

**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 4th July 2017 at 6pm

Present:

Kevern Oliver	KO GB Chair	David Manning	DM GB Vice Chair
Sue Townley	ST	Andrew Best	AB EHT
Jean Ounsted	JO	Nick Watkins	NW
Richard Elliott	RE	James Montgomery	JM
Claire Lording	CL	Rebecca Chatterton	RC
Natalie Rushton	NR visitor	Alison Cartwright	AC
Jenna Greenfield	JG	Jodie Whitfield-Palmer	JWP
Sara Marklew	SM Clerk to Governors		

Governor questions indicated in bold

	End of year tea with staff preceded this meeting from 4pm. Governors were thanked for their contribution and staff expressed their appreciation	
1	Welcome	Action
a	<ul style="list-style-type: none"> Meeting chaired by DM 	
2	Apologies	Action
a	<ul style="list-style-type: none"> ZC, KB and HW absent with approval DM noted a decline in attendance and stressed its importance should the GB reconstitute to fewer numbers 	
3	Prayer	Action
a	<ul style="list-style-type: none"> Led by CL 	
4	Items to be raised under any other business	Action
a	<ul style="list-style-type: none"> NW raised 2017/18 budget approval (minute 9a) and governance succession 	
5	Declaration of interests	Action
a	<ul style="list-style-type: none"> ST - neighbour audits school fund account. CL – chair of Pershore Food Bank DM – employee of Wychavon District Council JM - wife Chair of Governors at Advance Trust, Evesham NW – wife works in SNMSP office 	
6	Minutes of 21.3.17 and 20.6.16 meetings	Action
a	<ul style="list-style-type: none"> Both sets of minutes approved 	
	<i>Refer to action log for matters arising update</i>	
7	EHT report	Action
a	<i>Refer confidential item</i>	

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	<i>JM arrived at 6:25pm</i>	
e	<ul style="list-style-type: none"> AB invited questions to the EHT termly report 	
f	<ul style="list-style-type: none"> Governors questioned potential for seasonal variation in attendance data – AB anticipates a decline following recent improvement NR noted improved GRT attendance and families are now advising plans for travel New guidance for the management of absence requires schools to execute the full process to the point of prosecution AB believes attendance letters to parents have delivered impact, free childcare is not acceptable and fining for late collection of pupils at £10 per child will be an effective deterrent for most families After 4pm police and social services will be advised of non-collection JM noted the after-school care facility at the parish hall NW suggested fining can increase late collections as parents seek to obtain value for their fine ST asked when the fine is payable – on collection of child 	
g	<ul style="list-style-type: none"> AB to implement after school detention once weekly from September to set high standards for behaviour Behaviour whilst currently good could be improved DM noted a rising trend in racist behaviour – racism targeted at GRT children has lessened, homophobia fluctuates but islamophobia has increased in response to recent news events S&C committee discussed this (13.6.17) noting that children are often ignorant on the subject and that discussion opportunities, not necessarily available in the home, give the clarity punishment doesn't Collective worship in both schools has tackled stereotyping to improve attitudes AB indicated a need for some staff to foster improved relationships with families/children and this will be a learning point for 2017/18 	
h	<ul style="list-style-type: none"> AB is pleased with the calibre of appointments for 2017/18 and induction day was very successful 	
8	Collaboration with Himbleton CE First School	Action
a	<ul style="list-style-type: none"> Following the extraordinary FGB on 20.6.17 parents have been advised by letter of the collaboration Himbleton parents received the news positively and AB will meet them w/e 8.7.17 KO noted that without a collaboration solution, a HT appointment put the Himbleton budget and planned DOWMAT membership at risk AB feels the collaboration will add value to the federation KO noted alignment with the GB objective to raise the federation profile in the community/with DOWMAT and to support the cluster KO/Clerk are meeting with Himbleton's GB chair to develop an enhanced strategic approach to governance AB highlighted SNMS recruits just 5/6 of 16 or so Y4 pupils from Himbleton and sees an opportunity to address parent thinking AB attributes losses at the end of Y6 to private education to PHS 	

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	<ul style="list-style-type: none"> Himbleton's staff are excited for the future after initial reservations and opportunities for Y5 collaboration and joint trips which could foster better transition practice are already developing AB stressed that collaboration is not about building the federation but ensuring small school stability and effective provision for children JM asked as to the number on roll at Himbleton – 70 including a nursery which could provide exciting learning opportunities for the federation DM stressed the importance of maintaining standards and improving the trend in results at Pinvin as well as developing new links and opportunities JO highlighted the intention to monitor the effectiveness of the collaboration – the agreement makes provision for a monitoring committee comprising chairs, vice-chairs, EHT and DOWMAT representative(s) allowing contributions from all parties 	
9	Committee reports	Action
a	<ul style="list-style-type: none"> NW questioned whether Resources approval is required for the budget before the end of the year – ST confirmed a September /August cycle and that documents are ready for submission Scheme of delegation indicates DOWMAT approval of LGB proposal ST to verify requirements with DOWMAT AB noted heavy workload for ST in managing DOWMAT administration and Mercury payroll issues DOWMAT support was delivered late An interim payment has been received from the LA carry forward but the final amount due remains unknown To ensure GB oversight NW asked to see both LA budget and DOWMAT details Governors happy to delegate budget approval to Resources and review procedures for the future if required 	<p>ST</p> <p>ST NW</p>
b	<ul style="list-style-type: none"> AC asked for an update on the Norton juxta Kempsey situation DBE has allowed MAT membership discussions with PHS on the basis of governor assurance that 2 tier education is not on the agenda but has not given absolute approval KO has spoken to K Surrall, M James and DBE chair regarding the potential impact of approval citing the 2-tier evidence in PHS MAT consultation documents KO confident that diocesan personnel now have a grasp of the issues inherent in a move to 2 tier education and advised of the development of a diocesan response KO indicated that DOWMAT are very supportive of the federation KO to follow up with contacts for indications of progress 	KO
	<i>Refer confidential item</i>	
d	<ul style="list-style-type: none"> Committee members present approved minutes of the chairs meeting of 15.5.17, Resources meetings of 30.1.17 and 27.3.17, and T&L meeting of 6.2.17 	
e	<ul style="list-style-type: none"> Annual EHT performance management takes place 12.7.17 	

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f	<ul style="list-style-type: none"> CL referred governors to S&C minutes 13.6.17 for detailed health and safety input CL advised the committee has every confidence that the site manager is proactive and productive in covering health and safety New fencing alongside the road is to be installed in the summer as a safeguarding priority given that pupils have left the site Funds do not allow protection of the entire site AB advised remedial work has addressed an immediate area of concern in PFS identified at S&C JO reported on safeguarding to S&C and governors will receive the annual report in the autumn JWP is taking responsibility for the parent survey JO and CL are to compile the annual governor newsletter 	
10	Policy approvals	Action
a	<ul style="list-style-type: none"> Governors approved the attendance policy 	
11	Any other business	Action
a	<ul style="list-style-type: none"> NW explained he and AC are prepared to be joint GB chairs for 2017/18 subject to normal appointment procedures Both will rely on the commitment of colleagues to be effective in the role AB endorsed the proposal foreseeing a continuance of challenge and constructive discussion An early autumn FGB was suggested to determine GB operational strategy JO and AB noted a shift of accountability to DOWMAT which will influence systems DM was pleased to note the ongoing development and growth of the GB for the future 	
b	<ul style="list-style-type: none"> Debs Schindler is interested in returning to the GB 	
c	<ul style="list-style-type: none"> AB thanked JO, KO and DM, retiring governors, for their exceptional contribution to the federation over 3 years and for their advocacy of the schools CL thanked DM for stepping into the breach as chair so ably in recent months KO, excited and reassured for the future of the GB, advised governors to a) stay strategic, b) have trust and confidence and work with each other c) ensure confidentiality KO and DM will continue to deal with matters arising and keep governors informed until the first FGB of the autumn term when succession appointment(s) is/are made 	
12	Date of next FGB meeting	Action
a	<ul style="list-style-type: none"> Next meeting tbc 	
	<i>The meeting closed at 7:20pm.</i>	

Signature of Chair.....

Date.....

FEDERATION FGB ACTION LOG POST-MEETING 4.7.17

Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
21/301116/6c	Circulate guidance of CPD strategy and communication	JG		Outstanding Skills questionnaire circulated JG to complete analysis of findings	75%	M
23/210317/8d	Obtain WCC 10 criteria for first/primary change	AC		Complete	100%	
24/210317/10a	Clarify DOWMAT position on staff governors	AB	15.5.17	Staff governors continue to be elected positions and IOG percentages to remain the same if reconstitute	100%	
25/210317/11b	Circulate diocesan cluster notes	JO		Information shared with KO. JO to circulate this and notes from more recent meeting to all		L
26/210317/13a	Email audit of GB performance to Clerk	KO	asap	Skills audit completed in lieu (see item 21)	100%	
27/210317/13a	Complete audit of GB performance for return to KO	All	4.7.17	Skills audit completed in lieu (see item 21). Evaluation not required if GB reconstituting	100%	
28/210317/12a	Verify reference to BME in SRE policy	AB		Outstanding black and minority ethnic?		M
29/200617/6c	Feedback to LA on potential for first school expansion in Pershore area	AB	asap	Complete	100%	
30/200617/7b	Review contract for collaboration initiative	NW	asap			H
31/040717/9a	Verify approval requirements for budget with DOWMAT	ST	asap			H
32/040717/9a	Review DOWMAT budget cf LA budget	ST NW	asap			H
33/040717/9b	Follow up DOWMAT/DBE contacts re response to 2 tier	KO	asap			H

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