



Believing and Achieving Together to be The Best We Can Be

Meeting of the Full Governing Board of OTTER VALLEY FEDERATION					
Date/Time	21 st October 2024 6:30pm	Location	Tipton St John Primary School		
Attendees	Initials		Attendees	Initials	
Amanda Fulford	AF	Executive Headteacher	Sarah Walls	SW	Foundation Governor Finance Lead
Daphne Sherwood	DS	Foundation Governor Staffing Lead	Matt Sullivan	MS	Foundation Governor Curriculum Lead
Eddie Smith	ES	Parent Governor SEND & Inclusion Lead	Pete Button	PB	Staff Governor <i>Head of School</i>
Claire Poverino	CP	Foundation Governor Premises Lead	Mark Humphries	MH	Foundation Governor Safeguarding Lead
Jamie Lawrence	JL	Foundation Governor School Improvement Lead	Simon Richards	SR	Parent Governor
Present					
Sarah Evans	SE	Head of School	Simon Niles		DCC Officer for Strategic Planning of Schools.
Apologies					
Jess Bengier		Rev Lydia Cook	Eleanor Ramsbottom		Alex Pryor
Absent					

Item Number	Agenda Item	Initials	Time
1.	Opening Prayer	Chair	18:30
2.	Approval of Co-opted Governor		
3.	Welcome to new Governors		
4.	Apologies for Absence/ Absences Sanctioned	Chair	18:35
5.	Declaration of Interests invited and declared	Chair	18:37
6.	Approval of the minutes of the previous meeting: AGM 9 th September 2024	Chair	18:40
7.	Matters Arising from the minutes not on the agenda	Chair	18:45
8.	Discuss Executive Headteacher's written report on Summer Term Teaching & Learning & raise questions on pupil performance data (ACB)	Chair/ AF	18:50
9.	Approval of the Key Priorities for the Federation Development Plan (ACB)	Chair	19:15
10.	Discuss Partnership Working activities planned for the year and governor monitoring of impact. (ACB)	CB/ ES	19:40

11.	Questions arising from the SEND & Inclusion Governor Report (ACB)	ES/ SE/ PB	19:50
12.	Questions & matters arising from the Curriculum Lead Governor Report(ACB)	AF/MS	20:05
13.	Questions & matters arising from the School Improvement Lead Governor Report (ACB)		20:15
14.	Questions arising from Written Update from Admissions Committee (ACB)	MH/ AF	20:20
15.	Verbal Update from the Executive Headteacher Performance Review Committee		
16.	Governance & Leadership	Chair	20:15
16.1	Governing Board Vacancies		
16.2	Approval of updated Ottery Valley Federation Ethos Statement		
16.3	Approval of Governance Statement 2023-24		
16.4	Tipton St John Relocation Update		
17.	Part Two	Chair	
18.	Policies to Approve	Chair	
18.1	Agree draft Admission Policies for 2025-26 and recommend to FGB		
18.2	OVF Safeguarding and Child Protection Policy 2024		
19.	For information – Policies Approved by Lead Governors		
	Anti Bullying Policy		
	Equalities Policy 2024		
20.	Governing Body Correspondence	Chair	20:30
21.	Date of next meeting:	Chair	20:30
	Governor Training – 11 th November – Partnership Working Workshop		
	FGB Meeting 9 th December		

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
1.	Opening Prayer Sarah Walls opened meeting with a prayer		
2.	Approval of Co-opted Governor SW explained that SE had stepped down as a Governor but would continue to attend meetings online or in person as and when possible as head of school to provide information and answer questions of the Governing body. SW thanking SE for her time as the co-opted Governor. There was therefore now a vacancy for the co-opted Governor role and SW gave details of the proposed Governor Alex Pryor from his application to be a governor. Details had been circulated prior to the meeting. MH queried whether SE could still be part of the admissions panel on the basis of information that she could provide regarding requests	Proposal: to co-opt Alex Pryor as a Governor SW to check position with JB	Approved by all present
3.	Welcome to new Governors SW welcomed SR and ER (in her absence) to the Governing Body as parent governors.		
4.	Apologies for Absence/ Absences Sanctioned The absences of ER, AP, LC and JB were all sanctioned.		
5.	Declaration of Interests invited and declared None declared		
6.	Approval of the minutes of the previous meeting: AGM Meeting 9 th September 2024 Minutes circulated prior to the meeting. MH has sent a couple of minor amendments to JB by email.	Proposal: to approve the minutes of the	Agreed by all present

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	Proposal: to approve the minutes of the meeting of FGB Meeting 9th September 2024 (as amended) and signed by the chair Agreed by all present	meeting of 09.09.2024 with the slight amendment referred to by MH as a correct record and signed by the chair	
7.	Matters Arising from the minutes not on the agenda		
	<p>Update on Tipton St John – Simon Niles from DCC present to provide an update.</p> <p>Explain and update – SN went back to the DFE following receipt of our letter to ascertain what level of diligence the department would want on the 4 sites before they will start their feasibility?</p> <p>Cost outside the red line are due to be significant including in relation to roads etc.</p> <p>Sundial - DCC contacted them and they have confirmed they might be minded to give some land but it would be part of a masterplan. Could not have vehicular access through their site. Access would have to be via the Venn Ottery road. Land has topography issues.</p> <p>DCC does not have cash - it is a commitment from the department of education to build. They therefore will decide whether to take a site forward even if DCC agree to provide services outside red line.</p> <p>Dfe come back on each site:- Thorn farm - all they require is statutory process to be completed to move the school and confirmation that costs outside the red line can be met on the basis that they are anticipated to be low. Little to no risk on servicing. Cost therefore to the gov is effectively nil.</p> <p>Sought costs from Norse and engineer design group.</p> <p>Land south of Otter Close - outline planning permission for primary school needed which will involve a certain level of assessment. Confirmation of engineering solution for highway design and services with planning. Access issues there are significant. Topography and engineering issues likely. Agreement to purchase the land - would require outline planning anyway. Cost in region of £200,000 revenue.</p> <p>Carters field - topography survey of the preferred area. Planning permission, confirmation of engineering solution etc, confirmation of services to the boundary. Agreement to secure third party land. £250,000 revenue.</p> <p>Sundial - table top assessment needed as per previous report. Confirmation of interdependency of landowner aspirations, topography, access, services to boundary, agreement to purchase land etc. £225,000 revenue.</p> <p>£600-£700k to do due diligence on the sites. Could take 12 months plus.</p>		

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	<p>Councillor Bailey made representations to scrutiny.</p> <p>DCC have today submitted a bid to east Devon District Council to support diligence on the sites - £600,000. SIL budget is between £8-10m. No timescale on them coming back.</p> <p>This is kicking the can down the road - still carrying the safeguarding risk.</p> <p>Phase 2 - capacity issue. Department will want to deliver. No mood music about amending the school rebuild programme by this government.</p> <p>Going for the money is straining everything to try to keep the school in the village.</p> <p>County elections in May – won't be making any significant decisions at end of tenure but can still proceed with process for planning etc.</p> <p>MS asked - DfE has given the requirements of the 3 sites. Are they the same requirements? - Thorne farm allocated for education, can be accessed and available for services. The DfE are happy to start the feasibility for Thorn Farm. Issue with sites in Tipton are concerned that they do not have access and availability for services. Need diligence surveys.</p> <p>In the event that we do not move matters forward soon, we need to consider whether safe to have children on lower site. There is not the capacity to have Reception to Year 6 on the upper site. The site would have to reduce number on roll to about 40. This would impact the school financially.</p> <p>Discussed the history of the 3 sites that they have already been looked at and whether they will be seen viable. Discussed that DfE have a responsibility for the children and that there is a risk to life.</p> <p>Discussed speaking with Jess Bailey to find out whether the money is available towards the end of the year. If not available then we as governors to decide in Spring at latest whether to move forward.</p>		
8.	<p>Discuss Executive Headteacher's written report on Summer Term Teaching & Learning & raise questions on pupil performance data (ACB)</p> <p>Report circulated prior to the meeting and will be added to the minutes as an appendix.</p> <p>Questions from Mark Humphries and Sarah Walls – please see attached document.</p> <p>MS has concerns about writing off the predictions. Are we really targeting the problem areas. Year 6 mental arithmetic issues have been identified and number sense has had a massive impact and is helping. Writing is really pleasing. Reading is about resilience. Teachers are good at knowing what the issues are and developing with it.</p> <p>MH asked about progression. Are we identifying the children that are performing within the cohort. Yes, inclusion for all. Need to evidence progress</p>		

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	<p>for every child.</p> <p>Catering - ES - Are we still monitoring the finances to make sure that we are still on track with what was budgeted. Yes, it is being monitored.</p> <p>Recruitment - Been difficult - have recruited a cleaner - start after half term and the teachers that help is coming to an end. MTA still need to recruit - Pete and Amanda stepping in to support. Staff are leaving at half term and Christmas.</p>		
9.	<p>Approval of the Key Priorities for the Federation Development Plan (ACB) Federation Development Plan 2023-24 circulated prior to the meeting.</p> <p>Everyone happy to approve the key principles for the FDP.</p>	<p>Proposal: to approve the key priorities for the FDP 2024-2025</p>	<p>Approved by all present</p>
10.	<p>Discuss Partnership Working activities planned for the year and governor monitoring of impact. (ACB)</p> <p>Monitoring to be undertaken by Governors in the half term that they don't have a lead governor report.</p> <p>Monitoring - Cycle of suggested monitoring - Collective workshop - Sarah Walls Daphne - Talk with staff induction Simon - Are we providing what we say we are at Tipton Preschool?</p> <p>Partnership working for the year - In report. Mrs Kilbride has moved on to The Kings School and Sarah has taken on a lot of the organisation and parents have also stepped in to help with this. Both schools have qualified for cross country final event along with swimming and there is also mountain biking. Forest school is still going ahead Gardening club at Tipton- Mark still leading that.</p>		
11.	<p>Questions arising from the SEND & Inclusion Governor Report (ACB)</p> <p>Report circulated prior to the meeting and will be added to the minutes as an appendix.</p>		
12.	<p>Questions & matters arising from the Curriculum Lead Governor Report (ACB)</p> <p>Report circulated prior to the meeting and will be added to the minutes of the meeting as appendix.</p>	<p>Noted</p>	
13.	<p>Questions & matters arising from the School Improvement Lead Governor Report (ACB)</p> <p>Report circulated prior to the meeting and will be added to the minutes of the meeting as appendix.</p>	<p>Noted</p>	
14.	<p>Questions arising from Written Update from Admissions Committee</p>		
15.	<p>Verbal Update from the Executive Headteacher Performance Review Committee</p>		

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	This has taken place. Took place on the 24th September. Incredibly impressed. All targets met. New objectives set for the year.		
16.	Governance & Leadership		
16.1	Governing Board Vacancies SW explains that we still have a foundation governor vacancy.	Noted	
16.2	Approval of updated Otter Valley Federation Ethos Statement Approved by all present	Proposal: to approve the OVF Ethos Statement	Agreed by all present
16.3	Approval of Governance Statement for 2023-24 Approved by all present		
16.4	Tipton St John Relocation Update See above	Proposal: to approve the Governance Statement	Agreed by all present
17.	Part Two <i>Only use this section if there is something confidential to discuss</i>		
18	Policies to Approve		
18.1	Agree draft Admissions Policies for 2025-26 to go out to consultation on DCC Website		
	Policies circulated prior to meeting for review. Approved by all present.		
18.2	OVF Safeguarding and Child Protection Policy 2024 Policy circulated prior to meeting for review Approved by all present		
19.	For information – Policies approved by lead governors Anti Bullying Policy Equalities Policy 2024	Noted	
20.	Governing Body Correspondence None		
21.	Date of next meeting: Governor Training – 11 th November – Partnership Working Workshop FGB Meeting 9 th December		
	Meeting closed at 8.30pm.		