

**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 1st March 2016 at 6:30pm

Present:

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

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

1	Welcome	Action
a	<ul style="list-style-type: none"> Opening prayer led by CL 	
b	<ul style="list-style-type: none"> Welcome to AC, new Co-opted Governor, and introductions. Welcome return of JG 	
2	Apologies	
a	<ul style="list-style-type: none"> WB, SR, KB and JK absent with approval 	
4	Declaration of interests	Action
a	<ul style="list-style-type: none"> ST - neighbour audits school fund account. DM - employee of Wychavon District Council ZC – manager Pinvin Pre-school JM – wife a Governor at Vale of Evesham School 	
3	Items to be raised under any other business	Action
a	<ul style="list-style-type: none"> Protocols for governor visits to be discussed in item 8 	
5	Minutes of last meeting	Action
a	<ul style="list-style-type: none"> Minutes of 7.12.15 approved subject to amendment to minute 6a (to read Dodson) 	Clerk
	<i>Refer to action log for matters arising update</i>	
b	<ul style="list-style-type: none"> Ref 75/220915/8b SNMSP Parent Governor nominations request unsuccessful Seeking active member with business and curriculum interests JG highlighted interested candidate employed at PFS mornings only but with a child in SNMSP Clerk to clarify eligibility to serve as Parent Governor Cooption criteria for Parent Governor allow parent of former pupil or with a child under or of compulsory school age to serve 	Clerk

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	<ul style="list-style-type: none"> • JM suggested approaching Y4 parents at feeder schools for interest 	
c	<ul style="list-style-type: none"> • KO encouraged Governors to initiate outstanding visits with AB • Useful body of visit evidence available for reference on secure website pages 	All
6	EHT update	Action
a	<ul style="list-style-type: none"> • NW recognised improved figures in the teaching profiles (<i>briefing note teaching and learning overview</i>) but asked for clarification on what good teaching looks like. AB expects scores at good or above to total 95% and for standards to be consistent • AB recognised scores will always be impacted by staff changes and by NQTs by around 5% • PFS has a stronger profile at the top of the scale and RI score is verging on good • An in depth range of evidence is assessed in reaching a judgment including lesson observations, pupil voice and scrutinies • EY has benefitted from financial investment and provision has significantly improved and with KS1 is more robust than provision in KS2 • NW enquired whether the bell curve profile for learners could be applied to teaching - AB strives for securely good predominant practice but success is staff dependent and relies on embedding good practice • AB noted a smaller evidence base in last HT report so recent figures are more reliable • KO asked for confirmation that the standard of teaching was showing a consistent improvement in PFS and SNMSP and this was given 	
	<i>Refer confidential item</i>	
c	<ul style="list-style-type: none"> • JO noted SDP references to requirement for Governors to monitor and question data for the ‘mindset’ identified pupil group at the mid-year and end year points and questioned how this was to be achieved. - AB felt review of the development of pupil/staff relationships was a function of governor visits particularly for T&L members • KO noted Governors should be using SDP as a key formative document in visit and committee agenda planning • JO noted that some visits with a specific focus can hinder appreciation of the wider perspective • KO felt that Governor visits were still developing in approach 	
d	<ul style="list-style-type: none"> • KO wished to ensure all Governors were comfortable with basic data • Conversations with B Pengelly w/e 5.3.16 highlighted importance of Governor understanding of basic data • Discussions highlighted that T&L, with its particular remit for data, and Christian distinctiveness meetings should take place in advance of the FGB in future to identify key data issues for sharing • Clerk and chair to review meeting schedule for effective sequencing of meetings to optimise use of time 	Clerk KO

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e	<ul style="list-style-type: none"> • Venn diagram data (<i>ref EHT report 7.8</i>) highlights valuable positive closing the gap information and outcomes are expected to improve further because of the minibus shuttle. • GRT shuttle is a factor in consistent improvement in attendance • AB has sought support from PHS with GRT transport from other locations • JO commented Venn diagram format was very readable and graphic and noted improvement in progress of the vast majority of vulnerable learners 	
f	<ul style="list-style-type: none"> • NW questioned whether Governors were receiving too much information from the EHT - AB acknowledged the volume but felt pending Ofsted necessitated Governor awareness and signposted commentaries as a priority • LA school improvement team felt information available to Governors was outstanding • KO believed the GB was still developing as a response to the pace of change in education in the local and national environment • SIAMS is a crucial element of school remit and the EHT report (<i>section 5.3</i>) contains useful information • CL shared the diocesan message highlighting the corporate responsibility of GBs • AB stated that Governor contributions encourages reflection on his part 	
g	<ul style="list-style-type: none"> • DS enquired about developments in target setting. - AB confirmed processes are now stronger and have been developed alongside formulation of Presentation and Conduct for Positive Learning Policy Statement to be reviewed by T&L. • AB happy that children have clarity and confidence on targets and next steps in both schools and invited Governors to visit to assess systems • DS asked if targets would be shared with parents. AB indicated not but they will receive a picture of their child's attainment relative to end of year ARE. • DS asked if parents should be aware of targets for their children. - AB indicated that whilst some pupils have specific targets others who are secure in their learning will naturally follow the course of the curriculum 	
7	Committees	Action

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a	<ul style="list-style-type: none"> • KO referred to briefing note for feedback on effective chairs meeting of 26.1.16 which discussed Ofsted preparedness and highlighted information on the website (<i>Ofsted focus file</i>) • KO shared with Governors possible Ofsted questions recently provided by B Pengelly which proved challenging to answer • Governors agreed a collective response was required and all were asked to email comments on the questions to KO for collation and distribution • KO highlighted importance of robust and knowledgeable Governor conversations with Ofsted given that Governors have the necessary information • Unlikely that the Ofsted interview will fall to a single Governor and colleagues will be able to mutually support • AB referred Governors to half termly 'In a nutshell' for key messages • KO to email question sheet to all Governors 	<p>All KO</p> <p>KO</p>
b	<ul style="list-style-type: none"> • KO to circulate skills audit forms by 5.3.16 with a view to completion by end of term • A planned repeat of the GB self-evaluation exercise will identify targets and focus to inform governor vision and aims • KO highlighted the need to plan for successional GB leadership as he envisages one more year in the role and JO is stepping down. • Some GBs appoint a vice-chair who has the potential to be chair long term • NW noted that without KO and JO the GB could lose experience and suggested a mentoring role for KO in the future 	KO
c	<ul style="list-style-type: none"> • NW (<i>Resources</i>) noted improvements to financial controls and systems highlighted in SFVS submissions • PFS and SNMSP SFVS are more harmonised this year • Governors approved the documents for submission • AC was appointed to Resources Committee • Governors approved the data protection policy • Governors agreed that the budget should be approved by the Resources Committee according to the delegated powers agreed September 2015 with subsequent ratification at the 18.5.16 FGB 	
d	<ul style="list-style-type: none"> • DS (<i>School & Community</i>) noted useful discussion on attendance and a new anti-bullying element to the positive behaviour policy • AB highlighted concerns regarding the use of mobile phones on school transport and at discos and access to social media and has responded with a newsletter item • Issue in that children have a greater awareness of social media than adults • AB takes a robust stand • DS noted that access to, and influence of, social media is an issue for Ofsted • Governors suggested that PHS pupils and support groups to include CSO may be in a position to support federation children in keeping safe on line • JG advised of charities linked to e-safety and plans to upload contact details to websites to facilitate parent contact • A parent questionnaire is underway and KO requested a report by 	S&C

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	<p>the end of term</p> <ul style="list-style-type: none"> • KO asked for an update on the parent forum. - AB plans to progress this when the new website is launched. • AB to video future parent presentations and upload to the website for parent reference • Governors approved the LA admissions policy for middle and high schools and revisions to the positive behaviour policy to include an anti-bullying statement 	
e	<ul style="list-style-type: none"> • T&L is to meet on 8.3.16 and will review data, a new Presentation and Conduct for Positive Learning Policy Statement, target setting, the impact of the primary school accountability DfE framework on the federation and will have a presentation on a teacher's view of assessment • B Pengelly has advised the federation to review YR to Y6 data and Y5 to Y7 data in response to the new framework • A Government study has revealed that social mobility in Wychavon is the third worst in the country. AB noted that many GRT pupils do not go on to high school. Some GRT parents are keen for children to remain at SNMSP so AB is discussing a Y8 and beyond offer at SNMSP with PHS. 	
8	Vision and aims	Action
a	<ul style="list-style-type: none"> • NW has produced a preliminary model to enable measurement of vision and aims KPIs and will identify key data requirements • Existing data will be used wherever possible • Monitoring and findings will feed into future SEFs and SIPs and evaluate strategy • Findings will be shared with parents in autumn 2016 • KO envisages the evolution of a document that is an essential part of routine school management 	
b	<ul style="list-style-type: none"> • Governors received an extract from the NGA Welcome to Governance listing do's and don'ts of governance • KO to email document to all Governors • KO stressed the strategic element of the role. Governors need to be aware of systems and procedures in place but should not become involved in operational aspects of school management • This has particular relevance for governor visits 	KO
9	Pershore pyramid developments	Action
	<i>Refer confidential item</i>	
	<i>The next meeting will be held at 5:30pm on 18.5.16</i>	
	<i>The meeting closed at 8:35pm.</i>	

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FEDERATION FGB ACTION LOG POST MEETING 1.3.16

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 Summer term	0%	L
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	50%	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
				7.12.15		
81/220915/11a	Liase with SR regarding governor visit role and expectations	JG				H
85/071215/6e	Explore publicity training support within Wychavon DC	DM		Working well with member of admin staff assuming the role. Close item	100%	
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	Not yet actioned Issue resolved with 1 sibling attending school in Droitwich and the other SNMSP	100%	
89/071215/6j	Incorporate comparative data in attendance statistics and breakdown figures	AB	1.3.16			L
90/071215/8a	Redesign school logo	AB		PFS parent who is a graphic designer has produced some designs for consideration. AB to consider input from pupils at JM suggestion	50%	H
91/010316/5a	Amend typo in minutes of 7.12.15	Clerk	asap	Actioned	100%	
92/010316/5b	Verify eligibility of Parent governor candidate in PFS	Clerk	asap	Actioned	100%	
93/010316/5c	Governors that have not yet done so to initiate visit with AB	All			75%	H
94/010316/6d	Review schedule of meetings	Clerk KO	asap	Actioned	100%	

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Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
95/010316/7a	Govs to email to KO input to collective response to 17 questions from B Pengelly for Ofsted. KO to collate	All		Meeting arranged instead for 17.3.16	100%	
96/010316/7a	Email 17 questions to Governors	KO		Actioned	100%	
97/010316/7b	Circulate skills audit forms	KO		Actioned	100%	
98/010316/7d	Parent questionnaire report required before end of term	S&C				H
99/010316/8b	Email NGA do's and don'ts of governance	KO		Actioned	100%	

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Signed by Chair.....

Date.....