

Thursday 18th October 2018
6:00pm at Seaton

Attending				Declaration of Pecuniary Interest	Office Terminates
MR	Michael Rolls	Executive Headteacher	Y	Nothing to declare	
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	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	N	Nothing to declare	31.10.2020
MH	Matt Heard	Co-opted	Y	Nothing to declare	31.10.2020
SK	Sam Knights	Co-opted (arrived 6:22)	Y	Nothing to declare	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 (arrived 6:06)	Y	Nothing to declare	31.03.2021
LW	Lee White	Associate Member (arrived 6:18)	Y	Nothing to declare	31.08.2019
NG	Nic George	Associate Member	N		31.08.2021
PG	Patrick Germscheid	Associate Member (arrived 6.18)	Y	Nothing to declare	04.09.2022
BD	Bec Davey	Clerk	Y	Nothing to declare	

ITEM		ACTION
Introduction		
2018-56	To receive apologies for absence & welcome new governor: Apologies were received and approved from Karin Frewin (Family) & Nic George (Family). The clerk confirmed the meeting was quorate.	Approved
2018-57	Election of Chair and Vice-Chair: CW nominated GJ & MH as Co-Chairs. TL seconded. All in favour. CW nominated AM to remain as Vice-Chair. VT seconded. All in favour. GJ continued to chair the meeting.	GJ & MH are Co-Chairs. AM is Vice-Chair
2018-580	To receive Declarations of Interest: Governors confirmed there were none.	
General		
2018-59	Minutes of last meetings: FGB 19th July 2018: Minutes were made available to all governors prior to the meeting. The minutes were agreed as a true record of the meeting. (AMs arrived 6:06)	Agreed
2018-60	Business arising from the minutes last meetings: All actions complete apart from 2018-44; some governors to still complete and return volunteer form.	
2018-61	Discuss number of FGB meetings per year: Following the creation of the FITF and Resources committees, it was agreed to reduce the number of FGB meetings from one per half term to one per term with an additional one in March to allow for budget setting. (LW & PG arrived 6:18).	
GDPR		
2018-62	Update: No update.	
Safeguarding		
2018-63	Standing Item: Safeguarding: New guidance. MR will check what it involves. Need all governors to complete and return the volunteer forms to Ang. References will be taken up. Gate at Colyton has been repaired again. (SK arrived 6:22)	MR to check new guidance. Clerk to remind all governors to complete the volunteer application form and pass to Ang.
Link Governor Reports		

<p>2018-64</p>	<ul style="list-style-type: none"> • Executive Head: Copy of report is on SharePoint. Finances are not there for 121. Need to look at other working ways. MR has met with HoS for school specific targets for FIP/SIP. He will share with the governors early next term. <p>October census is what drives budget for next year. Federation has more pupils than predicted. The budget has been set for 19/20 – funding will not change. Can possibly argue if a child joins the Federation that was not on the census anywhere but other cannot/will not change. Based on staffing set in April there will be changes which should be done by end of November. In yrs 2 & 3 of budget there is a 51K shortfall. There will be a total shortfall at the end of year 3 of 220K shortfall. Income is not keeping up with costs. MR attended Funding Consultation with new funding formula. Devon schools will have less (around £300 per pupil less than national average). It's an urban model; it does not allow for transport costs, rural deprivation, PP, free school meals etc. There are a range of factors that impact. Lots of schools in Devon, lots of small schools. In consultation phase for LA implementation (although formula is set). DCC do not have enough money to fund for next year, and they don't have a plan b!</p> <p>Will need to find the first 1% of Teachers pay award, the rest will be covered from a grant for the next two years.</p> <p><u>Governors questions, comments and challenges:</u></p> <p>Governors asked if it was permitted to not have 121's. MR confirmed that it was; nowhere in the EHCP does it say that that pupils will get 121. Just to set 'My Plan' to ensure that targets are being met.</p> <p>Governors wondered if it would be possible for Seaton to have a 'unit'. MR advises that he would need to talk to Dawn Stabb with a proposal to ask if it would work. Do not need to go to 0-25 group. Would need to look at alternative curriculum programmes.</p> <p>Governors asked if MR had any models in mind. MR confirmed that there was a school in Exmouth that worked well. Need to get sorted early, cannot go into next financial year without looking into the options. Get things right strategically. Governors asked where the 'unit' would be placed. MR advised that there was space with some refiguring.</p> <p>Governors asked if the business function would require a new person or current personnel having different responsibilities. MR does not know, he will need to review the model. Governors wondered if there were personnel there currently who could 'step up'. MR believes there is potential.</p> <p>Governors questioned whether there were any other pots that can be tapped into. MR advised that every little helps; external funding like Lions for books all help but it is hard work.</p> <p>Governors asked about whether TAs are replaced if they leave. MR confirmed that they are not. Seaton have just lost one and they will not be replaced. Need to share the situation with the staff.</p> <ul style="list-style-type: none"> • Colyton Link Governors: On SharePoint • Kilmington Link Governors: Not yet completed – meeting arranged for after half term. • Seaton Link Governors: On SharePoint • Shute Link Governors: Not yet completed – meeting has been arranged <p>Defer to next meeting. Governors to read reports and prepare questions.</p>	<p>Share targets with governors.</p>
<p>Finance & Premises</p>		
<p>2018-65</p>	<ul style="list-style-type: none"> • Report on Resources Meeting: Included in Exec Head report above. • Business Management: MR advised that the business function is unsustainable. Currently all the accountability goes to MR. Personnel are happy to undertake roles but don't seem to accept that the buck stops with them. Need to separate the business team from the Seaton admin team. MR is to create a plan and forward to some governors to go through it and see if it would be fit for purpose. • Best Value: • Asset Management Plan/Review: Thank Bavna for keeping the projects going over the summer to ensure the schools were ready for September. The floor in the FSU 	

	<p>at Shute are rotten. Staff at Kilmington should also be thanked for all the hard work they did over the summer. DCC says it is ABF responsibility. Boilers at Seaton and heating in the huts at Colyton need replacing. May need to spend additional funds. Fire checks and Risk Assessments will be carried out in all schools. Risk assessment needs to be a live document.</p> <p><u>Governor comments, questions and challenges:</u> Governors asked what was happening to The Holt at Shute. MR confirmed it was on the list.</p>	
Community		
2018-66	<ul style="list-style-type: none"> • Plans for logo competition: Defer. • Use of Social Media: Defer <p>KF was unable to attend the meeting. Both items are to be deferred.</p>	Add both items to next agenda
Federation Improvement		
2018-67	<ul style="list-style-type: none"> • Improvement Task Force Report: Minutes are on SharePoint. MR explained the role of subject lead. Have been unsuccessful in appointing a Maths subject lead – will try again. <p><u>Governors comments, questions and challenge:</u> Governors asked who decides teachers' pay scales. MR explained the performance appraisal system and how to go up to UPS (Upper Pay Scale), teachers need to apply and present two years of evidence to their line manager. Governors wondered if teachers could be moved back down to MPS (Main Pay Scale). MR confirmed that they could not but if there were issues then they would have to go down the performance management route. Expectations now are a challenge to some but it becomes cultural and natural for the future. If teachers perform well then they move up the MPS but have to do more to move up to UPS. Governors make the decision. MR makes recommendations. Governors asked about long term teachers on UPS – are they being expected to do more? MR conformed that they were. They have access to the UPS expectations and are encouraged to match them. Governors stated that teachers need to be given opportunities to CPD (Continued Professional Development). • Reports on E Visits: (Evaluation Visits) MR advised that some are due. Some were completed in March and there were issues found so are due to come back this term. MR questioned why this is necessary – just want support to move forward. So Shute and Kilmington visits will not take place but the time allocated for this will be used to give support. The outcomes at Shute were significantly low – this needs changing quickly. Kilmington showed issues with the progress of the children. Both schools issues come down to quality of Teaching & Learning. It is the role of the governor to challenge. The LA accept that the Federation is on it and is taking action to address the issues. Seaton are working on leadership team plans. The issue is the historic nature of the school. Need to pull together and go in the same direction. Colyton are due visits from HMI & OFSTED any day. </p>	
General Governance		
2018-68	Review Policies: All policies for review are DCC models apart from Volunteers. All on SharePoint. All approved.	Approved
2018-69	Report from Vice-Chair: Nothing to report.	
2108-70	Results from Skills Audit: Defer	
2018-71	Correspondence/Consent Forms: No correspondence. Clerk to meet with MR to discuss consent forms for governors to complete to assist compliance with GDPR	BD & MR to meet
2018-72	Feedback on Governor Training: All governors have completed the safeguarding training online. Clerk to send link to safer recruiting to LW, AMs & PG	Clerk to send link to safer recruiting to LW, AMs & PG
Evaluation		
2018-73	Outcomes of meeting: All governors agreed that a lot had been covered during the meeting and they still have a lot to learn.	

Next FGB 13th December 2018 6:00pm at Colyton

ITEM	ACTION	WHO	DUE BY
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2018-63	Check new safeguarding guidance	MR	05.11.2018
2018-63	Complete the volunteer application form and pass to Ang.	All Gvnrs	NOW
2018-71	Meet to agree wording on consent form	BD & MR	Before next FGB
2018-72	Send link to safer recruiting to LW, AMs & PG	BD	05.11.2018

Meeting closed at 8:25pm