

SOUTH WEST SCHOOLS' FEDERATION



MINUTES of the Full Governing Body Meeting of South West Schools' Federation, held at The Amory Centre, South Molton, on Monday 15 May 2017

	Governor Name	Position
Present:	Lucy Bull	Foundation Governor
	Kevin Chandra	Foundation Governor (Ex-Officio)
	Ian John	Foundation Governor
	Christopher Galloway	Parent Governor
	Stephanie Mollidoga	Parent Governor
	Sandy Brown	Exec Head Governor
	Ben Hookes	Staff Governor
	Martin Callaghan (to Min Ref 454)	Co-opted Governor
In Attendance:	Gary Bladon	Associate Governor
	Angela Fernyhough	Associate Governor
	Gail Holmes	Associate Governor
	Damian Railston	Associate Governor
	Sue Cottrell	Clerk to Governors
Apologies	Alison Homa	Foundation Governor
	Martin Winter	LA Governor
	Raksha Greenbank	Associate Governor

Agenda	Item	ACTION
	The meeting opened at 6.02pm.	
1	Apologies	
430	Apologies were accepted from those recorded above.	
2	Declaration of Interest	
431	Governors acknowledged interests on the signing in sheet but were reminded that they should disclose orally any interest in agenda items and leave the meeting for that agenda item.	
3	Minutes of 27 March 2017	
432	Minutes of the meeting held on 27 March 2017 were agreed and signed by the Chair as a true record. Minutes of the meetings on 24 and 27 April 2017 will be approved at the Summer 2 meeting.	
4	Matters Arising from the Minutes of 27 March 2017	
433	364 – Charging and Remissions Policy – IJ confirmed the review of the Charging and Remissions Policy	
5	Urgent business brought forward by The Chair - none	
	Headteacher Briefings	

6	Woolacombe School Headteacher Report	
434	GH reported that since the report numbers have increased to 250 overall with 41 now in the Nursery.	
435	Governors are beginning to see a return on the building works as, with children increasing hours in the Nursery, there will be an additional £22,000 income over the next year. The outside space is usable but staff and PTFA are fundraising to make it more weatherproof.	
436	Attendance – 8% of children are classed as persistent absentees (attendance below 90%) mainly due to medical appointments, illness and holiday eg a family moved from another part of the country with different holiday dates and a holiday booked. GH also pointed out that the schools need to highlight to families who start their children in Reception that, even though they may not be of compulsory school age, they have made a decision for their child to be in school so they cannot take holiday in term time. With so many families in the Federation being reliant on seasonal industries IT WAS AGREED that parents should be surveyed regarding a change in the school holidays. The survey to go out during the first week after half term.	GH
437	Health and Safety – the audit rated the school 100%. GH expressed thanks to Brenda Read who is based in Combe Martin Primary for the support she has given to Woolacombe School. Through discussion the reviewer helped in the formation of some actions with regard to site security.	
438	Inclusion – the school has received some Outreach Support from Pathfields for a child with complex needs – the report was very complimentary of the work of LSAs. MC (as a governor of Millwater) said that Millwater would still like to host a visit from GH – so far they have been unable to agree a mutually convenient date but GH will visit as soon as she is able.	
439	EH4MH – so far 20 staff have received training including MTAs, teacher and office staff.	
440	Post of Teaching Deputy Head – GQ – was this included in the budget? Yes GQ – Why was the post only advertised internally? – There is the capacity in the Federation to develop existing staff. There was not the capacity to recruit an additional member of staff.	
441	LSA appraisal – looking as a teaching school at how to support general LSA training and develop LSA appraisal.	
7	Bampton School Headteacher Report	
442	Pupil numbers look stable at 105 but there has been movement with pupils coming into the school and others moving out. Currently 2 families have informed the head that they are moving to be able to get their children into Uffculme Secondary School. GQ – Why Uffculme? – rated by Ofsted as outstanding. GQ – Tiverton High School is a good school why are parents not choosing it? There is a legacy and it needs to market itself better. Governors asked SB to go and talk with the new Head to discuss ways of making the High School a school of choice rather than being ‘the only school’.	
443	GQ – Why has SEND risen to 30%? This is due to the dynamics of pupils who have moved out and those who have moved into the school. There are different levels of need and the register is reviewed termly. The national average is 14/15% SEND. Register to be reviewed applying the current criteria. One child has an EHCP and the school is in the process of applying for a further 3.	

444	KS2 teaching post – 5 applications have been received with 4 candidates invited to interview. Interviews taking place on Friday 19 May 2017. With the shift in pupil numbers the 0.6FTE teaching post will be in KS2 from September rather than KS1. Governors delighted that the KS1 teacher leaving at the end of the summer term has secured a full time, permanent post and that the KS2 teacher wishing to reduce hours has been appointed to the 0.6FTE post.	
445	Swimming Pool – GQ – Is the pool getting enough use? <i>No, despite continuous appeals from the school, there is not always sufficient adult help to ensure the safety of the children.</i> A member of staff has now been trained as a STA swimming coach and is completing further training which will allow teaching to competition level. TAs are to be trained to assist in swimming lessons. An after school club has just started where parents can bring their children to a swimming lesson. If there is sufficient uptake lessons will be offered on 2 days after school. The pool is also to be offered for hire to other schools during the morning.	
446	GQ – Do the Federation Schools make provision for families during the Summer Holiday? <i>Not at the present time. There has not been the demand for it.</i> IT WAS AGREED that GH would add this to the questionnaire, including asking how much parents would be prepared to pay.	GH
8	Combe Martin Headteacher Report	
447	Attendance – the school is currently at 96% so looking like it will meet the DfE target for attendance. Similar reasons for absence as the other schools again with a lot of illness during the winter.	
448	Behaviour/Safety – following the resignation of a Behaviour specialist TA and advert has been placed. DR is looking for experienced behaviour support for a post starting in September 2017.	
449	SEN – The submitted Element 3 funding applications have not been signed off by County but once they are they should be backdated.	
450	Exclusions – DR has only made one day exclusion as it is not beneficial for children to be out of school, they do however need to know that certain behaviours are unacceptable.	
451	CPD – GQ – Given the extent to which support of external agencies is now being done by the school in the form of first and second line support for the children is there a plan in place for skills development of staff? <i>GH and AF are working on an action plan with a programme of CPD being put together with a clear pathway for development. Heads identify staff for most impact.</i>	
452	GQ – CPD needs to be balanced, there is a danger that, with teachers on training, the children are not seeing them in class. Teachers only have so much capacity does all the upskilling has a detrimental effect in the classroom? <i>No much of the CPD is developing through teaching.</i>	
453	GQ – What is barrier analysis? <i>Understanding the whole child/family. All part of a teacher's job but described differently, looking at how well pupils are learning and identifying barriers for their learning. These could be eg social, cultural, economic. From there teachers see how to remove the barrier to give access to learning.</i>	
9	Head of Early Years – no report	
10	Executive Head – no report (reported by Heads of Schools)	
	Assurance	
11	Assessment	
454	A presentation was given by Heads describing the assessment process from entry to Nursery and/or School through to Year 6.	

	<p>On entry to Reception Class children complete a Baseline Assessment (currently using one purchased from CEM). At the end of Reception the EYFS Profile is completed giving a summary of the child's progress at the end of the Foundation Stage.</p> <p>In Year 1 pupils complete the Yr 1 Phonics screening; Year 2 SATs; Years 3, 4 and 5 have this year used the Testbase testing which is more closely linked to SATs (previously using NFER); and in Year 6 SATs.</p> <p>The assessment calendar has tests (either statutory or non statutory) in October, January and May with Teacher Assessments in between to continually track the progress of each child.</p> <p>Heads are giving consideration to interim written reports for parents to keep them informed of progress. Currently there are parent evenings in November and February and the written school report in June, when parents still have the opportunity to meet with class teachers if they wish. The proformas for the parent evenings in November and February include information on attendance and assessment data so teachers can talk to parents and let them know if they are on track or need more support.</p> <p>GQ – Would the interim report lighten the load of the end of year report? It is a legal requirement to produce an end of year report.</p> <p>GQ – How much does it have to have in it? What is the legal requirement? Do parents want such a large document? Heads would need to ask the parents what they want. IT WAS AGREED that parents should be surveyed in the Autumn term.</p>	Heads
12	Curriculum Review	
455	<p>Heads presented an overview of the curriculum, showing an example of the 4 year rolling programme. Combe Martin and Woolacombe follow the same topic but Bampton is on a different one which allows for the sharing of resources.</p> <p>Each term the children are offered experiences to support their learning and bring their learning to life.</p> <p>Literacy – quality texts, linked to the topic helping the children to evolve as writers.</p> <p>Maths – the Singapore maths approach is a concrete, pictorial and abstract approach to mathematics. The schools have been bringing maths to life through eg locality studies and the Bioblitz experience.</p>	
13	Financial and Administrative Procedure	
456	<p>IJ circulated his report of the current situation, his conclusion and action to be taken to give governors financial confidence.</p> <p>It was agreed that a paper to address the actions (system to be in place from 1.9.17) would be presented by RG to the next Resources meeting (date to be arranged) and that the Finance Lead Governor will report to the FGB at each meeting – amend the Governors' yearly calendar.</p>	RG IJ
	Strategy	
14	Future Leadership of the Federation	
457	<p>MAT meeting at Abbotsham - LB will circulate the notes from the Chair of St Helens, The Clerk of the meeting and the flipcharts once they have all been completed and collated. At the meeting governors looked at the 3 visions - what they liked and why.</p> <p>The Diocese made valuable contributions to the meeting regarding due diligence and procedures.</p> <p>It was suggested that the next step was to investigate moving forward with a lead group of a few key people looking how the MAT would be set up and organisation of eg finance, health and safety, personnel etc.</p>	LB

	<p>If everything agreed in principle for a MAT and governors decide to go ahead everything could be in place to start from April 2018 (other dates suggested were Jan and Feb 2018).</p> <p>GQ – Staff have been to Union meetings where Dawn Stabb has said there is no immediate pressure to form MATs? <i>Yes purdah was taken into account.</i></p>	
15	SDP implementation report	
458	Reports on implementation included in Heads' reports.	
16	Date of the next meeting	
459	The date was changed from 10 July 2017 at Combe Martin Primary School to 6pm on Tuesday 11 July 2017 at The Amory Centre, South Molton.	