



Goldstone Federation
Full Governing Body Meeting Minutes
Held on Thursday 19th November 2020 7.05pm Microsoft Teams
AUTUMN TERM 2020 PART 2

1.

Present		Absence
Rachael Williams (Headteacher)	Philip Stanton	Molly Jensen
James Cartwright (Chair)	Jonathan Deakin	
Gary Boyles (Vice Chair)	Gemma Watkins	
Keith Wilson	Rachel Richards	
Sarah Mellor	Cathy Swinnerton	
In attendance	Corinne Davies-Griffith Stephanie Cartwright	
Clerk	Nicola Tidball	

Due to virtual attendance via Microsoft Teams, governor attendance was noted electronically via the application (see attendance record). The Chair welcomed the governing body (GB) members to the meeting.

2. Election of Officers

2.1 The GB decided that the next Chair and Vice Chair election would take place in the Autumn 2021 meeting.

2.2 Election of Chair

James Cartwright was elected unanimously to serve as Chair. There were no abstentions. The GB were reminded of DfE funding for NGA Chair's Training and a recommendation made for governors to consider completion ready for future successions.

2.3 Election of Vice Chair

Gary Boyles was elected unanimously to serve as Vice Chair. There were no abstentions.

3. Declaration of items to be discussed under Any Other Urgent Business

No items were identified for discussion under any other urgent business.

4. Declaration of interest in any item listed on the agenda

No governors declared an interest in accordance with Regulation 16 of the School Governance (Roles, Procedures and Allowances, England) Regulations 2013, in any item listed in the agenda.

5. To report action taken under emergency powers by the Chair or Vice Chair

It was reported that it had not been necessary for the Chair or Vice Chair to act under their emergency powers.

6. Register of Business Interests – Annual Declaration

The governors had reviewed and electronically signed their declaration of business interest form via Microsoft Forms, for a further twelve months, and noted that a nil return was required. The Register of Interests is published on the school websites.

7. Governors Code of Conduct

The governors had received a revised version of the NGA's Governor Code of Conduct prior to the meeting. The GB discussed restrictions in duties due to COVID-19 and approved the Code.

8. Governor appointments

8.1 Governor resignation

Claire Denny, co-opted governor, has resigned with effect from 17th November 2020. The Chair thanked her for her support and hard work as a governor and previous Chair at Cheswardine Primary School and within the Goldstone Federation.

8.2 Co-opted governor vacancy

The GB agreed to advertise for a new governor with immediate effect.

8.3 Associate Membership

Lynda Hewson has resigned as an associate member. The GB discussed the impact on the governance of the Federation and they were thanked for their commitment and support. Molly Jensen has not attended a meeting since December 2019 with no reason for absence. Associate members do not have voting rights on the governing body.

8.4 Governor training

Rachel Richards attended Safeguarding Link Governor training on 21st October 2020. Rachel Richards and Gary Boyles will be attending new governor training in December. The Chair and Clerk will attend the LA's Spring briefing in January 2021. SEN Link Governor training was requested for Gary Boyles. Safer Recruitment governor training is required to fulfil the requirement for the Link Governor.

9. Minutes

9.1 To receive and confirm minutes of the Autumn Part 1 meeting held on 8th October 2020

The minutes of the meeting were approved by the GB, signed as a true record by the Chair and filed in the Federation Minute Book.

9.2 Matters arising from the minutes

The summary of actions list was discussed and updated as follows:

9.2.1 The Wellbeing Associate Member has established links within the Federation and Mental Health and Wellbeing Leads have been appointed.

9.2.2 A risk assessment has been completed for Hinstock School crossing and safety measures have been implemented. High visibility wear is in use. Philip Stanton has a meeting scheduled with Councillor Rob Gittins to determine the next steps for upgrade of the school crossing.

9.2.3 Completion of Governor Safeguarding Questionnaire outstanding.

9.2.4 Actions from the Working Party to increase the NOR at Cheswardine School are ongoing.

9.2.5 The annual Safer Schools review with Ian Bartlett will be rescheduled due to COVID-19 restrictions.

Other matters arising from the minutes were itemised on this meeting's agenda.

10. Committee Items

10.1 Review of Committee Structure and Membership

The GB considered the current committee structure and agreed the changes to membership and committee chairs as detailed in the Annual Governance Review (**Appendix A**). No associate members were assigned to committees.

10.2 Review of current terms of reference and delegation of functions to committees

The GB reviewed the current panel terms of reference which are produced and kept by the Federation and decided not to alter the duties delegated to each committee, a governor or to the Head at this time. Review of non-panel terms of reference have been delegated to the applicable committees.

10.3 The GB agreed to delegate responsibility for the purchase of **LA traded services** for the financial year 2020/21 to the Finance & General Personnel Committee.

10.4 The GB confirmed the amounts of money for single item expenditure and virement as follows:

Authorisation	Single Item Expenditure	Virement
Headteacher	Up to £5,000	Up to £5,000
Finance & Personnel Committee	From £5,000 to £10,000	From £5,000 to £10,000
Governing Body	Above £10,000	Above £10,000

10.5 Minutes of Committees (Appendix B)

10.5.1 Finance & General Personnel Committee

The minutes and a verbal summary from the committee chair of a meeting held on 22nd October 2020 were received and considered. The Head informed the GB that a new teacher has since been recruited at Cheswardine with a positive outcome so far.

10.5.2 Curriculum & Standards Committee

The minutes and a verbal summary from the committee chair of a meeting held on 3rd November 2020 were received and considered. All staff were thanked for continued teaching to the best of their abilities under difficult circumstances. The GB discussed the negative impact of COVID-19 on the number on role at Cheswardine School.

10.5.3 Buildings, Health & Safety Committee

The minutes and a verbal summary from the committee chair of a meeting held on 5th November 2020 were received and considered. The Head was thanked for their hard work in ensuring all procedures were completed and reported at the meeting and the committee are satisfied with the compliance of the schools.

10.6 Headteacher's Performance Management Summary

The Head summarised the Annual Performance Management Report to the Governing Body (**Appendix C**) and explained the impact of COVID-19 on monitoring achievement of performance targets, which have been included in the School Improvement Plan 2020/21. All recommended pay progressions had been approved by the Salaries, Performance Management and Employment Issues Committee at a meeting held on 18th November 2020.

11. School Performance

11.1 Headteacher's Autumn Report (Appendix D)

The report had been issued and read by all governors prior to the meeting. The Head was thanked for a comprehensive report and invited questions from the GB.

(C) The GB requested clarification on 'Priority 4: The effectiveness of leadership and management' and how this could be improved:

(I) The Head explained that although effective link governor monitoring is currently difficult due to the restrictions, the target will continue to be included for ongoing action in the future. Monitoring is effective via committee meetings and school visits will possibly resume in Spring 2021. Governors will be invited to staff meetings once curriculum discussions have finished.

11.2 SEND Reviews

The SEN Academic Year 2020/21 Update reports had been issued and read by the governors prior to the meeting (**Appendix E**).

11.2.1 The SENCo for Hinstock School summarised the key points and updates to the GB, highlighting the use of catch-up funding to address urgent developmental pupil needs. Professional collaboration is ongoing via attendance at local SDG SENCo meetings. Outreach services are restarting following COVID-19 restrictions. The GB discussed the use of educational programmes and the effects on pupils.

11.2.2 The SENCo for Cheswardine School summarised the report and in particular the effect of COVID-19 on emotional wellbeing and consequently overall development. Pupils have been targeted and actions are in place.

11.3 Approval of the School Improvement Plan (SIP)

The GB were reminded of the nature of the SIP as a working document and the Head highlighted the role of governors in achieving 'Priority 4: The effectiveness of leadership and management'. Although each school has its own SIP, there are common areas across the Federations such as governance and curriculum. COVID-19 has affected targeted timescales and therefore flexibility is required.

The GB discussed the meaning and effect of "rural issues", such as poor transport links and rural isolation, on older children and how the primary schools have a role to play in preparing children for the challenges they face in the community.

The GB approved the School Improvement Plans for each school and acknowledged their role in achieving the aims.

11.4 Pupil Exclusions

The Head reported that there had been zero fixed period exclusions during the Summer term 2020. The Pupil Discipline committee were directed to the 'Exclusions FAQ' guidance issued by the LA.

11.5 Governors' Activity in Monitoring School Performance

(C) The Chair reiterated the ongoing barriers to effective monitoring due to the COVID-19 restrictions and invited suggestion and feedback from the governors, particularly staff members.

(I) The GB discussed ideas and options for staff contact, the best forms of communication

to use, risk assessments for school monitoring visits and methods to show support to all staff, not just teachers.

12. Coronavirus (COVID-19) Recovery

The ongoing pandemic has significantly impacted on schools resulting in closure and extensive reorganisation of onsite provision. The GB are informed of the arrangements made by the DfE, Local Authority and schools so that actions and decisions can be progressed.

12.1 School recovery and contingency planning

There were no updates to operations detailed in the Contingency Plan for Teachers, Parents and Pupils as issued by the Head at the last meeting. This is published on the school websites as 'Remote Learning Plans'.

Stephanie Cartwright (SC), Wellbeing Associate Member, entered the meeting at 8.37pm.

12.2 Review of pupil and staff mental health from Wellbeing Link Governor

The Chair introduced and explained the role of the Wellbeing Associate Member, including directing staff and parents to council support services and introducing policies and procedures for monitoring mental wellbeing within the Federation.

SC outlined plans to implement wellbeing procedures, including the establishment of communication channels with designated wellbeing leads in each school, available support services and access for staff, provision for pupils and the introduction of policies.

The GB discussed the difficulties in suitable monitoring resources for primary schools, compared to secondary schools and colleges, and alternative options.

Development and actions are ongoing but staff are now aware of available support services and monitoring is in place.

Stephanie Cartwright was thanked for her attendance and left the meeting at 8.50pm.

12.3 Complaints review

The Head reported that no formal complaints have been received since the last meeting.

The GB discussed the ongoing work by the PTA's at both schools and the Head requested acknowledgement by the GB.

13. Goldstone Federation Strategic Vision

The Chair reiterated the requirement for a new strategic vision across the Federation, in line with the SIPs. Following discussion at the last meeting, the GB were asked to formally approve the final document (**Appendix F**). The Goldstone Federation 'Vision & Values' were agreed unanimously and will be published on the school websites, along with a thank you letter to all staff members for their hard work and commitment to the pupils and their communities during the COVID-19 pandemic.

14. Information, Training and Development

The Clerk explained the Appendix Booklet by the LA, the GB confirmed that the booklet had been read and that the legislative changes had been noted. The GB were directed to the highlighted items:

1. *Disqualification Rules for being a School Governor*
2. *New Governor Induction Checklist*
3. **Delegation of Functions of the governing body to committees/review of committee terms of reference (Clerks' reference)**
4. **COVID-19: Full opening of schools - Key documents: Department for Education (DfE) and National Governance Association (NGA)**
5. **The appointment of designated Link Governors**
6. *Setting Targets and Evaluation: Assessment and Accountability*
7. *Policy Review*
8. *What should be included in the Safeguarding Report to Governors?*
9. *Revised Keeping Children Safe in Education guidance to come into force from 1st September 2020*
10. *Admissions Arrangements 2022/2023*
11. *Chairs and Clerks' Agenda Briefing – Autumn 2020*
12. **National Governance Association (NGA) – Access to support and CPD for Chairs and Clerks**

- 13. LAC Link Governor for Looked After and previously Looked After Children
- 14. HR: Annual Salary Review – Autumn Term 2020/2021
- 15. Newly Qualified Teachers – 2020/2021
- 16. Local Admissions Forum (LAF) – update
- 17. Schools Forum – update

12. Date of next meeting: **Thursday 18th March 2021 7.00pm venue to be confirmed**

The Chair thanked everyone for their attendance, input and support.

Meeting closed at 9.10pm

Summary of actions/activities for Goldstone Federation FGB Autumn 2020 Part 2 Meeting:

Agenda Item Number	Task	Responsibility / Timescale
8.0	Update school websites and GIAS with changes to governor details. Advertise for new co-opted governor. Contact Molly Jensen to determine membership.	Clerk 1 st December 2020
8.4	Book SEN LG training for Gary Boyles. Book Safer Recruitment training for governors.	Head / Clerk 18 th March 2021
9.2.2	Meet with Councillor Rob Gittins to ascertain stage of school crossing upgrade and report back to the governing body.	Philip Stanton 24 th November 2020
9.2.4	Complete marketing materials for Cheswardine Working Party and arrange follow up meeting to action.	Gary Boyles / Head 1 st January 2021
11.2	SEN Link Governor to meet with SENCo for updates on educational programmes.	Gary Boyles / Corinne Davies-Griffith 18 th March 2021
11.5	Link Governors to contact relevant subject and responsibility leaders.	All Link Governors 31 st January 2021
12.3	Issue thank you letter to Hinstock and Cheswardine PTA groups.	Chair 1 st January 2021
13.0	Publish the Goldstone Federation 'Visions and Values' strategy document.	Chair / Clerk 1 st January 2021

Chair: 

Date: **18th March 2021**