

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

	21 Feb 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	Jo Stuart	JS	LA Governor
Pete Morris	PM	Co-opted Governor	Nick Bladon	NB	Staff Governor
Nick Thwaites	NT	Foundation Governor	Paul Cann	PC	Foundation Governor
Present					
Ann Denner	AD	Clerk			
Apologies	Initials				
Lucy Williams	LW	Parent Governor	Tony Treen	TT	Foundation Governor

	Agenda	Led by
1.	Opening Prayer	
2.	Apologies /Absence	Chair
3.	Declarations of interest	Chair
4.	Welcome – new clerk	Chair
5.	Approval of Minutes/matters arising	Chair
6.	Approval of Part 2 Mins	Chair
7.	Pay & Performance	JS
8.	Executive Head Teacher’s report	PH
9.	Safeguarding	Chair
10.	T&L feedback	PF
11.	Resources feedback	JS
12.	Policies	Chair
13.	MAT update	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 Lucy Williams, Tony Treen, Penny Hammet Sam Pollard advised she would be joining the meeting later. Absences Sanctioned	Absences Sanctioned	Agreed by all present

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	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 	Noted	
4.	Welcome to new clerk of governors EM welcomed new clerk to governors and wished to pass on thanks to Vanessa Jarrett for kindly providing Clerking support whilst there was no clerk in place.	Chair	
5.	Approval of minutes of the last FGB meeting 29th Nov 2018 FGB meeting minutes 29th Nov 2018 were agreed as a true record by all present and signed by the Chair.	Minutes 29.11.17 Signed by Chair	Agreed by all present
5.1	Matters Arising from the minutes that are not agenda items No response to the letter forwarded to DCC regarding the parking situation at Payhembury has been received.		
6.	Approval of Part 2 minutes of the FGB meeting dated 29.11.18 Part 2 minutes were circulated and agreed as a true record by all present and signed by the Chair	Part 2 minutes 29.11.17 Signed by Chair	
6.1	Matters arising from the Part 2 minutes that are not agenda items None		
7	Pay & Performance The Pay & Performance Committee needs to meet, JS will arrange a date with LW and TT by email for this to happen. JS proposed delegating recommendations from the Pay & Performance committee to go to the Resources committee. All agreed.	JS	
8.	Executive Head Teacher’s Update NB provided an overview in absence of PH. (Head of School reports filed with minutes). Payhembury summary; Spring term attendance – 97.8%. Numbers on roll – 90 (105 inc pre-school). No new pupils this term. Numbers for Sep 18 mean Reception is likely to be full. At the last OLC meeting (EWO Julie Jarman was present) all schools agreed to follow the procedure for sending paperwork to the LA with regard to holiday requests. School Improvement focus is on assessment and progress. SLT have reviewed last year’s end KS2 data and identified that to achieve expected scaled score is 104. Using the end of KS1 results for the current Yr 6 cohort, SLT will now track progress to ensure achievement and attainment are equal at the end of KS2. NB provided an analysis of the current cohort showing what scaled score each child needs to attain to show more than expected progress. PF asked if there is also a scaled score at the end of KS1 – NB advised no. NT asked if expected progress is good enough? NB advised that the children need to make more than expected progress to show positive added value, and for the data to be above average on ASP (Analyse School Performance). 103 represents a 0 progress measure. NB explained that the scores provided are aspirational targets and if achieved		

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	<p>would put the school in the top 20% nationally. Yr 5 are only group now remaining on 'levels'. Yr 2 data will now confirm only 'expected', which will make it difficult to track progress.</p> <p>PM asked if the exercise will be useful going forward? NB advised it is as it helps Y6 teaching staff to plan, and for other year groups in knowing where the children need to be.</p> <p>JS asked how confident can we be that the KS1 date is accurate? NB advised that he is confident of accuracy where the children were at the school at that point. It is less secure for those who joined after this point.</p> <p>PF advised that the school should have 'case studies' for those children, showing what is in place where a high level of progress is required to show an outcome of more than expected progress. NB confirmed that the school is able to show what is being done for them. He added that a current difficulty is that there are no measures others than for Yr 2 & 6 to specify where a child should be.</p> <p>NT asked if actual age is taken into account for SAT's. NB advised no. The aspirational targets for end of KS2 will help in pupil progress meetings.</p> <p>PF asked if the same process is being carried out for pupils at Awliscombe. ND confirmed that it is.</p> <p>NB advised that in writing a child must achieve all of the components to achieve the standard.</p> <p>Buildings – cracks in 2 windows in Beech classroom have appeared indicating there could be settlement movement. The architect is in discussions with Alliance regarding who is responsible for the cost of repair.</p> <p>Preparation for SIAMs – Emily Stoneman is looking at the RE curriculum across the federation.</p> <p>Open the book services have started at Payhembury Church, led by the local community, every 2 weeks – looking at Bible stories. PF advised that Payhembury is part of the Ottery Mission Team, and this filling a gap in absence of a Vicar.</p> <p>Payhembury has been selected by the Standards Testing Agency (STA) to pilot a new set of pre-test maths – participation is statutory. The National Foundation for Educational Research (NFER) has been commissioned by the STA to trial test materials for assessment at KS2 for reading, GPS and maths with the aim of testing the performance of questions rather than pupils, to ensure confidence in KS2 tests. These will take place in April.</p> <p>A letter of congratulations has been received from the local MP regarding the KS2 maths results, which place the school in the top 1% nationally. Awliscombe have received a similar letter re Phonics results, placing them in the top 5% nationally.</p>	EM	

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	<p>All governors congratulated NB on an 'amazing' achievement, and EA asked if the letters will be publicised. EM suggested that a celebration of Ofsted outcomes, new building works and the letters could be organised.</p> <p>This year's Residential with Reach Outdoors will take place for both Yr 5/6 classes at Stoke Gabriel for 4 days from 12.06.18.</p> <p>Awliscombe; IT provision has been overhauled. Quotes for hardware (TME have submitted to date) will be sent to the Diocese who have some funding available (£13k - £20K). The school will need to contribute to 10%. EM reminded those present that we must be mindful of the time limit for any submission to the Diocese.</p> <p>SIAMs preparation, VM and PH met with Ed Pauson to discuss the process and an Inset day in January focussed on understanding the inspection process. Pupils were immersed in PARCH and Christian Distinctiveness in January.</p> <p>Admissions – 34 applications received (1st, 2nd & 3rd choices), this should mean a full cohort. PM asked if there is more flexibility to vary numbers in other year groups. PF reminded the meeting of the Fairer Access Protocol, where there is no right of refusal with schools having to admit 2 over PAN in each year group. For schools with mixed year groups this could mean up to 4 per class. Schools are required to be available in the holidays to discuss September admissions, this is to stop children missing up to half a term of school. JS advised that the schools must look at their future mapping and manage the situation as well as possible. The money the school received per pupil depends on when in the year the child starts at the school. NB pointed out that space starts to become a problem when there is pressure on numbers.</p> <p>Staffing – Becky Moore has returned to work, both Claire Gregory and Shannon Stone did a good job in her absence.</p> <p>Both schools have enjoyed many enrichment activities. Awliscombe – Musical in a Day (funded by HLC), Maths Masterclasses, Youth Speak competition, sports events, PCSO visit and a film night organised by the PTA. Payhembury - sports events, police visit, bikeability, trip to Combe Martin, Beech and Woodpecker trip to Cadbury World.</p>		
9.	<p>Safeguarding EM continues to have regular meetings with PH. There are no CP cases to report.</p>		
10.	<p>Items brought forward from T&L Committee meeting 24.01.18 Minutes to be circulated. Data was covered (as per NB's Headteacher update). A learning walk has taken place where PF was able to see evidence of progress from the INSET day focus (Christian Distinctiveness).</p>	Clerk	
11.	<p>Items brought forward from the Resources Committee 07.02.18</p>		

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11.1	<p>Minutes to be circulated.</p> <p>Norse contract for caretaking and cleaning. Following a complaint made by the school regarding the contract management a meeting took place on 31.01.18. PH was advised that there are no actual contracts in place for staff at Payhembury other than through 'custom and practice'. JS believes this cannot be the case.</p> <p>PH asked for a fully costed proposal for the management contract – a further meeting will now take place on 06.03.18.</p> <p>PM commented that the whole situation is a shambles on the part of Norse. NT enquired if there are other providers and PM advised that walking away shouldn't be ruled out due to the unprofessional way they have behaved. It had come to light that Devon Norse staff had not had DBS checks.</p> <p>JS advised that now we know of their practice it cannot be ignored – Devon Norse is a joint partnership with DCC.</p> <p>Governors agreed that the complaint must be escalated if a satisfactory outcome is not forthcoming.</p> <p>JS advised that it is not a problem to have a different contractor. PM pointed out that there would need to be an alternative plan before leaving Norse.</p>	Clerk	
12. 12.1	<p>Policies</p> <p>Admissions policy for 2019/20 will be considered at the next FGB – it will need to ensure the new Fairer Access is covered.</p>		
13.	<p>MAT update</p> <p>The meeting moved to Part 2.</p> <p>The meeting moved out of Part 2.</p>		
14. 14.1	<p>Identify governor/clerk training needs / feedback on training undertaken and impact</p> <p>EA had attended a Governors update which covered website compliance and use of Pupil Premium and the requirement to monitor expenditure and outcomes for Disadvantaged pupils. EA will forward notes to clerk for circulation.</p> <p>EM asked if there is a governor who could monitor website compliance. It was suggested to ask SP or LW as they were involved in the setup of the website. Governors can then revert to the clerk with any amendments. Currently the link on Awliscombe website for sport is broken.</p> <p>PF visits - T&L committee learning walk, Inset day, meeting with SENCo.</p> <p>PM – Norse meeting</p> <p>EM – regular MAT meetings</p> <p>EM/EA met with PH</p> <p>EM asked governors to check that they are up to date with required training and forward any certificates (inc CSE, FGM and Prevent).</p> <p>JS will look at any governor requirement for the new GDPR arrangements.</p> <p>Ottery LC are considering one person for all OLC schools.</p> <p>Clerk to check SCR</p> <p>Items brought forward by the Chair</p> <p>LW had asked if a governor could complete an item for the newsletter. JS offered, and advised that there is a schedule for contributions. Clerk to locate.</p> <p>JS will look for the schedule of policies.</p> <p>EM has contacted the Diocese regarding the Foundation vacancies arising from</p>	<p>EA/Clerk</p> <p>EM</p> <p>All</p> <p>Clerk</p> <p>Clerk JS</p>	

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	the recent retirements. Is there still a majority of foundation governors?	Clerk	
15.	Impact for pupil outcomes Progress through tracking. SIAMs preparation IT expenditure		
16.	Date of next Full Governors meeting Wednesday 18 April at 6:00pm at Awliscombe Primary School Agreed by all present		Agreed by all present
The meeting closed at 19.55			