

Annual General Meeting of the Full Governing Body of The FORT Federation

Meeting Minutes					
Date/Time	13 th September 2017 6:00pm	Location	Payhembury C of E (VC) Primary School		
Attendees	Initials		Attendees	Initials	
Penny Hammett	PH	Executive Headteacher	Rev. Cate Edmonds	CE	Foundation Governor
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 (arrived 6.55pm)
Nick Thwaites	NT	Foundation Governor	Jane Lankester	JL	Foundation Governor
Present					
Apologies	Initials				
Lucy Williams	LW	Parent Governor	Pat Fowler	PF	Foundation Governor
Pete Morris	PM	Co-opted Governor			

- | | | | | |
|-----|--|--|-------|-------|
| 1. | Opening Prayer | | JL | 18:00 |
| 2. | Apologies for Absence/ Absences Sanctioned | | Chair | 18:05 |
| 3. | Declaration of Interests invited and declared | | Chair | 18:07 |
| 4. | Confirmation of Instrument of Government - <i>copies will be distributed at the meeting</i> | | Chair | 18:10 |
| 5. | Election of Chair and Vice Chair of the Governing Body / term of office | | Clerk | 18:15 |
| 6. | Agreement of Committee Structure, membership of Committees and nomination of Chairs of Committees | | Chair | 18:30 |
| 7. | Teachers Pay Decisions | | JS | 18.45 |
| 8. | Lead Governor Roles – <i>model terms of reference distributed with the agenda</i> | | | |
| 9. | Confirmation of FGB meeting dates for the year – <i>distributed with the agenda</i> | | Chair | 18:50 |
| 10. | Adoption of Protocol for Governors Meetings - <i>distributed with the agenda</i> | | Chair | 18:55 |
| 11. | Adoption of NGA Code of Practice for School Governors - <i>distributed with the agenda</i> | | Chair | 19:00 |
| | | | Chair | 19:05 |
| 12. | Decision as to whether FGB meetings are open or closed to the public | | Chair | 19:10 |
| 13. | Moving forward as a Governing Body | | Chair | 19:15 |
| | 13.1 Maintain Training Record / Identify Training Needs – <i>copy of training log distributed with agenda</i> | | | |
| | 13.2 Annual Governance Statement – <i>example distributed prior to the meeting</i> | | | |
| 14. | Policies for Approval | | Chair | 19:30 |
| | 14.1 Federation Health Safety & Wellbeing Policy | | | |
| | 14.2 Governors Expenses Policy | | | |
| | 14.3 Awliscombe Admissions Policy 2018/2019 | | | |
| | 14.4 Charging and Remissions Policy | | | |
| 15. | Clerks Business | | Clerk | 19:40 |

- 15.1 Governors Register of Business Interests - *will be distributed at the meeting*
 15.2 Declaration of Eligibility/DBS Declaration - *will be distributed at the meeting*
 15.3 Confirmation of Contact Details - *will be distributed at the meeting*
 15.4

16. **Verbal Update from Executive Headteacher**

PH

19:50

17. **Date of next meeting – 29th November 2018 at Awliscombe**

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
1.	Opening Prayer JL opened the meeting with a prayer	JL	
2.	Apologies for Absence/ Absences Sanctioned Mrs Lucy Williams Mrs Pat Fowler Mr Pete Morris Absences Sanctioned Agreed by all present	Absences Sanctioned	Agreed by all present
3.	Declaration of Interests invited and declared <ul style="list-style-type: none"> • Cate Edmonds – Diocesan Board of Education • Jo Stuart – HR One • Penny Hammett – Sits on DAF Executive / Chair of Ottery Learning Community • Emily Meek - Devon Integrated Children’s Services 	All Noted	
4.	Confirmation of Instrument of Government Copies of the Instrument of Government provided by Nick Thwaites and went through it for governors. It was agreed to run with current vacancy level, and therefore no changes are required at present. The meeting moved to Part 2. The meeting moved back to Part 1.	Noted	
5.	Agree terms of office and Election of Chair/Vice Chair of the Governing Body PH and CE nominated EM to continue as Chair. EM and PH nominated EA as Vice-Chair, following CE standing down from this role, due to upcoming retirement. Proposal: <ul style="list-style-type: none"> • Emily Meek - Chair of Governing Body • Elaine Anning – Vice-Chair of Governing Body Both appointments were unanimously agreed. Penny expressed thanks to Emily for her work as Chair for the past year.	Proposal: Emily Meek to be Chair of Governing Body. Proposal: Elaine Anning to be Vice Chair of Governing Body. Action: Clerk to update Governor Records with Babcock /Diocese	Agreed by all present Agreed by all present

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
6.	<p>Agreement of Committee Structure/Membership of Committees and nomination of Chairs of Committees</p> <p>There was a discussion around changing from a committee structure to a portfolio holder structure with more regular monthly FGB meetings. At this stage with the proposed MAT likely to produce changes to governance it was agreed to keep the existing structure at this time.</p> <p>Action: Clerk to update structure chart and circulate draft to all governors, pending agreement at first Committee meetings of T&L/Resources</p> <p><u>Resources Committee</u> Jo Stuart Chair, Tony Treen Paul Cann, Elaine Anning Vice-Chair Penny Hammett, Pete Morris</p> <p><u>Teaching and Learning Committee</u> Pat Fowler Chair, Lucy Williams Emily Meek, Penny Hammett Sam Pollard, Nick Bladon</p> <p>Vicky Morris to be an Associate Governor.</p> <p><u>Admissions Committee</u> Penny Hammett Lucy Williams Paul Cann Chair Elaine Anning</p> <p><u>Pay & Performance Committee</u> Jo Stuart, Lucy Williams Tony Treen, Penny Hammett</p> <p><u>Executive Headteacher Appraisal Governors</u> Jo Stuart, Nick Thwaites Pat Fowler</p> <p><u>Pay & Performance, First & Second Appeals Committees</u> Model Terms of reference were circulated to all prior to the meeting and agreed by all present.</p> <p>Action: Clerk to arrange sign off by Chair of Governors</p>	Clerk	Agreed by all present
7.	<p>Teachers Pay Decisions</p> <p>The Pay Committee has not met yet, therefore this will have to be deferred until a meeting has taken place.</p> <p>JS advised that Teachers Pay Conditions have been amended – 2% needs to be applied to the top and bottom of the pay scale (via DfE). This will be applied to the whole main pay scale, unless a decision is made to say otherwise, and this will be done with effect from 26.09.17. UPS will attract 1%.</p> <p>Has this been accounted for in the budget? PH advised that an increase to the pay scale would not be budgeted for, we must adhere to it and recoup monies</p>		

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
	from elsewhere or reduce reserves. It will only affect teachers on the main pay scale. In summary the whole MPS increases by 2%. Cate Edmonds proposed to increase all points on the main pay scale by 2%. Emily Meek seconded.		
8.	Lead Governor Roles Terms of reference for individual committees show the Lead Governors. These need to be reviewed and agreed in the first committee meetings.		
9.	Confirmation of Committee meeting dates for the year Meeting dates were circulated at the end of last term – dates were reviewed again and agreed.	Noted	
10.	Adoption of Protocol for Governors Meetings Distributed prior to the meeting. This should appear on the website.	Proposal: to adopt Protocol for Governor Meetings	Agreed by all present
11.	Adoption of NGA Code of Practice for School Governors Distributed prior to the meeting. This should be on the website. Proposal to adopt NGA Code of Practise for School Governors Agreed by all present	Proposal to adopt NGA Code of Practise for School Governors	Agreed by all present
12.	Decision as to whether FGM meetings are open or closed to the public Governors agreed that FGM (part one) should be open to the public. Proposal: that all FGM meeting are open to the public Agreed by all present Action: PH to update JL's weekly governor update in the school newsletter. Clerk to include reference in Annual Governance Statement.	Proposal: that all FGM meeting are open to the public PH/Clerk	Agreed by all present
13. 13.1	Moving forward as a Governing Body Maintenance of Training Records Record sheet to be circulated. EM advised that any record of training undertaken should be sent to the clerk, in order that the SCR is up to date. This can include relevant training undertaken elsewhere. EM reminded everyone that courses are available on a regular basis and asked that everyone considers what they might need. Declarations of Eligibility signed by all present.		
13.2	Annual Governance Statement PH provided a copy of the last one, to be looked at for updating for the current period. PH advised that a letter has been received from Dawn Stabb and James McInnes (DCC) congratulating Awliscombe on their Ofsted report (although it is not 'live' on the Ofsted website as yet, so is still confidential). PH/EM read out the letter from the Inspector, with particular attention paid to the next steps to be undertaken to improve. Governors expressed thanks for all the		

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
	<p>hard work from PH, VM and all the staff at Awliscombe contributing to the positive Ofsted report, recognising the achievements in terms of outcomes for pupils. NT asked about the reference to the SPAG issues from the report – PH advised that SLT were aware of the issues and highlighted this as an area for improvement to the Inspector.</p> <p>The parent responses to Ofsted were extremely positive, no negative answers, with 100% of responses stating they would recommend the school. This gave the picture of a cohesive school community – which was helpful as the Inspector referred to historic parental complaints and followed this as a line of enquiry. PH advised that a press release should be made.</p> <p>It was agreed that the Governance Statement should be deferred to the Spring/Summer Term 2018.</p>		
14.1	<p>Federation Health Safety & Wellbeing Policy This will be sent out for checking and taken to FGB in November. Policies should not be brought to AGM meetings, but considered at committee level</p>		
14.2	<p>Governors Expenses Policy As above</p>		
14.3	<p>Awliscombe Admissions Policy 2018/19 Deferred to next meeting for updating.</p>		
15.	<p>Clerks Business Advert is out for a new clerk</p>		
15.1	<p>Governors Register of Business Interests</p>		
15.2	<p>Declaration of Eligibility/DBS Declaration</p>		
15.3	<p>Confirmation of Contact Details</p>		
	<p>All completed.</p>		
16.	<p>Verbal Update from Executive Headteacher PH advised that there are a number of adverts out for personnel across both schools, including breakfast club. Both schools have grown (Payhembury 89 in roll, 100 with pre-school). Awliscombe have 6 in year additions, meaning the school has more than 80 on roll, compared to 46 when PH arrived. There are places still available in Reception at both schools, but we are in a strong position financially. PH is considering asking for to up funding, due to funding the extra pupils for 2 terms. A cleaner has resigned – Devon Norse will need to fill this position.</p> <p>The start of term has been very positive at Awliscombe. Payhembury – staff are settled and experienced. Building works have caused difficulties for staff. There was a delay in having the keys to the building due to</p>		

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
	<p>issues with utilities and the connection of the meter. There was a problem with the waste unit – container was the wrong size and caused a £15k overspend and 3-week delay. The school was not usable on the Inset Day prior to the start of term. The finish was poor, the high clean was insufficient. The architect has been the very supportive, however the project lead has not. A planter will be built out of the same stonework as the building.</p> <p>Other items to be considered £1,320 cost to infill the gap where the steps have been removed £3,500 to continue the fencing to secure the site or, £4,300 to install a whole new metal fence with proper fencing £2,391 to repair a drain below the building that must be done.</p> <p>JS asked if we could use our capital funds to cover these? This is what the capital funds are for. PH has all the quotes from the contractor already on the site – the fencing needs to be done as part of the build programme. EA asked when an answer is needed.</p> <p>It was proposed that we go ahead with the infill and the fencing (new metal), but that a further quote is obtained for the drain repair.</p> <p>All building works should be completed within the next 2 weeks. PH was congratulated on completing the process. PH would like an opening on a Saturday, that can include the whole community to celebrate – a press release is required.</p> <p>The meeting moved to Part 2. The meeting moved back to Part 1.</p> <p>Cate Edmonds will be putting her resignation (due to retirement) in writing. PH asked Cate for some dates in order that the school can have a proper ‘leaving do’ for her – possibly after the Harvest Festival service.</p>	All agreed	
17.	<p>Date of next meeting Wednesday 29th November at 6:00pm at Awliscombe Primary School Agreed by all present</p>		Agreed by all present
The meeting closed at 8.10pm			