

Meeting of the **Full Governing Board** of the
FORT Federation

Minutes of Meeting

		6 th June 2018 6:00pm	Location	Payhembury C of E (VC) Primary School	
	Initials		Attendees	Initials	
Penny Hammett	PH	Executive Headteacher	Pat Fowler	PF	Foundation Governor
Emily Meek	EM	Foundation Governor	Tony Treen	TT	Foundation Governor
Pete Morris	PM	Co-opted Governor	Lucy Williams	LW	Parent Governor
Jo Stuart	JS	LA Governor	Paul Cann	PC	Foundation Governor
Elaine Anning	EA	Co-opted Governor			
Present					
Ann Denner	AD	Clerk			
Apologies	Initials		Absent		
Nick Bladon	NB	Staff Governor	Hilary Russell	HR	Foundation Governor
Nick Thwaites	NT	Foundation Governor			

	Agenda	Led by
1.	Opening Prayer	
2.	Apologies /Absence	Chair
3.	Declarations of interest	Chair
4.	Approval of Minutes/matters arising	Chair
5.	Approval of Part 2 Minutes/matters arising	Chair
6.	Items from chair	
7.	Executive Head Teacher's report	PH
8	Committee feedback	Chair
9.	GDPR	PH
10.	Exclusions	JS
11.	Policies	Chair
12.	Safeguarding	Chair
13..	Governor monitoring visits	Chair
14..	Identify training needs and feedback/impact of training undertaken	All
15.	Impact	Chair
16.	Confirm date of next FGB Meeting	Chair

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
1.	Opening Prayer	PH	
2.	Apologies for Absence/ Absences Sanctioned		

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	Nick Bladon – illness Nick Thwaites	Absences Sanctioned	Agreed by all present
3.	Declaration of Interests invited and declared <ul style="list-style-type: none"> • Jo Stuart – HR One • Emily Meek – Devon Integrated Childrens’ Services • PH – Member of DAPH Executive / Chair of Ottery Learning Community 	Noted	
4.	Approval of the minutes of the last meeting – 18.04.18 Minutes were agreed as a correct representation of the meeting.	Chair	Agreed by all present
4.1	Matters Arising The meeting moved to Part 2.		
5.	Approval of Part 2 minutes of the last meeting – 18.04.18 Minutes were agreed as a correct representation of the meeting.		Agreed by all present
5.1	Matters Arising from the minutes that are not agenda items None		
6.	Matters brought forward by the Chair The meeting moved back to Part 1 Governors Role and Code of Conduct policy - this is a new policy combining 3 former governor policies. All agreed, subject to typing error amendment. Meeting dates for next year – it was suggested that all meetings take at one school for each term; Wednesdays for FGB and Tuesdays for Resources. PH/AD will look at meeting dates and circulate, prior to the FGB meeting scheduled for 18 th July. The pattern will follow that of this academic year but ensuring Resources meeting coincide with the budgeting schedule. JS felt that some issues were not looked at in enough detail at Resources meetings this year – information needs to be sent out in advance, with questions invited beforehand. Other models for meetings/committees are used elsewhere e.g. one FGB meeting per month which should ensure everyone has a good oversight of all areas. At this point it was felt that we should continue with the existing model but ensure there is concise information presented.	Chair	Agreed by all present
7.	Executive Head Teacher’s Report – verbal Pupil numbers for September 18; Payhembury - 99 (16 in Reception and 13 leavers from Yr 6), leaving 6 spaces in the school. Yr 4 is the smaller year. Two new pupils have been accepted and started in Yr2 and Yr6. Preschool has 10 new children starting. Awliscombe – 80 (14 in Reception), and 1 new starter this term. The numbers will cause issues around class structure and space, and this will have to be kept under consideration.		

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	<p>Discussion around pre-school numbers/costs at Resources committee has allowed us to understand the changing pattern of numbers throughout the year.</p> <p>Admissions policy – the meeting moved to Part 2.</p> <p>The meeting returned to Part 1.</p> <p>Staffing;</p> <p>Head of School at Payhembury will return to work from Monday. The member of staff who has covered during the absence has now secured a job at Upottery.</p> <p>There is a MTA vacancy at Payhembury, however breakfast club and after school club are now staffed.</p> <p>Standards;</p> <p>Assessment is currently taking place and will be sent to the LA by 28th June. Phonics will take place shortly. KS1/2 SATS have taken place, it was felt that the reading test was hard but the maths was fair.</p> <p>There will be external moderation for writing - there is good evidence, so there is a good level of confidence for the results. PH will provide full analysis on 18th July.</p> <p>LW provide feedback from on KS1 tests commenting on the positive and professional way they are carried out without causing stress to the children.</p> <p>Admissions;</p> <p>PH explained the difference between ‘delayed’ and ‘deferred’ start dates in Reception. A delay in starting will mean a child misses the whole Reception year. A deferred start is at a later point in Reception. A delay can have a significant impact on progress for a child’s whole time in education. There are also issues in moving to secondary – parents can decide to skip the whole of Yr 6 if a child starts in Reception when they should be in Yr 1. There is a problem around completing 6th form, the age group for sports is wrong, there is an emotional impact of not being with peers.</p> <p>It is important that the school challenges and identify issues for any requests to ‘delay’ going forward. Having a place available for Reception does not mean the school can hold a place for a child to start in Yr 1.</p> <p>PH may need to contact a governor to look at admissions on 16th Aug when decisions are made. PH suggested that she completes the form and allows the LA to fill gaps as long as there are no admissions for children with needs without discussion.</p> <p>Building works;</p> <p>The 3rd window will now be replaced in the old building, there is no planned date as yet however we may need to accommodate the class elsewhere for a couple of weeks. It is listed, and it will be a huge task to remove the window and repoint blocks.</p> <p>Awliscombe, there are damp patches in the toilets and nursery area which need investigating further. The cost will have to be met from the repairs and improvements budget. PM advised to check with insurers on whether it can be claimed and if it is appropriate for the caretaker to undertake these repairs. Governors are welcome to attend Sports day and the Leavers ceremony.</p> <p>School Improvement;</p> <p>The SIP will be looking at a new focus with 4 targets, which will include being ready for Ofsted and SIAMs at Payhembury.</p> <p>Looking at the Autumn term PH advised that numbers mean that it is difficult to accommodate Nativity services in the Churches and she would like to</p>		

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	<p>consider an alternative venue such as The Beehive, still separate events for each school. The carol service will still take place in Church. Would this offend anyone? It was agreed that it would not.</p> <p>PH would like to no longer the ties at Awliscombe and look at uniform in the long term. Pre-school will have own t-shirts. All agreed.</p> <p>Future partnership working; The meeting moved to Part 2. The meeting moved back to Part 1.</p> <p>SIAMs feedback from Awliscombe Inspection; The overall outcome was GOOD. PH had concentrated on explaining to the Inspector the journey the school had been on since joining the Fort Federation, at which point SLT did not self-evaluate the school as Outstanding against the SIAMS framework. Evidence was provided to show that since that time CD is now embedded; the Inspector was glowing in his feedback on collective worship – but gave Good as the overall judgement. The target given fro improvement was around Vision; CofE have changed their vision, which school now needs to adapt to.</p> <p>PH was concerned that the report was received on a Friday with only 24 hours to send it back with any queries, therefore there was no opportunity to get together with staff to look at it. PH will be meeting with Ed Pauson (Diocese) for feedback. Despite that outcome of good is a positive achievement for the school.</p>		
8.	<p>Items brought forward from Committees: Resources committee – 22.05.18</p> <p>Preschool numbers and patterns of attendance throughout the year were looked at in detail. Consideration was given to cutting a day’s provision – but it was felt that we do not need to do this at this point. PH advised there has been a staff resignation at Awliscombe pre-school and a replacement will not be appointed until there are more numbers later in year.</p> <p>A further breakdown of costs has been requested. At present rent is charged to access the funds coming in. It is possible to not charge rent, but are we masking the issue of sustainability?</p> <p>If the preschool is part of the whole school budget, we would not need to charge the rent.</p> <p>PH would like to move to one budget which will give more flexibility, we can then look at the preschools as feeders and can have a view on how much loss can be sustained.</p> <p>PM feels that the Resources committee should look at what is an acceptable level of loss.</p> <p>VJ will look at numbers considering the resignation and let us know current position.</p> <p>PC advised that we looked at fixed costs, however the variable cost (staff) is what we need to keep under consideration. JS commented that we cannot continue if detrimental to whole school budget.</p> <p>The main issue is that the government funding for nursery hours does not cover costs.</p> <p>The T&L Committee meeting scheduled for 09.05.18 had to be cancelled due to illness.</p>		
9.	GDPR		

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	AD will be DPO for the Federation. PH advised that the requirements for policies have been met and we will now be drawing up an action plan and working through it.		
10.	Exclusions – Training and guidance on dealing with exclusions will be given at the next FGB meeting.		
11.	Policies <ul style="list-style-type: none"> • Pay Policy - agreed by all. • Finance Policy - deferred to Resources committee for scrutiny, to be brought back to FGB for agreement. 	All in agreement	
12.	Safeguarding No issues to report.		
13.	Governor Monitoring Visits A new monitoring schedule is needed. None to report. EM asked governors to log attendance at all meetings.		
14.	Identify governor/clerk training needs / feedback on training undertaken and impact JS will look at the latest Babcock training available and allocate governors to attend. Safeguarding training will be available in September in school. Any Other Business SP provided feedback from parents on school dinners around the level of sugar-based carbohydrates and feels this is a serious issue. PH has been questioning what is being provided, as she feels it is not in line with the offer. There are other options – such as Bakers. It was agreed that PH/PM will meet with Devon Norse to look at the problem. SP asked if, in the short term, can we stop the overload of carbs – it is very difficult to portion out what children have, however PH will try but confirmed that we also need to consider the options long term.		
15.	Impact for pupil outcomes from this meeting; Future partnerships Admissions arrangements SIAMs feedback.		
16	Date of next Full Governors meeting: 18th July at Awliscombe		
The meeting closed at 8.20pm			