



Full Governing Board Meeting

Thursday 25th March, 2021, 5pm, virtual

FGB						
Date	25.03.21 5pm	Location		Virtual via Google Meetings		
Governor name	Initials			Present	Absent With apology (sanctioned)	Absent without apology (not sanctioned)
Su Carey	SC	Co-Head		Y		
Faye Poynter	FP	Co-Head		Y		
Warren Thornton	WT	Staff		Y	-	-
Chris Townsend	CT	Co-Opted			Y	
Donna Wright	DW	Co-Opted	Chair	Y		
Chris Galloway	CG	Co-Opted			Y	
Michael Hunt	MH	Co-Opted		Y (from item 4)		
VACANT	-	Co-Opted	-	-	-	-
David Spelman	DS	Foundation		Y		
Caroline Raby	CR	Foundation		Y		
VACANT	-	LA		-	-	-
Andy Isaac	AI	Parent			Y	
Debbie Radley	DR	Parent		Y		
In attendance:						
Natalie Stanbury	NS	Clerk		Y		

Being the best we can be - committed to making a difference		
	Item	
1	<p>Welcome and Apologies Welcome to all governors and thank you for your time tonight. Apologies were sanctioned as above. The meeting was quorate.</p>	
2	<p>Declarations of interest Governors must declare an interest and leave the meeting when the appropriate item is dealt with.</p> <p>Current declarations are here</p> <p>No new declarations noted</p>	
3	<p>Co-Option Governors considered the co-option of Michael Hunt to the board. Michael brings with him skills within SEND and Safeguarding monitoring as a governor board. Governors agreed to co-opt Michael and he joined the meeting at this point, warmly welcomed by all.</p> <p>ACTION - NS to provide the necessary paperwork, begin the process of DBS checks, update the website and all relevant databases</p>	ACTION NS
4	<p>Matters arising: ACTION - NS to forward the relevant personnel and finance policies to DW and DS for review. ACTION - AI/NS - to continue the process of recruitment in line with the latest advice from Governors Services. Complete ACTION - NS to place the recent personnel monitoring report on the shared drive for Governors. Complete. ACTION: NS to place the CP and Safeguarding policy Appendix onto the website . Complete. ACTION - NS to ensure outcome of FIPS decision is noted and actioned where necessary. Ongoing - awaiting decision. ACTION - CT/DW Virtual meetings to be planned to include pupil and staff voice. Ongoing to be carried out via survey and virtual conferencing.</p>	
5	<p>Business brought forward by the Chair Any urgent business to report not already on this agenda - no business brought forward.</p>	

<p>6</p>	<p>HT Report</p> <p>Remote Learning Impact Report</p> <p>HT Report Spring 2021</p> <p>Governor thanks went to the Heads for their detailed report as ever and for the comprehensive review of remote learning. This is due to be shared with our School Improvement Adviser, Jo Dymond and initial feedback from her is positive - praising the provision put in place during the need for remote learning. Governors were assured the remote learning document was based on the DfE document found here: https://www.gov.uk/government/publications/review-your-remote-education-provision and has been personalised and added to for our Federation. Governors were keen to add their evidence of monitoring the remote education provision and added the following comments to the relevant sections:</p> <ul style="list-style-type: none"> ■ Ongoing timeline kept by Co-heads updating Governors of the continuous changes. ■ Advice (National Governor Association) taken on what to cover in meetings and statutory duties, therefore no additional pressure on Co-heads. ■ Safeguarding meetings continued with lead Governor - evidence provided to the board with annual safeguarding audit submitted ■ Due to small cohorts - provision for individual children discussed ■ Regular meetings with Co-heads and Co-chairs ■ Head teacher and staff pay & performance has continued throughout lockdown ■ Survey to be sent by Governors to parents to ascertain how remote learning was received by Federation families. ■ Virtual meeting organised with pupils to discuss lockdown learning. ■ All Governor meetings continued remotely. ■ Risk Assessment is a regular agenda item ■ Adoption of Safeguarding, Lettings and Behaviour Policy annexes <p>David Spelman commented he had recently attended the SIAMS Hub update and asked how we can explain how our values have guided us through the past year and how we have responded as a Federation. Heads explained evidence of this would be provided in the remote learning document and could be monitored by the Ethos and Vision Committee. Governors agreed.</p> <p>Attendance is very good when compared to local and national rates and children appear to be settling well. The timetable has been adapted to allow for more social time, staff to engage with their classes once again and for some character building and well being days.</p>	
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A return to the specialist timetable has begun with specialist teachers teaching remotely where needed to ensure we adhere to our risk assessment. Governors asked about well being in the staff team and while teachers were tired it was reported that all were pleased to have the children back in school and a return to a greater sense of normality.

Governors asked how assessment for gaps in learning is progressing and whether the findings are having an impact on how we use the catch up funding? The Heads outlined the actions being taken to assess pupils:

- Pupil review meetings with teachers are being held currently
- Most vulnerable children are being focussed on first - in line with government advice
- Maths intervention is a priority
- Reading books are currently being reviewed - we are having difficulty providing to pupils due to the need for quarantine of books. Governors discussed this and agreed for Mike Hunt to speak to his contact at the Fullbrook Wind Turbine CiC to ascertain details of any funds available. NS to forward details of a library improvement fund she knew of.
- The use of catch up funding is currently under review, a review is currently on the website. Allocation of funds will be discussed with staff after conducting pupil review meetings and ascertaining need. It is thought the use of targeted tutoring will be used for some children who need it the most.
- A review of SEND needs has also taken place with the SENDCO and actions are being taken to ensure targeted interventions are taking place for those who need it.

Governors asked about the effectiveness of remote learning and whether we had any evidence to support this? The Heads explained, Jo Dymond, our school improvement adviser has been impressed with our offering and they were currently compiling a review of the remote learning offer for Jo. Governors added their voice to the document and their thanks to Faye in compiling a detailed document, in line with the DfE advice on remote learning review. Governors asked about plans for end of year assessment in the absence of formal testing being halted due to the pandemic. The heads explained assessment would continue to be conducted, moderation events to ensure our judgements are sound and in line with national expectations. Governors asked if the usual form of assessing attainment and progress will be used to highlight potential strengths and areas for improvement will be used. The Heads confirmed this was the case and governors will be involved in the process through monitoring and the supply of this data at meetings in the summer term. Governors asked about those few children and families who did not engage fully in the online offer and Heads confirmed specific plans were in place and will be reported on to governors.

	<p>David Spelman noted he had attended a recent SIAMS Hub meeting with the Diocese. He asked how we can show our values being the presiding guide through our offer of remote learning. Heads explained that a further review of the remote learning document was planned to weave how our values were found in all we do. Evidence will be added to the document of this. Governors to review at the May meeting.</p>	
<p>7</p>	<p>To discuss and agree the CFR Benchmarking Report and agree any actions. DfE Benchmarking Charts 2020 Benchmarking .docx</p> <p>CFR Benchmarking charts were discussed and a review of findings can be found in the above document. Governors asked about the move to the high side of averages when looking at similar schools and what implications this has on future sustainability? What can we be doing to mitigate risk in the highlighted areas, bearing in mind we have little flexibility to change staffing structures across a two site federation. The Heads explained that this was a concern and had been discussed with Karl Murphy Barnes as part of the wider discussions on future sustainability. Until we have an answer from FIPS and answers to our wider questions on buildings we continue to plan with this in mind. Devon County Council are aware of our situation and discussions continue on this matter.</p> <p>Governors were assured plans were in place to tackle to wider and unique difficulties presenting in terms of buildings and finance.</p>	
<p>7</p>	<p>To discuss and agree the most recent budget monitors Budget onitor Cover Page School Budget Share Budget Monitor.pdf Capital Budget Monitor.pdf Extended Schools Detailed Budget Monitor.pdf</p> <p>It was noted we are currently awaiting a decision from the Financial Intervention Panel for Schools. Governors can be assured we continue to work with our school finance adviser Karl Murphy Barnes to find a sustainable, long term solution for our unique position in terms of buildings at Berrynarbor, allowing for solutions to be agreed for the problems these present.</p> <p>The budget monitors for SBS, Capital and Extended Schools were agreed by Governors.</p>	

7	<p>To discuss and agree the budget including the agreement of bought in services.</p> <p>It was agreed this would be discussed on completion of the budget papers. An additional meeting will be held on the 29th April at 5pm to agree bought-in services and the budget plan.</p>	
7	<p>To discuss and agree the Schools Financial Value Standard (SFVS) and skills matrix</p> <p>SFVS</p> <p>Staff Financial Skills Matrix</p> <p>Governors noted the SFVS did not highlight any significant issues in the main. In year balance as a total percentage of income continues to highlight as an issue. Governors are aware of on going talks with FIPS and and our Finance adviser to work on strategic longer term solutions and the board are involved in these conversations.</p> <p>The SFVS was agreed by governors, the staff skills matrix was noted and Governors agreed to complete the governor financial skills matrix.</p> <p>ACTION - DW to make arrangements with Louise Richards for the submission of the SFVS.</p> <p>ACTION - Relevant Governors to agree and complete the governor financial skills matrix.</p>	<p>ACTION DW</p> <p>ACTION DS/DW</p>
8	<p>Discuss use of PE fund to make improvements to the running track at West Down Primary</p> <p>Heads outlined plans to upgrade the running track at West Down and the rationale behind this. The track was originally completed free of charge for us and we have been grateful for the use of it. The track surface now needs some work completed on it to improve the surface both in terms of future proofing and safety of the surface.</p> <p>Governors asked about the final finish or the track and how we will know this will be better for those using it. The Heads explained the surface will be of a similar standard to the main playground and will limit the severity of injury. The current track at West Down is posing a health and safety risk due to the poor quality of the surface. Governors asked what other benefits would be achieved by completing the work and it is anticipated that scooting/biking sessions, greater use of the track for PE and and sports and community use all be possible after the upgrade is completed. Governors asked about the relevant paperwork and whether a third quote would be possible - the Heads explained that while a third quote had been sought - it was thought better to contract the services of the company in order to complete the work over the Easter break.</p> <p>Governors agreed to use £10,500 of the PE/Sports Grant to upgrade the running track at West Down.</p>	

9	<p>To note policies adopted Complaints Procedure 2021-2023.docx</p> <p>Managing unreasonable and persistent complainants 2021-2023.docx</p> <p>These were noted and previously adopted by the Chair.</p> <p>ACTION - NS to place new policies on the website as appropriate.</p> <p>Health and Safety 2021 - NS advised there is an updated Health and Safety Policy provided by County.</p> <p>ACTION - NS to draft H&S Policy and send to SC and AI for adoption.</p>	<p>ACTION NS</p> <p>ACTION NS/AI/SC</p>
10	<p>Agree the minutes of the previous meeting</p> <p>Minutes, FGB, 210121.docx</p> <p>These were agreed as an accurate and true record. Minutes to be signed at the next face to face meeting.</p> <p>ACTION - NS to place the January FGB minutes on the website.</p>	<p>ACTION NS</p>
11	<p>How have we ensured and assured we are fulfilling our 3 core roles?</p> <ul style="list-style-type: none"> • Ensuring clarity of vision, ethos and strategic direction; Adoption of policy, agreement of budget monitors, discussion regarding SIAMS, Co-Option of Michael Hunt • Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; Review of the HT Report and the remote learning offer, discussion of evidence of scrutiny from external consultants, asking about plans for assessment of learning gaps and end of year assessment. • Overseeing the financial performance of the organisation and making sure its money is well spent. Discussion and agreement of the budget monitor, making plans for the discussion and agreement of the budget plan, discussion and agreement off the SFVS, completion of financial skills matrices, agreement of works to the running track at West Down in line with our finance policy. 	



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ACTION - NS to provide the necessary paperwork, begin the process of DBS checks, update the website and all relevant databases

ACTION - DW to make arrangements with Louise Richards for the submission of the SFVS.

ACTION - Relevant Governors to agree and complete the governor financial skills matrix.

ACTION - NS to place new policies on the website as appropriate.

ACTION - NS to draft H&S Policy and send to SC and AI for adoption.

ACTION - NS to place the January FGB minutes on the website.

Streams today, oceans tomorrow...

respect

confidence

compassion

truth

curiosity

courage

endurance

