

THE DARTMOOR FEDERATION Governing Board

Final

FULL GOVERNING BOARD MEETING - Part I Minutes

Date/Time	08.12.2016 17:00	OKEHAMPTON COLLEGE	ROOM 407		
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership
Derrick Brett	DB	Staff: Head Teacher	Ruth Hansford	RH	Ex Officio Diocese
Daryll Chapman	DMC	Staff: Head Teacher	Jane Lake	JLA	Local Authority
Ian Courtney (Chair of Governors)	IC	Foundation (Trust)	Marilyn Livingstone	ML	Foundation (Diocese)
Mary Ellery	ME	Co-opted <i>Left 17:40, Returned 18:00</i>	Neil Rowlands	NR	Parent
Mike Gurney	MG	Staff	Rob Taylor	RT	Co-opted
Tania Skeaping	TS	Foundation (Trust) (Vice Chair of Governors) <i>Left 17:40, Returned 18:25</i>	Tim Williams	THW	Co-opted (<i>from 17:30</i>)

Apologies	Initials	(Category of Governor/Membership)	Reason	Absent without Apology	Initials
Mike Brady	MB	Staff: Head Teacher	Work Commitment		
Gavin Jordan	GJ	Co-opted	Work Commitment		
Niall McLeod	NL	Parent	Work Commitment		

Staff Attendees

Attendees	Initials	Attendees	Initials
Imogen Burrage	IB	Amy Lammass	AL
Barbara Earnshaw	BE	Hugh Lea	HL

Staff Apologies

Reason	Absent without Apology	Initials
School Event		
Sickness Absence		

In Attendance	Initials
Gill Tremain	GT

Minutes to
Federation Website & Diocese

Quorum	50% of the membership of the Governing Board, which must include either the Executive Principal, or his representative, and the Executive Head Teacher (Primary) or his representative
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	Agenda	Lead	Paper
1.	Apologies & Declaration of Interests – <i>it is essential that those present declare interests either at the start or throughout the meeting and, where appropriate, leave the room where there is a declaration of interest.</i>	Chair/All	
2.	Read and agree minutes of previous Full Governing Board meeting dated 20 October 2016 and discuss matters arising: (a) Part I (b) Part II	Chair/All	1 2 Tabled
3.	Feedback following Exbourne C of E Primary Section 48 SIAMS Inspection	CG	3
4.	Report from Chair of the Governor Pay Committee to include agreeing the School Improvement Partner to undertake Federation Leadership Pay Reviews 2016/17	Chair of Pay Committee	
	Break		
5.	<p>Executive Head Teacher (Primary) Interview Process</p> <p>Candidates will be required to deliver a 10-minute presentation to the Full Governing Board Meeting. Focus will be 'The Changing Face of Education'. There will be a 5-minute Q/A session after each presentation. Governors will be given a sheet for scoring and comments.</p> <p>Presentations: 17:45 – 18:00 Phillip Whittley 18:05 – 18:30 Georgina Finch 18:25 – 18:40 Suzanne Stevens</p> <p>Candidates will be asked to leave after their presentation</p> <p>18:40 – 19:00 Governors discussion following presentations.</p>		
6.	<p>Date of next meeting:</p> <ul style="list-style-type: none"> • Thursday 9 February 2017 at Okehampton College 18:00 Room 407 		

32	<p>Apologies & Declarations of Interest</p> <p>Apologies were received and approved from governors: Mr M Brady, Mr G Jordan, Mr N McLeod.</p> <p>Apologies were also noted from staff: Mrs C Gilbert, Mrs L Paton.</p> <p>The Chair reminded those present that conflicts of interest must be declared at the start of the meeting and throughout as issues arise, and to leave the room whilst an item is discussed as appropriate.</p>		
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Governing Board

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
33	<p>Minutes of last meeting held on 20 October 2016 (Paper I and Part II)</p> <p>Both the Part I minutes (Paper I) and Part II minutes (Paper II Tabled) of the meeting held on 20 October 2016 were read and signed as a true record.</p>	Decision	08.12.16	
34	<p>Matters Arising - Part I minutes (Paper I)</p> <p>Minute 21 (Minute 3 (Item 50 ICT Strategy) – Noted that the e-safety survey to ensure students are using internet IT safely is in hand.</p>	Action: JLA/FEG CE	08.12.16	
35	<p>Matters Arising - Part II minutes (Paper II Tabled)</p> <p>Governors RESOLVED to discuss this item under Part II Confidential</p> <p>The Part II Minutes were handed back to the Clerk.</p>			
36	<p>Matter Brought Forward by the Chair</p> <p>Governors RESOLVED to discuss this item under Part II Confidential</p>			
<i>At this point in the meeting, 17:40, TS and ME left the meeting to attend a music event running at the College.</i>				
37	<p>Feedback following Exbourne C of E Primary Section 48 SIAMS Inspection (Paper 3)</p> <p>IC informed that we had hoped Mrs Gilbert, Head of School at Exbourne C of E Primary would be attending the meeting to present on this item. However, the meeting clashed with a primary school event which has prevented her from attending. Governors noted that the school was graded 'Good' at the recent SIAMS Inspection and the report (Paper 3) makes very positive reading. Governors present joined the Chair in expressing their congratulations to Mrs Gilbert and colleagues at Exbourne C of E Primary School for their hard work and commitment in driving the continual development of the school as a Church school.</p>			
38	<p>Report from Chair of Governor Pay Committee to include agreeing the School Improvement Partner to undertake Federation Leadership Pay Reviews 2016/17</p> <p>Governors RESOLVED to discuss this item under Part II Confidential</p>			
40	<p>Executive Head Teacher (Primary) Interview Process</p> <p>The remainder of this Full Governing Board meeting was given over to the Executive Head Teacher (Primary) interview process. As part of a robust 2 day interview programme, this being day 1, candidates were required to deliver a 10-minute presentation to the Full Governing Board Meeting. The presentation</p>			

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	<p>focus was 'The Changing Face of Education'. There was a 5-minute Q/A session after each presentation. Governors were given a sheet for scoring and comments.</p> <p>There were 3 candidates and presentations commenced 17:45 – 18:00 18:05 – 18:30 18:25 – 18:40</p> <p>Candidates were asked to leave after their presentation</p> <p>18:40 – 19:00 Governors discussed the presentations and fed back information of relevance.</p> <p>The scoring sheets were handed to the Clerk to Governors to be used to inform the formal interview panel when making a decision at the end of the formal interview process on day 2.</p>			
Minute	SUMMARY OF CHALLENGE			
	n/a			
Minute	SUMMARY OF DECISIONS			
33	Both the Part I minutes (Paper I) and Part II minutes (Paper II Tabled) of the meeting held on 20 October 2016 were read and signed as a true record.	Decision		
Detail of next meeting				
Date/Time	Thursday 9 February 2017 18:00	Location	Okehampton College Room 407	

The meeting closed at 20:10