

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

Minutes of Meeting					
	18 th July 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
Jo Stuart	JS	LA Governor	Paul Cann	PC	Foundation Governor
Elaine Anning	EA	Co-opted Governor	Nick Bladon	NB	Staff Governor
Nick Thwaites	NT	Foundation Governor			
Present					
Ann Denner	AD	Clerk			
Apologies					
	Initials		Absent		
			Hilary Russell	HR	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	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	NT	
2.	Apologies for Absence/ Absences Sanctioned P Morris	All	

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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 – 6th June 2018 Minutes were agreed as a correct representation of the meeting.	Chair	Agreed by all present
4.1	Matters Arising not otherwise on the agenda. NT enquired about the current situation with the non-attendance of Hilary Russell. A letter has been sent setting out the requirements for attendance, EM will send another, before reverting to the Diocese for further advice. A phone call was received in May and Hilary advised that she has been working away from home a lot.		
5.	Approval of Part 2 minutes of the last meeting – 6th June 2018 Minutes were agreed as a correct representation of the meeting. The meeting moved to Part 2.		Agreed by all present
6.	Matters brought forward by the Chair The meeting moved back to Part 1. There are no Governor terms of office due to expire until 2019. EM noted that little governor training has taken place in the last year and requested that everyone looks at what is available to see what might be relevant. EA asked if training undertaken outside the governor role could be recorded? EM advised yes where the training is relevant. The NGA Skills Audit was completed at this time last year, it allows us to look at gaps in skills/knowledge and target the right person to join the governing body. The audit will be forwarded to governors to be returned for the AGM in September. EM advised that when the two schools federated there was a large Governing Body, however we would could continue with the number we have now. We will need to look at whether we need to reconstitute and ensure there are a majority of Foundation Governors. There is an Ex-Officio vacancy; the new Vicar, David Carrington, will be in place from 1 st August and is keen to be a governor. Meeting Dates had previously been circulated. LW and PF are unable to attend the AGM. SP requested that we hold meetings on one site for a whole term, however PH said this would mean that staff in one school would not see a governor for a whole term. EM advised that the Federation’s healthy eating policy has been questioned and explained that the policy is due for renewal next term. It was suggested that a working party of governors and staff look at updating this under a ‘Healthy Children’ or ‘Healthy School’ label. The Healthy Schools award is no longer available. PF felt this is a more holistic approach. EM suggested that FOPS/PTA are asked to join the discussion. PH advised that the strategy needs to be reinvigorated on the basis of providing guidance only as there are	Chair	Agreed by all present

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	different opinions within the parent body. PF and SP volunteered to be involved.		
7.	<p>Executive Head Teacher's Report</p> <p>This term we have had Ofsted at Payhembury and have since had a letter of congratulations from the Diocese. Both schools now have inspection cycles within 12 months of each other.</p> <p>Numbers, there are 16 in both cohorts for reception and overall 89 at Payhembury and 85 at Awliscombe in September. In addition, there are 15 starting at preschool at Awliscombe with similar figures at Payhembury.</p> <p>Staffing is stable, a Level 3 qualified member of staff was appointed in EYFS today at Awliscombe</p> <p>There will be 3 new ECHP's at Payhembury next year, which will allow some creative use of the funding to provide a member of staff to work with the children.</p> <p>Tony will only be carrying out caretaking duties across both sites next year. Sophie Gough will now be in a permanent position</p> <p>Buildings, the works required to the old windows at Payhembury have been postponed as it was not possible to come up with a plan to house a class for 10 weeks in the Autumn term. Also, the only tender received was over budget, the project is now on hold until next year.</p> <p>Data for 2018; Pupil data was circulated to all governors. Awliscombe data is all above national, Payhembury is lower in some areas with maths much lower than expected. It is disappointing as it does not tie in with the Ofsted Inspection findings which took place only a week before the 2018 results were published. There are 12 children in the cohort and 40% did not reach 100 (score required to meet the standard) but were at 99; if they had all reached 100 the overall figure would be 82%. Staff have checked the marking and calculating of the scores. This analysis has already highlighted themes in terms of the areas where the children did not do well; fractions and completion of the papers – all of the pupils not achieving the standard did not complete the last 6 questions. The change of teacher, rigour and pace of a teacher new to Yr 5/6 curriculum may have had an impact, in addition there was no systematic intervention as the TA was absent. Booster classes did not take place while NB was away. VM advised that PUMA and SATs tests and 'working at' assessments do not equate, and staff need to look at this carefully. TT asked if is this an indicator of an overall problem within the schools? PH advised that the in-year data for other year groups does not indicate this. PH advised that other schools in Devon appear to have had some poor outcomes, but the overall national result has gone up. An action plan has been drawn up already – which will tackle the situation for next year's Yr 6 and will look at the effectiveness of PUMA and whether is there a scheme that would support both schools better.</p> <p>EYFS data is good (the national figure shown is for 2017)</p>		

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	<p>Phonics results are positive on both sites including Yr 2 resits. KS1 at Payhembury - Yr 2 is tracked from entry as a weaker cohort. Year's 3/4/5 are much stronger. GPS needs to be addressed in both schools and it has been identified that a change to the teaching pattern is required to include stand-alone discreet grammar each week. NB advised that the issue is the application of the frequently used words in their every day work. Writing outcomes have improved, however at Awliscombe moderation was tricky; e.g. not joining handwriting makes a difference to the outcome. NT pointed out that for creative writing pieces the Inspector at the recent Ofsted felt that marking was not happening when it should be? SP advised that he had read an article that suggested conferencing is more useful than feedback as pupils do not look at marking in a timely way. Marking has become more about evidence and less about useful for pupil. PH commented that the issue is where to find the time for one to one conferencing, it does not save on marking time as this is done out of the school day. VM said that the writing moderator had an issue with not being able to tell if it was teacher or peer marking. NT asked if there is a correlation between amount of reading and quality of writing? VM feels that this is the case, as well as life experiences that contribute to writing. The Action Plan will include looking at lesson planning for maths across the school, e.g. how did fractions get missed? There is a need to check that over a rolling 2-year programme within the Key Stage that everything is being delivered. JS pointed out that Awliscombe maths results are only 1% above national. PF asked about progress scores and PH advised that it is not possible for the data to show good progress scores. PF asked if the 69% scores in KS1 relate to the same children in all 3 subjects? – Yes, and they are the children highlighted in the previous year group. PH said there is a need to focus the intervention on targeted children, however with staff stripped back due to funding issues, this is really difficult, unlike in the past.</p> <p>PH does not feel that it is a true reflection of what is happening in the school. NB advised that the inspector agreed with greater depth evidence provided.</p> <p>Parents have had the results and there has been no feedback. EA asked what are external implications? There are none for the pupils as they are CAT tested at the start of secondary school.</p> <p>Congratulations were recorded for the results achieved at Awliscombe.</p>		
8.	<p>Items brought forward from Committees: Resources - Finance policy to be recommended. Teaching & Learning – a new monitoring schedule needs to be drawn up – PF will look at this for September The Parent Questionnaire will be sent out this term</p>		

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	Sports premium analysis will be available in September.		
9.	<p>GDPR PH/AD have started to draw up an Action Plan, that includes the DPO job role and training for staff in September (DPO training costs can be shared with Jubilee Federation). ICT will be the main issue – and we need to look carefully at the use of laptops and cloud bases. Privacy notices and policies are in place. Staff training can be sent out to governors. EM – DPO role is to monitor and audit – and the point of contact for a data breach. This will remain on Resources and FGB agenda next year.</p>		
10.	<p>Exclusions – PH has attended specialist training with a barrister, through her role with the Independent review Panel (IRP) PH provided statutory guidance from the Dfe. The IRP considers cases of exclusions where parents are appealing permanent exclusion decisions. The IRP use this document to see if school has adhered to this guidance at every stage. Governors and heads need to understand they must exclude fairly, or it will be quashed and a fine of £4k may be imposed. PH guided governors through a presentation (to be circulated). JS suggested that governors also look at guidance in details outside of the meeting – and come back with any questions.</p>		
11.	<p>Policies</p> <ul style="list-style-type: none"> • Finance Policy - recommended by the Resources Committee – agreed by all. • Attendance Policy. It was suggested to take out the reference to a home school agreement and add definition of prolonged absence. Para 4.6 has been cut short. It was agreed that the amendments should be made, and the policy taken to next T&L committee meeting for approval. • SEND/SEND Offer/SEND statement – to be deferred to Sept • Behaviour/Exclusions/Antibullying – TT felt that the Behaviour Principles and reference to the requirements of the Behaviour Policy thereafter do not match up, this will be amended and taken to AGM for approval. 	All in agreement	
12.	<p>Safeguarding ECHP's – currently 1 in place. No MASH referrals made this time by school. Safeguarding questioned up by Ofsted due to status of DCC safeguarding</p>		
13.	<p>Governor Monitoring Visits Governors attended the Ofsted Inspection at Payhembury.</p>		
14.	<p>Identify governor/clerk training needs / feedback on training undertaken and impact It was noted that Babcock's courses are repetitive, and this should be fed back to them.</p>		
15.	<p>Impact for pupil outcomes from this meeting; Exclusions</p>		

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	Data GDPR		
16	Date of next Full Governors meeting: AGM, 12th September at Payhembury		
The meeting closed at 8.45pm			