

**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 10<sup>th</sup> September 2014**

**Present:**

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

***Items are minuted in the order of discussion***

<b>1</b>	<b>Welcome</b>	<b>Action</b>
<b>a</b>	KO introduced the meeting. He welcomed colleagues to the start of a new era for education at Pinvin and paid tribute to the inspirational leadership, achievements and expertise of the outgoing chairs that have been instrumental in guiding the schools to a Federation.	
<b>b</b>	The resignation of Robert Guy and Robert Wilcox from PFS GB and SNMSP GB respectively was announced. A letter of thanks is to be sent. Governors requested that Ian Young, Neil Harding and Carole Smith also receive a letter.	<b>KO</b>
<b>2</b>	<b>Apologies</b>	
<b>a</b>	Apologies were received from Geraint Roberts and approved.	
	<b><i>ET, DM, JM and PN left the meeting at 6:35pm.</i></b>	
<b>3</b>	<b>Appointment of members</b>	<b>Action</b>
<b>a</b>	ET was nominated by staff at PFS to be a Co-opted Governor representing PFS. The GB appointed her to the GB.	
<b>b</b>	DM (ex GB chair at PFS), JM and NW (ex Governors at PFS) and PN (ex governor at SNMSP) were appointed Co-opted Governors. All have skills that the new GB values and wishes to retain.	
	<b><i>ET, DM, JM and PN rejoined the meeting at 6:40pm.</i></b>	
<b>c</b>	DM has a child in each school and therefore agreed to have oversight of transition.	
<b>d</b>	2 remaining vacancies for Co-opted Governors will remain vacant for the time being.	
<b>e</b>	Governors agreed to appoint Jim Kehoe, Deputy Head SNMSP, as an Associate Member, for a period of 4 years.	
<b>4</b>	<b>Election of officers</b>	<b>Action</b>

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<b>a</b>	<p>Chair: GR and KO were proposed. The election followed the LA's recommended procedures KO was elected as chair for one year. KO thanked colleagues for their confidence and paid tribute to GR's continuing commitment to, and enthusiasm for, the Federation.</p>	
<b>b</b>	<p>Vice-Chair: KO proposed that</p> <ul style="list-style-type: none"> <li>• The vice-chair should, for the moment, be elected from those who previously were Governors of PFS.</li> <li>• The vice-chair will have a key role to play in the establishment of the Federation.</li> <li>• The election should be delayed until the next meeting, giving governors time to reflect on who would best fill the post.</li> <li>• The election would be conducted in the same way as the election for chair.</li> </ul> <p>In the ensuing discussion it was agreed that:</p> <ul style="list-style-type: none"> <li>• KO's proposal should be accepted.</li> <li>• The principle of having chair and vice-chair from separate schools was a temporary one, linked largely to parental perceptions of equitability, for 2014/15 only.</li> <li>• The vice-chair's term of office will be one year.</li> <li>• DM will act as temporary vice-chair until the election of the vice-chair at the next FGB.</li> </ul>	<b>Clerk</b>
<b>c</b>	JM stated that in the long term the GB needs to move on from individual school perceptions. This was universally accepted and the current arrangements for Chair and Vice-chair roles originating from separate schools is seen as a requirement for 2014-15 only.	
<b>5</b>	<b>Items to be raised under any other business</b>	<b>Action</b>
<b>a</b>	Jo Colin announced that she would be regretfully forced to resign from the GB following a change of job. KO thanked her for her contribution and wished her well.	
<b>6</b>	<b>Declaration of interest</b>	<b>Action</b>
<b>a</b>	JO's husband is a Governor at Fladbury C of E First School.	
<b>b</b>	Governors were asked to complete annual register of interest forms for return to the Clerk.	
<b>c</b>	The GB agreed that every Governor should be routinely checked by the DBS despite governors being removed from regulated activity unless acting as unsupervised volunteers. The Clerk was able to confirm that all Governors have been checked. She was asked to clarify best practise for renewal of checks.	<b>Clerk</b>
<b>7</b>	<b>Adopt federated constitution/loG</b>	<b>Action</b>
<b>a</b>	Governors formally adopted the constitution dated 1.9.14 and additional notes regarding the appointment of Co-opted Governors and Staff Governors which will be reiterated annually.	

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<b>b</b>	Governors received the SFVS submission and financial position statements for both schools with their meeting packs. Whilst the schools continue to have separate budgets separate documents are required but the format needs to be standardised.	
<b>c</b>	PFS asset register was included in the meeting pack with that for SNMSP to follow. Note that PFS has a finance SLA with PHS with the latter maintaining the asset register and compiling the financial position statement.	<b>Clerk</b>
<b>8</b>	<b>Committees/individual responsibilities</b>	<b>Action</b>
<b>a</b>	Governors were asked to complete the NGA skills audit to satisfy the requirements of the school auditor and to identify skill strengths and weaknesses for recruitment.	
<b>b</b>	<p>KO reported that :</p> <p>The Governing Body's role and remit have changed. Whilst we must ensure that all pupils get the best possible care and education the DfE requires that we operate at a strategic level, leaving operational matters to the EHT and his team. Specifically we are required to</p> <ul style="list-style-type: none"> <li>• Set our schools' visions and objectives</li> <li>• Ensure financial probity</li> <li>• Hold the EHT accountable for pupils' performances and progress.</li> </ul> <p>The September 2014 OFSTED framework has criteria that set out what is required.</p> <p>The LA's governance SEF, although not yet up to date with the latest OFSTED requirements, is a valuable means of helping us judge where we are and what is needed.</p> <p>Our collective expertise is considerable and we all have roles and contributions to make, over the coming weeks and months.</p> <p>In the ensuing discussion it was agreed that</p> <ul style="list-style-type: none"> <li>• KO, SM would provide documentation about the above</li> <li>• The GB would have its core remit and OFSTED criteria in mind as it sets up committees.</li> <li>• The SEF would be used to inform the development of committees' ToR .</li> </ul>	<b>KO Clerk</b>
<b>c</b>	AB has evidenced staff collaboration that already exceeds his expectations and staff are keen to take the initiative.	
<b>d</b>	<p>Committees:</p> <p>The committee structure proposed on 10/03/14 was revisited. It was agreed that</p> <ul style="list-style-type: none"> <li>• for reasons of efficiency, including use of time, avoidance of duplication and the need to deal with two schools, there will be three committees <ul style="list-style-type: none"> <li>• Teaching &amp; Learning</li> <li>• Resources (finances and premises)</li> <li>• School &amp; Community (health and safety, Christian</li> </ul> </li> </ul>	

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	<p>distinctiveness, public relations, safeguarding, community relations, pupil behaviour)</p> <ul style="list-style-type: none"> <li>Membership of the three committees will be <ul style="list-style-type: none"> <li>Teaching &amp; Learning: JO, DB, WB, AB, DM, KO NW, ET</li> <li>Resources: RE, ST, WB, AB, NW, DM, PN, GR</li> <li>School &amp; Community: JD, JO, RE, GR, AB, JM, JK</li> </ul> </li> <li>The committees' first meetings will be as follows <ul style="list-style-type: none"> <li>Teaching &amp; Learning: convened by DB at 1830 on 22/09/14</li> <li>Resources: convened by NW at 1830 on 15/09/14</li> <li>School &amp; Community: convened by GR at 1830 on 06/10/14</li> </ul> </li> <li>The core agenda for each committee will be <ul style="list-style-type: none"> <li>Election of Chair</li> <li>Development of Terms of Reference (ToR) within the context of the SiP and the new DfE/OFSTED requirements.</li> </ul> </li> <li>The committees will report progress to the next FGB meeting on 14/10/14</li> <li>Existing ToR will apply until new ToR are developed and ratified by FGB</li> </ul>	<b>DB</b> <b>NW</b> <b>GR</b>
<b>e</b>	<p>Panels:</p> <p>It was agreed that</p> <ul style="list-style-type: none"> <li>The EHT appraisal panel would be JD, JO and RE</li> <li>Hearing and appeals panels will be convened as and when required from appropriate members of FGB</li> <li>The EHT and Chair will not normally be members of panels</li> </ul>	
<b>f</b>	<p>SM reported that as a result of 2013 changes to Teachers' Pay Policy a new Pay Committee is required to decide, by 31/10/14, about performance related pay recommendations.</p> <p>It was agreed that</p> <ul style="list-style-type: none"> <li>Subject to review the new committee would sit within Resources</li> <li>SM will research the committee's remit and report back.</li> </ul>	<b>Clerk</b>
<b>g</b>	<p>Until the new ToR's have been ratified the GB will continue to defer to the old ToR for the respective school in matters of finance.</p>	
<b>h</b>	<p>PN raised the subject of email management. KO has a proposal for a code of conduct for the GB based on the NGA model which will be discussed at a later date.</p>	
<b>i</b>	<p>Governors approved the delegation of authority to the Resources Committee to approve the school's financial budgets for the duration of the academic year.</p>	
<b>11</b>	<b>Policies</b>	<b>Action</b>
<b>a</b>	<p>The GB adopted the LA recommended procedures for the handling of discipline or grievance or any other staffing related issue and school non-curriculum complaints.</p>	
<b>b</b>	<p>Committees were asked to consider a Federation approach to policy management and review frequency and process, Identify joint school and separate school policies and a timetable for rationalisation.</p>	

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<b>c</b>	AB confirmed that each school would continue to have its own Ofsted inspection but a federation rather than a school policy where appropriate would be acceptable.	
<b>9</b>	<b>Minutes</b>	<b>Action</b>
<b>a</b>	Governors approved the minutes and log of the joint FGB meeting on 3.7.14.	
<b>b</b>	Governors approved the minutes and log of the joint FGB meeting on 11.7.14.	
<b>c</b>	Governors approved the minutes and log of SNMSP FGB meeting on 10.7.14.	
<b>d</b>	Governors approved the minutes and log of the PFS FGB meeting on 11.7.14.	
<b>e</b>	Governors approved the minutes and log of the PFS L&T Committee meeting 15.7.14.	
<b>f</b>	The action log was reviewed with the following noted; the SIP will be a standard agenda item going forward and PFS is to introduce a logbook for governor visits. KO also thanked PN and the team who worked so hard over the summer to improve the parking arrangements at SNMSP.	<b>WB</b>
<b>10</b>	<b>Meetings</b>	<b>Action</b>
<b>a</b>	The FGB will next meet on 14.10.14 at 6:30pm and thereafter on 9.12.14 at 6pm. The first half hour of the latter will be for safeguarding training for all Governors.	
<b>b</b>	Minutes of meetings will be circulated electronically first to the GB /committee chair and EHT prior to circulation to all Governors who will be invited to request amendment by a given time. They will be signed off at the next scheduled FGB or committee meeting. Committee chairs will be invited to bring key items for FGB discussion. Committee chairs are expected to chase outstanding actions.	
<b>c</b>	Governors discussed the value of the meeting assessment form used in SNMSP. Evaluating GB performance was considered valuable but the scoring system inappropriate. The Chair, Acting Vice-chair and Clerk will review in advance of the next meeting.	<b>KO DM Clerk</b>
<b>12</b>	<b>Safeguarding</b>	<b>Action</b>
<b>a</b>	Governors approved the safeguarding policies for PFS and SNMSP. These have been updated with the latest guidance issued from the LA in the summer of 2014.	
<b>13</b>	<b>Health and Safety</b>	<b>Action</b>
<b>a</b>	There were no issues for discussion.	
<b>14</b>	<b>Communications</b>	<b>Action</b>
<b>a</b>	The first Federation newsletter has been issued with welcome messages from AB and WB. A letter from the Chair of Governors will follow and will include the revised composition of the new GB. AB asked KO to meet with staff in both PFS and SNMSP.	<b>KO</b>

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<b>b</b>	SNMSP was asked to review the size of text used in newsletters.	<b>ST</b>
<b>c</b>	The S&C Committee was asked to consider how the Federation could best engage with parents within the cluster and develop media exposure.	
<b>d</b>	Governors commented on the excellent relationship and exposure that PHS has with the press and felt that the Federation should emulate this. RE and JM both have experience in dealing with the media and the latter commented that the best approach is for the school to write its own copy for publication.	
<b>15</b>	<b>Auditor appointment</b>	<b>Action</b>
<b>a</b>	Helen Bower was appointed auditor to the school fund account at PFS.	
<b>16</b>	<b>Planning the year</b>	<b>Action</b>
<b>a</b>	AB has developed with the SLT of the Federation two School Improvement Plans for PFS and SNMS. There is in addition a Federation Overview Plan that sets accountability structures.	
<b>b</b>	AB shared PFS Headline data: Y2 and Y4 progress declined this year Pupil Premium, GRT and boys overall made less progress	
<b>c</b>	AB shared SNMS Headline data: Y5 Autumn Term 2013 showed limited progress Y7 Summer Term 2014 showed a decline in overall progress	
<b>d</b>	AB shared key priorities from the school improvement plans: <ul style="list-style-type: none"> <li>- Teaching and Learning</li> <li>- Accelerating outcomes of all learners</li> <li>- Leadership and Management</li> <li>- Mathematics and English in particular Writing</li> </ul>	
<b>e</b>	AB would like Governors to align with various aspects of the SIP's and visit school to evidence progress and achievements.	
<b>17</b>	<b>Correspondence</b>	<b>Action</b>
<b>a</b>	ST and GR are to attend a LA funding meeting for the 2015-16 school year on 22.9.14.	<b>ST GR</b>
<b>18</b>	<b>Any other business</b>	<b>Action</b>
<b>a</b>	All Governors are invited to attend a meeting at PHS on 18.9.14 at 6:30pm. with the Clerk being asked to reserve 10 places. It is expected that this will focus on developments in the Redditch area and the likely impact locally on potential groupings for smaller rural schools. As far as Governors are aware PHS has no plan to accept Y7 pupils.	<b>ALL Clerk</b>
<b>b</b>	The decision on the toilet development at PFS was deferred until the Resources Committee meeting on 15.9.14.	
	<b><i>KO thanked Governors and closed the meeting at 9:05pm.</i></b>	

Signature of Chair.....

Date.....

## FEDERATION ACTION LOG POST MEETING 10.9.14

Ref. No.	Action/Issue	Lead	By	Progress to Date	R A G
1/100914/1a	Thank you letter to be sent to departing Governors	KO		Complete	G
2/100914/4b	Invite Vice-chair nominations at next FGB	Clerk	14.10.14		R
3/100914/6c	Clarify best practise for renewal of DBS checks	Clerk		No definitive answer from Gov Services	A
4/100914/7c	Circulate SNMSP asset register	Clerk		Complete	G
5/100914/8b	Circulate new self evaluation criteria	KO Clerk		Complete	G
6/100914/8d	Convene committee meetings as follows T&L DB, S&C GR, Resources MW	DB GR NW	22.9.14 6.10.14 15.9.14		A
7/100914/8f	Review remit for Pay Committee	Clerk		Complete	G
8/100914/9f	Introduce Governor logbook at PFS	WB	asap		R
9/100914/10c	Review meeting assessment form	KO DM Clerk	14.10.14	Draft complete	A
10/100914/14a	Letter from Chair of Governors to parents	KO		Complete	G
11/100914/14a	Chair of governors to meet with PFS and SNMSP staff	KO	asap		R
12/100914/14b	Review size of font in school newsletters	ST		Complete	G
13/100914/17a	Attend LA funding meeting	ST GR	22.9.14		R

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Ref. No.	Action/Issue	Lead	By	Progress to Date	R A G
14/100914/18a	PHS meeting 18.9.14	ALL	18.9.14		R
15/100914/18a	Reserve 10 places at PHS meeting 18.9.14	Clerk		Complete	G

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