



Believing and Achieving Together to be The Best We Can Be

Meeting of the Full Governing Board of OTTER VALLEY FEDERATION					
Date/Time	9 th September 2024 6:30pm	Location	Feniton C of E Primary School		
Attendees	Initials		Attendees	Initials	
Amanda Fulford	AF	Executive Headteacher	Sarah Walls	SW	Foundation Governor School Improvement Lead
Mark Humphries	MH	Foundation Governor Safeguarding Lead	Claire Polverino	CP	Foundation Governor Premises & H&S Lead
Sarah Evans	SE	Co-opted Governor <i>Head of School</i> <i>Joined online</i>	Pete Button	PB	Staff Governor <i>Head of School</i>
Daphne Sherwood	DS	Foundation Governor Personnel Lead	Jamie Lawrence	JL	Foundation Governor
Matt Sullivan	MS	Foundation Governor Curriculum Lead			
Present					
Jessica Benger	JB	Clerk to Governors			
Apologies					
Lydia Cook	LC	Ex Officio			
Absent					
Eddie Smith	ES	LA Governor SEND & Inclusion Lead			

Item Number	Agenda Item	Initials	Time
1.	Opening Prayer		18:30
2.	Election of Chair and Vice Chair of the Governing Board	Clerk	18:35
3.	Welcome	Chair	18:37
4.	Apologies for Absence/ Absences Sanctioned	Chair	18:40
5.	Declaration of Interests invited and declared	Chair	18:42
6.	Governance - Annual Housekeeping	Chair	18:45
6.1	Signing of the Business Register		
6.2	Confirmation of the NGA Governors Code of Conduct		
6.3	Confirmation of the Meetings Protocol		
6.4	Confirmation of Governors Commitment 2024-25		
6.5	Open or Closed Meetings (needs to be minuted annually)		
6.6	Reaffirmation of Quorum for FGB and Committees		
6.7	Reminder of Declaration of Interests and Part Two items		

- 6.8 Reminder of roles and responsibilities and corporate responsibilities
- 6.9 Confirmation of Lead Governor Roles and Committee membership
- Admissions Committee
 - Pay & Performance Committee
 - Pupil Discipline Committee (currently joined with admissions committee)
 - Executive Headteacher Performance Management
 - Authorised absence requests
 - Financial decisions
- 6.10 Adoption of the Annual Cycle of Business 2024-25
- 6.11 Approval of Terms of Reference for Lead Governor Roles and Committees 2024-25
- 6.12 Approval of Governor Meeting dates 2024-25
7. **Approval of the minutes of the previous meeting:** FGB 8th July 2024 Chair 19:10
8. **Matters Arising from the minutes not on the agenda** Chair 19:15
9. **Questions arising from Admissions Committee Report for the Summer Holidays** MH 19:20
10. **Verbal Update from Executive Headteacher on school opening for Autumn Term** 19:25
11. **Update on Tipton St John Relocation Consultation** Chair 19:30
12. **Governance & Leadership** Chair 19:40
- 12.1 Governor Recruitment 2 x Parents 1 x Foundation
- 12.2 Governor Training needs
13. **Part Two**
14. **Policies to Approve** Chair 20:15
- 14.1 Keeping Children Safe In Education Statutory Guidance 2024- *all governors to sign to say they have read this document.*
15. **Clerk's Business**
- 15.1 All governors to update and sign Register of Business Interests
16. **Governing Body Correspondence** Chair 20:30
17. **Date of next meeting:**
FGB Meeting 21st October 6:30pm at Tipton St John

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
1.	Opening Prayer SW opened meeting with a prayer		
2.	Election of Chair and Vice Chair of the Governing Board Clerk opened the meeting. Nominations received prior to meeting to elect Sarah Walls as Chair and Eddie Smith as Vice Chair. No further nominations received at the meeting. Proposal: Mrs Sarah Walls to be the Chair of the Otter Valley Governing Board and Mr Eddie Smith to be the Vice Chair for academic year 2024-25 Agreed by all present.	Proposal: Mrs Sarah Walls to be the Chair of the Otter Valley Governing Board and Eddie Smith to be the Vice Chair for academic year 2024-25	Agreed by all present.
3.	Welcome SW welcomed everyone to the meeting		
4.	Apologies for Absence/ Absences Sanctioned Lydia Cook – Work Commitments Proposal: to sanction absences Agreed by all present Absent – Eddie Smith	Proposal: to sanction absences Action: Clerk to contact Eddie Smith	Agreed by all present ASAP

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5.	Declaration of Interests invited and declared None noted		
6.	Governance - Annual Housekeeping		
6.1	Signing of the Business Register Forms circulated at the meeting for governors to update and sign.	Noted	
6.2	Confirmation of the NGA Governors Code of Conduct 2024-25 Updated Code of Conduct circulated prior to the meeting. Proposal: to adopt the NGA Governor's Code of Conduct 2024-25 Agreed by all present	Proposal: to adopt the NGA Governor's Code of Conduct 2024-25	Agreed by all present
6.3	Confirmation of the Meetings Protocol Circulated for review prior to the meeting. No changes recommended. Proposal: to adopt the Governors Meeting Protocol 2024-25 Agreed by all present	Proposal: to adopt the Governors Meeting Protocol 2024-25	Agreed by all present
6.4	Confirmation of Governors Commitment 2024-25 Circulated for review prior to the meeting. No changes recommended. Proposal: to adopt the Governors Commitment 2024-25 Agreed by all present	Proposal: to adopt the Governors Commitment 2024-25	Agreed by all present
6.5	Open or Closed Meetings (needs to be minuted annually) Chair explained the difference between open and closed meetings of the FGB. Proposal: all FGB meetings will be open Agreed by all present Meeting discussed circulating meeting dates to parents and stakeholders within the federation. Action: FGB meeting dates to be added to the Federation Website by the Clerk	Proposal: all FGB meetings will be open Action: FGB meeting dates to be added to the Federation Website by the Clerk	Agreed by all present ASAP
6.6	Reaffirmation of Quorum for FGB and Committees The quorum for a vote at FGB meetings is seven governors. For each of the committees the Quorum is three governors.	Noted	
6.7	Reminder of Declaration of Interests and Part Two items Chair explained rules for declarations of interest. This will be asked at every meeting. Where a governor has an interest in an agenda item they cannot be part of the discussion or voting on the decision. Part Two discussions are confidential within the GB and no non-governors may be present for the discussion. Part Two minutes are not distributed via email and are available only at the meeting for review. The Clerk stressed that the meeting must vote to move into Part Two and not just allow discussion to	Noted	

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	wander into confidential issues.		
6.8	Reminder of roles and responsibilities and corporate responsibilities Chair reminded governors that responsibility for all decisions made lies with the Full Governing Board. Delegated authority allows governors to make decisions and carry out roles on behalf of the FGB. Governors were reminded that we work as a corporate body and make collective decisions.	Noted	
6.9	Confirmation of Lead Governor Roles and Committee membership <ul style="list-style-type: none"> • Admissions Committee – Mark Humphries (Chair), Amanda Fulford, Pete Button, Sarah Walls, Eddie Smith, Jamie Lawrence and Sarah Evans • Pay & Performance Committee – Matt Sullivan (Chair), Sarah Walls, Mark Humphries • Pupil Discipline Committee (currently joined with admissions committee) • Executive Headteacher Performance Management – Daphne Sherwood (Chair) Eddie Smith, Lydia Cook • Authorised absence requests - these decisions are delegated to the Admissions Committee to review and pass comment – ultimately the decision to authorise or not is that of the Executive Headteacher • Financial decisions - Executive Headteacher can agree in budget expenditure of £5000. Executive Headteacher and Finance Lead Governor SW can agree budget expenditure between £5000 and £9,999. Expenditure over £10,000 must be approved by the Full Governing Board. <p>Agreed by all present</p>	Noted	
6.10	Adoption of the Annual Cycle of Business 2024-25 Circulated for review prior to the meeting. Proposal: to approve the adoption of the Annual Cycle of Business 2024-25 Agreed by all present	Proposal: to approve the adoption of the Annual Cycle of Business 2024-25	Agreed by all present
6.11	Approval of Terms of Reference for Lead Governor Roles and Committees 2024-25 Draft copies circulated for review prior to the meeting, Action: Clerk to make agreed changes, by FGB to TOR 2024-25 Action: Clerk to upload approved Terms of Reference to Federation Website Proposal to approve the Annual Cycle of Business and Terms of Reference for Lead Governor Roles and Committees for 2024-25 Agreed by all present	Action: Clerk to make agreed by GB to TOR 2024-25 Action: Clerk to upload approved TOR to Federation Website Proposal to approve the ACB and TOR for Lead Governor Roles and Committees for 2024-25	Clerk Clerk Agreed by all present
6.12	Approval of Governor Meeting dates 2024-25 Circulated at the end of the summer term and then again prior to this meeting.	Action: Clerk to reschedule Autumn term	Clerk ASAP

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	<p>Action: Clerk to reschedule Autumn term Pay Committee to an online Teams meeting Weds 16th October 6:30pm</p> <p>Proposal: to approve Governor Meeting Dates 2024-25 Agreed by all present</p>	<p>Pay Committee to an online Teams meeting in October</p> <p>Proposal: to approve Governor Meeting Dates 2024-25</p>	Agreed by all present
7.	<p>Approval of the minutes of the previous meeting: FGB 8th July 2024 Minutes circulated prior to the meeting. Slight editorial changes</p> <p>Proposal: to approve the minutes of the meeting of FGB 8th July 2024 and signed by the chair Agreed by all present</p>	<p>Proposal: to approve the minutes of the meeting of 08.07.2024 as a correct record and signed by the chair</p>	Agreed by all present
8.	<p>Matters Arising from the minutes not on the agenda</p> <p>None noted</p>		
9.	<p>Questions arising from Admissions Committee Report for the Summer Holidays Report circulated prior to meeting and will be added to the minutes as an appendix. Noted that we are over-subscribed in certain year groups and there is a waiting list.</p> <p>AF noted that Admissions Team response has been slightly slower in the last few weeks but we are in a strong position with pupil numbers.</p>	Noted	
10.	<p>Verbal Update from Executive Headteacher on school opening for Autumn Term AF reported that it has been a successful start to the academic year. We had a really productive inset day with all staff, with our focus on effective communication team across the schools and CAT teams. Also covered Phonics and online provision mapping. The afternoon session was used to introduce staff to National College training provision which will be replacing Educare for Online training provision including Safeguarding training.</p> <p>New Admin at TSJ, three new TAs at TSJ two new TAs at Feniton. The cleaner at TSJ has resigned. We have not had any applications for the role and teachers are supporting by hoovering their classrooms and wiping down their desks. With AF and PB doing the additional cleaning tasks.</p> <p>Meeting discussed how to make the job more appealing as a 15 hour post. AF stated she was not happy for the cleaner to be lone-working late at night on the site. Some of the deep cleaning chores are being saved for the Work Saver days.</p> <p>AF reported that we have taken on school meals provision for two additional schools and we have taken on two new catering workers</p> <p>Congratulations to AF and PB on completing the NPQ training successfully. PB and SE are now undertaking SENDCo NVQ training and AF is taking advantage of the government funded mental health training.</p>		

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11.	<p>Verbal Update on Tipton St John Relocation Consultation</p> <p>Since the previous FGB SW and AF have written to DCC asking for further information and transparency on the investigation of potential TSJ sites.</p> <p>ITV were filming at TSJ on the first day of term and interviewing parents and they wanted to interview AF and SW.</p> <p>SN has told the federation that there is a response to the letter that AF and SW wrote to DCC but it has not yet been approved to be sent MH asked whether we will have received the response by the next FGB. AF stated that we would.</p> <p>AF will be attending the Child Scrutiny meeting on 16th September but we are gaining push-back from DCC due to the lack of funds available for investigations.</p>		
12.	<p>Governance & Leadership</p>		
12.1	<p>Governor Recruitment</p> <p>The GB has vacancies for 1 x Foundation Governor and 2 x Parent governors. Requests for parent governor nominations to be sent out this week via school newsletters.</p> <p>Action: Clerk to send parent nomination information to PB and SE for school newsletters this week</p>	Noted	
12.2	<p>Governor Training needs</p> <p>The meeting discussed what training the governors feel they need at this time. Ideas included:</p> <ul style="list-style-type: none"> • Finance/ Pay & Performance • Safeguarding Processes • Governor Induction <p>These will be factored into governor training sessions for the year.</p>	Noted	
13.	<p>Part Two</p> <p>None Noted</p>		
14	<p>Policies to Approve</p>		
14.1	<p>Keeping Children Safe In Education Statutory Guidance - <i>all governors to sign to say they have read this document.</i></p>		
	<p>Governors present at meeting signed to confirm they have read and understand the document</p>	Noted	
15.	<p>Clerk's Business</p> <p>All governors to update and sign Register of Business Interests</p> <p>Forms circulated to the meeting</p>		
16.	<p>Governing Board Correspondence</p> <p>None noted</p>		
17.	<p>Date of next meeting</p> <p>Date of next meeting: Monday 21st October 6:30pm at Tipton St John</p> <p>Agreed by all present.</p>	<p>Next meeting FGB 16.10.2023</p>	<p>Agreed by all present</p>

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The meeting closed at 19:30			