021 |
| BD | Bec Davey | Clerk | Y | Nothing to declare | |

| ITEM | | ACTION |
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| 2017-44 | To receive apologies for absence: Apologies were received and approved from SK (Family), DR,NG,AMs (Work) The clerk confirmed the meeting was quorate | Approved |
| 2017-45 | To receive Declarations of Interest: Governors confirmed there were none | |
| 2017-46 | Minutes of the last meeting: 5th July 2017 The minutes were agreed as a true record of the meeting | |
| 2017-47 | Business arising from the minutes: 5th July 2017 All actions had been completed | |
| 2017-48 | To review Code of Practice: it was agreed to discuss this within part 2017-56 | |
| 2017-49 | Standing Item: Safeguarding: MR is arranging for the non-pupil day on 02.01.2018 to be used by staff to complete online safeguarding training and reading. A pack will be sent to all staff including the safeguarding policy and associated documents. An electronic return will be available for staff to confirm they have read the documents and completed the online training. This pack will also be sent to governors to complete and read. Confirmation of completion will be added to the single central record. MR has arranged for five governors to complete safer recruitment training online. There was asbestos found in a classroom at Seaton when a bookcase was moved. Staff removed everyone from the room immediately and the room was closed until the asbestos block was removed. <u>Governor comment and challenge:</u> VT wondered if signs were going to be erected in playgrounds to advise parents/carers of the no mobile phone rule and wondered if it was just Colyton or all schools. MR confirmed it is in the federation policy and will look into signage. KCSiE: All governors present have read Part 1 and Annexe A of the KCSiE document | Clerk to send details of safer recruitment training to LQ, GJ, TL, MH & KF. MR will look into 'no phones' signage. |

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| | and signed to confirm this. | |
| 2017-50 | Receive minutes and recommendations from P & P team (inc. Policy reviews): Available on SharePoint. No comments | |
| 2017-51 | Receive minutes and recommendations from Remuneration team (inc. Policy reviews): AM confirmed that MR had proposed teacher pay rises with justifications and that governors had approved those proposed. | |
| 2017-52 | Receive minutes and recommendations from Education team (inc. Policy reviews): Available on SharePoint. A lengthy report on Kilmington school had been given by LW at the meeting. The future of the committee was raised – to be discussed in part 2017-56. | |
| 2017-53 | <p>Report from Portfolio holders:</p> <p>Finance Taskforce: Met in September (Minutes on SharePoint). Will be meeting again in the new year. MR and Rachael Taylor from the office are meeting with DCC Finance Officer next week. Calculators are live on system for next three years. Will buy in extra time from LA Finance Officer to help RT next term. VT struggles with availability in January due to work commitments. MH will step in.</p> <p><u>Governor questions and challenge:</u> MH wondered about Bursars. MR confirmed this would be bursar support from LA. MR believes RT has the skills and ability and will be capable once trained.</p> <p>Community: Report tabled. MR has read the report prior to the meeting and accepts that PR has dropped off. Can appreciate governors perspective – there is challenge there and schools need to respond. Governors have the strategic lead - ensure things are in place. Get help from the community. Need to get to grips with website/social media. Have the people with the skills within the team. Admin staff will get federation wide responsibilities. MR has meeting with Simon Delfosse in January to discuss social media. KF confirmed that schools are good at communicating school items but not federation or governor items. This was red-flagged during the recent governance review. MR confirmed that this was due to the minutes no longer being on the website. This will re-commence, just need to confirm how they will be presented.</p> <p>KF & TL meeting with MR again in the new year. Need to separate operational and strategic and develop roles. What are governor expectations?</p> <p><u>Governor comment and challenge:</u> MH commented that the bottom line is that the governing board want to be open and transparent so the information should be available should parents request it. CW believes parents should be told more about non-pupil days than that the children should not attend – let the parents know what the staff are doing on those days.</p> <p>MH suggested an item is put in the newsletter that governors have met and also give dates of meetings on calendar.</p> <p>TL proposed FGB meetings are open meetings. AQ seconded. Approved by majority. Calendar of meetings (subject to change) be put on the federation website with a clear explanation as to what an open meeting is. (VT left 7:48)</p> <p>H&S and Premises: AM and MBr met with AH re premises in September. Overview of H&S and Premises is a work in progress. Will arrange another meeting in the new year.</p> <p>Kilmington School Fund: has been audited</p> | <p>Clerk to put approved FGB minutes on the federation website.</p> <p>FGB meetings to be open meetings approved by majority. Clerk to put calendar of FGB meetings (subject to change) on federation website with a clear explanation as to what an open meeting is.</p> |
| 2017-54 | <p>Receive Report from Leadership: Short report tabled. Termly details. Strategic plan has been set (including governor role) against targets that have been set.</p> <p>Outcomes: (Data is from last September). Systems are now in place for assessments. Report shows ABF data. ABF are broadly average. Should be and will be better than that. Progress scores need to all be positive. Forever moving goals – as improvement occurs then so does the average. Attainment is quite strong. Changes to staffing in Shute and Colyton are already showing changes. Writing is still an issue across the federation. Other core area is disadvantaged children, although governors must be mindful of cohort size. Need to be clear who children are and what has/can be put in place to help. Need to be smarter in how data is presented. MR is confident that data will be shifted forward. Need to get children to go to secondary school with expected standards to help with a good start in life.</p> | <p>MH to look at mock-up of scatterplots as changes with cohorts.</p> |

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| | <p>Colyton year 6 is a challenge, with 8 out of 18 children ‘disadvantaged’. Have work to do. Each school is different. Senior Leadership Team (SLT) are aware.</p> <p>Key underpinning factor is accuracy of assessment. Need to be clear as to what federation expectations are. Federation need to be moderating themselves and setting expectations high. Cannot leave up to year 6 to fill the gap – have expectations for each year group. ISDR codes are available to governors. A ‘how to’ guide will be put on SharePoint.</p> <p><u>Governor comment and challenge:</u></p> <p>AMs wondered if the next figures would not be updated until after the SATs. MR confirmed now able to look at data with the new ISDR system. Able to look at predictions. CW wondered if Devon data was available to compare ABF as well as national. MR advised that it was available on the SDR system but Devon is very similar to national figures.</p> <p>MH wondered if it would be possible to have live data available for every FGN now have ISDR system. MR confirmed there would be termly updates by SLT – new version of raiseonline is available for each class. MH offered to look at mock-up of scatterplots as changes with cohorts.</p> | |
| 2017-55 | <p>Review Policies:</p> <ul style="list-style-type: none"> • Admissions: Is DCC policy. Key section is (Published Admission Number) PAN for each school which are; Colyton 25, Kilmington 15, Seaton 60 and Shute 12. Colyton could be increased to 30 but will remain as it is for now. Kilmington is to remain capped at 15 and the school does not go over. The aim is to have a structure without split year groups (Foundation, KS1, 3/4 and 5/6). Have been approached by the pre-school to combine resources. Will look into but it would require a new classroom for the Foundation Stage Unit (FSU). The purchase of the field is going well and will hopefully be fully funded. Seaton will remain at 60. Shute may change their PAN to 15 but cannot do until cohorts of 17 have gone through the school. Would like both Kilmington and Shute to be based on the same model (especially is both have FSU). May be able to lease the field behind the school at Shute but have to do a travel plan for Shute. <p><u>Governor comment and challenge:</u></p> <p>CR wondered if it would be possible to include a line that allowed priority to those who attended Shute FSU but MR advised this would be possible as Df would not recognise this.</p> <ul style="list-style-type: none"> • GDPR: (General Data Protection Regulation) this becomes statutory in May. MR is attending training next term and will create the policy after. A breach in the new regulations could mean a fine of up to 4% of total federation budget. <p>Governors approved the Admissions Policies</p> | <p>Admissions policy approved.</p> <p>GDPR deferred following further training.</p> |
| 2017-56 | <p>Receive Report from Chair</p> <ul style="list-style-type: none"> • Chairs report: Report tabled at meeting. TL asked governors to read at their leisure and contact TL if they had any queries. Clerk to ask Babcock about electronic voting for parent governor and if allowed to ask nominees for more information. • Governance Review report: Report was available on SharePoint. TL tabled his report on the review. TL will meet with MR in the new year to discuss how reports are written and decide priorities – need to be SMART. MR is concerned over timescale. OFSTED tasked Colyton over governance. If moving forward need to have an EFGB early in the new term to discuss. If not moving forward, then what are you doing – what is the purpose of the meetings? Link governors look at the schools and the education within. Lead governors/portfolio holders are federation wide roles and deal with issues such as Health & Safety, Finance and Premises etc. Safeguarding and SEN governors are statutory but link governors would be able to carry out the duties and the Safeguarding and SEN lead governors would ensure that all governors are up to date with statutory | <p>Clerk to ask Babcock about electronic voting for parent governor and if allowed to ask nominees for more information.</p> <p>Discuss the restructure of governing board at an EFGB on 1st February 2018.</p> |

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| | <p>information etc.</p> <p><u>Governor comment and challenge:</u></p> <p>AM wondered if MR had had experience of no committees before. MR confirmed he had, and so has MH. The strength is there is no duplication. Governance review confirmed there was an issue with repetition – there were too many compartments and did not have broad views. OFSTED says that link governors should know all children and have a broad knowledge of the school. The weakness of the proposed system is that the FGB are reliant on individuals fulfilling their roles and learning how to support each other in making challenge.</p> <p>CW suggested had an electronic system that showed individual governors had read paperwork.</p> <p>The restructure of governing board to be discussed at an EFGB on 1st February 2018.</p> | |
| 2017-57 | Correspondence: Clerk confirmed that on checking The Key membership no governors had registered. There was confusion over which school to register against. Clerk to confirm to governors which one and invite them to register again. | Clerk to invite all governors to sign up to The Key. |
| 2017-58 | Review/Feedback of Governor Training | |

Meeting closed at 8:55pm

| ITEM | ACTION | WHO | DUE BY |
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| 2017-49 | Send details of safer recruitment training to LQ, GJ, TL, MH & KF | Clerk | 15.12.2017 |
| 2017-49 | Complete safer recruitment training | LQ, GJ, TL, MH & KF | 01.02.2018 |
| 2017-49 | Look into 'no phones' signage | MR | 01.02.2018 |
| 2017-53 | Put approved FGB minutes on the federation website | Clerk | 01.02.2018 |
| 2017-53 | Put calendar of FGB meetings (subject to change) on federation website with a clear explanation as to what an open meeting is. | Clerk | 01.02.2018 |
| 2017-54 | Look at mock-up of scatterplots as changes with cohorts. | MH | 01.02.2018 |
| 2017-55 | Defer GDPR policy | MR | 01.02.2018 |
| 2017-56 | Ask Babcock about electronic voting for parent governor and if allowed to ask nominees for more information. | Clerk | 10.01.2018 |
| 2017-56 | Arrange an EFGB to discuss the restructure of governing board in the new term. | Clerk | 01.02.2018 |
| 2017-57 | Invite all governors to sign up to The Key | Clerk | 15.12.2017 |