

**GOVERNING BODY OF THE FEDERATION OF ST. NICHOLAS C OF E MIDDLE
SCHOOL, PINVIN, AND PINVIN C OF E FIRST SCHOOL**

Minutes of a FGB meeting held 30th November 2016 at 6:30pm

Present:

Kevern Oliver	KO GB Chair	David Manning	DM GB Vice Chair
Sue Townley	ST	Andrew Best	AB EHT
Jean Ounsted	JO	Nick Watkins	NW
Richard Elliott	RE	Jenna Greenfield	JG
Claire Lording	CL	James Montgomery	JM
Alison Cartwright	AC	Helen Wadsworth	HW
Sara Marklew	SM Clerk to Governors	Jodie Whitfield-Palmer	JWP

Governor questions in bold

1	Welcome	Action
a	<ul style="list-style-type: none"> • N Rushton (NR) was welcomed as Inclusion Manager to contribute to SEND discussions 	
	SEND training session	Action
b	<ul style="list-style-type: none"> • D Schindler (DS) delivered SEND training to the GB • Content supported by PowerPoint distributed to governors • Additional notes here record discussion 	
	<ul style="list-style-type: none"> • SEND practices should celebrate difference but not exacerbate it and aim is to modify the activity and not the child • Highly recommended that governors read chapter 6 of SEN Code of Practice • Schools under pressure to reduce numbers on SEN registers. LAs adding new criteria so EHCPs will be harder to get despite increased requests • 2 school terms must be completed before any EHCP application for additional support/funding • DS to establish national GRT SEN profile. Attendance issues may mask true data • Maintained schools cannot refuse admittance for a child with an EHCP but academies can • DS recommended early planning for SEND transition and maintaining records of thoughts/discussions • DS recommended focus on universal provision on the basis that this will have impact for all children and sees this as a strength at Pinvin. This could explain decline in SEND registrations • Assessment is key in successful SEND management and should involve parents and pupils • Ofsted will expect to see evidence of narrowing the gap • DS warned of seeing the SEN and not the child around it 	DS
c	<ul style="list-style-type: none"> • Federation policy needs clarity on disability and website SEND information is being updated • SNMSP SEND registrations are slightly higher than national though 	

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	<ul style="list-style-type: none"> have reduced significantly but Ofsted could question identification • FSM numbers increasing at SNMSP • Advance audit of provision completed for admittance of pupils with visual handicap • Pinvin is building relationships with pre-school and reaching out to families not attending pre-school • Requirement for interventions is determined by data and they are tailored to parallel what is happening in the classroom to address gaps • Principal needs are SALT in PFS and social, emotion and mental health support in SNMSP 	
d	<ul style="list-style-type: none"> • SENCo role is mentoring and monitoring rather than provision which is down to teachers and highly skilled TAs (latter should not be a crutch) • N Rushton has driven this change at Pinvin and inclusion team structure is currently under review to build in capacity • Management across Y7 is more complicated in terms of communication with more staff 	
e	<ul style="list-style-type: none"> • AB noted failings in outside agency support increasing burden on staff but LA decommissioning has allowed schools to hold providers to account on standards although financing external SEND support is a challenge • HW asked as to support for teachers – N Rushton cited TED events, federation provision map plans and a blog to share successes and is linking intervention outcomes with data • CL asked if the new framework takes into account children’s voice – provision map targets are appropriate to the level of the child’s understanding • HW asked as to parent feedback received – parents like provision maps and pupil voice input. N Rushton is developing a forum for SEND families • JM highlighted SEND home/school communication difficulties hence importance of regular contact and place of school diary as well as levels of support required for parents in terms of SEND processes and adjustment to their child’s condition • CL asked if parents have been anxious – many have built a relationship with the SENCo and are now expected to increasingly liaise with the class teacher • AB noted a growing school reputation for supporting vulnerable learners with some now joining in Y3/4 which is an added pressure given the lack of dedicated funding but he will not turn children away • DS suggested an additional element to the policy to cover practices to support non-traditional point of entry which might involve rebuilding of trust if previous school relationships had broken down • JWP asked as to funding if SEND pupils join post census – school block does not move with the child like pupil premium funding • AB to collate further Governor questions for DS to address 	AB
	<i>N Rushton left the meeting at 7:35pm</i>	

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f	<ul style="list-style-type: none"> CL led the opening prayer 	
2	Apologies	Action
a	<ul style="list-style-type: none"> KB and ZC absent with approval 	
3	Items to be raised under any other business	Action
a	<ul style="list-style-type: none"> None 	
4	Governor interests	Action
a	<ul style="list-style-type: none"> ST - neighbour audits school fund account. HW – TA at Upton Snodsbury First School CL – chair of Pershore Food Bank DM – employee of Wychavon District Council JM – wife a Governor at Vale of Evesham School 	
5	Chair and Vice-chair roles and succession	Action
a	<ul style="list-style-type: none"> DS resignation left co vice-chair vacancy Governors asked to nominate a colleague/self-nominate to Clerk in advance of meeting but advance nominee declined role Progress with DM as sole vice-chair and actively seek long tem chair replacement and review ways of sharing commitment KO due to retire as chair at end of academic year but will complete a further year DM to assume interim chair role imminently in KO absence 	
6	Committees and responsibilities	Action
a	<ul style="list-style-type: none"> Committee leadership and membership confirmed as per detail at foot of minutes Committee ToRs have been reviewed and were approved 	
b	<ul style="list-style-type: none"> Appointment of SR as an Associate Member of S&C rather than Co-opted Governor approved. Appointed for 4 years with voting rights and no requirement to attend FGB meetings. John Grubb's reappointment as Associate Member of Resources Committee approved on current terms 	
c	<ul style="list-style-type: none"> JG appointed Governor lead for CPD and will circulate guidance on strategy and communication Ofsted is looking for a coordinated approach to governor CPD in developing governance AC to lead on DOWMAT monitoring Governor lead responsibilities for SIP approved as per detail at foot of minutes KO thanked governors taking on new roles 	JG
7	Minutes of last meeting	Action
a	<ul style="list-style-type: none"> Minutes of 20.9.16 meeting approved 	
	<i>Refer to action log for matters arising update</i>	

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8	EHT report	Action
a	<ul style="list-style-type: none"> • Various EHT reports were circulated as part of the meeting pack. AB invited questions 	
b	<ul style="list-style-type: none"> • Staffing updates sent 29.11.16 advised of appointment of R Chatterton as Acting HoS at PFS and associated backfill arrangements in lieu of recruitment • EHT recognises interim arrangement is complicated but will provide excellent outcomes • NW key issue was to ensure continuity of teaching for children and this has been addressed • Y3 teacher resignation post-dated guideline date but AB accepted in the interests of the school • DM asked as to parent comment – positive feedback only received with Y6 parents appreciative of commitment to retain English lead input for statutory testing • Governors acknowledged increased opportunities for staff CPD which staff are relishing 	
b	<ul style="list-style-type: none"> • CL enquired as to the success of site amalgamation with one point of entry – AB noted mixed response but expected more positivity/acceptance over this practical step in time • Phone installation to PFS to complete • Staff cover and efficiency both improved • Frosted glass to the former PFS entrance gives privacy and creates a usable space • School gate culture and family feel to PFS to be retained • Parents attending PFS for medical needs have direct access • Introduction of visitor entry system will improve security controls • Federation logo on hold currently and Governors recognised that distinctiveness offers reassurance at a time of rapid change 	
c	<ul style="list-style-type: none"> • NW noted data tables contain Y5/YR baseline data and asked for confirmation that otherwise outcomes reported are for summer 2016 – confirmed • AB noted prior concern that YR was a vulnerable cohort but assessment has shown that cohort is average in spite of high needs and that it is important therefore not to underestimate capacity. Classroom performance supports assessment findings • Y5 baseline has shown strength in GPS and weaker maths outcomes which aligns with Y6 outcomes in 2016 • Y5 baseline will facilitate evidencing progress scores at the end of Y7 and creates an equitable base across the range of feeder schools. It is especially important given a high percentage of out of catchment pupils • NW asked when data is next published – age standardised scores are only available at year end but in-year tracking will indicate if pupils are on track • Data analysis to be scheduled for next T&L meeting and ongoing on a termly basis • GL is AB's preferred assessment method as it is a paper test and thus mirrors SATs. INCAS is an online assessment tool • JO enquired whether all cluster schools are open to completion 	

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	<p>of GL assessments – AB reported some see the benefits and are happy to contribute to the cost</p> <ul style="list-style-type: none"> • First schools have received Y5 baseline GL data sets. Reporting is currently by form but will be changed to first schools to better establish common patterns/trends and inform teaching • N Rushton is reviewing SEN data reporting with a view to adding value from interventions • KO noted significant changes to RAISEonline and expectations for governor use and understanding – AB plans discussion at spring T&L • H Evans visiting 5.12.16 and will review RAISE with AB • PFS focus is the current priority 	
d	<ul style="list-style-type: none"> • KO asked as to Children’s University and character education developments – A Collins presented to parents w/e 26.11.16. AB feels it important to involve pupils in wider elements of school life /the outside world to improve life skills • NW strongly supported the initiative in developing the extra-curricular offer • School clubs strongly promoted this year and Y5 uptake has increased helping pupils adapt to transition • HW noted benefits to pupil mental health • Programme supports federation ethos of getting involved 	
e	<ul style="list-style-type: none"> • KO asked whether cyber bullying is an issue – AB accepts it happens but personally manages any event and speaks with parents who are mostly supportive • AB concerned at young age of children involved • Police are involved if necessary in e-safety breaches • E-safety training for pupils rescheduled to autumn term to optimise pupil protection • JM highlighted that pupils have greater IT knowledgeable than parents • JWP asked if e-safety breaches are occurring outside of school - AB confirmed but is prepared to address on the basis of a duty of care to pupils 	
f	<ul style="list-style-type: none"> • DM and JM asked for an update on SENCo provision – S Traversa has returned and is working well across both schools • AB considering training NR in SENCo qualification • Roles, responsibilities and dedicated time all under review to ease workload of NR • SNMSP TA also has SEN background and can support 	
9	Committee reports	Action
a	<ul style="list-style-type: none"> • Committee reports were presented in writing via briefing pack 	
b	<ul style="list-style-type: none"> • Governors approved the PFS and SNMSP school fund audits reviewed in committee • Governors approved virements to PFS budget as follows: £4.6k from reimbursed employee costs (staff insurance) to supply £3.1k from pupil premium to support staff to target pupil support 32.5k from pupil premium to supplies and services to support pupil premium resources spending 	

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c	<ul style="list-style-type: none"> Pay Committee members approved the minutes of meetings held 20.10.16 and 7.11.16 JO noted AHT pay policy pay scales required amendment to reflect decisions on 7.11.16 	
10	Vision and aims PI's	Action
a	<ul style="list-style-type: none"> Initial set of vision and aims monitoring data shows green/amber outcomes Criteria need refinement to reflect changes to national assessment standards and ensure availability of appropriate supporting measurement data Aim to review next term and in light of spring term data Once confidence assured aim to publish via school website NGA is keen to publish an article on Federation vision and aims work as an example of a visionary approach to governance 	
11	DOWMAT update	Action
	<i>Refer confidential item</i>	
12	Policy approvals	Action
a	<ul style="list-style-type: none"> Pay policy approved subject to amendment to AHT pay scales Guidance on allegations of abuse contained in keeping children safe in education adopted in lieu of independent policy Approval given for the capability procedure for teachers and performance management policies as reviewed by Pay Committee Approval given for the charging and remissions, governor expenses, finance, and lettings policies as reviewed by Resources Committee Approval given for the admissions (first/primary and middle/high) policies as reviewed by S&C Committee Approval given for SEND policy as reviewed by T&L Committee 	AB
13	Any other business	Action
a	<ul style="list-style-type: none"> None 	
14	Next meeting and diary	Action
a	<ul style="list-style-type: none"> Next FGB meeting 21.3.17 at 6:30pm Governors warmly invited to attend various Christmas events over the next month 	
15	Confidential	Action
a	<ul style="list-style-type: none"> No items for discussion 	
	<i>The meeting closed at 8:55pm.</i>	

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Date.....

Committee structure 2017/18

S&C	Resources	T&L	Pay
Chair CL	Chair NW	Chair DM	Chair RE
Vice JM	Vice AC	Vice KB	Vice JO
AB	AB	AB	ZC
JG	ST	ZC	AC
JO	RE	KO	
JWP	JGrubb Associate	HW	
SR (Associate)			
		Visiting SLT input	
7	6	6	4

SIP responsibilities 2017/18

SEF Section	Lead Governor	Committee Member
4 Effectiveness of Leadership and Management	KO	T&L
5 Teaching Learning and Assessment	KB	T&L
6 Personal Development and Welfare	JWP	S&C
7 Outcomes	NW	R
8 KS3 Provision	JM	T&L
9 SMSC	CL	S&C
10 British Values	CL	S&C
11 Safeguarding (including Pupil Parliament) *	JO	S&C
12 Transition EY & Y7	ZC, HW	T&L
13 English	DM	T&L
14 Maths	KO	T&L
15 Science	HW	T&L
16 Curriculum	JM	S&C
17 Sports Premium	KB	T&L
18 Significant Groups & SEND, Pupil Premium	JG, ZC, AC	S&C, T&L, R
19 Stakeholder Feedback	RE	R
DoWMAT monitoring	AC	R

* Following DS's resignation JO has agreed to take on the safeguarding role for 2016/17. ZC will work alongside JO with a view to taking on the role in 2017/18.

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FEDERATION FGB ACTION LOG POST MEETING 30.11.16

Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
90/071215/8a	Redesign school logo	AB		PFS parent who is a graphic designer has produced some designs for consideration. AB to consider input from pupils at JM suggestion Various proposals circulated for consideration S&C to develop. K Vaughan (parent) to be invited to autumn meeting Revisit post academy conversion as part of DOWMAT Close item	100%	
09/120716/8h	Establish quality assurance processes for DMAT	AC ST NW	Ongoing	Discussed at Resources Cttee. AC to maintain oversight	100%	
11/120716/9a	Amend vision and aims KPIs to cover all subjects	AB		Actioned	100%	
17/200916/6b	Update training logs	All		Clerk to add SEND training	50%	M
19/200916/11a	Ensure all staff aware of complaints procedures	AB	asap		100%	
20/301116/1e	Collate SEND questions to DS	AB				
21/301116/6c	Circulate guidance of CPD strategy and communication	JG				
22/301116/12a	Amend AHT pay scales in pay policy	AB		Complete	100%	

Reference Number: sequential reference / date of meeting / item reference in minutes of that date

Signed by Chair.....

Date.....