



Believing and Achieving Together to be The Best We Can Be

Meeting of the Full Governing Board of OTTER VALLEY FEDERATION					
Date/Time	12 th May 2025	Location	Tipton St John Primary School		
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
Pete Button	PB	Staff Governor <i>Head of School</i>	Mark Humphries	MH	Foundation Governor Safeguarding Lead
Lydia Cook	LC	Ex Officio Governor	Jamie Lawrence	JL	Foundation Governor School Improvement Lead
Alex Pryor	AP	Co-opted Governor			
Present					
Sarah Evans	SE	Head of School			
Apologies					
Claire Polverino	PB	Foundation Governor Parent & Community Lead	Jess Bengner		Clerk to Governors
Eddie Smith	ES	Parent Governor SEND & Inclusion Lead			

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
1.	Opening Prayer LC opened meeting with a prayer		
2.	Apologies for Absence/ Absences Sanctioned Claire Polverino – Health issue Eddie Smith – Work Commitments Jess Bengner - illness Absences sanctioned	Absences sanctioned	
3.	Declaration of Interests invited and declared None declared		
4.	Approval of the minutes of the previous meeting: 12th March 2025 Minutes circulated prior to the meeting.	Proposal: to approve the	Agreed by all present

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	<p>Proposal: to approve the minutes of the meeting of FGB Meeting 12th March 2025 and signed by the chair Agreed by all present</p>	minutes of the meeting of 12.03.2025 as a correct record and signed by the chair	
5.	<p>Matters Arising from the minutes not on the agenda</p> <p>None noted</p>		
6.	<p>Update and approval of 2025-2026 Federation Budget and three year forecast. The move to Brom Com has not been smooth – there have been glitches at county level. This is impacting all schools</p> <p>Final 2024/2205 budget ended up with £19k more in carry forward - £342k. Previously showed an overspend of £119k in year 3. Now £100k. However unions are campaigning for higher pay increase which will cost £15k over three years – therefore we would be back to an overspend of £115k.</p> <p>Proposal to approve the updated 2025-26 federation budget. Approved by all present.</p>		
7.	<p>Discuss Executive Headteacher’s written report on Spring Term Teaching & Learning and raise questions on pupil performance data. Report includes termly Safeguarding report. A question was asked about the level of achievement at Tipton in year 6. This is due to the level of need – 6 children (30%) have an EHCP. Half of the children are not far off the expected level. Progress has been made in achievement as a result of improved attendance at school.</p> <p>Question was asked about the progression of children in year 6 from Tipton to Kings and how to ensure that it is as smooth as possible. Out of the 6 children with an EHCP, 4 applied for specialist provision but only 1 was accepted. Kings are currently reorganising their SEND department at present.</p> <p>Concern was raised about the impact of the lack of mark sheets via Brom Com. SE in contact with them, but are own versions have been produced by the heads of school so that there is no impact on children – it is just taking more time for the heads of school.</p> <p>SW asked about the action plans for the FDP. AF confirmed that this was based on our own self-evaluation and links back to the current work that we are undertaking on developing assessment. SE explained that there had been a DCC review, who accept our priorities and we are confident in our SEF.</p> <p>We are trying to get teachers to take actions themselves in relation to potential SEN issues before going to RH for help. RH is giving a lot of time to tribunal work. If EHCP’s are turned down there is a lot of extra work for RH.</p> <p>The governors then had a discussion about the value of support from DCC – it was identified that there is significant value in getting external quality assessment.</p>		

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8.	<p>Tipton St John Relocation update We are now outside the period of political sensitivity. Jess bailey has been re-elected.</p> <p>In the event that East Devon offer some funding for further evaluation on sites in Tipton we will bring a discussion back to the governing board to agree how to progress.</p> <p>In the meantime the previous resolution was to proceed with formal consultation in the event that no money was offered by East Devon – this is currently the position.</p> <p>There is a cabinet meeting in September which at present would follow a 4 week formal consultation in June/July.</p>		
9.	<p>Questions arising from the SEND & Inclusion Governor Report Report distributed prior to meeting.</p>		
10.	<p>Questions arising from the Curriculum Governor Report Report distributed prior to meeting.</p>		
11.	<p>Questions arising from the School Improvement Governor Report SW explaining there was a correction to her report in that it was DCC who came to give external evaluation rather than Julie Stevens as stated in the report.</p>		
12.	<p>Questions arising from the Christian Community Staff & Parental Links Governor Report Deferred as an agenda item to the next meeting.</p>		
13.	<p>Questions arising from the Written Update from the Admissions Committee No questions.</p>		
14.	<p>Questions arising from Governor Monitoring Visits MH – Act of Worship Monitoring Visit - Report distributed prior to meeting.</p>		
15.	Part Two		
16.	Governance & Leadership		
16.1	<p>Review Governor terms of office and forthcoming vacancies (ACB) We still have vacancies on the governing board. SW did receive an enquiry from one potential parent.</p>		
16.2	<p>Governor monitoring for summer term All arranged</p>		
16.3	<p>Governor meal out SW will arrange.</p>		
17.	<p>Policies to Approve</p> <p>None noted</p>		
18.	For information – Policies approved by lead governors		
19.	<p>Governing Board Correspondence</p> <p>None noted</p>		

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20.	Date of next meeting Governor Training 16 th June 2025 – Feniton Primary School 6.30pm FGB Meeting 7 th July 2025 – Feniton Primary School 6.30pm		
The meeting closed at 19.40			