

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

Minutes of Meeting

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	18th April 2018 6:00pm	Location	Awliscombe C of E (VA) 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
Nick Thwaites	NT	Foundation Governor	Paul Cann	PC	Foundation Governor
Elaine Anning	EA	Co-opted Governor			
Present					
Ann Denner	AD	Clerk			
Apologies					
Jo Stuart	JS	LA Governor	Nick Bladon	NB	Staff Governor

	Agenda	Led by
1.	Opening Prayer	
2.	Apologies /Absence	Chair
3.	Declarations of interest	Chair
4.	AGM Minutes	Chair
5.	Approval of Minutes/matters arising	Chair
6.	Approval of Part 2 Mins	Chair
7.	Items from chair	
8.	Executive Head Teacher's report	PH
9.	Committee feedback	Chair
10.	GDPR	PF
11.	Exclusions	JS
12.	Policies	Chair
13.	Safeguarding	Chair
14.	Governor monitoring visits	Chair
15.	Identify training needs and feedback/impact of training undertaken	All
16.	Impact	Chair
17.	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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	Jo Stuart – work commitment Nick Bladon – illness EM is contacting Hillary Russell regarding attendance, as no apologies have been received for non -attendance at all meetings this academic year.	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 AGM 13.09.17 It was agreed that one item was incorrectly recorded in Part 1 rather than Part 2 at the meeting. Minutes approved subject to this amendment.	Chair Minutes to be signed by Chair when amended as agreed	Agreed by all present
4.1	Matters Arising None		
5.	Approval of minutes of the last FGB meeting 21st Feb 2018 FGB meeting minutes 21 st Feb 2018 were agreed as a true record by all present and signed by the Chair.		Agreed by all present
5.1	Matters Arising from the minutes that are not agenda items Item 11.1 21.02.18 - Devon Norse – although contact had been prior to the holiday, the school was not clean enough after the holiday. Photographic evidence was provided to Devon Norse and support will be given going forward. Today there is a team in the school for a deep clean. The same process carried out at Payhembury has been successful to date with the member of staff meeting requirements. There has been an increase in the contracted hours at Payhembury due to new build. Awliscombe member of staff is paid at caretaking rates and not cleaning. Budgets dictate that we must have the correct contracts, however we must let Devon Norse manage the issue as it. EM asked about hot/ warm water being available in the toilets for children washing their hands. PH said she is aware that a fix has been attempted unsuccessfully and PM advised this should be recorded and Devon Norse informed.		
6.	Approval of Part 2 minutes of the FGB meeting dated 21.02.18 Part 2 minutes were circulated and agreed as a true record by all present and signed by the Chair.	Signed by chair	
6.1	Matters arising from the Part 2 minutes that are not agenda items None		
7.	Matters brought forward by the Chair <ul style="list-style-type: none"> Diocese position on Ex-Officio vacancy – it was confirmed that the Diocese is happy for the FGB to carry the vacancy at present. A new vicar starts at Payhembury in August. Change of meeting dates – T&L committee is moved to 9th May to accommodate other meetings. <p>The meeting moved to Part 2 Moved out of Part 2.</p> <ul style="list-style-type: none"> Annual Governance statement will be agreed at the next FGB 		
8.	Executive Head Teacher’s Report		

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	<p>The report was circulated prior to the meeting and questions were invited by PH</p> <p>The meeting moved to Part 2.</p> <p>The meeting moved back to Part 1.</p> <p>PM asked whether unauthorised absence is becoming an issue? There was a discussion at the T&L committee about ensuring parents understand consequence of being fined – any second offence thereafter will result in going straight to court. EA asked should we consider using Inset days to have a 2 week half term to alleviate the problem? PH advised that this was trialed at Payhembury and it didn't work well as there is a need to have dates fitting exactly with the local secondary.</p> <p>PM asked are we black and white on how we deal with it? PH confirmed that we are, although it can be uncomfortable – if issues are not being resolved then a referral is made to the EWO. PH advised that all OLC schools are working to the rules now.</p> <p>NT pointed out if there are pupils with attendance at 100% there must be some very low attendance dragging the overall figures down. PH advised lowest would be @ 80% - due to sickness patterns. It doesn't take a big number of children to affect the percentages. PH – parents are asked to produce an appointment card from the doctor where there is a persistence in absence. The school nurse can also be asked to look at situations.</p> <p>NT questioned progress – if children are starting as average but attainment is good, should progress not be good? PH – progress was not shown as significant. PH suggested that she could sit with NT to go through in detail. PH advised that schools are expected to plot progress in terms of points, staff need to work out what that looks like in learning as it is not defined anywhere. This is where assessment is vital at an individual level. PF advised that this can help spot trends in weaknesses in teaching certain areas.</p> <p>SLT need to look at the information and feedback to staff to ensure children who need to progress in certain areas are grouped together and consider what will intervention look like and how do they access it; daily assessment around what they are learning and what their misconceptions are is key.</p> <p>The 3 judgements of 'below', 'at' or 'above' are difficult – a child can stay a 'below' expectation all the time as he/she moves through the school, despite making progress.</p> <p>Levels did allow to move up in increments.</p> <p>EM Pupil Premium (PP) – are there pupils on either site that could be PP? PP numbers are very low.</p> <p>NT left at 8pm</p> <p>Buildings - the TT Pump at Payhembury had to be serviced at a cost of £800 - it was blocked with paper towels. Overall the pump is costing a lot of money.</p> <p>Pupil numbers Sep 18:</p> <p>Payhembury - 16 in reception. There were 2 refused, however we accepted 1. The 17th child was not a first choice, but now wants to attend but is unable to.</p> <p>Awliscombe - 14 – very good position in terms of funding.</p> <p>PH pointed out that a good level of staff training is offered across the federation.</p> <p>SIAMs Inspection will take place at Awliscombe next week with Rev David Hattery an ex-Head leading. Paperwork will be forwarded to him by Thursday</p>		

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	<p>and the same pack will be sent out on email to governors. Feedback will be between 5.30 and 6pm. The plan is for him to talk to parents, watch 2 collective worships from both KS's, observe 2 lessons and meet with a governor (PF).</p> <p>It will be made clear to him that the previous SIAMs of outstanding was not the starting point that PH picked up. The impact of the CD in the school will be more around the values, RE teaching, environment – by talking to the children, there will not be reams of monitoring paperwork available. SLT is aware that subject leadership needs to be developed and supported.</p> <p>PM asked if there will be an issue with parents if outcome is 'good' rather than outstanding. PH feels that it should not be a problem, parents are supportive and focussed on the school journey and how the school feels now.</p> <p>SLT have been on training for the new framework that comes in in September. What is the consequence for a poor SIAMs outcome around further monitoring – there is none.</p> <p>Update on process of formulating the SDP. SLT are currently working on it - the RE action plan will sit as priority no. 4 – it will be sent out as soon as available.</p>		
9.	<p>Items brought forward from Committees:</p> <p>Teaching and Learning – there is nothing to report other than points discussed already during the meeting.</p> <p>Resources – in Jo's absence PH confirmed that there are no deficits to report in any of the pre-schools. A break down of the number of hours needed to break even has been requested for the next meeting. There are new children coming in September to pre-school.</p> <p>Draft budgets indicate a carry forward of £59k at Payhembury and £10k at Awliscombe.</p> <p>AD to circulate the draft budget to all (by reader receipt) based on the finance committee recommendation for approval – any queries are required within a week of receipt.</p> <p>EM read out the draft Pay Committee minutes, which confirmed pay progress recommendations have been scrutinised.</p> <p>The Pay Policy and Appraisal policy need to be updated and Jo Stuart is looking at these.</p> <p>PH advised that since the meeting 2 ECHP's have been awarded with financial implications, bring in funds of more than £3K.</p>		
10.	<p>GDPR</p> <p>Schools are required to have a Data Protection Officer (DPO) by 25th May and this is being looked at.</p> <p>HLC are looking at a coordinated approach in terms of policies and notices required.</p> <p>Michlemores are advising that schools have good data protection practices already.</p> <p>PM advised that we should do what we need to do, as and when needed.</p> <p>PH commented that we need to be aware, receive training available - the DPO</p>		

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	can't be PH or VJ. The person must work independently and therefore able to make recommendations.		
11.	Exclusions – Training around exclusions was deferred to the next meeting.		
12.	Policies Safeguarding (based on the new Model Policy from DCC) It was agreed by all to adopt it. Finance and Appraisal policies deferred until next meeting in Jo's absence. Admissions – will be amended to remove the requirement for church membership next time.		
13.	Safeguarding Keeping Children Safe in Education – Governors signed to say that they have read Part 1.		
14	Governor Monitoring Visits Any reports of monitoring visits or attendance at festival services or collective worship.		
15.	Identify governor/clerk training needs / feedback on training undertaken and impact Nothing to report.		
16	Impact for pupil outcomes from this meeting; Items discussed in Part 2 Safeguarding Attainment/Progress/Absence. AOB PH is following the Dfe guidance for a change of age range – across both schools, from 4-11 to 2-11 – this means we can take the pre-school budgets into school. All agreed.		
17	Date of next Full Governors meeting: Wednesday 6 th June at Payhembury		Agreed by all present
The meeting closed at 8.45			