

**In attendance:** Yvette Elliott, Clerk (YE), Alan Neale, Business & Finance Director (AN), Karen Sewell (KS).

1

1.10.18.4	<b>Election of Vice Chair</b> Deferred to end of meeting.	
1.10.18.5	<b>Site Development Meeting</b> AS reported that a meeting has taken place to discuss the process that will be required, but timescales will be determined when the FGB structure decisions have been made. DVLT discussions were also covered and no timescales were agreed but Governors were clear in their comments that the process needs finalising before stakeholder engagement commences. <i>WO questioned that engagement is needed before a strategic site masterplan can be created.</i> There is ongoing dialogue as funding is released and final approval will be required by Governors. JC highlighted the need for aspirational but financially grounded plans. KW reminded Governors of the work completed by Dave Chapman which was Governor approved and after a discussion Governors agreed that Dave's work provides useful historic context and answers many questions and the process can be amended as work progresses and that it is not likely to conflict with the current plans, despite some reservations about 'knitting' the two documents together. <b>AS is seeking Governor approval, as per the recommendations from the document, to go ahead with the site development process as outlined. Governors voted in favour by majority.</b>	
1.10.18.6	<b>Elmhirst Site: progress on occupation by TCDS update and AWP Update</b> JL abstained from joining the discussion due to declarations of interest detailed above. AN reported that the buildings are still not occupied.. <i>WO asked if costs are being covered by TCDS?</i> AN confirmed that no invoices have been issued yet but an agreement is in place. A temporary occupation request has been received and AN does not see any conflict and dual occupancy would be fine. Governors were informed that anti-social behaviour may be reduced as a result of occupancy and overheads will reduce. A meeting will be held 17 <sup>th</sup> October with TCDS and AN will know more then.	
1.10.18.7	<b>DVLT</b> KW highlighted that although DVLT is a separate body, their shortage of trustees poses a longstanding concern for the FGB. As DVLT owns the land, Governors need reassurance that the DVLT will act according to its constitution and KW urged that this work be undertaken ASAP. <b>AS to speak to DVLT Secretary to arrange &amp; report back to FGB.</b>	<b>AS</b>
1.10.18.8	<b>Governor Recruitment</b> YE has been contacted by one interested parent and will <b>follow this up in readiness for the November FGB.</b> JL was unable to attend the Staff Voice meeting on 8 <sup>th</sup> October but can come into school w/b 29 <sup>th</sup> November to <b>speak to staff about the Governor role.</b> KS has joined today as a Co-opted Governor. Current vacancies: 1 x Parent, 1 x Staff, 1 x Co-opted, 1 x Foundation.	<b>YE</b> <b>JL</b>
1.10.18.9	<b>Monitoring and Adjusting the Budget</b> AN shared the new reporting structure, with commentary. Headlines are that the year was set with a projected £10k surplus and current predictions show a £67k end of year surplus. <i>KS asked why such a high carry forward.</i> AN explained the legacy deficit that was cleared and the plan to have reserves for upcoming years which are projected to be 'lean.' <i>KS asked about a 3 year plan.</i> A 5 year plan has been modelled and the new Census data will feed into this. FIPs will require a 3 year plan. <b>An EFC meeting will be</b>	<b>EFC Ctte</b>

	<p><b>required before Christmas.</b> <i>JC asked about financial strategy.</i> Since AN's employment, a huge amount of work has been undertaken in reorganising the financial management of the school and reporting to the LA. Increasing the pupil intake is key now. <i>JC commented on the need for a business plan to support building development, which the budget will dictate.</i> AN reminded Governors that the budget only looks as revenue funding, not capital funding. Monitoring student numbers was discussed and KS suggested that stability is more critical than size.</p> <p>The DCC Pay Policy has been updated and will come to November FGB. Governors need to inform DCC of Teacher pay decisions by 26<sup>th</sup> October. AN outlined the options and a discussion took place around the financial costs &amp; benefits and wider implications of these. <b>Governors voted to apply Option 1 - the Government approved uplifts across all pay scale points in the Main Scale, Unqualified Teachers, UPS and Leading Practitioners pay ranges by majority vote.</b> AN to inform DCC and payroll.</p>	AN
1.10.18.10	<p><b>Schools Financial Value Standard (SFVS)</b>  <b>Information to be circulated to all by KW.</b></p>	KW
1.10.18.11	<p><b>Review of Existing Contracts</b>  AN has reviewed the contracts that the College has in place and will report on these at a later meeting.</p>	
1.10.18.12	<p><b>Governor Focus and Oversight of CIP / FGB Meeting Structure</b>  Following the circulation of potential FGB re-structure papers, Governors had a detailed discussion about the advantages and disadvantages of both the current single monthly FGB meeting structure and the proposed committee structure.</p> <p>KW invited Governors to vote and <b><i>it was agreed, by majority, that Option B as proposed by AS should be taken forward with an aim to begin this from January 2019.</i></b> This is very similar to the proposal from MY and will be a 3-committee structure (Standards, Site Development, Finance) in addition to FGB meetings totalling 14 scheduled meetings each year. New Terms of Reference will be required and committee Chairs and Vice-Chairs will need appointing. <b>Agenda item for Nov FGB.</b></p>	Agenda
1.10.18.13	<p><b>Governor / School Contact Agreement</b>  <b>KW to share existing protocol for review.</b></p>	KW
1.10.18.14	<p><b>Receive a verbal report of external SEND review</b>  The external SEND Review has taken place and the report will follow.</p>	
1.10.18.15	<p><b>Discuss Totnes Learning Community (TLC) Activities Planned for the Year</b>  Nothing to report this month. <b>Agenda item for November FGB.</b></p>	Agenda
1.10.18.16	<p><b>Governor Training</b>  LH has completed her Governor Induction training, JL has completed the HT Appraisal course, JW has completed GDPR training. JC, AR, JL and MY are all booked onto Induction training in November. YE highlighted the poor training record from 2017-18 and encouraged Governors to undertake more training to support them in their roles.</p>	
1.10.18.17	<p><b>Safeguarding issues to report</b>  AS continues to work with Caring Towns Totnes and a current priority is drug and alcohol misuse. A Drug misuse proposal has now been sent to the local MP and Police &amp; Crime Commissioner.</p>	
1.10.18.18	<p><b>Governor Visits and Reports</b>  JW's Attendance report was shared with all.</p>	

1.10.18.19	<p><b>Policies for approval this meeting</b></p> <p>Governors have reviewed and recommended the following policies:</p> <ul style="list-style-type: none"> <li>• Attendance Policy</li> <li>• Behaviour Policy</li> <li>• Careers Policy</li> <li>• CEIG Guidance</li> <li>• Complaints Procedure – KW wants it clear that Chair <b>or</b> Vice-Chair can receive a complaint if it relates to the Principal.</li> <li>• Critical Incident Management Plan</li> <li>• DBS Disclosure Policy – WO asked for the term “HR Administrator” to be used rather than an individual’s name.</li> <li>• Governors’ Expenses Policy</li> <li>• Governor Visits Policy</li> <li>• Marking Feedback Policy – MY suggested that the appendix is referenced, but that it is made clear the policy wording takes precedence.</li> <li>• Staff Leave of Absence</li> <li>• Support Staff Appraisal Policy – NC highlighted that the contents list should have the last line removed.</li> <li>• TOIL Policy</li> </ul> <p><b><i>Further to the amendments proposed above, these policies were all ratified by the FGB.</i></b></p> <p><b>YE to ensure these are finalised and saved to the staff resource folder and website where applicable.</b></p> <p>In AR’s absence, the Disciplinary Policy &amp; Home Learning Policy will be reviewed in November.</p>	YE
1.10.18.20	<p><b>Policies for Review at Next FGB Meeting</b></p> <ul style="list-style-type: none"> <li>• Accessibility Plan – WO (Sarah Winstone)</li> <li>• Charging &amp; Remissions Policy – NC (Alan Neale)</li> <li>• Citizenship / PHSE Policy – LH (Sarah Winstone)</li> <li>• Disciplinary Policy – AR (Alan Neale)</li> <li>• E-safety Strategies / Online Safety Policy – JL (Sarah Winstone)</li> <li>• Freedom of Information Publication – MY (Steve Sherwood)</li> <li>• Home Learning Policy – AR (Sophie Killock)</li> <li>• Managing Unreasonable Behaviour Policy – JC (Fay Crellan)</li> <li>• Outdoor Education &amp; Off-site Visits Policy – LH (Kirsty Matthews)</li> <li>• Privacy Notices – MY (Alan Neale / Steve Sherwood)</li> <li>• Provider Access Policy – KS (Alan Neale)</li> <li>• Sex &amp; Relationships Policy – JL (Sarah Winstone)</li> <li>• (Supporting Pupils at School with) Medical Conditions Policy – JW (Sarah Winstone)</li> <li>• Teachers’ Appraisal Policy – WO (Ben Cotton)</li> <li>• Whistleblowing Policy – JW (Sarah Winstone)</li> </ul>	Gov’s as listed
1.10.18.4	<b>Election of Vice Chair</b>	

	Following the outcome of the FGB structure discussion, <b><i>JL volunteered to stand as Vice-Chair, with a view to taking on the role of Chair as and when KW steps down from the Board. KW nominated, AS seconded and this was carried unanimously by a vote of the FGB.</i></b>	
	<b>Meeting closed at 7.55pm. The date of next FGB meeting is Tuesday 20<sup>th</sup> November.</b>	

Signed.....

**Kate Wilson**

**Chair of Governors**

Date:.....