



Awliscombe C of E (VA) Primary School
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 Head of School: Mr Nick Bladon

Minutes of Meeting

Annual General Meeting held on
 Wednesday 12th September 2018 at 6.00pm at Payhembury C of E (VC) Primary School

Attendees	Initials		Attendees	Initials	
Penny Hammett	PH	Executive Headteacher	Peter Morris	PM	Co-opted
Emily Meek	EM	Foundation Governor	Nick Bladon	NB	Staff Governor
Paul Cann	PC	Foundation Governor	Elaine Anning	EA	Co-opted Governor
Tony Treen	TT	Foundation Governor	Jo Stuart	JS	LA Governor
Nick Thwaites	NT	Foundation Governor	Lucy William	LW	Parent Governor
Present					
Ann Denner	AD	Clerk			
Apologies	Initials		Absent		
Pat Fowler	PF	Foundation Governor	Hilary Russell	HR	

Ref	Discussion, Action, Decision	Owner/Decision/Date Due
1	Opening Prayer	PH
2	Apologies for Absence/ Absences Sanctioned Pat Fowler - holiday	Agreed by all present
3	To approve the process for electing the Chair/Vice Chair The clerk took the chair for the duration of this agenda item. Agreed subject to amendment to following sentence to read: The election will be conducted by a secret ballot where there is more than one candidate.	Agreed by all present
4.	Election of Chair and Vice Chair for 2018-19 Nominations were received for Emily Meek as Chair and Elaine Anning as Vice-Chair. Governors voted unanimously, and Emily Meek was duly elected as Chair and Elaine Anning as Vice-Chair for 12 months.	Agreed by all present
5.	To note declaration of interest and Register of Business Interests <ul style="list-style-type: none"> • Jo Stuart – HR One • Penny Hammett – Sits on DAF Executive / Chair of Ottery Learning Community • Emily Meek - Devon Integrated Children’s Services <p>All Governors present updated and signed their Registers of Business Interests.</p>	Noted
6.	To agree the Record of Delegation This was drawn up and tabled at the meeting. The following highlighted areas were agreed. A written Executive Head Teacher report will be provided every other half term with verbal update in between.	

Signed by Chair:..... Date:.....

	<p>Reference should be to individual school budgets. Reference to a home agreement should be removed. It was agreed that governors should review the document further and it will be brought back to the next FGB meeting.</p>	
7.	<p>To agree Membership, Terms of Reference, and nomination for Chairs of Committees Emily proposed that committee structure and membership should remain the same as follows: Teaching & Learning Committee – Pat Fowler, Penny Hammett, Nick Bladon, Lucy Williams, Sam Pollard, Nick Thwaites, Emily Meek. Resources Committee – Jo Stuart, Penny Hammett, Tony Treen, Peter Morris, Paul Cann, Elaine Anning. Admissions Committee - Penny Hammett, Paul Cann, Lucy Williams, Elaine Anning. Executive Headteachers Appraisal Committee – Jo Stuart, Pat Fowler, Nick Thwaites. Pay & Performance Committee – Jo Stuart, Lucy Williams, Elaine Anning, Tony Treen. First Committee – any 3 governors from all eligible members. Second Committee – any 3 governors to be drawn from eligible members, excluding any governor involved in the first hearing.</p> <p>It was agreed by all governors that Chairs of the Teaching and Learning and the Resources Committees will be elected at the first meetings.</p> <p>Terms of Reference for all committees were agreed by all governor’s present.</p>	All agreed
8.	<p>Lead Governor Roles Lead Governor roles were all agreed as follows; Curriculum – Nick Thwaites Inclusion/SEN – Pat Fowler School Improvement – Pat Fowler Community & Parent Links – Lucy Williams Safeguarding – Emily Meek Finance – Elaine Anning/Paul Cann Premises – Peter Morris Personnel – Jo Stuart Health & Safety – Tony Treen</p>	
9.	<p>Items brought forward by the Chair Healthy school policy, it was agreed that the working party and some staff members will arrange to meet and produce a draft policy by half term. PH will ask other LC school Heads what they have in place already and also look at The Key. The Policy will need to include the Federation’s own philosophy as well as considering other initiatives, e.g. Food for life Exeter. Change to Public Health Partnership Agreement. There are changes in public health provision and as we do not live in an area of deprivation funding is low. Provision is now on the basis of proof of need – a survey/form needs to be completed otherwise funding/service will be reduced. Completing the forms provides access to further information available through the partnership agreement that is then drawn up. The core offer can be extended if requested through a local partnership agreement. PM asked if this is related to Safeguarding – not directly. How is a Healthy school policy different to Health, Safety and Wellbeing? – PM They should link to each other.</p>	

	<p>JS – what difference will the changes to the public health provision make to us? The teaching element will be lost, and we would have to show we have a need to access any service.</p> <p>There are already long waits for referrals to a school nurse, who is a specialist in child development, and the best outside agency for the school, e.g. incontinence problems in children or family bereavements. How often is the service accessed? LW. No records are kept as such as they are individual cases.</p> <p>The partnership agreement is between Virgin Care and the school until Apr 19 – then will revert to DCC.</p> <p>SP – we may need to identify what is being cut and look at past referrals to see what we need. The loss of EpiPen and medicines training for staff will affect Payhembury.</p> <p>EM wanted to bring it to attention of the GB as there could be increased cost to school or an adverse effect on the children.</p> <p>Dates for working party – SP will set up a google folder, to be arranged after the OLC/HLC meetings.</p>	
10.	<p>To receive updated skills matrices AD to resend the forms to PM and EA. The skills matrices will be collated for the FGB.</p>	
11.	<p>To agree the annual cycle of business It was agreed that the annual cycle of business provided by Devon Governor Services will be used a guide, in addition to monitoring the Federation’s own improvement priorities.</p>	All agreed
12.	<p>Policies Child Protection and Safeguarding Policy (updated model released 3rd Sep) It was pointed out that the policy refers to separate racist policy, which Fort Federation does not have. JS advised we will need to look at the equality policy and link it to the CP policy. PM asked if all safeguarding leads shown are correct? – Yes. Emma Palmer (SENCO) will also be trained at Level 3. Level 2 training for governors will take place prior at the next FGB Enhanced DBS checks are required for all governors, these are not portable from other settings. EM/AD to go through current position for Fort Federation governors. All governors agreed to adopt the new policy, with the proviso that the wording on racism is checked with DCC.</p> <p>Governors Policy – all agreed and signed to say they have read it. Admissions policies – tabled at the meeting by PH. PH advised that there are changes to the oversubscription criteria and attendance at a Christian church for Awliscombe. The LA policy is followed in the case of Payhembury. The Diocese is encouraging schools to take out the church attendance for over subscription, we will follow their advice and now have identical policies for both schools. PH has added in children of members of staff (where recruited within the last 2 years) to the criteria. For all other children it will be on the distance from school. There is no priority for applications for children attending one of our pre-school settings. NT asked for clarification on whether we could do this? PH will ask Andrew Brent. The policy states we operate a scheme to assist parents in need – for uniform however we do not. JS suggests we change it to ‘signpost to’. Subject to this change the policies were agreed by all present.</p>	
13.	<p>Executive Head Teacher’s update</p>	

	<p>There has been a good start to the term with the following highlights; Training has been completed for safeguarding, GDPR and First Aid. Payhembury – 100 pupils on roll Awliscombe – 85 pupils on roll. Anne Lush, administrator at Payhembury resigned during holidays, governors would like to recognise her contribution to the school over a long period of time. Adverts have been issued for TA's to work with 3 x ECHP children and for a MTA. H&S audit due in second half of term. SEN meeting with 0-25 team has taken place to discuss an application for a place refused by Awliscombe. Very positive start for children with trips already taking place. Appraisal meetings booked for all staff. Progress meetings booked in with staff. There are now four family groups on each site. NT asked about a site for governor documents, it was agreed that we should set up a shared account on OneDrive. PH/AD to look at. The SIP is being rewritten and will be taken to next FGB.</p>	
14.	<p>Safeguarding 1 case live</p>	
15.	<p>Date and time of next meeting: FGB Wed 17th October</p>	