

**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 18th May 2016 at 6:30pm

Present:

Kevern Oliver	KO GB Chair	David Manning	DM
Judy Dale	JD	Andrew Best	AB EHT
Sue Townley	ST	Nick Watkins	NW
Jean Ounsted	JO GB Vice Chair	Jenna Greenfield	JG
Richard Elliott	RE	James Montgomery	JM
Claire Lording	CL	Karen Broughton	KB
Alison Cartwright	AC	Helen Wadsworth	HW
Sara Marklew	SM Clerk to Governors		

Governor questions indicated in bold

	Presentation by members of Pupil Parliament	
a	<ul style="list-style-type: none"> • Benjamin Hartley, Henrietta Wood and Jack Dickson, Y6/7, spoke about the role of Pupil Parliament which comprises 24 pupils • All classes are represented with members elected by peers • Meetings are run on a formal basis, led by a chair, with agendas, minutes, and formal voting processes • Pupil Parliament is proud to be able to raise money for school funds and charities via non-uniform days, fairs, cake sales etc. and to consider and act on suggestions from peers and teachers to improve the school environment. It aims to ensure its choices are those that pupils want 	
b	<ul style="list-style-type: none"> • JM asked what topics were discussed – Pupil Parliament strives to make school fun and to make sure everyone is treated as an equal • AB asked what has changed as a result of Pupil Parliament intervention – the group has tackled a litter problem by arranging for more bins and rearranging benches which has also assisted PFS/SNMSP transition. It has also campaigned for more computer equipment • Lunch break has been reduced by 5 minutes to allow a break between lessons 4 and 5 but pupils are seeking action from Pupil Parliament because teachers do not consistently apply it. AB agreed to take this up with staff and will be feeding back to Pupil Parliament on timetable changes • KB asked what the group was most proud of – charity work was highlighted as well as the involvement of staff • Pupils noted that some teachers are making decisions that could be referred to Pupil Parliament e.g. behaviour policy. AB stressed that parents were consulted and Mrs. Briers spoke to pupils • NW asked for an example of Pupil Parliament disagreement – sport can sometimes be a tricky area and, when necessary, members refer the vote back to their classes. • AB enquired as to the role of Mrs. Gemson – she oversees Pupil Parliament, ensures meetings remain on track but allows pupils the 	

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	<p>opportunity to develop. Pupils noted that at times peer consultation is more effective than adult intervention</p> <ul style="list-style-type: none"> • Pupils were keen for teaching to be more engaging and for children to be allowed to explore learning opportunities for themselves with minimal teacher intervention • KO invited a question from the group who then asked if Governors fully understood the importance of Pupil Parliament for children. KO responded that its value was very evident and that staff keep the GB informed. • KO praised the confidence and fluency of the presenters, thanked them for their insights and asked them to thank Pupil Parliament as a whole for its contribution to learning in school • Mrs. Gemson was thanked for her leadership and support of Pupil Parliament • Mrs. Dickson will be leading Pupil Parliament in PFS in future 	
1	Welcome	Action
a	<ul style="list-style-type: none"> • Opening prayer led by CL 	
b	<ul style="list-style-type: none"> • Welcome to HW, new Parent Governor (SNMSP), and introductions. 	
2	Apologies	
a	<ul style="list-style-type: none"> • WB, SR, DS, ZC and JK absent with approval 	
3	Items to be raised under any other business	Action
a	<ul style="list-style-type: none"> • None 	
4	Declaration of interests	Action
a	<ul style="list-style-type: none"> • ST - neighbour audits school fund account. • DM - employee of Wychavon District Council • KB – member of Pinvin Pre-School Management Committee • JM – wife a Governor at Vale of Evesham School • CL – chair of Pershore Food Bank 	
5	Minutes of last meeting	Action
a	<ul style="list-style-type: none"> • Minutes of 1.3.16 approved 	
	<i>Refer to action log for matters arising update</i>	
b	<ul style="list-style-type: none"> • Vision and aims KPI measurement proposals not yet at discussion stage given MAT priority 	
6	Change to Instrument of Government	Action

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a	<ul style="list-style-type: none"> • School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 require all federations to have 2 Parent Governors that are not specific to a school regardless of the number of schools in that federation • Statutory requirement for reconstitution to the effect that the IoG for the Pinvin Federation no longer specifies 1 Parent Governor for SNMSP and one for PFS but 2 Parent Governors across the Federation instead • Governors approved the amendment but noted the importance of PFS and SNMSP parent bodies both having a voice on the GB • JO asked if future Parent Governor elections would be conducted across both schools - this was confirmed • AB stressed that all Governors are expected to have an interest in both schools 	
7	Review employee code of conduct	Action
a	<ul style="list-style-type: none"> • Governors approved a revised staff Code of Conduct issued by the LA (dated Dec 2014) to replace the document approved on 7.7.15 • Policy will be available via the website and shared with staff 	
8	Committees	Action
a	<ul style="list-style-type: none"> • KO briefed Governors on Chair Committee activity as per the briefing document • Staff and governors are well prepared for Ofsted whenever it happens • JM asked if the SIAMS inspection was going ahead - AB advised that, as a replacement inspector was unavailable for 18.5.16, it will take place after half term • A conflict of interest with the proposed inspector (K Surrall) was accepted by the Diocese as valid • DM asked as to protocols in the event of simultaneous Ofsted and SIAMS inspections – Ofsted takes precedent • Committee chairs will continue to lead on Governor CPD 	
b	<ul style="list-style-type: none"> • CL briefed Governors on S&C Committee activity with reference to a handout • CD group now integral to S&C should raise profile of Christian distinctiveness • AB, with H Davey and C Hooper, has produced a comprehensive SIAMS SEF which S&C Governors reviewed and challenged • CL highlighted the changing Christian distinctiveness picture in SNMSP putting the school in a good position for inspection • AB keen for all parties to adopt a distinctive church school approach in their work and study • KO acknowledged a Christian feel previously lacking and looked forward to seeing it grow and develop. He thanked the EHT and team • JD delighted by the change and recognised that separate historic meetings did not recognise Christian distinctiveness as part of core purpose • AB to forward revised SIAMS SEF to Clerk for onward circulation 	AB

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c	<ul style="list-style-type: none"> • Federation has successfully gained an RRSA level 1 award with practice now to be embedded with pupils • Collective worship analysis of articles is developing understanding and meaningfulness • Earlier Pupil Parliament presentation reflects RRSA principles and ethos 	
d	<ul style="list-style-type: none"> • NW briefed Governors on Resources Committee activity as per the briefing document • JM asked for details of the federation library project – ST explained a new modular build, with toilets and dedicated staff space, to be built on the Y5 playground for December completion • Additional proposal to link library to PFS via a covered walkway with subsequent extension to YR outdoor space to compensate loss • SNMSP Discovery Centre will become a federation music centre • Both schools have issues with space and there is pressure on toileting arrangements which this development will ease • AC was thanked for her specialist input to the project 	
e	<ul style="list-style-type: none"> • Governors approved the budget for 2016-17 as per the briefing paper detail • JO acknowledged the clarity provided by NW • AC stressed that the GB, rather than the Resources Committee, has ultimate responsibility for budget approval but acknowledged that timescales had been compromised this year due to LA revision of submission dates from 31.5.16 to 1.5.16. • NW thanked ST and colleagues for budget preparation work • AB highlighted that on site financial admin in PFS has added clarity to and improved management of day to day finances 	
f	<ul style="list-style-type: none"> • Governors appointed Jon Grubb to the Resources Committee instead of the S&C Committee with immediate effect 	
g	<ul style="list-style-type: none"> • DM briefed Governors on T&L Committee activity as per the briefing document • SIA's (S Jones) report provided independent corroboration of EHT feedback on standards to Governors which is very pleasing • SIA development points were pockets of practice for improvement rather than Federation wide trends which is very positive • Pupil Parliament comments on timetabling tie in with recognition by AB that timetable allows little time for reflection and needs more quality time with class teacher • Governor challenge on best value for money aspects of the 4P plan indicated that the GRT minibus, phonics input and accelerated reader produced positive outcomes • Governors approved the policy on presentation for conduct and positive learning following review by the committee 	
h	<ul style="list-style-type: none"> • KO highlighted how focussed and energised committees and individual Governors have become with a new preparedness to take on work previously tasked to the whole GB and thanked Governor colleagues. 	
9	MAT developments	Action

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	<i>Governors received various documents supporting the MAT debate via the meeting pack. KO led a power point presentation summarising current options. These notes supplement their content</i>	
	<i>Refer confidential item</i>	
	<i>The next meeting will be held on 12.7.16 preceded by tea with staff</i>	
	<i>The meeting closed at 9:10pm.</i>	

Signature of Chair.....

Date.....

FEDERATION FGB ACTION LOG POST MEETING 18.5.16

Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
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 Actioned 18.5.16 - complete. Head boy and girl involved in transition visits instead	100%	
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
99/180516/8b	Update SIAMS and circulate via Clerk	AB		Complete	100%	

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