

**GOVERNING BODY OF THE FEDERATION OF ST. NICHOLAS C OF E MIDDLE  
SCHOOL, PINVIN, AND PINVIN C OF E FIRST SCHOOL**

**Minutes of an Extraordinary FGB meeting held 23<sup>rd</sup> June 2016  
at 7:00pm**

**Present:**

Kevern Oliver	KO	GB Chair	Andrew Best	AB	EHT
Sue Townley	ST		Nick Watkins	NW	
Jean Ounsted	JO	GB Vice Chair	James Montgomery	JM	
Richard Elliott	RE		Karen Broughton	KB	
David Manning	DM		Helen Wadsworth	HW	
Sara Marklew	SM	Clerk to Governors	Debs Schindler	DS	

**Governor questions indicated in bold**

<b>1</b>	<b>Welcome</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>KO thanked Governors for attending the additional meeting</li> </ul>	
<b>2</b>	<b>Apologies</b>	
<b>a</b>	<ul style="list-style-type: none"> <li>JD, JGre, WB, SR, ZC, CL, AC 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>ST - neighbour audits school fund account.</li> <li>DM - employee of Wychavon District Council</li> <li>KB – member of Pinvin Pre-School Management Committee</li> <li>JM – wife a Governor at Vale of Evesham School</li> </ul>	
<b>4</b>	<b>The Pinvin Federation – The Way Ahead?</b>	<b>Action</b>
	<i><b>Refer confidential item</b></i>	
<b>e</b>	<ul style="list-style-type: none"> <li>Governors formally voted on a proposal to begin the process of joining DMAT as soon as possible</li> <li>Outcome was unanimously in favour of the motion</li> </ul>	
<b>f</b>	<ul style="list-style-type: none"> <li>Governors discussed a communication strategy and importance of advising stakeholders asap</li> <li>No press release</li> <li>Communication with staff to take priority at a combined staff meeting on 6.7.16 at 4pm. with KO, AB and DM and possibly other Governors attending</li> <li>A follow up meeting with staff possible to respond to questions</li> <li>AB felt staff have trust in the SLT and GB to make a sound decision on the federation's academy future</li> <li>Federation parents to be briefed on 7.7.16 at 7pm via KO PowerPoint presentation and Governor discussion emphasising that maintaining status quo is not an option</li> <li>DM clarified that Ofsted report would be published by 7.7.16 anticipating this as a positive vote of confidence in school leadership in parents eyes.</li> </ul>	<p><b>KO AB DM</b></p> <p><b>KO</b></p>

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

	<ul style="list-style-type: none"> <li>Ofsted and SIAMS outcomes to be announced at 7.7.16 meeting</li> <li>Agreement that discussions should be open and that Governors should explain their reservations and thought processes without K Surrall present</li> <li>Staff/parent invitations drafted by KO to be distributed 27.6.16 and 28.6.16 respectively</li> <li>KB clarified that this is the way forward regardless of parent views given that there will be opposition and resistance to change</li> <li>KO stressed that the GB has made its decision in best interests of pupils</li> </ul>	<b>KO AB</b>  <b>KO AB ST</b>
	<b><i>DS left the meeting at 8:45pm</i></b>	
<b>g</b>	<ul style="list-style-type: none"> <li>KO to email Diocese</li> <li>Diocese will appoint Project Manager to assist conversion</li> <li>KO to meet M Steel, A Mundy and K Surrall on 27.6.16</li> </ul>	<b>KO</b>  <b>KO</b>
<b>h</b>	<ul style="list-style-type: none"> <li>Cluster Heads, GB chairs and K Surrall to meet at 4:30, 5.7.16 to develop MAT discussion</li> <li>AB to advise cluster Heads of decision 29/30<sup>th</sup> June</li> </ul>	<b>KO AB</b>  <b>AB</b>
<b>16</b>	<b>Next meeting</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>Next meeting will be held on 12.7.16, time tbc</li> </ul>	
	<b><i>The meeting closed at 7:55pm.</i></b>	

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

## FEDERATION FGB ACTION LOG POST MEETING 23.6.16

Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
81/220915/11a	Liaise with SR regarding governor visit role and expectations	JG				H
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 Various proposals circulated for consideration	50%	H
93/010316/5c	Governors that have not yet done so to initiate visit with AB	All			75%	H
98/010316/7d	Parent questionnaire report required before end of term	S&C	12.7.16			H
99/230616/4f	Announce academy decision to staff	KO AB DM	6.7.16			H
01/230616/4f	Announce academy decision to parents – to include SIAMS and Ofsted outcomes	KO AB	7.7.16			H
02/230616/4f	Staff/parent letters for distribution 27.6.16 and 28.6.16 respectively	KO AB ST	27.6.16/ 28.6.16			H
03/230616/4g	Advise Diocese of GB academy decision	KO	asap			H
04/230616/4g	Meet A Mundy, K Surrall, M Steel	KO	27.6.16			H
05/230616/4h	Cluster Heads and chairs meeting with K Surrall	KO AB	5.7.16			H
06/230616/4h	Advise cluster Heads of academy decision	AB	29 <sup>th</sup> /30 <sup>th</sup> June 2016			H

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