

**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 July 2015 at 5:30pm

Present:

Kevern Oliver	KO GB Chair	David Bugg	DB
Sue Townley	ST	Warren Bennett	WB PFS HoS
David Manning	DM	Andrew Best	AB EHT
Jean Ounsted	JO GB Vice Chair	Nick Watkins	NW
Richard Elliott	RE	Phil Norbury	PN
Debs Schindler	DS	Jenna Greenfield	JG
Karen Broughton	KB	James Montgomery	JM
Jim Kehoe	JK	Zoe Corfield	ZC
Sara Marklew	SM Clerk to Governors	Claire Lording	CL

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

1	Welcome	Action
	<i>Opening prayer: CL</i>	
a	<ul style="list-style-type: none"> • KO welcomed CL to her first FGB meeting 	
2	Apologies	
a	<ul style="list-style-type: none"> • SR and JD absent with approval. 	
4	Membership and roles	Action
a	<ul style="list-style-type: none"> • ZC appointed to the remaining Co-opted Governor vacancy • KB to represent Federation on pre-school management committee • KO acknowledged the impressive expertise amongst the GB and commitment of members 	
	<i>ZC joined the meeting at 5:40pm and introductions were made</i>	
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. • DM - employee of Wychavon District Council • From 1.9.15 Governor business interests to be declared on website 	
4	Membership and roles - continued	Action
a	<ul style="list-style-type: none"> • JD appointed as Vice-Chair of S&C and member of Pay/HT Appraisal Committee 	
5	Minutes of last meeting	Action
a	<ul style="list-style-type: none"> • Minutes of 12.5.15 approved 	

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Refer to action log for matters arising update		
b	<ul style="list-style-type: none"> • Ref 44/100215/7c – DM impressed by Pupil Parliament. Year group representatives are confident and intelligent, have clear priorities, own their actions and achieve 	
6	EHT report	Action
a	<ul style="list-style-type: none"> • AB briefed governors on leavers, staff movements and contractual changes for 2015/16 which exploit existing strengths • AHTs will be operating at Federation level • JK will be working across the 2 schools on timetabling and release • Lisa Gorton, NQT, has been appointed to Y5 on a permanent contract • Tamsin Bowden, PHS, has been appointed French teacher for Y5-7 3 days a week and will also be working in APMS 1 day weekly • Sophie Williams has been appointed NQT with maths specialism • Kerri-Ann Smith has been appointed NQT with English specialism • Tom Keogh will replace Katie Brookes at the Sports Specialist HLTA • Steve Bauer, tennis coach will be Federation based • Carolyn Gemson will deliver Forest School at SNMSP • Rachael Baldwin and Helen Pretty (LA) will team teach with staff and support NQT's and humanities • Sue Dickson and Tom Pilling, SNMSP, will be teaching in Y3 and Y4 	
b	<ul style="list-style-type: none"> • Recruitment continues for TA support for a Y5 pupil, administration support in SNMSP and maternity cover for JG 	
c	<ul style="list-style-type: none"> • AB realises change will need time to embed but is positive and excited by the structure • JM asked who is covering the AHT role in PFS – AB advised that SNMSP AHTs will work across the Federation • KO enquired about impact on morale – AB noted some initial resistance but staff recognise and rise to the challenges • JG noted that PFS staff are excited by the new team 	
d	<ul style="list-style-type: none"> • Governors enquired about GRT attendance data – S&C agreed identical messages for all pupils but delivery must be tailored for GRT families and attendance surgeries implemented sooner • Ofsted flagged GRT attendance at PFS but numbers mask the issue in SNMSP • WB rewriting policy for the autumn • AB to explore current successes for best practise • Attendance will feature in new SIP and SEF • NW noted removal of 2 children from YR and asked if there was an issue. WB advised of 9 GRT in YR but absence can be pinpointed to just 4/5 families. There was nothing amiss and YR had made huge progress from a very low starting point • AB noted that YR data is in line with national so the gap has been narrowed as it has in KS1 for some pupils • DM asked if the federation could compare GRT attendance with data and practice from other schools. AB agreed 	AB

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

e	<ul style="list-style-type: none"> • PN asked if it is appropriate to dedicate a week to activities when children could be learning – AB believes summer term is disrupted by numerous events and that activities week does not deliver impact so it will not take place next year • In previous years Y7 results dipped in the summer but not this year • Activities week can cause pupils to lose learning momentum • Various opportunities will be on offer during the year • Staff supportive of the decision • AB noted a dip in the teaching profile in SNMSP during the summer because of other school commitments 	
f	<ul style="list-style-type: none"> • Transition visits took place 3.7.15 and 6.7.15 and book/data review on 7.7.15 • All but one first school sent a member of staff to the book review • Transition processes very positive in preparing for September • JM asked if there was any first school feedback – AB to request feedback and will invite heads back to visit pupils • KO noted that last year there was little first school involvement in transition and acknowledged a positive step forward 	AB
g	<ul style="list-style-type: none"> • DM asked if the French trip would still take place. This was confirmed as it was a rich educational experience • AB keen for a Y7 residential, with new focus, for the entire year group possibly with support from pupil premium funding and by reducing offer in other years to make affordable 	
h	<ul style="list-style-type: none"> • DB noted a detailed and extensive SEF giving details of activities but asked if the school is improving. AB will update the SIP once data is analysed and advised of a slimmer SIP with KPIs for 2015/16. • The SEF (based on new Ofsted criteria) will indicate rate of improvement • KO noted that the new Ofsted framework and DfE expectations necessitate a simple way of assessing school development • From September Governor responsibilities will align with the SEF rather than with the SIP 	KO Chairs
i	<ul style="list-style-type: none"> • PN asked why data dashboard reports had not been received – DB has yet to agree a format with AB as AWOL requires different measurements • GL assessment has been purchased to support staff assessment and will give the required external view 	
j	<ul style="list-style-type: none"> • Governors were asked to ask to raise questions in advance of the meeting via the Clerk in future to allow AB to prepare 	
7	Pershore pyramid	Action

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a	<ul style="list-style-type: none"> • A group of cross cluster Governors to develop a proposal for independent review of provision considering educational and community outcomes • National climate is one of increasing autonomy for schools • A coherent solution is required but may be the maintenance of the status quo. LA prepared for this outcome • Majority of schools are on board. Meeting envisaged for September • Anticipate up to 12/18 months of stability before review findings published • PN – How would an independent review be funded? - PHS has offered funding and other schools will contribute • NW suggested that the work on compiling a specification for review may in itself drive a solution • DM felt brief is critical and must be written in the best interests of pupils • APMS and APFS are considering federating • AB felt schools were losing sight of childrens' needs in the spring but the situation is rectified now with links, especially transition, being forged to benefit pupils and improve outcomes 	
8	Sub-committees' Chairs' meeting	Action
a	<ul style="list-style-type: none"> • DB informed of intention to identify deliverables on budget and data etc over the school year to inform an annual planner of Governor engagement to maximise efficiency and effectiveness • For September issue • 2 FGB meetings planned for the autumn and 1 termly thereafter with termly committee meetings • KO noted that whilst frequent meetings have been essential this year in establishing the federation next year will be more streamlined 	
b	<ul style="list-style-type: none"> • Refer annexed table for required model for GB vision/strategy • DM questioned whether the GB vision would not be the same for all schools. AB highlighted distinctiveness in pre-school to Y7 provision, the challenges of the catchment, his model of 'virtual' schools, transition development and the potential for exploring specialisms. • AB does not want 'outstanding school' to feature ref. minute 5d of chairs meeting minutes 19.5.15 included in the briefing note. • Chairs meeting to discuss vision content before the first September FGB • Suggested implementation by Autumn half term 	KO Chairs
9	Governor visits	Action
a	<ul style="list-style-type: none"> • DS highlighted Ofsted requirement for Governors to validate HT judgements • KO stressed that Governors are not assuming the role of inspectors • Governors approved the visits policy for September implementation subject to staff input/agreement before the end of term • SEF includes a list of area responsibilities reflecting the new Ofsted framework for September 2015 and will map to existing expertise on GB 	

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	<ul style="list-style-type: none"> • Committee chairs will coordinate responsibilities • Visits will thus provide data in support of specific areas of Ofsted inspection • Governors will always be supported in their visits which could be a walk round, consultation with pupils, policy review etc • AB will draft a schedule for incorporation in the GB year planner 	<p>Chairs</p> <p>AB</p>
10	Preparation for Ofsted	Action
a	<ul style="list-style-type: none"> • Briefing notes highlight the role of Governors in the new Ofsted framework, now more focussed • Work is well in hand in addressing these priorities • Outstanding actions and timescales are indicated in the briefing note 	
11	Report from School & Community Committee	Action
a	<ul style="list-style-type: none"> • Health and safety /safeguarding incidents are logged in the EHT report 	
b	<ul style="list-style-type: none"> • KO thanked RE for coordinating the parents' survey which has produced useful information • NW asked if responses were as expected. AB indicated that they were in line with information received via the parent forum • DM asked if Ofsted could challenge the GB on weaker responses especially regarding feedback to parents on pupils. – AB has identified this for inclusion in the new SIP. AWOL has made feedback a more complex process • GL Assessments reports could be issued to parents in future • PN asked if parents can verify progress online – JK advised that parental access to the SIMS learning gateway is to be withdrawn but that school is developing alternative solutions • DM noted that data is important but parents are keen to see a wider picture. KB stressed that data does not indicate what it is that children need to do better – JK highlighted that opportunities for discussion with parents have increased. AB advised books are available to parents • JO stressed the importance of responding to the questionnaire – AB indicated that responses will inform the SEF and be discussed at September's parent forum • KO proposed a questionnaire summary for the website and distribution. RE to action by end of term and to circulate raw comments to Governors via Clerk. 	RE/Clerk
c	<ul style="list-style-type: none"> • JO advised that Ofsted expects all Governors to have an understanding of safeguarding. Audits are on Governor website pages to facilitate this and a summary report is in the briefing pack • Audits were instructive for JO in seeing practise in a different school • Annual safeguarding reports were presented and approved • Exclusions were noted as low • DS was appointed SNMSP Safeguarding Governor in addition to JO in PFS • AB thanked JO, WB, Cheryl Hooper and Michele Brown for their safeguarding input and KO noted that safeguarding has the highest 	

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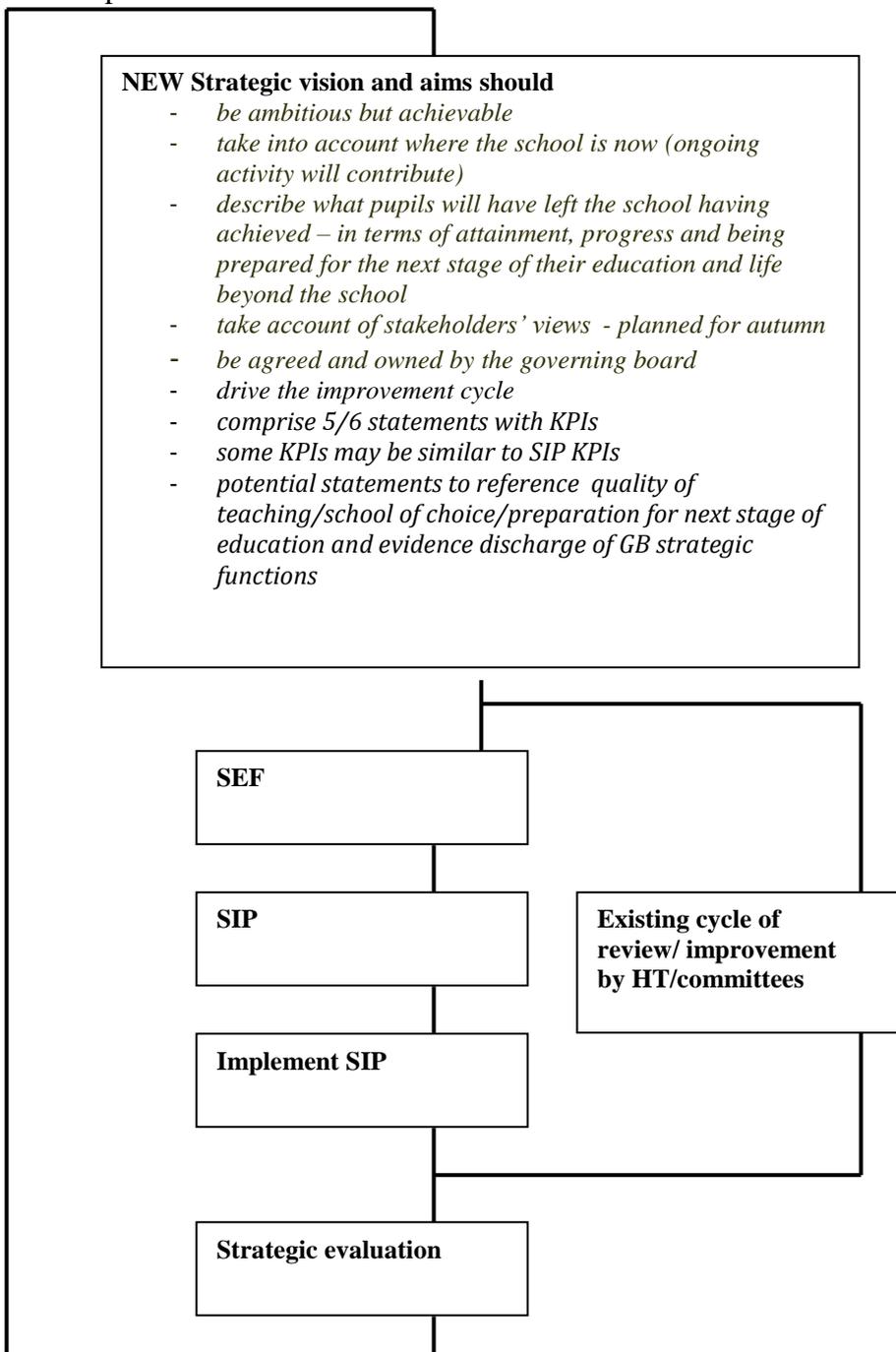
	<p>level of training of any area of governance and is a big responsibility.</p> <ul style="list-style-type: none"> • LA reviews of safeguarding indicate that procedures are successful and records detailed • CL highlighted that PREVENT and safeguarding were referred to at diocesan training and are included in the new Ofsted framework • PN volunteered to take Governor responsibility for PREVENT 	PN
12	Report from Teaching & Learning Committee	Action
a	<ul style="list-style-type: none"> • Sports premium has funded an SNMSP HLTA to date. SNMSP now to align with PFS in using sport across the curriculum and to provide coaching opportunities/after school activities for the cluster 	
	<i>Refer confidential item</i>	
c	<ul style="list-style-type: none"> • Feedback and marking policy introduces DIRT time to allow children to respond to marking • Homework policy stimulated a useful discussion around inclusion for pupils where culture disapproves of homework and identified importance of a personalised response and effective teacher/parent relationships • Curriculum policy introduces significant changes with learning journey replaced by subject driven themes providing individual lesson rather than longer term outcomes 	
13	Christian distinctiveness	Action
a	<ul style="list-style-type: none"> • CREW is an exciting pupil led RE initiative and next forum is at SNMSP • CD group identifying core Christian values special to schools and pupils. ANJ has requested Governor input 	
13	Policies	Action
a	<ul style="list-style-type: none"> • Governors approved the following federated policies: care and control (positive handling), safeguarding children, preventing extremism and radicalisation, marking and feedback, new curriculum, homework, eSafety, code of conduct and whistleblowing guidance • Statutory policies will be reviewed as specified or every 2 years, non-statutory policies every 2 years and subject policies every 3 years unless new guidance is published or a significant event occurs • S&C has allocated policy ownership; KO suggested other committee do likewise • H&S policy to be presented to S&C in the autumn 	Chairs JK
16	Next meeting	Action
a	<ul style="list-style-type: none"> • Next FGB 22.9.15 • Discussion items: strategic vision and aims, data, year planner • KO thanked Governors; GB has seen huge growth and development and addressed some difficult issues • KO thanked staff, particularly AB and WB in moving schools forward. • JO thanked KO, GB Chair 	
15	Any other business	Action

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

a	<ul style="list-style-type: none"> • Pinvin PCC would like more child friendly nativity figures and CL invited school involvement. AB to discuss with DT subject leader • JM welcomed everyone to the PFS school fayre on 12.7.15 	AB
WB, JG, AB, JK and ST left the meeting at 7:50pm		
Refer confidential item		
The meeting closed at 8:00pm.		

GB Strategic vision and aims (DfE envisaged model)

- Strategic vision and aims to become a business model for the federation giving it direction and should provide focus for the SIP



Signature of Chair.....

Date.....

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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 Need to arrange annual review	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	90%	H
44/100215/7c	Pupil Parliament to talk to Governors	AB		RE and DM attended May meeting of SNMSP School Council Need to attend PFS Pupil Council	0%	L
54/170315/12d	Compile GB action plan	KO		Under discussion Progressed at Committee Chair's meeting Refer item 67 below. Close	100%	
56/170315/12b	Develop a governors' newsletter	JM		To be published before end of term Ongoing as part of S&C communication development Newsletter introduces function of GB. Comments to JM by 10.7.15. Publication 14/15 July 2015. Upload to website too. Termly newsletters in future	90%	M
64/120515/16a	All invited to tea and cakes with staff on 7.7.15 at 4:30pm. Cakes welcome	ALL	7.7.15	Complete	100%	
65/070715/6d	Benchmark GRT attendance and practice	AB				H

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

Signed by Chair.....

Date.....

Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
66/070715/6f	Request first school feedback on transition	AB	asap			H
67/070715/8b	Chairs to discuss vision content before September FGB	Chairs	Early September			H
68/070715/9a	Coordinate governor visit responsibilities	Chairs				H
69/070715/9a	Draft gov visit schedule for year planner	AB	Early September			H
70/070715/11b	Produce questionnaire summary for website and parent circulation	RE	17.7.15			H
71/070715/11b	Circulate parents questionnaire raw data to governors via Clerk	RE				M
72/070715/13a	T&L and R committees to allocate policy ownership	NW DB	NW 13.7.15 T&L autumn			M
73/070715/15a	Discuss nativity figures for Pinvin PCC with DT subject leader	AB				H

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

Signed by Chair.....

Date.....