



Minutes – Full Governing Board (Summer 1)

Thursday 17th May 2018
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
BL	Becky Lovatt	Parent	Y	Nothing to declare	05.02.2022
MBr	Mike Brown	Parent	Y	Nothing to declare	05.07.2020
AM	Alan Morbey	Co-opted (arrived 6:08)	Y	Nothing to declare	24.03.2019
CW	Catherine Way	Co-opted	Y	Nothing to declare	06.07.2020
JS	Justin Smith	Co-opted	Y	Nothing to declare	21.03.2022
KF	Karin Frewin	Co-opted (arrived 6:11)	Y	Nothing to declare	31.10.2020
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	Y	Nothing to declare	14.11.2021
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
LW	Lee White	Associate Member	Y	Nothing to declare	31.08.2019
NG	Nic George	Associate Member	Y	Nothing to declare	31.08.2021
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
Introduction		
2018-18	To receive apologies for absence & welcome new governor: Apologies were received and approved from SK. KF had advised she would be late. It was agreed prior to the meeting that the members of the SLT team need not attend but all attended and were welcomed by chair during meeting and thanked for attending. The chair welcomed Justin Smith to the governing board as a newly co-opted governor. The clerk confirmed the meeting was quorate.	Approved
2018-19	To receive Declarations of Interest and review current interests recorded: It was agreed that TL (Employee) & GJ (Retired) business interests be removed from the website and VT (Owner) be added.	Update business interest register on website
General		
2018-20	Minutes of last meetings: FGB 22nd March 2018: The minutes were agreed as a true record of the meeting. (AM arrived 6.08).	Agreed and signed
2018-21	Business arising from the minutes last meetings: 2018-05 – Check all non-attending governors have signed the Code of Conduct. 2018-07 – still ongoing. AMs has spoken to taxi company about Colyton but nothing has changed. MR to speak to DCC. (KF arrived 6.11).	Speak to DCC
GDPR		
2018-22	Update: MR - KF, TL & MR met with Simon Lewis (SL), the Federations Data Protection Officer (DPO). SL has undertaken training to be qualified. Has completed a data map. There is a lot to change culturally. Key issue – Parental consent. Have a legal obligation to hold most data but some items i.e. photos on website, need consent. Also need to ensure that data held is up to date. Parents will need to update the data via SIMS. Will send a termly reminder and place a computer at each school entrance hall to allow parents to update their data if they do not have any other access to a computer. Consent needs to be easy to give AND take away. Have a Retention Policy and Privacy Policy.	

	KF – Wanted to thank SL for the phenomenal amount of work he has completed since being DPO. The first communication has been sent to parents.	
Safeguarding		
2018-23	Standing Item: Safeguarding: No new issues. TL is Safeguarding Governor. Federation has new Safeguarding software which all staff are using. Software includes training which all staff and governors must complete. (Level 1 must be completed annually). Training to start in September. AMs is able to still access old system that was used by Colyton whilst data is transferred to new system.	
HT Performance Management		
2018-24	<p>EH interim Review: TL, GJ & MBr met with MB. Below is the report:</p> <p>A great deal has been achieved since September both in terms of Leadership, Middle Leadership, Business Management and Governance. There has been staff restructuring and budget to unpick and a great many business challenges over the past eight months.</p> <p>Still a lot to do to achieve all set targets but there is an awfully long list of distractions from core intentions – dismissal of head...Business Manager being put on gardening leave, recruitment of new teachers and middle leaders and setting up of business team.... issues with SharePoint and IT to mention just a few.</p> <p>In addition there have been OFSTED and evaluation visits, Governance and safeguarding reviews and setting up of Improvement Task Forces not to mention GDPR!</p> <p>There is a considerable un-balancing of work life balance at the moment... MR has little in the way of home life but is being encouraged to have some “down time”.</p> <p>As soon as budget allows MR does need an administration assistant and is trying as best as he can to delegate some roles and responsibilities. MR needs Governance Support and would also benefit from some peer mentoring as often lonely at the top!</p> <p>Overall message from review ‘do I need to do everything – what can be delegated with confidence’?</p> <p>Having said all this MR continues to be up for the challenge and ready to push Axe Beacon Federation forward and face the many challenges we will have over the next few years. We remain very lucky to have him on board but do need to look after him now and at times as Governors we do need to take a step back and consider his work load bearing in mind at the moment that he does in effect have the dual role of Head of Teaching and Learning and Head of Business Management not to mention the added burden of “SharePoint manager”.</p> <p>MR added that he has had a meeting with the Senior Leadership Team (SLT) since to discuss the Federation Improvement Plan (FIP) and how some work may be delegated.</p>	
Link Governor Reports		
2018-25	<ul style="list-style-type: none"> • Colyton Link Governors: GJ – Good progress in all areas although SEND remains an issue. Attainment is improving and all staff should be pleased. AMs is an exemplary Head of School. Priority now is to close the gap with disadvantaged pupils even further. Need to analyse impact of interventions to see if successful. If not, what can be done about it? School should be deemed ‘Good’ by July. • Kilmington Link Governors: CW – School e-visit was challenging. Criticised lack of team work and progress levels for the pupils. All these have been addressed in LW report. Governors questioned what the class structure would be in September. The pre-school will join the school so will have 4 classes; FSU/Reception, Yrs 1 & 2, Yrs 3 & 4 & Yrs 5 & 6. This will make the curriculum easier. A new FSU/Reception teacher has been appointed. Governors are positive that this is a good appointment. Year 5 will no longer be split so criticism over different plans being taught has been addressed. School will get support from Local Education Authority (LEA). Needs more governor involvement. There are gaps in PP/SEND pupils in the lower school but work is being done to improve this. Teachers will receive CPD on assessment. Attendance is good and is actively monitored. Safety issues highlighted have been addressed (apart from there being a road in the middle of the school). <p><u>Governor challenge, question and comment:</u></p> <p>What evidence is there that staff are working better as a team? Issue is that LW is not only HoS but is also Head of Math and Head of English. Will now have more support from other middle management from the other schools.</p> <p><i>It was suggested in the report that governors need to do more and go into lessons and check assessments are being done correctly. This was not suggested at any of</i></p>	

	<p><i>the other schools. MR disagrees with the Kilmington reports comments regarding the governors role. The governors role is not to advise but to challenge. Need to be there to check evidence that what is planned to be done is being done.</i></p> <ul style="list-style-type: none"> • Seaton Link Governors: AM – KS1 progress is good. SEND is static but class action plans are in place. KS2 – teachers now have a better understanding of pupil data. PP making less progress. Staff have had training on Pupil Mental Health. Attendance has improved but is still low but this is mainly due to a small number of pupils. Parent Support Classes are being well received. A lower KS2 leader has been appointed and will be starting in September. <ul style="list-style-type: none"> • Shute Link Governors: KF thanked CR for getting report to governors so quickly after visit. Couple of issues but mainly good and on track. Phonics have improved. Children are taking responsibility for themselves and this is working well. There is a big improvement on parental involvement and there has been good attendance at events. Well done to CR on community events. TT Rock Start is working well for maths. Issues with KS2 SEND and Disadvantaged pupils progress and attainments but there are class action plans. Attendance is lower than CR would like but this is mainly down to one or two families. CR has done all that is able to do regarding this. Have appointed a new yrs 5/6 teacher. Had to close school three days last week as South West Water were doing works within the village and there was no water. Now have a contingency plan should the need arise again within possible use of other buildings within the Federation to enable a partial opening. TL reminded HoS and MR that chair should be kept in loop as regards school closure. Appreciate need for urgent action due to problem in finding suitable portals but he was unaware of closure and reason for this. Agreed follow up e-mail will be sent to chair if similar occurs in future so he can then update governors accordingly. • <u>Governor challenge, question and comment:</u> BL advised that during her visit to the school she discovered portals in the playground and a hole with wires hanging out of it in the main building toilets (hole has been there since September 2017). She accepts that she is new to being a governor but believes that safety of children is paramount and this is not acceptable. MR confirmed that is meeting with LA next week to discuss. Have discovered a septic tank that had previously been advised did not exist – this has never been emptied! Norfolk Property Services have visited the school and drawn up plans. Should get firm ideas and timescale during the meeting next week. JS asked if there was information regarding who has what responsibility with regards to school maintenance and repair? MR confirmed that there was 'Connect to' but mainly it is DCC who deals with larger items and the Federations responsibility to do smaller items. 	
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Finance		
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2018-26	<ul style="list-style-type: none"> • Report on Finance/Premise Task Force Meeting: Good initial meeting – report was tabled. Initial budget did not balance in years 2 & 3 so need to set a recovery plan. Need to add an initial figure of amount to be saved each year. LA have approved the plan. Need to save £30k this year, £100k in year 2 and £120k in year 3. Only place savings of that amount can be made is through staffing. This discussion must take place now; it cannot be left until next April. Need to set a budget that allows to live within means. Currently spending more than is coming in and this cannot continue. Need to look at other options regarding financing. The biggest impact is pupils numbers but don't have a huge number of spaces. Shute can grow but this needs a new classroom to do so. Have had significant growth across the federation over the last 18 months. Pot luck if there are spaces within year groups. There have been large cuts in Special Needs funding. Devon asked for £20 million which is significantly lower than elsewhere. All schools in Devon are having issues. Federation has been spending reserves. • Business Management: MR has created new job descriptions for the business team. Need to address lines between Seaton and Federation business work (work in the 	
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	<p>same office). Plan for a Federation wide admin staff member who will operate an all federation phone system and also be receptionist for Seaton.</p> <ul style="list-style-type: none"> • Best Value: <u>Governor challenge, question and comment:</u> Have the finances been sorted? Mainly done, not all contracts have been completed but confident the budget is accurate. MH & VT confirmed that the budget report is a much more comprehensible document now. 	
Premise		
2018-27	<ul style="list-style-type: none"> • Report on Finance/Premise Task Force Meeting & Asset Management Plan/Review: Premises Manager and MR have visited all four schools and have added to the list of needs. Due to meet with HoS to decide what the priorities are. Will show what can do, but also what it will mean – Fence or TA? Tough decisions. Plan will be presented at the next Finance & Premises Task Force meeting to make and approve decisions. TL will then advise governors of outcome. Asset Management Review Plan will also be updated and presented at the next taskforce meeting. <u>Governor challenge, question and comment:</u> Is there a list of approved contractors? Yes, DCC have a list but can divert from this list if do the correct checks. Have to advertise tenders for some works. 	
Community		
2018-28	<ul style="list-style-type: none"> • Plans for logo competition: Plan to open competition to everyone; pupils, parents, staff, wider community. Tell people to have a think about it over the Summer and run the competition in the Autumn. Competition is a good idea. Get message across that this is a Federation. Still a lack of understanding 4 years on. It was suggested than an appeal goes out to local graphic designers and artists, advertising the competition in the local papers. This will all add to building the federations profile within the community. • Use of Social Media: Defer 	
Federation Improvement		
2018-29	<ul style="list-style-type: none"> • School Improvement Task Force Report: Draft minutes from last meeting available on SharePoint. • Reports on E Visits: Available on SharePoint. • Plans for Federation: LEA is providing 40 days help to the Federation. Team will initially have emphasis on Kilmington. The list of support put in place will be shared with the HoS. • Improvement Task Force: SITF was originally set up to monitor Colyton but now feel that the focus should be federation wide. SITF will still continue to monitor Colyton as a ‘requires improvement school’but new FITF will be established. SITF members will continue to be assigned to their areas of the report. Will be getting support from the LA. Middle leader will undertake CPD with the LA coming in to do activities. MR suggested that governors come too so can see what needs checking. GJ confirmed that she found attending a meeting with Rebecca Cosgrove very useful. There is an open invitation to governors to attend training during inset days. MR proposes a self-evaluation which will allow an overview of all four schools. MR is preparing a data sheet and will bring this to the next SITF meeting next week. Will look at as a federation. SLT have looked at and have created as a whole to monitor the SITF as a federation. Key priorities will be to share the workload; to go into the schools. Agree during each meeting what activities need to be completed. FIP is governors plan and the governors have responsibility to ensure that activities and improvements are happening and being monitored. First FITF meeting to be on 19th July 2018. The make up of the FITF was discussed and initially agreed that this would be all Link Governors and chair with tasks assigned as required. Other Governors may then be asked to join if need to be assigned role. 	

General Governance		
2018-30	Review Policies: Lone Working Policy has been reviewed. No member of staff should ever visit a pupils home alone.	
2018-31	Report from Chair: TL chaired a report. Clerk to arrange Lanyards for GJ, JS & MBr and to advise governors sign-up details for The Key and Babcock again.	Advise governors of The Key and Babcock sign-up details. Arrange Lanyards for GJ, JS & MBr.
2108-32	Correspondence: No new correspondence.	
2018-33	Feedback on Governor Training: No new courses attended. MR requested that the non-pupil day currently planned for 23 rd November 2018 be moved to 4 th September to allow teachers to prepare for the new term as the non-pupil day on 3 rd September has been planned for training. Governors approved. Admin teams to advise parents.	Change non-pupil day from 23 rd November 2018 to 4 th September 2018.
Evaluation		
2018-34	Outcomes of meeting: AM: Has a broad awareness of what is going on at all four schools. VT: Believes the formation of the FITF will be a big improvement.	
Items for Next Meetings		

Next FGB 19th July 2018 6:00pm at Seaton

ITEM	ACTION	WHO	DUE BY
2018-19	Update Register of Business Interests on website	BD	25.05.2018
2018-21	Speak to DCC about travel drop-off times & ensure all governors have signed the Code of Conduct	MR BD	19.07.2018 19.07.2018
2018-28	Add Social Media to next agenda	BD	01.07.2018
2018-31	Arrange Lanyards for GJ, JS & MBr	BD	25.05.2018
2018-31	Provide details about The Key and Babcock to governors again	BD	25.05.2018

Meeting closed at 8:00pm