

**Goldstone Federation**  
**Full Governing Body Meeting Minutes**  
**Held on Thursday 18<sup>th</sup> March 2021 7.00pm Microsoft Teams**  
**SPRING TERM 2021**

1.

<b>Present</b>		<b>Absence</b>
Rachael Williams (Headteacher)	Philip Stanton	Rachel Richards (Work)
James Cartwright (Chair)	Jonathan Deakin	Stephanie Cartwright
Gary Boyles (Vice Chair)	Gemma Watkins	
John Lutner	Cathy Swinnerton	
Sarah Mellor		
<b>In attendance</b>		Corinne Davies-Griffith
<b>Clerk</b>		Nicola Tidball

Due to virtual attendance via Microsoft Teams, governor attendance was noted electronically via the application (see attendance record). All supporting documents had been received and read by the governing body (GB) at least 7 days before the meeting. The Chair welcomed everyone to the meeting.

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

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

3. **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.

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

It was reported that, acting under their emergency powers, the Chair called an extraordinary meeting on 4<sup>th</sup> January 2021 to discuss and approve actions pertaining to school closure, in accordance with advice received from Shropshire Council, NAHT and ASCL. The minutes are filed in the Federation Minute Book.

*Cathy Swinnerton and Corinne Davies-Griffith arrived at 7.05pm*

5. **Governor Body Updates**

5.1 **Governor resignations**

Molly Jensen, associate member, has resigned with effect from 22<sup>nd</sup> November 2020.

Keith Wilson, co-opted governor, has resigned with effect from 22<sup>nd</sup> February 2021.

Cathy Swinnerton, co-opted governor, gave notice of resignation with effect from 1<sup>st</sup> April 2021.

The Chair thanked them for their support and hard work at Cheswardine Primary School and within the Goldstone Federation. The school websites and GIAS have been updated accordingly.

*Phil Stanton arrived at 7.20pm*

5.2 **Governor appointments**

The GB had received 3 co-opted governor applications and interviews had been held with the Head, Chair and Clerk. The GB discussed the responsibility of the governors across the Federation, experience, availability and the skills required based on the skills matrix. A vote was held for each applicant and the GB made the following appointments:

Name	Membership	End of Office Date
Joanne Davison	Co-opted governor	18 <sup>th</sup> March 2025
Helen Williams	Co-opted governor	18 <sup>th</sup> March 2025
Elizabeth Leek	Associate member	18 <sup>th</sup> March 2025

### **5.3 Governor training**

As part of the National Governors Association (NGA) membership, the GB now has access to online training via Learning Link.

Safer Recruitment, new governor, Analysing School Performance (ASP) and SEN Governor training has been identified as a requirement and is scheduled for next term.

The following training has been completed since the last meeting:

<b>Member</b>	<b>Training/Development</b>	<b>Date attended</b>
Gary Boyles	New Governor Training	8 <sup>th</sup> December 2020
Jonathan Deakin	Pathways to LGBT & Inclusion for Governors	2 <sup>nd</sup> December 2021
Rachel Richards	New Governor Training Exploitation and Vulnerability Seminar Safer Recruitment Accredited Training	8 <sup>th</sup> December 2020 23 <sup>rd</sup> November 2020 28 <sup>th</sup> January 2021
James Cartwright	SC Chair & Clerks Briefing	20 <sup>th</sup> January 2021
Philip Stanton	SC Half Term Briefing (Finance)	10 <sup>th</sup> February 2021

## **6. Minutes**

### **6.1 To receive and confirm minutes of the weekly COVID-19 Review Meetings held from 4<sup>th</sup> January to 5<sup>th</sup> March 2021**

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

### **6.2 To receive and confirm minutes of the FGB Autumn Part 2 meeting held on 19<sup>th</sup> November 2020**

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

### **6.3 Matters arising from the minutes**

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

- 6.3.1** The school websites and GIAS are updated termly or as soon as changes are required. A more thorough new governor recruitment process has been implemented with improved success.
- 6.3.2** Feedback from Councillor Rob Gittins is outstanding, however agreed plans for Hinstock School road crossing improvements are still in place.
- 6.3.3** Follow up actions for the Cheswardine Working Party have been postponed due to COVID-19 and will be addressed at the next meeting.
- 6.3.4** The SEN Link Governor has met with the SENCo. A report is available in the LG file and a verbal report was made to the Curriculum & Standards Committee.
- 6.3.5** Link Governor monitoring visits remain restricted and subject leader meetings have been postponed due to COVID-19, however governors to attend staff meetings and resume LG duties in the Summer term.
- 6.3.6** Thank you letters were issued to the PTFA/PTA and published on the school websites and social media.
- 6.3.7** The Goldstone Federation 'Vision and Values' strategy was issued to parents and staff and is published on the school websites.

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

## **7. Committee Items**

### **7.1 Review of Committee Structure and Membership**

Due to new governor resignations and appointments, the GB considered the current committee structure and agreed changes to membership, based on skill set, as detailed in the Annual Governance Review (**Appendix A**). The GB discussed a change to the committee format and assignment of governors and agreed to discuss at the next meeting.

### **7.2 Minutes of Committees (**Appendix B**)**

#### **7.2.1 Finance & General Personnel Committee**

The minutes and a verbal summary from the committee chair of a meeting held on 11<sup>th</sup> February 2021 were received and considered. The Head updated the GB on changes to pupil number intake, with both schools receiving an increase in NOR, and how this would impact the budgets.

### **7.2.2 Approval of the Schools Financial Value Standard (SFVS)**

The completion and submission of the self-assessment statement is delegated to the Finance & General Personnel Committee. The Head had completed and issued the SFVS to the committee members as a follow up action from the last committee meeting and invited questions and comments from the governors.

- (C) The GB asked for clarification on progress measures and the NOR at Cheswardine:  
(I) The Head confirmed the stability of the class structure and the GB discussed strategies to increase NOR.

The Head requested further governor feedback via email. The DfE deadline for submission has been postponed to May 2021.

### **7.2.3 Curriculum & Standards Committee**

The minutes and a verbal summary from the committee chair of a meeting held on 23<sup>rd</sup> February 2021 were received and considered. The GB discussed the effectiveness and frequency of full governing body update meetings going forward.

- (C) The GB asked what opportunities were being put in place for pupil progress feedback to parents:  
(I) The Head explained plans for virtual parent meetings within a two-week period in the Summer term 2021. The GB discussed the re-introduction of extra-curricular activities.

## **8. School Performance**

### **8.1 Headteacher's Spring 2021 Report (Appendix C)**

The report had been issued and read by all governors prior to the meeting. The Head was thanked for a comprehensive report. The Head highlighted the impact of COVID-19, changes that have been made for next term and invited questions from the GB.

- (C) The GB acknowledged the cohesive and effective parent partnership for home learning and queried how parent engagement would be maintained with the return of pupils to the classroom:  
(I) The Head explained the dynamics between different parents and assured that maintaining positive relationships would continue to be a focus.

The Head informed the GB of a decision to postpone pupil testing and explained the reasons based on observations of pupil mental health and wellbeing. Government guidance has advised against phonics screening at this time due to the effects of home learning on pupil development.

### **8.2 Ofsted Review**

Cheswardine School received a remote Ofsted check on 1<sup>st</sup> December 2020. A report has been received, issued to all parents and staff and is published on the school website. The GB thanked the Head for successfully managing the review and there were no areas for discussion.

### **8.3 Report from Designated Children Looked After and Previously Looked After Teacher (LAC/PAC) (Appendix D)**

The GB received and considered an annual report from the designated teacher and no issues were raised. Pupils have settled in well. The LAC Link Governor has scheduled a meeting with the designated teacher.

### **8.4 Pupil Exclusions**

The Head reported that there had been 1 fixed period exclusion during the Spring Term 2021, summarising the reasons and confirming that protocol had been followed correctly.

### **8.5 Hate Crime**

The Head reported that no hate-related incidents had been reported since the last meeting.

### **8.6 Governors' Activity in monitoring school performance**

No Link Governor (LG) monitoring visits have taken place due to COVID-19 restrictions. Weekly GB review meetings have provided general performance monitoring opportunities. Staff subject leads will be attending Ofsted training and the Head requested that visits be postponed until after this has been received, ensuring that LGs are sensitive to the COVID-19 impact on progress and development.

## **9. Review of pupil and staff mental health from Wellbeing Link Governor**

In line with the Federation's Vision & Values Strategy, the GB has a statutory duty of care towards school leaders and staff in ensuring the 'wellbeing culture' which governors help to share. The

Wellbeing School Leads and Wellbeing Link Associate Member were asked to report back on the work/life and wellbeing of staff, mental health and wellbeing of pupils and overall monitoring by the GB:

**9.1 Wellbeing at Hinstock School**

Staff are feeling positive. Pupils have responded well to the return to the classroom, however notable negative effects of home learning include decreased stamina, poor communication issues, behavioural changes and physical signs of digital withdrawal. Staff are managing the issues however workload is therefore increased.

**9.2 Wellbeing at Cheswardine School**

Staff have appreciated the return to classroom education however the personal impact of COVID-19 has had a substantial effect on staff anxiety and worry, resulting in some instances in staff resignations. A statement of thanks to the Head was read to the GB, highlighting their support and hard work. Pupils have responded well to the change, although a focus is required on rebuilding pupil relationships.

**9.3 Development of the Wellbeing Link Governor**

In the absence of the Wellbeing Associate Member, the Chair summarised the current role and how it is supporting the Federation. Wellbeing Leads are now in place and staff are aware of available mental health support and resources. The GB discussed and agreed the requirement for a staff wellbeing policy and strong mental health skills have been acquired for the GB through the recruitment of the new co-opted governors.

**10. Maintained School Websites**

Every local-authority-maintained school must publish specific information on its website to comply with the School Information (England) Regulations (2008). The DfE updated its guidance 'What maintained schools must publish online' on 12<sup>th</sup> November 2020.

The GB discussed how the schools manage the websites and how published information is monitored and were satisfied that the school administrators and clerk to governors ensure compliance.

**11. Information, Training and Development**

The Clerk explained the Appendix Booklet issued 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. Annual Fire Risk Assessment, Asbestos and Legionella Assessments
2. DfE Guidance: Maintained School's Website
3. Headlines Regarding Primary Assessment 2021
4. Report from the Designated Children Looked After and Previously Looked After Teacher
5. School Budget 2021-22
6. Chairs' and Clerks' Agenda Briefing – Spring 2021
7. CPD for Governors – new training dates for Spring 2021
8. Analyse School Performance (ASP) training for governors
9. Delegation of functions of the governing body to committees/review of committee terms of reference
10. Associate Members
11. DfE: Governance publications updated and providing clarification
12. DfE: School complaints procedures: guidance for maintained schools – For the attention of the Complaints Committee
13. DfE School Governance Update-December 2020
14. Shropshire Agreed Syllabus for Religious Education (of particular relevance to subject link governors)
15. Talking Points

**12. Date of next meeting: Thursday 8<sup>th</sup> July 2021 5.30pm Cheswardine School  
(or 7.00pm Microsoft Teams if restrictions in place)**

The Chair thanked everyone for their attendance, input and support.  
Meeting closed at 8.45pm

**Summary of actions/activities for Goldstone Federation FGB Spring 2021 Meeting:**

<b>Agenda Item Number</b>	<b>Task</b>	<b>Responsibility / Timescale</b>
<b>5.2</b>	Issue letters of appointment, inductions packs and arrange induction meetings with new co-opted governors and associate member. Update information published on school websites and GIAS.	Clerk/Chair 1 <sup>st</sup> April 2021
<b>7.1</b>	Review committee format and memberships.	Chair / Vice Chair. FGB Summer 2021
<b>8.6</b>	Link Governors to contact subject leads for monitoring visits or meetings.	All Link Governors June 2021
<b>9.3</b>	Contact LA for a staff wellbeing policy and draft for approval at next meeting. Appoint new Wellbeing Link Governor, liaise with Wellbeing Associate Member and implement monitoring plans.	Gemma Watkins / Clerk June 2021  FGB Summer 2021

Chair:



Date: 1<sup>st</sup> July 2021