



Believing and Achieving Together to be The Best We Can Be

Meeting of the Full Governing Board of OTTER VALLEY FEDERATION					
Date/Time	10 th February 2025 6:30pm	Location	Tipton St John C of E Primary School – Upper Site		
Attendees	Initials		Attendees	Initials	
Amanda Fulford	AF	Executive Headteacher	Sarah Walls	SW	Foundation Governor Finance Lead
Daphne Sherwood	DS	Foundation Governor Staffing Lead	Simon Richards	SR	Parent Governor
Claire Polverino	CP	Foundation Governor Parent & Community Lead	Mark Humphries	MH	Foundation Governor Safeguarding Lead
Pete Button	PB	Staff Governor <i>Head of School</i>	Jamie Lawrence	JL	Foundation Governor School Improvement Lead
Alex Pryor	AP	Co-opted Governor	Lydia Cook	LC	Ex Officio Governor
Present					
Jess Benger		Clerk to Governors			
Apologies					
Eddie Smith	ES	Parent Governor SEND & Inclusion Lead			
Absent					

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1.	Opening Prayer LC opened meeting with a prayer		
2.	Apologies for Absence/ Absences Sanctioned Eddie Smith – Work Commitments Absences sanctioned		
3.	Declaration of Interests invited and declared None declared		
4.	Approval of the minutes of the previous meeting: FGB 9 th December 2024 Minutes circulated prior to the meeting.	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 December 2024 and signed by the chair Agreed by all present	meeting of 09.12.2024 as a correct record and signed by the chair	
5.	Matters Arising from the minutes not on the agenda		
	None noted		
6.	<p>Discuss Executive Headteacher's written report on Autumn Term Teaching & Learning & raise questions on pupil performance data. Report includes termly Safeguarding report (ACB)</p> <p>Report circulated prior to the meeting and will be added to the minutes as an appendix.</p> <p>MH sent in questions prior to the meeting (get these from AF) MH noted the significant challenges in attainment for some of the cohorts. AF handed over to PB and SE to give greater details.</p> <p>TSJ Year 6 has significant challenges, especially with regard to pupils who have previously struggled with even accessing school, we are noticing real improvements for these pupils. AF felt that Year 6 is being managed really well with some brave decisions made regarding alternative curriculum for the afternoon sessions this year, with great support from experienced Teaching Assistants (TAs)</p> <p>LC queried the drop off for writing in Year 3 in comparison to Reading and Maths. AF and PB felt this was due to pupil engagement with the subject and would improve as the pupils progress through the academic year</p> <p>SW challenged whether we are being too conservative in our attainment predication for Year 1, which may result in greater progress through out the year, but this would be misleading on our initial predictions. AF and PB fed-back that the class teacher really drills down into the data and we are secure in these judgments.</p> <p>SE gave further information on attainment in Phonics at Feniton and how we are targeting pupils needing to increase their phonics understanding to increase reading fluency. It was noted that Key Stage 1 Children have had a much better learning journey, with less upheaval, older children will have had their education disrupted by COVID etc and therefore their reading and communications skills are not always as developed as they can be.</p> <p>SW asked SE for further information on benchmarking within the Local Learning Community (LLC) to ensure that we are giving our children the best opportunities to go to a great depth in their reading writing and maths. SE gave further feedback on moderation activities.</p> <p>AF gave rationale on balancing intervention groups in afternoon teaching sessions with quality first in class teaching. It was also noted that at TSJ they do not have the additional classrooms/ space to carry out the interventions. SR asked whether this meant that there were no interventions taking place in TSJ. PB and AF stated that interventions do get carried out within the classroom and when the weather is better we can also use outdoor space to do some</p>		

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	<p>more interventions.</p> <p>It was noted the need to make sure that whilst we are under scrutiny to ensure all children get achieving at Reading, Writing and Maths we are accountable for ensuring the children have a broad and balanced curriculum, especially where children have a real interest in other areas such as history and we do not want them to miss out on this</p> <p>AF reported on the concerns of some parents at TSJ that the interventions, and children being taken out to class to work in the staff room is not inclusive and we are working with these parents on the best solutions</p> <p>BromCom this merge is now taking place but will take a while to get all out systems set up and working. Finance records and registers/ attendance will be first used but there is potential for progress and attainment records and safeguarding records to be added</p> <p>Websites – currently in development, working to make it easier to work across all three websites and be much more user friendly.</p> <p>The meeting discussed mobility funding and predicted admissions numbers. It was noticeable that our predictions with TSJ than Feniton. MH felt that it would be unlikely that we would only have 18 admissions at Feniton but AF stated that she would prefer to go with conservative predictions. This is reflected in the approach of other Headteachers in the LLC.</p> <p>AF fed-back on the Federation Forum that she attended. There is a much more positive view towards federations growing and more working together, as opposed to previous years when the drive has been much more towards schools joining MATS.</p> <p>Safeguarding SW asked why there has been an increase in positive handling cases since the Autumn term. SE reported that at Feniton this is due to one specific child with medical and physical needs which have to be met. School staff are working with parents and medical staff to meet the child's needs.</p> <p>PB reported that the positive handling at TSJ have been due to space/class rooms and these incidents have been reduced as the children is settled in the classes.</p>		
7.	<p>Review of School Evaluation Framework (ACB) Does this document reflect the true position of the schools in the federation at this time?</p>		
	SEF reports for both schools circulated prior to the meeting and will be added to the minutes as an appendix. The GB felt these SEF reports were accurate reflections as to the current positions of the schools in the federation at this time.		
8.	<p>Strategic financial planning - feeding into budget planning (ACB) Are there priorities and actions that need to be factored into the budget-planning for 2025-26 and three year forecast?</p>		

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	What would governors like to see funded, if possible?		
	<p>MH stated that he wanted to retain the funding of the alternative curriculum and extra curriculum activities which are vital positive educational experiences for the children.</p> <p>SR asked if there was any areas of the budget where there was a risk that we would lose or not be able to fund. AF felt that this was not the case, but we are having to change some of the services for children to make sure they get the greatest benefit. For example, funding more Speech and Language intervention and not fund Educational Psychology and the grounds for this.</p> <p>MH asked whether the High needs children in the FSU at TSJ are within our catchment area or are attending TSJ because they have not managed to secure places in other provisions.</p> <p>Last year's investment in SENDCo provision has this shown impact and does this need further development. AF felt that we have maxed out the SENDCo provision and we need to use it smarter and using the SENDCo more strategically. The SENDCo has had huge impact in this last academic year upskilling other teaching staff and identifying pupil needs in Reception and FSU and putting learning support in place as early as possible</p>		
8.1	<p>Do we charge rent to wraparound care for 2025-26? <i>(carried forward from previous meeting)</i></p> <p>SW updated all governors on the current situation regarding wraparound care for TSJ and Feniton. LC suggested that we charge a reduced rent or the other approach is not set a rent payment but if there is a greater surplus in the budget report in the Spring 2026 we can charge rent.</p>		
8.2	<p>FSU Numbers/ Funding</p> <p>Discussed as part of an earlier agenda item</p>		
9.	<p>Evaluate success/ impact of FDP - focusing on the three core functions. Decide the next steps to achieve aims (ACB)</p> <p>Report circulated prior to the meeting and will be added to the minutes as an appendix. SW asked whether there were targets that we set in the Autumn term that we may not see as a priority now. AF felt that we are prioritising the right targets at this time but we need to be looking at a 3-5 year cycle of planning.</p> <p>MH asked whether we are pacing ourselves correctly. The SMT all agreed that the pacing and planning were correctly paced and that we have got more realistic about what time is need for planning and preparation.</p>		
9.1	<p>Governor monitoring activities for the Spring term</p> <p>Lots of governor monitoring scheduled in for this term but there is identified gaps where governors could attend.</p> <p>SW to carry out SEND Support Pupil Talk at Feniton on a Tuesday 25th March and will also attend a staff meeting. TBC</p>		
10.	<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 of the</p>	Noted	

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	meeting as appendix. Very thorough report, not questions arising		
11.	<p>Questions & matters arising from the Curriculum Lead Governor Report(ACB) This has been written by the Heads of School as there is currently no Curriculum Lead Governor. Please could governors use Curriculum Q card as guidance to strategic questioning Report circulated prior to the meeting and will be added to the minutes of the meeting as appendix.</p> <p>JL have we had to cancel any trips due to lack of support from parents/ volunteers. No we have not come across this issue.</p> <p>SW asked for further information on assessment and how we are measuring this. SE responded that our adaptive assessment is really progressing and developing the professional standards of teachers modelling learning.</p> <p>SW how is the Kings Partnership continuing? SE felt that is working better now that the offer is smaller. Staff CPD is no longer included as apart of the package and we don't need this, this ensures that all funding is focused on the opportunities for the pupils. SE noted we are also looking into and securing other community opportunities.</p>		
12.	<p>Questions & matters arising from the School Improvement Lead Governor Report (ACB) Report circulated prior to the meeting and will be added to the minutes of the meeting as appendix. No questions arising</p>		
13.	<p>Questions & matters arising from the Christian Community Staff & Parental Links Report (ACB) Report circulated for review prior to the meeting. LC asked for further information on what defines a 'sticky' relationship. PB and SE fed-back that it can be challenging for teachers to be able to break off from lesson to explore pupil reflections. It was felt this was a confidence challenge for teachers</p> <p>The meeting discussed whether there was a possibility to re-start the family acts of worship but noted that working parents can often not attend</p>		
14.	<p>Questions arising from Written Update from Admissions Committee (ACB) Report circulated prior to the meeting and will be added to the minutes of the meeting as appendix. No questions arising.</p>		
15.	<p>Questions arising from Governor Monitoring Visits Report circulated prior to the meeting and will be added to the minutes of the meeting as appendix. No questions arising.</p>		
16.	<p>Part Two</p> <p><i>The meeting moved to Part Two</i></p>		
17. 17.1	<p>Governance & Leadership (ACB) Tipton St John Relocation Update Proposal: In the event that there is no positive outcome in relation to EDDC</p>		

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	<p>agreeing to fund further exploratory works on the possible sites within Tipton St John village by 30th April 2025, and if Devon County Council also do not confirm that they will fund the site exploratory works themselves by 30th April 2025, then the Full Governing Board (supported by Devon County Council officers) will agree to proceed to a formal consultation, to relocate the school to Thorne Farm.</p> <p>Agreed by all present</p>		
17.2	<p>Sarah Evan's Resignation</p> <p>Sarah Evans has handed in her resignation as Head of School at Feniton, she will work until the end of the summer term. AF has started to plan the recruitment process and governors will be needed for the recruitment panel.</p> <p>Action: Governors for recruitment panel and recruitment timeline to be agreed at Governor Training Event on 3rd March</p>		
17.3	<p>Governing Board Vacancies</p> <p>Parent Governor Nomination requests are out. Hopefully we will be able to recruit.</p>		
17.4	<p>Lead Portfolio Governor Roles and Responsibilities</p> <p>Simon Richards to shadow SW for Finance</p> <p>Alex Pryor to take on the Curriculum Lead Governor Role</p> <p>Action Clerk to send out the Terms of Reference and Lead Governor Template reports</p>	Noted	
18. 18.1	<p>Policies to Approve</p> <p>Agree finalised Admission Policies for 2025-26</p> <p>Proposal: to ratify the Tipton St John and Feniton Admissions Policies 2025-26</p> <p>Agreed by all present</p> <p>Action: Clerk to confirm with DCC Admissions Team the ratified policies.</p>		
19	<p>For information – Policies approved by lead governors</p> <p>Complaints Policy 2025 – Based on DCC model policy</p>		
20.	<p>Governing Board Correspondence</p> <p>None noted</p>		
21.	<p>Date of next meeting</p> <p>FGB Meeting 31st March 2025 – Feniton</p>		
The meeting closed at 20:46			