

## Taw Valley Federation



A meeting of the Full Governing Body was held on Monday 18<sup>th</sup> January 2016 at 7.00pm at Witheridge Primary School.



Present: Sally Anoyrkatis (chair), Amy Suchascki, Helen Carn, Jane Adams, Adrian Wells, Sue Wells, Colin Parsons, Rob Norton (head), Mike Clark, Heather Dunn, Verity Lunn (clerk), Sarah Fast (guest).

### MINUTES

- 1. Opening Prayer & Welcome. (AW/SA)**  
AW led the opening prayer. SA welcomed all to the meeting, and introduced SF – parent at HB, interested in becoming a governor.
- 2. To receive, and if appropriate, approve apologies for absence.**  
Rob Foster – apologies received and accepted.  
*NB: Apologies had been sent by Peter Lake prior to the meeting, but the message had not been picked up until after the meeting.*
- 3. To declare any business interests arising from the agenda and remind governors of meeting confidentiality.**  
None declared.
- 4. To approve minutes of previous meetings (14.12.2015) including part two.**  
Minutes approved with amendment (see initialed alteration to minutes) and signed.  
Part two minutes circulated to those present at the previous meeting, agreed and signed.
- 5. Matters arising from the minutes – governors to sign sheet to agree they have read Keeping Children Safe in Education document.**  
Sheet circulated and signed.  
**Action: VL to ensure those governors not present sign at a later date.**
- 6. Headteacher's report (verbal) (RN)**  
Brief report – talking of difficulties of lack of past papers for new assessments and how staff in the federation was overcoming this.  
Matter discussed in the part two minutes from last meeting had been enacted. The situation was looking positive, in terms of both long and medium terms planning of collective worship. Feedback from Richard Maudsley visit – had been positive approach to where school is in terms of Christian values, and had also given pointers for the way forward. Staff were using the SIAMS report to use as improvement guide for HB as well as Witheridge. There had been a positive ethos group meeting (with Morchard Bishop) with actions coming forward. Staffing report – currently a significant way through the appointment process for new Y3/4 class teacher at Witheridge – shortlisting stage, with interviews on Thursday.
- 7. Feedback from monitoring committee (SA)**  
SA gave report on the meeting held last week at Witheridge. They had looked at wide sample of books/marking and assessment. There were quite a few areas to look into with staff to get consistency. Had also completed learning walk around KS2 looking for working walls – very clear in class 4 and also photographs of previous working walls. Some improvements to be made but there had been great progress. Behaviour of pupils also greatly improved. Next month the monitoring committee would be looking at progress of marking and working walls, and data. Also saw intervention groups for Y6 in practice, which they would also be monitoring to see progress.

HC stated that she was especially pleased to hear of an improvement in behaviour. RN stated this was evident in both KS2 classes at Witheridge, just more evident in class 4 as had poorer behaviour to start with. Visits and work with the local authority had also noted positive things about children's behaviour.

HD was now Witheridge three afternoons a week for intervention work with year six – three intervention 'stations' covering different issues, for three groups of children who rotated round. HD was not classroom based in class four any more.

SF: Is there an impact on HB with the absence of HD?

RN: Simple answer is yes, but has to be fine balancing act of impact on one class, but also as CPD across federation. Class four at HB missing out on time with HD, but gain time with AS at HB for SENCO work. This was an example of using staff in federation to improve other staff, which will mean time away from classroom for some staff, but overall standards will improve.

**8. Portfolio report: Wellbeing and Christian Care on SIAMS inspection (SW/MC)**

Moved forward to March.

**9. Finance: Approve increase in spend on canopy (£5540 to £6240), approve amendment to finance policy re. school purchasing card, agree and sign SFVS assessment.**

Governors heard the reason behind the increased canopy cost (bigger covered area, giving more advantage to the children) and agreed the increased spend.

Finance Policy: governors approved the addition of Briony Parsons (school business manager) as a holder of a school purchasing card.

Governors discussed and agreed the terms of reference for the finance portfolio holder/lead governor.

Governors all viewed the benchmarking finance data for both schools, the SFVS skills matrix for RN, BP, AW and SA and the SFVS assessment. SFVS assessment was agreed and signed.

**10. Governor visit/training updates (governor feedback from any training undertaken – including online. Please bring copies of any certificates/feedback forms)**

All had seen learning walk report – HC noted improvements

RN noted all had taken on some safeguarding training by reading the KCSIE document.

**Action – VL send reminder of link for GEL training.**

**11. TTMLP/LLC update**

This FGB meeting had been immediately preceded by TTMLP meeting – visitors talked about in last FGB meeting were not there, so same kind of discussion as had before, but had moved forward a bit. Another meeting in March – where possibilities for a multi-academy trust would be the only item on agenda. The four different schools (the federation counting as one school) were to each investigate a different model for a MAT each and present their findings at this meeting. RN also due to attend MAT conference from North Devon Teaching Schools Alliance.

SA stated she felt it important to look further than the five schools as well – to see what options would be best for federation, and also having to bear in mind issue around being a church school where others in TTMLP are not. AW suggested the possibility of forming a church school federation/trust with other schools in the area. SA – would need to ask someone from diocese to talk to them. Also to investigate what church schools are around who are not in federation/MAT as possibilities.

SA said at the moment it was unclear over how leadership structure would work over the five schools, which would have to be part of the discussions in TTMLP.

**ACTION: SA/RN - try and organize Julie Stuchbery to meet with governors.**

Discussion over best way to proceed – who to invite in for advice.

## **12. Review term dates**

RN explained that the proposed term dates were the same across both schools, and in line with the other schools in the Two Moors Learning Partnership. This was a significant change for Witheridge in that there was no two week May half term, as had previously been customary. Benefits of this change were explained, which included the opportunities for training across the schools on non-pupil/inset days. Governors agreed the term dates for 2016/2017.

**Action: RN to communicate with Witheridge parents over reasons for change.**

## **13. Approve policies:**

Data protection

Supporting pupils at school with medical conditions

The above policies were agreed by the governors.

## **14. Matters brought forward by the chair.**

None

Meeting ended 8.54pm.

### **Dates of future meetings (and associated portfolio)**

**22<sup>nd</sup> February 2016 (HB)** – Data, Curriculum, Achievement and Standards/Mini report covering everything, including SEND and Pupil Premium

**21<sup>st</sup> March 2016 (W)** – Finance. SIAMS – Wellbeing and Christian Care.

**18<sup>th</sup> April 2016 (HB)** - Learning and Curriculum

**16<sup>th</sup> May 2016 (W)** - Wellbeing and Christian Care

**20<sup>th</sup> June 2016 (HB)** - Finance Leadership/management part of SIP. {Use of outside space/environment within school.}

**18<sup>th</sup> July 2016 (W)** - Achievement and Standards, SEND, Pupil Premium and overall.