

Signature of Chair..... Date.....

**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 12th May 2015 at 6:30pm

Present:

| | | | |
|-----------------|-----------------------|------------------|------------|
| Kevern Oliver | KO GB Chair | David Bugg | DB |
| Judy Dale | JD | Warren Bennett | WB PFS HoS |
| Sue Townley | ST | Andrew Best | AB EHT |
| Jean Ounsted | JO GB Vice Chair | Nick Watkins | NW |
| Richard Elliott | RE | Jenna Greenfield | JG |
| Sally Rusher | SR | Karen Broughton | KB |
| Debs Schindler | DS | | |
| Sara Marklew | SM Clerk to Governors | | |

**Governor questions indicated in bold
Items minuted in order of discussion**

| 1 | Welcome | Action |
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| | <i>Opening prayer: JO</i> | |
| a | <ul style="list-style-type: none"> • KO welcomed SR to her first FGB meeting | |
| 2 | Apologies | |
| a | <ul style="list-style-type: none"> • PN, DM, JM and JK absent with approval. | |
| 3 | Declaration of interests | Action |
| a | <ul style="list-style-type: none"> • JO - husband a Governor at Fladbury CE First School. • ST - neighbour audits school fund account. • WB - partner is Head of a cluster school. | |
| 4 | Membership and roles | Action |
| a | <ul style="list-style-type: none"> • NW resigned from T&L • KB appointed to T&L | |
| 5 | Minutes of last meeting | Action |
| a | <ul style="list-style-type: none"> • Minutes of 17.3.15 approved | |
| | <i>Refer to action log for matters arising update</i> | |
| 6 | EHT update | Action |
| a | <ul style="list-style-type: none"> • LA review in PFS on 6.5.15 with 3 inspectors over a full day at AB request • Programme of learning walks, lesson observations, conversation with pupils and book reviews aimed at assessing the impact of school improvement work • PFS awarded good at Ofsted but concerns around consistency in historical data • GRT and FSM attendance to be targeted in 4P plan but behaviour | |

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| | <p>policy has brought improvement</p> <ul style="list-style-type: none"> • LA praised initiative to co-opt a GRT parent on to the GB and to appoint her as LTS in response to a community need • Relations between pupils and staff were judged as excellent • Curriculum was engaging, skilled TAs were well deployed using facilitation techniques and teacher subject knowledge has improved. Subject leaders are having a clear impact on learning • Feedback to pupils is now more precise via a think for pink and green for good marking scheme • Improvements were noted in phonics results with 100% in 2014 and very close to that predicted for this year • Writing outcomes for boys have improved. Texts utilised suit both genders and pupil background but staff need to be clearer regarding modelled and shared writing • Clarity in learning improving via a learning portfolio comprising learning criteria, intentions and outcomes • Pupils are proud of their work and proud to share it • Good evidence of staff development to progress AWOL • A good percentage of pupils achieve national expectations • Maths skills need to be taught more thoroughly with more opportunities provided for application • EHT development is encouraging staff confidence. Monitoring is rigorous but data should be more succinct • Vulnerability around pupil premium outcomes and vulnerable learners in closing the gap. DS and L Briers will assess 4P plan success • MAP provision needs development with scope for improvement in developing higher order thinking • Inspectors concluded that provision had improved and that the quality of teaching and leadership was good overall. This confirmed self-assessment measures and endorsed the success of the Federation. • Sustainability and consistency are now key for PFS and SNMSP and are what children deserve daily • AB to circulate report • AB gave credit to the PFS team for the effort put into the review • JG noted that it was useful to experience an inspection and to receive external feedback • KO noted comments on the benefits of sharing staff as a Federation and improvements in quality of leadership. He will circulate a report completed for T&L • KO pleased to see staff responding to huge challenges and delivering results | <p>AB</p> <p>KO</p> |
| b | <ul style="list-style-type: none"> • Huw Evans reviewed English teaching in SNMSP and noted significant improvement. He questioned whether MAP are sufficiently stretched | |
| c | <ul style="list-style-type: none"> • Following rigorous selection a permanent post NQT was appointed on 8.5.15 • A temporary vacancy was no filled. AB considering possibilities but may readvertise • Maternity absence will be covered in-house across the federation with 2 staff increasing hours thus giving continuity and consistency • Following an appeal hearing on 7.5.15 that upheld a dismissal, a | |

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| | <p>vacancy has arisen in SNMSP. AB will notify staff. Details are confidential</p> <ul style="list-style-type: none"> • AB is negotiating with PHS regarding sharing a Y8 French specialist to teach in Y5-7 to address current weakness | AB |
| 7 | Pershore pyramid | Action |
| a | <ul style="list-style-type: none"> • Briefing pack contains feedback on an LA future of the Pyramid meeting of 23.4.15 proposing an independent feasibility study • Consultation issue has therefore evolved with the LA expecting all schools to review current structures • Cost implication for schools concerned • Relationships have suffered and cluster schools are divided. Without feasibility the Pyramid could fragment with some firsts becoming primaries. • AB sees the future in a collaboration model (virtual school) where transition becomes irrelevant because of close working practices • DB asked if first schools could act autonomously in admitting Y5-6. Academies require the approval of the Regional Schools Commissioner but maintained schools do not. • DS noted the housing development in the Inkberrow area and anticipates the first school becoming primary in response with pupils then transferring to Ridgeway Middle for Y7 • NW highlighted that had PHS admitted Y7 there would now be consistency but the current situation is potentially worse • WB was concerned regarding the impact on the core purpose of educating children but felt that the improved standards in PFS and SNMSP put the federation in a stronger position • NW noted the need for consistent high performance to maintain the status quo but the issue in hand detracts from achieving this • AB noted that the SNMSP cluster is more inclined to share intentions and discuss the future than the APMS and Drakes Broughton clusters • JG felt it was important to build bridges and restore relationships • RE noted that the LA proposed a pyramid review some years ago which was then postponed. LA involvement is essential as it is LA schools involved • RE questioned whether some primaries have the physical space to accommodate Y5-6 • ST considered standardisation essential and that a system with different transfer ages was untenable • JD felt the choice of lead person for the feasibility was critical to ensure objectivity and cooperation • Consensus that feasibility offers the only practical way forward to avoid fragmentation and potential for harm • GB has a responsibility to children and staff at Pinvin but also to wider community to improve pupil outcomes • KO confirmed that Governors stand by the content of the letter to PHS Governors of 11.2.15 in response to consultation | KO |

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| | <ul style="list-style-type: none"> • KO to meet with Chair of APMS Governors on 13.5.15. Governors agreed to share that the federation wishes to engage in a feasibility. • AB to meet with cluster heads on 15.5.15 and with Pyramid heads after half term with the same message • AB and KO will draft a statement for the meeting of Pyramid heads for Governor approval • Aim to persuade other middle Heads that it is not constructive to refuse to participate in a feasibility study • KO asked for Governor discretion on this sensitive issue and noted the importance of not allowing it to derail the work of the school and GB. | AB KO AB |
| 8 | Governance audit | Action |
| a | <ul style="list-style-type: none"> • Brian Pengelly noted the development of the GB but asked as to its aims and objectives and whether an action plan exists • Governor responses to NGA 21 questions highlight strengths and weaknesses from which KO has compiled 14 recommendations (included in the briefing note) which could inform an action plan. • DS confirmed that visits, as a tool to independently verify information provided by the HT is a hot topic for inspectors and a GB priority • JM has assumed responsibility as communication link. The model used during consultation provided excellent parental feedback • KO proposes an independent audit of governance in time • NW commented that engagement, communication and links with the pyramid, parents and wider community were demonstrated during the consultation issue. DS advised that involvement must be consistent and sustainable and that all stakeholders must have a voice • JO stated that the reasons for undertaking visits in the meeting notes for agenda item 13 could be the basis of a GB strategic plan • KO was confident that Governors know what they want children to achieve but need to record it to avoid criticisms • Progress the GB has made since Federation is very pleasing • Governors approved a proposal to adopt these 14 recommendations as objectives for implementation via committees with a GB vision a priority | |
| 13 | Preparation for Ofsted | Action |
| a | <ul style="list-style-type: none"> • An explanation of the purpose of school visits is included in the briefing pack • Concern was expressed that the GB could be implementing too much too quickly, that the GB role is strategic and not operational, that Governors are volunteers with other time constraints and that Ofsted increasingly expects more of GBs • KO accepts that the GB role is strategic but sufficient expertise is needed to understand data and developments in school. He wants to be able to demonstrate to Ofsted that Governors are discharging their responsibilities fully. He does not want the school to fail on | |

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| | <p>leadership and management for lack of attention to one or two issues.</p> <ul style="list-style-type: none"> • 3 to 4 formal visits per term are proposed • DS and JO agreed to produce a draft policy, protocol and procedures document for the next FGB • AB suggested a balance is achieved by increasing visits and reducing meetings | DS JO |
| 9 | Report from School & Community Committee | Action |
| a | <ul style="list-style-type: none"> • Governors received a written summary report from the committee chair in the briefing pack • No serious safeguarding incidents to report • No health and safety issues to report • PFS and SNMSP currently observe pre-federation health and safety policies. A new policy is 75% complete. • JM has assumed responsibility for communication with stakeholders • A questionnaire for parents is in development | |
| 10 | Report from Resources Committee | Action |
| a | <ul style="list-style-type: none"> • NW presented separate school budgets for 2015/16, probed at length in committee, for approval • PFS budget is now managed in-house giving consistency and easy access to financial data • Each school in the Federation must support its own costs • Cost allocations include some areas of judgement e.g. site manager and EHT • SNMSP costs essentially match income. An estimated £40k carry forward could be £85k if contingency for one off costs is unused • In PFS there is a £37k operating deficit for 2015/16 with £10k contingency. If this continues the surplus will be eroded • Mitigating factors are that per-pupil income will increase next year, savings will be achieved via SLA reviews and the budget is prudent • Three-year budgets will be reviewed at the next committee meeting to determine if action is required • JO noted that SEND funding is 20% less in PFS and 35% less in SNMSP than in 2014/15. NW explained that funding is specific to pupils with needs on roll. • Governors approved the budgets • Governors thanked and NW and ST for their input | |
| 11 | Report from Teaching & Learning Committee | Action |
| a | <ul style="list-style-type: none"> • Discussions focused on the need to deliver fundamentals to achieve the SIP • Distractions have been many; PHS consultation, Ofsted, Federation, EHT appointment • Some very good teaching identified but consistency and sustainability need work • AB intends the summer term to embed actions from spring and autumn which are already delivering impact • Need to review the curriculum and the role of the learning journey | |

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| | <ul style="list-style-type: none"> • AB has sent KO and DB a draft curriculum policy based on a thematic approach (the subject drives the theme rather than the outcome driving the learning) for discussion at the next meeting alongside a review of transition processes • A SNMSP parent forum on 13.5.15 will discuss homework, SIP and curriculum/learning journey • AB has implemented Huw Evans' recommendation to allow ex pupils and head boy/girl to present at transition meetings in feeder schools. Y4 pupils will also spend a day in SNMSP and Y4 teachers will share books and data with Y5 teachers obviating a need for assessment in September • Discussions continue regarding the integration of pre-school | |
| 12 | Christian distinctiveness | Action |
| a | <ul style="list-style-type: none"> • A Christian distinctiveness report from JD was circulated • Training on the new RE curriculum is due on 21.5.15 • JD shared a fire insurance policy for PFS from 1915 found at Pershore Abbey | |
| 14 | Policies | Action |
| a | <ul style="list-style-type: none"> • KO thanked Governors for their contributions to policy review • Health and safety and sex education policies, both in progress, will be reviewed at the next meeting to complete the statutory policy portfolio | |
| 15 | Any other business | Action |
| a | <ul style="list-style-type: none"> • Governors were asked to assist JM with contact details for parish magazines. | |
| 16 | Next meeting | Action |
| a | <ul style="list-style-type: none"> • The next meeting will be held at 5:30pm on 7.7.15 • Tea and cakes with staff will precede it at 4:30pm with contributions welcomed | ALL |
| | <i>The meeting closed at 8:35pm.</i> | |

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FEDERATION FGB ACTION LOG POST MEETING 12.5.15

| 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 | 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 | 90% | H |
| 33/091214/5b | Dedicated emergency phone line to be installed for outgoing calls only | AB/ST | | Research in progress | 30% | M |
| 39/100215/5f /170315/12e | Committee chairs to compile long term governor development plan | RE NW DB | | No immediate requirement. Pursue training as and when needs arise | | L |
| 41/100215/5g | Read pages 1-31 of Governor Handbook | ALL | | Reminder of importance | 10% | M |
| 42/100215/7c | Circulate dates of Pupil Council/Pupil Parliament meetings | ST WB | | AB invited governors to attend Governor invitation issued to SNMSP DM and RE attending | 100% | |
| 44/100215/7c | Pupil Parliament to talk to Governors | AB | | | 0% | L |
| 45/100215/8b | Collaborate with Rob Phillips (GB chair PHS) on setting up a Governors pyramid forum | KO | | Ongoing | 20% | H |
| 52/100215/16a | Seek cluster agreement on TED days | AB | | Aligned with PHS | 100% | |
| 54/170315/12d | Compile GB action plan | KO | | Under discussion | 25% | H |
| 56/170315/12b | Develop a governors' newsletter | JM | | | | M |
| 57/120515/6a | Circulate LA PFS review | AB | asap | | | L |

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| Ref. No. | Action/Issue | Lead | By | Progress to Date | % complete | High Medium Low rating |
|---------------|--|-------|-------------------------|------------------|------------|---------------------------------|
| 58/120515/6a | Circulate SIP report on leadership | KO | | Complete | 100% | |
| 59/120515/6c | Notify staff re appeal outcome | AB | | Complete | 100% | |
| 60/120515/7a | Meet with APMS GB chair 13.5.15 | KO | | Complete | 100% | |
| 61/120515/7a | Meet with cluster Heads (15.5.15) and Pyramid Heads (after half term) to encourage feasibility | AB | 15.5.15/after half term | | | H |
| 62/120515/7a | Draft a federation statement on feasibility for Pyramid Heads meeting | AB KO | (after half term) | | | H |
| 63/120515/13a | Produce policy, protocol and procedures document for governor visits | DS JO | 1.7.15 | | | H |
| 64/120515/16a | All invited to tea and cakes with staff on 7.7.15 at 4:30pm. Cakes welcome | ALL | 7.7.15 | | | H |

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