

Thursday 22nd March 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 (arrived 6:12)	Y	Nothing to declare	31.03.2021
GJ	Gill Jordan	LEA (left 7:37)	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 6:10)	Y	Nothing to declare	24.03.2019
CW	Catherine Way	Co-opted	Y	Nothing to declare	06.07.2020
KF	Karin Frewin	Co-opted (arrived 6:29)	Y	Nothing to declare	31.10.2020
MH	Matt Heard	Co-opted (left 8:38)	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 8:31)	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	N		31.03.2020
DR	Duncan Rae	Associate Member	N		30.11.2020
LW	Lee White	Associate Member	N		31.08.2019
NG	Nic George	Associate Member (arrived 7:15)	Y	Nothing to declare	31.08.2021
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
Introduction		
2018-01	To receive apologies for absence & welcome new governor: Apologies were received and approved from SK (Work) and MBr (Family). KF & NG had advised they would be late. It was agreed prior to the meeting that the members of the SLT team need not attend but both AM and NG were welcomed by chair during meeting and thanked for attending. The Chair welcomed Becky Lovatt to the governing board as the newly elected parent governor. Becky has already attended the New Governor training and is raring to go. The Clerk confirmed the meeting was quorate.	Approved
2018-02	To receive Declarations of Interest: Governors confirmed there were none.	
2018-03	Minutes of last meetings: FGB 7th December 2017 & EFGB 1st February 2018: The minutes were agreed as a true record of the meeting.	Agreed and signed
2018-04	Business arising from the minutes last meetings: 2017-49 – still ongoing	
2018-05	<ul style="list-style-type: none"> To review and approve Code of Practice. Governors resolved to approve the Code of Practice, all governors to sign. (AM arrived 6:10) Agree protocol for open meetings. The Clerk had previously circulated an explanation of open meetings from Babcock. It was agreed that an explanation be placed on the federation website along with a calendar of future meetings. A message will also be sent out in the schools newsletters. 	Approved and signed by all at meeting now need to be signed by non attending Governors. Clerk to deal

2018-06	<ul style="list-style-type: none"> • Governor Co-option: (AQ arrived 6:12). The Chair has met with Justin Smith who has shown an interest in joining the governing board. Justin has completed a skills audit which has been placed on SharePoint for all governors to see. TL proposed that JS be invited to join the governing board. VT seconded. All in favour. ACTION: TL to contact JS • Additional lead role - Community and Parental Engagement Governor: TL suggested that there be a Community & Parental Engagement Lead Governor role. (This is currently a taskforce). It was proposed that KF, who is currently carrying out the role, be designated the position, with BL joining task force. All in favour. • Assignment of roles to new Governor(s): It was proposed that with his skills set, JS is the Premises Lead, BL is Shute Link Governor with KF. All in favour. • Membership of Remuneration committee: Following changes in the make-up of the governing board, there only remained 3 members of the Remuneration Committee. It was agreed that MH & CW join this committee. The Committee meet twice a year. October to discuss Teachers pay and April to discuss Support Staff pay. • Report on Clerks Remuneration: (The Clerk left the room at this time). It was agreed that the Clerk be given more hours from 01.04.2018. Chair to confirm exact number to Clerk to advise the business team. ACTION: TL to advise Clerk of exact details. 	<p>Justin Smith is invited to join the governing board.</p> <p>KF is the Community & Parental Engagement Lead.</p> <p>JS is the Premises Lead. BL is Shute Link Governor with KF. All positions now full.</p> <p>Remuneration Committee: AM, VT, GJ, MH & CW</p> <p>Chair to confirm exact hours to Clerk to advise business team.</p>
GDPR		
	<p>Report on arrangements being made: MR has attended training. Admin team will also be attending. Everyone has to be aware (KF arrived 6:29). KF has attended a GDPR for small business course and will attend a governor course should one become available. Need a Data Protection Officer (DPO). Cannot be the Exec Head or Admin. Babcock offers a service but this would cost £16k. Simon Lewis, a teacher at Seaton Primary, has offered to be the DPO and has booked to attend training (accredited course) during the Easter break. He is being seconded to the role for 1 yr from September. SL will carry out a full audit of the federation and once this has been completed will create an action plan, privacy notices and policies. Will look at subject access. Will communicate to all governors and staff. Federation is on track and although there is still a lot to do, MR is confident that will be ready for 25.05.2018. Also hoped time can then be spent on IT Review.</p> <p><u>Governor questions, comments and challenge:</u> Governors wondered if Babcocks charge was per annum. MR confirmed it was, although may be slightly cheaper after the first year as there would be no requirement to complete the audit. Someone within the federation would still be doing all the preparation work for Babcock. With SL being DPO, the cost is nearer £4k. Concern was raised over how SL could complete the work prior to 25.05.2018 if his secondment did not commence until September and what would happen after the initial year. MR confirmed that he will be offered 'release time' prior to September and after the secondment he would then have 'leader time' away from teaching. If a subject access request were received then would get someone in to cover him.</p>	
Safeguarding		
2018-07	<p>Standing Item: Safeguarding: MR advised need to have a review of procedures between 8:00am & 8:45am at Shute. An issue was raised during EVisit, just need to tidy up procedure. (door should be shut and people need to ring the bell). VT feels there is an issue at Colyton between 8:30 & 8:40 where children are dropped off and left. Taxis should not drop children off any earlier than 10 minutes before the start of the school day but they do. Need to contact transport organisers at DCC. AM confirmed there is 2 members of staff in the playground during this time. Kilmington entrance will always be an issue and do not know how to resolve, an option is to move the gate but it has been moved before. ACTION: MR to contact transport companies across all Federation Schools.</p>	<p>Contact DCC Transport to remind them children should not be dropped off any earlier than 10 minutes before the start of the school day.</p>
Governor Reports		
2018-08	<ul style="list-style-type: none"> • Kilmington Link Governors: (CW & MH) CW – have now seen Raise Online Data. Appear to be having problems with attainment in KS1 and attainment and progress in KS2. Problem with the way the school is set up with Rec & yr 1 together and yrs 	

	<p>2 & 3 together – cross curriculum. There is a fall back in attainment between yrs 1 & 2. This is being addressed. There is also an issue with progress with PP children but it is a small school and is difficult to generalise. MR confirmed that during the EVisit at Shute it was recognised that it was a small school and cannot view the results as a group and need to look at individual children – do lots of case studies to show work being done. The same inspector is visiting Kilmington tomorrow (23.03.2018). The schools demographics are changing and more children with complex needs are coming into the school than before. It will be interesting to see the report following the EVisit.</p> <ul style="list-style-type: none"> • Seaton Link Governors (AM) Need to keep an eye on reading and writing in yr1 for disadvantaged children. KS2 boys are not as good as girls in reading and writing. Concern over how teachers are reviewing progress in mid school as having a knock on effect at higher school. NG looking into. Need to make sure teachers can cope with safeguarding issues and are being advised how to cope with mental health issues. • Shute Link Governors (KF). New teacher in yr 5/6 making a big difference. Temporary post which is currently being advertised as a permanent position. Is applying for permanent position. Some parents believe he is too strict but CR, HoS is happy and believes this is what is needed. Teachers need to get up to speed with writing and phonics. Children are going in to KS2 not knowing enough and CR has strategies to deal with this. Attendance has improved from 92/93% to 95%. As it is a small school it is only a couple of families that are affecting this. Objectives need to be clear with SEN. KS2 writing issues are improving – are using Literacy Shed. High achievers in KS1 Maths appear to struggle in KS2. Staffing issue – CR looking into. Evaluation forms are going out to teachers to understand the new system. KS2 spelling needs addressing with the boys not being as good as the girls. • Finance Lead: See 2018-09 below. • Community Lead: KF – Has had a meeting with TL & MR when GDPR was covered but everyone needs to know about it. Need to raise awareness of the federation with both pupils and parents. Website needs constantly updating. Need to celebrate achievements across the whole federation – perhaps add a section to school newsletters? Parents receive a weekly newsletter from most class teachers at Colyton. Shute foundation unit send a fortnightly update on what they are doing. Bring this/roll out to all schools within the federation. Parents Voice needs to be more consistent across all four schools. Need to keep pace with technology and perhaps have an official facebook/twitter account. Have a blog on the website which feeds into these. These would be just for providing information – no option to add comments. Need positive communication. Need to review the federation logo, needs updating, run a competition after Easter for the children to create a new design. ACTION: DEFER: social media to next meeting. ACTION: KF to arrange ‘design a new logo’ competition. 	
Budget		
2018-09	<p>To discuss and approve budget: (GJ left 7:37) MR tabled a report. Need to plan budget based on priorities. Did not have ownership previously. Set strategic plans in September 2017 and looked at what the budget should be addressing, the budget should be driven by outcomes. Main areas; Teaching & Learning (T&L) CPD – not cheap but need high quality, T&L resources and the school environment – the schools kerb appeal need lifting, they need to be inviting.</p> <p>Would like a federation wide telephone system, which would be a timesaver.</p> <p>Business team need a separate area from the Seaton office, end up doing Seaton work which is not cost effective. Shute office is upstairs and Colyton HoS does not have her own office!</p>	

Class numbers are increasing which will help to cushion funds. Kilmington numbers are down but this is due to the strategic decision to not overcrowd and cap the classes to 15 rather than 18.

Budget: There is a good carried forward figure of capital, £35k in reserves. £23k comes in year on year, although this depends on pupils numbers, but this is average. This is for capital projects only, not maintenance. 3 year budget means £104k. Need to agree what to spend it on and how to manage it. Need to work out how to balance Shute FSU. £10k deficit. Cannot have a deficit so it comes from the school budget. CR is promoting the FSU. Appreciate that it serves Shute but need to offer more hours for working parents.

Budget plan: A deficit of £72k was predicted at the start of the year, and the result is £73k. Have had exceptional expenditure costs this year including redundancy. A bid has gone to FIPS (Financial Intervention Panel, Schools) to try to get some of this payment back. The change to the formula has not meant an increase; large schools have lost and small schools have gained as all schools now get the same figure. Proposing a £10k overspend. MR confident can track everything next year. Need to spend more than budget but cannot set a deficit budget. Governors, quite rightly, asked for true costs. £100k has been allowed for school improvements but MR would really like £150k each year for at least next 3 years.

Overall the reality is £228k deficit over 3 years. Options to assist this are; Accept more pupils and apply for more grants, although these have limits; continue to look at efficiencies, but really have saved as much as can already (looking at trying to break from solar panel lease; staffing – this is not where MR wants to make savings, these are the biggest resource and need to invest. The budget allows for the best people to do the job, not the cheapest).

High Needs block: £67K is predicted for this (SEN, EHCP), although this can change in year. Credit to Ed at Seaton and Gill at Colyton for getting statements approved and funding paid.

Pupil Premium: £183k which is targeted at disadvantaged. Majority of funds swallowed, but have to be clear that it is having an impact on children, £80 per pupil for PP funding. MR is not clear that it is having an impact on the childrens outcomes. If giving the money, need to be clear to parents what it is being spent on. Many hidden items, such as residentials, trips, visits and uniforms. MR has separated and now shows exactly what it is for in each school. It is much needed funding.

Expenditure: Savings on admin staff. Get a full time admin/receptionist at Seaton (this would be with a new phone system which will be purchased with money from the capital fund). The business management team need to separate at Seaton. Teaching budget has allowed for SL's secondment. Budgeted for UPS3 for KS2 leader following retirement. The budget does include some loss of TA's with yr 6 children leaving. There is a £10k budget for contracts for items such as Forest Schools, this section will be tight. Leadership pay is included within the teacher budget. Will hopefully be able to save money by buying items in bulk.

Staff costs: (have to pay apprenticeship levy) sickness; currently have a built in self-insurance budget of £20k but have reduced to £10k. Have paid out £9k this year (couple of long term absences). May have to make hard choices – need to let governors know there is a risk with this element of budget.

CPD - £30K (£15k courses, £15k cover). This is a priority.

Governors need to agree on 'buy-in' services. Have to do a finance package and MR recommends HR1 for personnel support (DCC). Devon Library Services (this is valued by staff), costs £16k.

School individual budgets Ed Phyc – this is a valuable service helping SEND children and SENCO to get EHCP funding.

Governors agreed to 'buy in' to the above services in principal.

Premises: £10k maintenance budget is not enough so MR proposes to double this to £20k plus capital.

Catering: Books balance at the moment; MR proposes an increase in meal costs from £2.40 per day to £2.50 per day. Those who pay for the week will continue to enjoy the reduced rate of £2.40 (£12.00 per week). Need to give a terms notice so this would be effective in September 2018. Kilmington school still use Norse for school meals – will look at this at a later date.

Individual School Budgets: Separate budget item for PP and educational visits. Educational visits are a core part of the curriculum but they always run at a loss so schools need to budget for this.

Sports Grant: Schools still receive this but what comes in is always spent. 2018/19 remains as double funding.

The premises are the biggest risk; water bills and utilities etc. MR has tried to be realistic. Has got the capacity to pick at areas – why are things happening and what can be done about it.

MR proposed the budget be adopted. He knows it will be thrown back as does not balance over the three years. Will need to go to Finance and explain what the federation needs. Will re-visit in October. VT, Finance Lead, wanted to show governors what was needed to achieve aims and visions. Realistically need at least another £50k per year. Have to set a budget that balances for the year. Losses of TAs will be heartache. (1 from each school). 4 TAs not in the budget so is open and transparent.

Governor questions, comment & challenge:

Governors wondered about staff with small contracts – would this budget have an impact on them? MR confirmed it may do but a lot of the contracts are historic and need to be looked at by SLT to see if they work. May involve redundancies. Governors will need to look at staff returning from maternity asking for reduced hours. Do the schools have the capacity for this?

Devon Library Service – is there an alternative? Yes, but would lose all the books from the service so would not only have to pay for a librarian to run the libraries but would also need to purchase books – this would take a lot of planning. It was suggested that people were told how much it cost to run in the hope that people use it more.

Ed Phyc – AQ believes they need to improve their service as does not find them very useful. AMs confirmed would not have received as much EHCP without them. MR confirmed that the federation needs to have the service and if decide to not continue with Babcock, then needs to be someone else; there are other providers available whose costs are comparative.

Governors asked whether PP children received free school meals. MR confirmed they did and the federation received money for this.

Governors questioned losing experienced and qualified TAs asking why they could not be moved down the schools when the yr 6 pupils leave, especially with more SEND children coming into the school but MR said the federation could simply not afford them. He is aware that federation is going to lose upskilled professionals. (VT left 8:31)

Governors wondered why, if the budget includes funding for the best teachers, it is not the same for the TAs. MR explained the reality is some are on temporary contracts and some are on permanent. He could try to put them all on permanent contracts but this may then involve redundancies and FIPS would not allow this, they would say that federation is not managing budget so should not make people permanent.

Bottom line is to look at the outcomes of the children; there needs to be a change in the emphasis in the TA role.

TL thanked MR for the report and all the hard work he has put into the budget. TL proposed the budget be approved, MH seconded. ALL in favour. MR thanked the governors and all office staff for their assistance in the creation of the budget.

School Improvement	
2018-10	<ul style="list-style-type: none"> <p>School Improvement Task Force Report: (This item was presented during 2018-08 above to allow GJ to leave the meeting). GJ tabled a report and explained that the taskforce has been in place since September and she is the chair. Colyton has received visits and subsequent reports from external advisors such as David Lowes and Alison Jones. Middle leaders have had CPD sessions. Challenging questions have been asked. Everyone has 'upped their game' across the whole school. GJ has had meetings and been able to discuss the children. Very useful with regards to end of year reading predictions and the levels the children are expected to reach. Children are working at an appropriate level on phonics. Yrs 1 & 5 teachers have had CPD and it is having an impact on improving vocabulary. This will now be rolled out to all schools. Evidence shows that they are able to apply what they have learnt. Yrs 2 & 6 both have a high level of pupils with special needs (around 50% of each year). Have individual case studies to clarify for OFSTED. Case studies are powerful. Governors are visiting with full purpose of evaluating the schools improvement – need to do this at all the schools (NG arrived 7:15). AMs confirms the school has looked at how they can change Maths and how it can be more consistent within all schools. Will get case studies together in July. School has done everything it can do, pupils books show real progress. Test only show how the pupils have done on that day. Need to look at the long term gain. TL has look at Colyton leadership. Need to maintain link governors knowledge of their schools. Share at link governor meetings clear plans and strategies.</p> <p>Leadership Report: SL will also assist with the restructure of ICT. SL will set up and then after one year when his secondment ends will employ a technician. Set up by a teacher for teachers. SL will have SCOMIS (DCC ICT help) to support him. Currently buy in to TME & Alchemy but will be looking into removing this and having a cloud based server. This would remove the need for maintenance & storage costs of the current servers. New Laptops would not necessarily need to have large memories, could just have Chromebooks. MR has looked at RM unify which is a system developed for schools. Everything is secure for the children. Would cost £8k to replace current servers, RM unify would cost £800 pa for all 4 schools.</p> <p>Had a federation meeting in February to deal with broad issues. Need to develop consistency across the federation. Have good/successful schools within the federation so have been left alone and are not getting support that would perhaps get – missing help on how to deal with new curriculum. KS1 need to lift expectations on what children can achieve. Have got to make sure that ALL children are being challenged and stretched. Need to target individuals in classes, not just do whole class teaching. Look at age related expectations. Should have an impact on achievement outcomes. Need to ensure ALL children are making year on year progress. Consistency across years and subjects. Reading doing OK but maths and writing need improving. Need to develop best practice across the federation.</p> <p>Have good teachers within the federation, need to refine. EVisits results are Amber for T & L and achievements – there are things to improve on. Need to celebrate how well are doing in areas and how far Colyton is moving on – are on track to be 'good'.</p> <p><u>Governor question, challenge and comments:</u> Governors wondered if would be able to see EVisit reports. MR confirmed this will be possible. They are all fair and clear and are no different to what MR & HoS would say about schools.</p> <ul style="list-style-type: none"> <p>Review of School Improvement Plan: Included above.</p>

	<ul style="list-style-type: none"> • Pupil Premium and SEND report/review - steps being taken to “narrow our gaps”: Defer • Kilmington Pre School: Have agreed in principle to take on Kilmington Pre-School with a take-over date of September, although it may stay be held in the village hall at the start. Have seen the figures. DCC recommend that extend the school age range to 3-11 rather than have governor led FSU. Will look to do this at Shute also. (MH left 8:38) 	
General Governance		
2018-11	Review Policies: None to review.	
2018-12	Report from Chair: Report had been circulated via SharePoint prior to the meeting. No questions were raised.	
2108-13	Correspondence: No new correspondence received.	
2018-14	Review/Feedback of Governor Training: Included in Chairs report.	
2018-15	The Key/Better Governance: Chair reminded all governors to register for these free, invaluable services	
2018-16	Website Bios/Photos/Lanyards: ACTION: CLERK to ask Ange at Shute to arrange Lanyards for MH & BL (need photos from MH & BL) (MH left 8:38)	
Evaluation		
2018-17	Outcomes of meeting: Due to the meeting over running, it was agreed to not do this at this meeting.	
Items for Next Meetings		
	<ul style="list-style-type: none"> • GDPR Update • Workload Challenge – work/life balance • Business Management 	
	<ul style="list-style-type: none"> • Link Governors – Data Analysis • Finance – Best Value • Premise – Asset Management Plan/Review • Community –Websites, Parental Communication 	

Next FGB 17th May 2018 6:00pm at Seaton

ITEM	ACTION	WHO	DUE BY
2018-05	Code of Conduct to be signed by non attending Governors	BD	17.05.2018
2018-06	Contact Justin Smith to invite him to join the governing board	TL	31.03.2018
2018-06	Advise Clerk of her increased hours to allow her to let Business Team know	TL	31.03.2018
2018-07	Contact DCC Transport to remind them children should not be dropped off any earlier than 10 minutes before the start of the school day.	MR	31.03.2018
2018-08	Add Social Media to the next agenda	BD	03.05.2018
2018-08	Create a competition for a new design for the ABF logo	KF	18.04.2018
2018-16	Arrange Lanyards for MH & BL (and get photos for them)	BD	03.05.2018

Meeting closed at 8:40pm