

<b>Full Governing Body Meeting - Part 1 Minutes</b>					
<b>Date/Time</b>	27th March 2019		<b>Location</b>	The Study Centre	
<b>Attendees</b>	<b>Initials</b>	<b>Category of Governor</b>	<b>Attendees</b>	<b>Initials</b>	<b>Category of Governor</b>
Peter Shrubbsall	PS	Foundation	Gary Clarke	GC	Parent
Gerry Ingram	GI	Foundation	Sarah Marshall	SM	Parent
Alix Stewart	AS	Parent	Lorna Clay	LC	Co-opted
Malcolm Walsh	MW	Co-opted	Julie Phelan	JP	Headteacher

<b>Apologies</b>	<b>Initials</b>	<b>Reason (Category of Governor)</b>
Stephen Rushton	SR	Co-opted - Work commitments
Zoey Arthurs	ZA	LEA - Work commitments
Demi Schneider	DS	Parent - Family commitments

<b>Absent without apology</b>	<b>Initials</b>	<b>Reason (Category of Governor)</b>

<b>In attendance</b>	<b>Initials</b>	<b>Position</b>
PJ Wright	PJ	Clerk to Governors

Ref	Action or Decision	Owner/ Decision	Date Due
1	<p><b>Apologies</b> SR and ZA gave apologies due to work commitments and DS due to a family bereavement. <b>DECISION:</b> The above apologies were sanctioned.</p>		
2	<p><b>Conflicts of Interest</b> No conflicts of interest recorded.</p>		
3	<p><b>Terms of Reference (to be referred)</b></p>		
4	<p><b>Minutes from the previous meeting</b> <b>DECISION:</b> The Minutes from 16th January were agreed and signed. AS proposed and GI seconded.</p>		
5	<p><b>Matters arising from previous minutes</b> GI confirmed he met with the School Council and asked if they are happy at school, if they feel safe and do they feel they would like to be move schools. They all answered very positively.</p>		
6	<p><b>Reports</b></p> <ul style="list-style-type: none"> <li>● Update from O, T &amp; L Meeting - 13th March 2019</li> <li>● Update from Resources Meeting - 6th March 2019</li> <li>● Update from L &amp; M Meeting - 20th March 2019</li> </ul> <p>Governors have received the Minutes from the above meetings and had no further questions (see links in Agenda for full details).</p>		
7	<p><b>Chairs/Clerks Business</b></p> <ul style="list-style-type: none"> <li>● Reconstitution of Governing Body PJ gave an update on the reconstitution of the governing body. This is to reduce the number of parent governors from 6 to 4 governors. After agreeing in principle at the last FGB the draft Instrument of Governance has been emailed to PJ and PS for agreeing and has now gone to Devon County Legal Department for sealing. This was discussed and agreed to reconstitute as of today 27th March 2019. <b>DECISION:</b> A unanimous decision was made.</li> <li>● Outcome of Skills matrix PJ gave an update on the skills matrix. Governors were</li> </ul>		

	<p>reminded to complete their Skills Audits and email them to PJ to complete the Skills Matrix.  <b>ACTION:</b> Complete the skills matrix and add to the Governor Team Drive.</p> <ul style="list-style-type: none"> <li>Confirmation and update on new governors  SM confirmed she has completed all the new governor paperwork.  <b>ACTION:</b> GC to complete a pen portrait.</li> <li>Resignation of Staff Governor/re-election of new PS confirmed that JH has given her resignation as Staff Governor due to work and family commitments.  <b>ACTION:</b> Start the process to re-elect a new Staff Governor.</li> <li>Link Reports  PS requested those governors who have not yet completed their link Governor reports to do so as soon as possible. Thanks were given to those that have already completed these.</li> </ul>	<p>PJ</p> <p>GC</p> <p>JP</p>	<p>After meeting</p> <p>After meeting</p> <p>After meeting</p>
<p>8</p>	<p><b>Headteacher's Report</b>  JP gave a brief update on the HT's Report (see link for full details) and highlighted the following:-</p> <p>Staff have had training today on 'Class Charts' a new online system (see Minutes from O,T &amp; L for full description from CH)</p> <p>The DT work started on Monday, this will enable us to have an additional 13 workstations for Food Technology.</p> <p>Mock exams are currently being carried out and will finish this week.</p> <p><i>It was questioned whether the PP -0.33 figure is across the school?</i>  JP explained that this is a comparison against our non-pp pupils.</p> <p><i>It was questioned how does this compare nationally?</i>  We don't have any data yet for this year, however, last year's data is available and is based on this until we have this years data.</p> <p>AS met with Lorraine Stone (LS) in the Autumn to discuss PP</p>		

<p>and what intervention and support is being put into place. It was noted that a huge impact has already been made. LS has now carried out an audit and AS will be carrying out another visit with her.</p> <p>Work is being carried out to find out what subjects pupils need extra support and intervention in and then this will be targeted. It was commented that staff are putting in a lot of extra work for this to take place. Staff are also looking at 22 individual pupils, where they have done really well in one subject but poorly in another and changing their options so that they can take more time in the subject they are achieving in.</p> <p>A curriculum evening is taking place on the 4th April for year 9 and 10 to look at English, Maths and Science learning strategies.</p> <p>Performance data was discussed in detail at the last O, T &amp; L Meeting (see Minutes for full details).</p> <p>JP gave an update on the income and expenditure. The deficit may change due to the Sportshall rent DCC clawback.</p> <p><i>It was questioned if we know what the clawback will be?</i> No, but this is unlikely to have a big impact on the budget.</p> <p>Income includes £60,000 Element 3 funding estimated on current information and £140,000 pupil premium based on an estimate 150 Ever 6, this is carried forward each year but we don't have an exact figure at the moment.</p> <p>However, the income does not include; Growth funding potential £18,000 for 19/20 only, year 7 catch up potential £13,000 and any growth in catering income as although we are gaining pupils we are having to end some Primary Meal supply. Expenditure includes; £77,000 towards Teachers SA increase for Sept 19-Mar 20 only, £28,000 towards Teachers Pay Grant for April 19 - Mar 20 only, staffing costs as per current information and based on estimated staff growth needed to meet rising roll.</p> <p>JP explained that each year, for the next 5 years, TW has added another 2/3 teachers at M6. This is based on Sept intake pupil numbers (not taking into account pupils joining mid year).</p> <p>These are the predicted pupil numbers for the next 5 years; 2019-693, 2020-746, 2021-793, 2022-835, 2023-865.</p> <p>The budget shows we are going into a deficit in 2021 but will</p>		
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	<p>then come back into a surplus. Overall the 5 year budget has a surplus but this will all inevitably be subject to change.</p> <p><i>It was questioned what checks are carried out to see what we have done/achieved against the predicted budget?</i></p> <p>This is carried out at Resources Meetings and is checked against SFVS, (schools financial value standard). It is the governor's responsibility to hold to account by asking questions. Resources receive the budget update and budget monitor, then when we get the LA budget this is when we look at what is needed and make any adjustments if needed.</p> <p>The budget was considered by the Governing Body at this FGB Meeting on 27th March.  <b>DECISION:</b> Governors agreed the 5 year budget unanimously.</p>		
9	<p><b>Policies</b></p> <p>The following policies were discussed at sub committees and require ratifying by the FGB.</p> <ul style="list-style-type: none"> <li>● Lock Down Policy</li> <li>● Exams Policy 'Special Consideration'</li> </ul> <p><b>DECISION:</b> The above policies were signed and agreed. GI proposed, AS seconded.</p>		
10	<p><b>Matters brought forward at the discretion of the chair</b></p> <ul style="list-style-type: none"> <li>● Proposal to re-elect GI as Foundation Governor</li> </ul> <p>PS explained that GI term of office comes to an end on 13th October 2019. PS has discussed this with GI and he has confirmed that he would like to be considered to be re-elected as the Foundation Governor. A vote took place.  <b>DECISION:</b> A unanimous decision was made.</p> <p><b>ACTION:</b> PJ to follow up Foundation Governor criteria and complete Form H for Governor Services.</p> <p>GI confirmed he is now a 'Local Leader of Governance' for the South West.</p> <p><b>ACTION:</b> Add PS re-election of Chair/governor to first FGB of the new academic year.</p>	<p>PJ</p> <p>PJ</p>	<p>After meeting</p> <p>After meeting</p>
<b>Details of next meeting: 17th July 2019</b>			
<b>Meeting Closed: 6pm</b>			

