

**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 9<sup>th</sup> December 2014 at 6:30pm**

**Present:**

Gary Robinson GR	Warren Bennett WB PFS HoS
Kevern Oliver KO GB Chair	Andrew Best AB EHT
Judy Dale JD	Nick Watkins NW
Sue Townley ST	Phil Norbury PN
David Manning DM	Eli Tudge ET
Jean Ounsted JO GB Vice Chair	James Montgomery JM
Richard Elliott RE	
Sara Marklew SM Clerk to Governors	

<b>1</b>	<b>Welcome</b>	<b>Action</b>
<b>2</b>	<b>Apologies</b>	
<b>a</b>	<ul style="list-style-type: none"> <li>• DB and JK absent with approval</li> </ul>	
<b>3</b>	<b>Declaration of interests</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• JO - husband a Governor at Fladbury CE First School.</li> <li>• ST - neighbour audits school fund account.</li> <li>• WB - partner is Head of a cluster school.</li> </ul>	
<b>4</b>	<b>Membership and roles</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• KO acknowledged 9.12.14 deadline for committee training plans was ambitious</li> <li>• Clerk to circulate LA development manual to all with bookings invited</li> </ul>	<b>Clerk</b>
<b>b</b>	<ul style="list-style-type: none"> <li>• Governors with direct contact with PFS parents to identify candidate for cooption as Parent Governor after no nominations received</li> <li>• Nick Watkins offered to brief interested parties</li> </ul>	<b>PFS</b>
<b>5</b>	<b>Minutes of last meeting</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• 14.10.14 minutes approved</li> <li>• GB continues to develop optimum ways of working</li> <li>• Refer to action log for matters arising update</li> </ul>	
<b>b</b>	<p><b>Bus incident</b></p> <ul style="list-style-type: none"> <li>• Accident 2.12.14 at T-junction on Three Springs Road as pupils were returning from a carol concert rehearsal at Pershore Abbey</li> <li>• 2 staff accompanied pupils in 2 coaches</li> <li>• Articulated lorry hit the side of the first coach as it pulled out into oncoming traffic</li> <li>• JK managed the scene of the incident in an excellent manner</li> <li>• Communication via text and website with Fizz Bewley dealing with media enquiries</li> <li>• 4 pupils sent to A&amp;E with staff, 19 assessed at home of a local resident by medical staff before returning to school, remainder returned to school</li> </ul>	

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	<p>to meet parents. Pupils were triaging each other</p> <ul style="list-style-type: none"> <li>• Parents of 4 injured children were contacted directly in person</li> <li>• Resident later praised the pupils involved and school has thanked her compassion and understanding with flowers and chocolates</li> <li>• Dedicated room available for parents of injured children and medical liaison offered to all parents</li> <li>• Counsellors in school on 3.12.14 with pupils able to attend at will</li> <li>• Possibility of civil litigation by some parents</li> <li>• Evening carol service cancelled but JD remained in the Abbey to advise any arrivals</li> <li>• PN gave invaluable off duty support both on 2.12.14 and subsequently for which school and governors are very grateful</li> <li>• PN advised incident accorded critical police status and praised staff for efficiency and reassuring parents in a stressful situation.</li> <li>• Staff required to take on exceptional responsibilities to release others to manage the incident and their support of their colleagues is appreciated.</li> <li>• Police investigation underway but school staff observed all protocols, including seat belts, and school has no direct or indirect involvement in the accident</li> <li>• Critical incident book maintained a full auditable log of the event</li> <li>• Subsequent incident review conducted by JK, PN, KO, ST and AB with actions identified</li> <li>• Dedicated emergency phone line to be installed for outgoing calls only to facilitate communications. Poor mobile signal was an issue</li> <li>• Children will always be required to return to school after a school trip in future</li> <li>• Tabards and lanyards to be used to identify staff for pupils and adults</li> <li>• First aid training is offered to pupils in activities week</li> <li>• Cresswells coaches will no longer be used; not only could the same coach cause flashbacks but parents could question the judgement of the school if there was ever another incident</li> <li>• PN noted that the driver of the second coach left his vehicle to attend to his colleague instead of returning pupils to school</li> <li>• <b>GR – Were the coach emergency exits used?</b> PN advised that the vehicle was evacuated according to policy</li> <li>• <b>GR – Are we happy with the specification of the school minibus?</b> PN confirmed that it complies with legislation but will ask VOSA to check it next term. ST advised that a school minibus policy exists</li> <li>• DM was impressed by the learning evidence and was keen to see lessons applied to benefit PFS and SNMSP</li> <li>• KO recorded his thanks and those of parents to all professionals and staff who played a part</li> </ul>	
<b>6</b>	<b>EHT's report</b>	<b>Action</b>
<b>a</b>	<p>Andrew Best invited questions to his EHT report</p> <p><b>School improvement</b></p> <ul style="list-style-type: none"> <li>• AB confirmed the catalogue of staff professional development dovetails with the SDP</li> </ul>	

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b	<p><b>Attainment and progress</b></p> <ul style="list-style-type: none"> <li>• AB explained that data analysis is complicated by assessment without levels and there is no correlation between old and new systems</li> <li>• Assessment without levels will be a big issue for parents and the school needs to communicate with care and sensitivity</li> <li>• Sheffield STAT to be used across the federation not the cluster and, unlike other tools, covers YR to Y7</li> <li>• Many first schools followed an independent route so cluster needs to agree a standard of secure performance at the end of Y4</li> <li>• INCAS tests (an external assessment tool) will inform Y4 data for all new intake pupils <u>before</u> September 2015. This did not happen in 2014.</li> <li>• INCAS provides an age standardised score which is more reliable than levelled outcomes</li> <li>• <b>PN –Do cluster schools review each others standard?</b> AB indicated a holistic approach is vital and a cluster wide keenness exists to agree standardisation for every year</li> <li>• DM noted that governors should be mindful of the amount of change for staff</li> <li>• Classroom monitor will monitor pupils far more regularly than ever before and is a positive move</li> <li>• <b>NW asked what RoL would look like.</b> AB advised that 2015 results would be in the existing format with Y2 and Y6 still following the old curriculum.</li> <li>• As new Y7 curriculum is a higher standard than the current Y6 curriculum, this years Y6 pupils will need additional input in core aspects post SATs to support teaching in Y7 next year</li> <li>• New test for pupils to replace SATs</li> <li>• AB will email Sheffield STAT information to governors</li> <li>• WB noted particular challenges for Y4 with the bar considerably higher in maths</li> <li>• <b>In response to questions from KO and DM,</b> mastery was defined as; the application or transference of skills learnt in maths and English across all subjects and a body of knowledge normally achieved at the end of a school year</li> <li>• <b>GR asked if first schools are identifying a mastery approach</b> and AB confirmed that they are keen to standardise</li> <li>• AB asked the LA to review performance in Y3 and Y5 to see if pupils are on track to meet end of year standard. LA does not yet have the tools to do so which leads AB to question how its quality assessment role can be fulfilled</li> <li>• ET stated that PFS and SNMSP are building up a file on the standard which could expand to become a cluster standard but there is no national picture for comparison</li> <li>• <b>PN asked how quality assessment is available if not through the LA</b> and was advised that it must be bought in</li> <li>• <b>GR asked if PHS curriculum develops onward from that in SNMSP.</b> AB indicated that more discussion and communication around transition is required but this would happen.</li> </ul>	AB
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c	<p><b>Teaching and learning</b></p> <ul style="list-style-type: none"> <li>DM referred to the table on quality of teaching and enquired as to the confidence levels. AB believed it high given the varying sources of data</li> <li><b>DM queried a 2% decrease in SNMSP outstanding teaching September to October as of concern.</b> AB is not concerned and assumes a data tolerance of +/- 4%. He noted the 24% increase in good teaching over this period</li> <li><b>KO asked if the need to work with individual staff to improve performance is impacting on the overall standard.</b> AB indicated it is unavoidable but coaching support is important</li> <li><b>NW asked what distribution of percentages Ofsted expects.</b> This is not defined</li> <li>AB believes that SNMSP is still RI but PFS is improving and still stronger than SNMSP though there is still no outstanding teaching</li> <li><b>PN – Who is assessing the standard?</b> The entire SLT</li> <li>ET pointed out that there is also external assessment for transparency</li> </ul>	
d	<p><b>School and Community</b></p> <ul style="list-style-type: none"> <li>Governors approved the Federation vision previously reviewed by the S&amp;C Committee</li> <li>JO asked what happens to the previous individual vision statements as she is conscious that the public sees 2 separate schools and additionally old statements are woven into policies</li> <li>Governors agreed that the individual school visions should sit underneath the new vision and will be reviewed in time</li> <li>The bus incident has still to be logged with the LA</li> <li>Jon Grubb, site manager, has made a good start and will undertake training in early 2015</li> </ul>	
<b>GR left at 7:45pm</b>		
e	<p><b>Federation summary view</b></p> <ul style="list-style-type: none"> <li>Noted that persistent absenteeism high in PFS at 13% (data includes all absence)</li> <li>Could be due to YR pupils some of which are not yet of statutory school age</li> <li>AB noted that it is often just these pupils who go on to have long term absence issues</li> <li><b>DM asked if they should be reported at the risk of disadvantaging data</b></li> <li>AB agreed to report with and without YR pupils of statutory school age</li> <li>2 racial incidents (1 in each school) were directed at GRT pupils</li> <li>SNMSP incidents involve different pupils, all contrite, none of whom have reoffended</li> <li><b>KO asked for and was given reassurance that the school is dealing with behaviour of this type</b></li> <li><b>JM asked if there was a particular trigger and was advised not</b></li> <li><b>JO enquired if other pupils were aware</b> and advised generally not but if pupils were within hearing of the incident they are advised of any action taken</li> <li>AB was thanked for a very full report</li> </ul>	
7	<b>Governor's visits</b>	<b>Action</b>

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<b>a</b>	<ul style="list-style-type: none"> <li>• Governors agreed that visit reports are circulated for FGB meetings but discussed in committees</li> <li>• Governors invited to contact the author and ask questions in advance</li> </ul>	
<b>8</b>	<b>Report from School &amp; Community Committee</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• S&amp;C TOR approved</li> <li>• Written report from GR submitted</li> </ul>	
<b>9</b>	<b>Report from Resources Committee</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• NW written report commented on discussions regarding SLAs</li> <li>• Focus on business management, catering and IT where real impact is achievable</li> <li>• Next committee meeting will discuss AB findings/proposals on above</li> <li>• Budgets were reviewed in both schools and a projected end of year surplus reported</li> </ul>	
<b>b</b>	<ul style="list-style-type: none"> <li>• Governors approved a £7.8K SNMSP virement from premises to supplies and services budgets to fund E-praise, educational consultants, furniture, school handbook and training and subject development in line with the SDP.</li> <li>• Resources ToR approved</li> <li>• School fund accounts for SNMSP and PFS reviewed by committee and approved by FGB</li> </ul>	
<b>10</b>	<b>Report from Teaching &amp; Learning Committee</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• DM reported on very interesting and thorough action plan presentations from ET, Rebecca Chatterton and Laura Smith</li> <li>• Data and assessment also debated</li> </ul>	
<b>b</b>	<ul style="list-style-type: none"> <li>• T&amp;L ToR approved</li> </ul>	
<b>11</b>	<b>Pay Committee</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• Report postponed until next meeting</li> <li>• KO acknowledged the work that the committee has been involved in</li> </ul>	<b>Clerk</b>
<b>b</b>	<ul style="list-style-type: none"> <li>• Pay ToR approved</li> </ul>	
<b>12</b>	<b>Christian distinctiveness</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• JD read aloud a report indicating that both schools are completing the SIAMS self evaluation</li> <li>• Activity focussed on core question 1, <i>how well does the school through its distinctive Christian character meet the needs of all learners</i></li> <li>• Assessment to date indicates satisfactory/good systems with some inadequacies</li> <li>• Profile of Christian distinctiveness to be raised</li> <li>• JO acknowledged Federation has been positive in sharing ideas</li> </ul>	
<b>13</b>	<b>Policies</b>	<b>Action</b>

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<b>a</b>	<ul style="list-style-type: none"> <li>Governors approved the behaviour policy, admission arrangements, statement of procedures for dealing with allegations of abuse against staff, chargings and remissions, governor's allowances, teacher's pay, supporting pupils with medical conditions, PFS collective worship and PFS RE policy.</li> </ul>	
<b>14</b>	<b>Pershore High School consultation update</b>	<b>Action</b>
<b>a</b>	<p><b>KO update on activity</b></p> <ul style="list-style-type: none"> <li>PHS announcement to Heads on consultation decision postponed until 12.12.14</li> <li>To liaise with a colleague of GB Chair at Abbey Park Middle School as Chair is unwell</li> <li>Reported Drakes' Broughton St. Barnabas CE First and Middle School governors unaware of PHS intentions until their FGB on 2.12.14. Governor reaction mixed with no action planned</li> <li>FGB Chair at above school partially informed; KO updated</li> </ul>	
<b>b</b>	<p><b>AB update on activity</b></p> <ul style="list-style-type: none"> <li>Met with cluster head's (2 not present)</li> <li>Middle school heads have listed points for PHS consideration</li> <li>Positive working relationships established with heads</li> <li>AB believes pyramid is not strong strategically; no consideration of impact on other schools</li> <li>AB ideal is a single tier system (not necessarily a MAT) where school links are so strong and transition so seamless that tiers are irrelevant.</li> </ul>	
<b>15</b>	<b>Any other business</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>No items for discussion</li> </ul>	
<b>16</b>	<b>Next meeting</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>FGB meetings scheduled for 10.2.15, 17.3.15, 12.5.15 and 7.7.15</li> <li>10.2.15 meeting to focus on PHS consultation</li> <li>17.3.15 meeting to focus on the work of committees</li> <li>Clerk to liaise with Chairs regarding committee meeting dates</li> </ul>	<b>Clerk</b>
<b>b</b>	<ul style="list-style-type: none"> <li>KO pleased to note a lot of information regarding strategies to improve school standards had been shared as a result of governor questions</li> <li>NW and AB thanked KO for leading the GB so ably</li> </ul>	
	<b><i>The meeting closed at 8:20pm</i></b>	

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## FEDERATION ACTION LOG POST MEETING 9.12.14

Ref. No.	Action/Issue	Lead	By	Progress to Date	R A G
8/100914/9f	Introduce Governor logbook at PFS	WB	asap	In place	G
9/100914/10c	Review meeting assessment form	KO DM Clerk	14.10.14	Draft complete - presentation to governors? To be tested in committees	A
15/141014/5a	Parent Governor election	Clerk	After half term	Parent governor nominations close on 28.11.14 in PFS No nominations received. To identify candidate for co-option	A
16/141014/5a	Circulate skills audit findings to FGB by 30/10/14 followed by membership analysis to committee chairs	KO	30.10.14	Committee chairs undertaking analysis	G
17/141014/5a	Compile Governor development plan	KO, DB, NW, GR Agenda	9.12.14	As above Ongoing	A
18/141014/6b	Code of conduct to be circulated to Governors	Clerk	asap	To be circulated once signed at FGB 9.12.14 Uploaded to website for governor access	G
19/141014/6c	Compile school vision document	AB	9.12.14	S&C to review 24.11.14 FGB agenda item 9.12.14	G
20/141014/15a	Determine process for Governors reporting on school trips	AB WB	24.11.14	S&C to review proposal 24.11.14 Report via logbook	G
21/141014/16a	Next agenda; school vision EHT report, committee reports	Agenda	9.12.14		G
22/141014/8a	T&L Committee to discuss Huw Evans report	DB	17.11.14	Full report available to governors who wish to read it	G
23/141014/8b	Behaviour policy to be reviewed by staff w/e 25.10.14	AB	25.10.14	Under review by T&L Presented for FGB approval 9.10.14	G
24/141014/11a	T&L to define what is reported in committee and at FGB level	DB	17.11.14		G
25/141014/13a	Pay Cttee to review PRP recommendations	Pay	31.10.14	Committee met 24.10.14 and 24.11.14	G

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Ref. No.	Action/Issue	Lead	By	Progress to Date	R A G
26/141014/14a	Committees to meet statutory policy responsibilities	DB GR NW	9.12.14	Under discussion Ongoing	A
27/141014/14a	S&C to review policies updated for PFS	GR	24.11.14	On agenda	G
28/091214/4a	Circulate governor training handbook	Clerk		Actioned	G
29/091214/4b	Seek out candidate for Parent Gov co-option	PFS Govs	asap		R
30/091214/6b	Email Sheffield STAT info to Governors	AB			R
31/091214/11a	Report from Pay Cttee at next FGB	Clerk RE			R
32/091214/16a	Liaise with S&C and Resources to establish Cttee meeting dates	Clerk	asap		A

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