

**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 7th December 2015 at 6:30pm

Present:

Kevern Oliver	KO GB Chair	Richard Elliott	RE
Judy Dale	JD	Debs Schindler	DS
Sue Townley	ST	Andrew Best	AB EHT
David Manning	DM	Nick Watkins	NW
Jean Ounsted	JO GB Vice Chair	Karen Broughton	KB
Zoe Corfield	ZC	James Montgomery	JM
Sara Marklew	SM Clerk to Governors	Claire Lording	CL

Governor questions indicated in bold

1	Welcome	Action
a	<ul style="list-style-type: none"> • Opening prayer led by CL 	
2	Apologies	Action
a	<ul style="list-style-type: none"> • JG, WB, SR and JK absent with approval 	
3	Items to be raised under any other business	Action
a	<ul style="list-style-type: none"> • Appointment of auditor to PFS school fund account • Presentation of school fund account PFS and SNMSP 	
4	Declaration of interests	Action
a	<ul style="list-style-type: none"> • JO - husband a Governor at Fladbury CE First School. • ST - neighbour audits SNMSP school fund account. • DM - employee of Wychavon District Council • ZC – manager Pinvin Pre-school • KB – member of pre-school management committee 	
5	Minutes of last meeting	Action
a	<ul style="list-style-type: none"> • Minutes of the 22.9.15 meeting approved 	
	<i>Refer to action log for matters arising update</i>	
b	<ul style="list-style-type: none"> • Ref 68/070715/9a/69/070715/9a • Governor visits system working well, improving Governor profile, delivering independent evidence and liked by staff • Feedback reports to be shared with EHT initially for comment and then with staff involved • Ongoing opportunities as per planner for visits but to be spread for optimum effectiveness • Buddy support available if required via committee chairs 	
c	<p>Ref 70/070715/11b</p> <ul style="list-style-type: none"> • Parents' questionnaire proved a valuable exercise and those involved were thanked 	

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	<ul style="list-style-type: none"> Feedback via letter to parents actioned 	
	<p>Ref 75/220915/8b</p> <ul style="list-style-type: none"> Ex LA School Development Manager interested in Governor role has met with KO KO shared skills audit and supporting letter Governors appointed Alison Cartwright as a Co-opted Governor 	
6	EHT report	Action
a	<ul style="list-style-type: none"> Alan Dobson was appointed to SNMSP on 3.12.15 after 3 attempts at recruitment to replace R Jones. He starts in January AB reported an impressive candidate with experience as a senior leader and of educational learning platforms KO noted the mature, articulate and insightful feedback from Y7. Pupils were aware of which candidate gave the best learning experience 	
b	<ul style="list-style-type: none"> AB highlighted a support plan initiated for an NQT teacher to develop practice and is concerned re the potential for impact in other areas. In answer to Governor questions he feels there is capacity and will to progress but if he/she does not achieve the required level then they will fail the NQT year. He confirmed that 2 other NQTs are progressing well and supporting DM asked if a mentoring system is in place. Each has a different mentor to guide them as well as access to subject leaders to develop practice and pedagogy but the new curriculum and AWOL make for a steep learning curve. Rachel Baldwin is providing NQT support, as is South Bromsgrove High School. DS stressed that questions would be asked if support was not made available 	
c	<ul style="list-style-type: none"> DM queried that 75% of pupils were on track to reach secure in all subjects other than English and maths. AB advised that Rachel Baldwin (LA) is working with maths leaders to develop practise. Her humanities support has been particularly successful with pupils more knowledgeable. AB highlighted that the 2015-16 YR cohort is stronger than in 2014-15 and can vary considerably. The group profile is stronger in maths than in English yet maths is an issue for the school There is now greater consistency of teaching in PFS and marking and feedback is a strength NW asked as to reasons behind improvements in the teaching profile since the start of 2015. A consistent approach for teaching English is used in both schools and the federation is fortunate with the experience and capability in Y1 which has transformed Early Years and improved resourcing. Strong subject knowledge in SNMSP underpins learning. French provision has improved by using a specialist PHS teacher and a clearer scheme of work is in place for humanities. Behaviour and marking policies have been revisited in SNMSP in the last 2 weeks to ensure pupils are on task DM asked if flip flaps target setting are still in use. They have 	

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	<p>been superseded by cold and hot tasks which incorporate specific learning goals and assess learning</p> <ul style="list-style-type: none"> • JK is exploring options for reporting to parents more regularly using readily available data without additional workload 	
d	<ul style="list-style-type: none"> • KB asked if PFS website is now compliant for sports premium information. AB to verify 	AB
e	<ul style="list-style-type: none"> • KO noted little recent publicity and enquired as to the way forward. AB agreed a requirement to review roles and responsibilities following the end of the contract with F Bewley and determine a long term strategy within the existing staffing structure to ensure accurate and timely publicity • ST believes that streamlining administration would assist this • DM offered to explore publicity training support via Wychavon DC 	DM
f	<ul style="list-style-type: none"> • Parent forum attendance was very low possibly due a range of meetings in the autumn • DM attended and reported positive meetings nonetheless • Parent information sessions/English/maths updates attracted good numbers • Parent/school contact facilitated by school gate culture in PFS but SNMS is more challenging • Important to encourage parents in to school and sustain regular contact • Contact via website and newsletter to be optimised and on-line forums are being explored for parent voice • 32 out of 35 meetings with parents regarding academic and emotional concerns relate to boys and have prompted a review of transition processes for boys with first schools 	
g	<ul style="list-style-type: none"> • Pre-school children enjoy lunching at SNMSP and hot meal take up is growing • ZC free to use grass area alongside sensory garden for pre-school play • KB leading pre-school PE weekly using SNMSP hall and apparatus 	
h	<ul style="list-style-type: none"> • The Diocese has agreed a federation approach to SIAMS with specific additional foci for individual schools • JO suggested that school values are more widely advertised perhaps on the school website. AB to review 	AB
i	<ul style="list-style-type: none"> • DM queried whether PFS PAN had been clarified with the LA regarding section 106 funds. AB to follow up • DM enquired as to YR roll for 2016-17. ZC has 20 moving up from pre-school 	AB
	<i>JM arrived at 7:25pm</i>	
j	<ul style="list-style-type: none"> • A GRT pupil, who has not yet attended because of transport issues, impacts SNMS GRT attendance, which is low. Without this pupil attendance would exceed 80% but KB noted it needed to be higher. AB felt time was needed for the effects of the attendance policy to be seen • JO asked if Governors could assist with the transport issue. KO will forward a letter to Governors initially sent to AB and encouraged 	KO All

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	<p>them to write in turn to the LA</p> <ul style="list-style-type: none"> • AB has case studies evidencing successful initiatives in raising GRT attendance • PFS operates a before school nurture group • JM asked if lateness is persistent and whether this has been tackled with families. AB confirmed an approach in line with policy • CL requested attendance data incorporates data from last year and a breakdown to facilitate tracking 	AB															
k	<ul style="list-style-type: none"> • AB noted an additional Y2 exclusion for a physical incident not included in his report which necessitated a classroom evacuation • KO questioned the impact of the behaviour of certain children on the general cohort. AB stated that the Y7 pupil does not detract from the class learning experience but there is a significant time commitment from the SLT in addressing behaviours • Personal support plans are implemented where appropriate and pupils are not handled unless there is a risk of harm • A Y2 child is of greatest concern • KO noted increasing behavioural issues and asked if the federation is getting a reputation as a setting prepared to deal with such children. AB has increased TA hours in PFS and SNMSP and stressed the need to have measures in place to avoid an escalation of behaviour • DM asked if the school must admit such children. Yes • DM asked if such children attract additional resources. No • JM asked if the school is supported by information from the previous setting. Information can be limited with the school then having to complete assessments. A number of support agencies can be involved with such families • DM asked if Ofsted would make allowances for children with behavioural difficulties. AB is compiling case studies to identify successful strategies and patterns of behaviour but there will be an impact 																
7	Committees	Action															
a	<ul style="list-style-type: none"> • Pay, L&T, S&C and Resources Committee ToRs approved • Committee Chair and vice chair appointments approved as follows <table border="1"> <thead> <tr> <th>Committee</th> <th>Chair</th> <th>Vice chair</th> </tr> </thead> <tbody> <tr> <td>Pay</td> <td>RE</td> <td>JO</td> </tr> <tr> <td>S&C</td> <td>DS</td> <td>JD</td> </tr> <tr> <td>T&L</td> <td>DM</td> <td>KB</td> </tr> <tr> <td>Resources</td> <td>NW</td> <td>DM</td> </tr> </tbody> </table>	Committee	Chair	Vice chair	Pay	RE	JO	S&C	DS	JD	T&L	DM	KB	Resources	NW	DM	
Committee	Chair	Vice chair															
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b	<p>Pay Committee</p> <ul style="list-style-type: none"> • KO asked what percentage of staff met their objectives and subsequently received a pay award. AB produced a confidential breakdown sheet for the committee. The majority of staff met all targets, some part met targets • AB highlighted the wider role and impact expected of staff on UPS • A member of staff declined UPS application despite qualifying evidence 																

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	<ul style="list-style-type: none"> • JD requested that training requirements identified during current year CPD are reported to the committee in 2016 • Committee members present approved minutes of 21.10.15 • Pay policy approved following committee review 	
c	<p>Teaching & Learning Committee</p> <ul style="list-style-type: none"> • DM advised main focus was a maths presentation by L Newman. A return visit will advise on impact of new systems once embedded • AB presented RoL data. At first glance PFS looks good and SNMSP less strong. AB has worked hard to interpret the detail and provided useful case study support. • KO asked for an explanation of the case studies. AB has analysed focussed groups and individuals for learning successes and plans to review autumn intake pupils e.g. successful integration of a school refuser and GRT • RoL presents a good data set for Y7 • Performance measures, mastery curriculum and teaching learning and assessment policies approved following committee review 	
d	<p>Resources Committee</p> <ul style="list-style-type: none"> • Appointment of Helen Bower of Adder Bookkeeping as auditor to PFS school fund approved • NW reported a 3 year financial projection as a key discussion element with SNMSP the more resilient school financially because of size • An additional November meeting considered proposals for a 106 bid and benchmarked SLT teaching time. The committee continues to reviews finances and structures. • Finance and minibus policies approved following committee review 	
e	<p>School & Community Committee</p> <ul style="list-style-type: none"> • DS reported a federated single central record now reviewed by Governors • Governors approved the appointment of Jon Grubb as an Associate Member of S&C • Admissions, health and safety, British values and attendance policies approved following committee review 	
8	Vision and aims	Action
a	<ul style="list-style-type: none"> • Logo to be redesigned without Latin text but wording otherwise unchanged • CL noted clashing logos for PFS and SNMSP and widely differing school names and suggested a joint logo. JM explained that federation was on the premise of maintaining separate school identities. However AB felt this is useful longer-term goal. KO suggested interested Governors talk to AB. • Parental feedback to vision and aims is generally constructive. More detail was suggested but this is accessible via SEF and SDP. • KO to write to parents to acknowledge input • Pupils have been positive • Document has been shared with LA visitors who were impressed and recognised the significant amount of work involved • The vision and aims provides a context for SEF and SIP and is a strong foundation for the federation. Each specific goal is generic in 	<p>AB</p> <p>KO</p>

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	<p>content and will give direction for 2/3 years</p> <ul style="list-style-type: none"> • Governors approved the vision subject to the addition of a KPI indicating distinctive Christian outcomes for aim one as suggested by CL and 'or above' following 'teaching is judged as consistently good' to the first KPI for aim 2 • The final document will be circulated before publishing 	KO
9	Pershore pyramid developments	Action
	<i>Refer confidential item</i>	
10	Any other business	Action
a	<ul style="list-style-type: none"> • Governors approved school fund accounts for PFS and SNMSP • Governors were invited to use Google calendar to assist meeting planning. Guidance notes are included in the meeting pack. The Clerk will issue invitations for all meetings for the remainder of the year forthwith 	Clerk
11	Next meeting	Action
a	<ul style="list-style-type: none"> • Next meeting – 1.3.16 at 6:30pm 	
	<i>The meeting closed at 8:35pm.</i>	

Signature of Chair.....

Date.....

FEDERATION FGB ACTION LOG POST MEETING 7.12.15

Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
9/100914/10c	Review meeting assessment form	KO DM Clerk	14.10.14	Draft complete - presentation to governors? To be tested in committees Testing underway Need to arrange annual review DM has reviewed responses. Revised template to be implemented	75%	L
26/141014/14a	Committees to meet statutory policy responsibilities	DB RE NW	9.12.14	Under discussion Ongoing Sex ed and H&S outstanding Sex ed and H&S for presentation 7.7.15 Present H&S policy in autumn - JK Sex ed fit for purpose in SNMS. Policy to be federated. H&S policy to be presented to S&C 14.10.15 - actioned	90%	H
44/100215/7c	Pupil Parliament to talk to Governors	AB Agenda		RE and DM attended May meeting of SNMSP School Council Need to attend PFS Pupil Council Propose 2 school Pupil Parliament reps and Head Boy/Girl speak to FGB 6:30-7 for pupil voice insight Schedule for 1.3.16 FGB	0%	L
67/070715/8b	Chairs to discuss vision content before September FGB	Chairs	Early September	Chairs Committee to meet after FGB meeting on 22/09/15. Preliminary work by AB and KP has identified parent and Pupil forums, which will take place in first half of autumn term, as an efficient means of gathering pupils and parents views. For approval 7.12.15 Complete	100%	
73/070715/15a	Discuss nativity figures for Pinvin PCC with DT subject leader	AB				H

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Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
75/220915/8b	Recruit SNMSP Parent Governor and Co-opted Governor	KO Clerk		SNMSP Parent Governor nominations end 20.11.15 No nominations received Option to co-opt in view of nil response. Governors asked to identify possible candidate with organisational/business/educational skills. Non traditional feeder parent suggested Alison Cartwright appointed co-opted governor 7.12.15	50%	H
81/220915/11a	Liaise with SR regarding governor visit role and expectations	JG				H
82/220915/12c	Establish protocols for defibrillator	RE				M
83/220915/13a	Lead in implementation of Google diary	RE	Autumn half term	Ongoing Implemented and Governor advice included in 7.12.15 meeting pack	100%	
84/071215/6d	Verify sports premium information is on PFS website	AB	asap			H
85/071215/6e	Explore publicity training support within Wychavon DC	DM				M
86/071215/6h	Review website for inclusion of school values	AB	asap			H
87/071215/6i	Ensure correct PFS PAN used for 106 funding at LA	AB	asap			H
88/071215/6j	Forward letter requesting transport for GRT pupil to all Governors. Governors to send individual letters if feel able	KO All	asap			M
89/071215/6j	Incorporate comparative data in attendance statistics and breakdown figures	AB	1.3.16			L
90/071215/8a	Redesign school logo	AB				H

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Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
92/071215/8a	Write to parents to acknowledge input to vision and aims	KO				H
93/071215/8a	Circulate final version of vision and aims	KO				M
94/071215/10a	Issue Google calendar invitations for remainder of academic year	Clerk				M

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