



Goldstone Federation
Full Governing Body Meeting Minutes
Held on Thursday 5th December 2019 6.05pm Cheswardine Primary School
AUTUMN TERM 2019

1. Appointment of Clerk

The Clerk welcomed everyone to the first meeting of the new Goldstone Federation. Nicola Tidball was appointed as Clerk to the Governors for all committee and full governing body meetings.

2.

Present		Apologies
Rachael Williams (Headteacher)	Philip Stanton	Gemma Watkins
James Cartwright	John Lutner	Cathy Swinnerton
Andie Watson	Jonathan Deakin	Molly Jensen
Sarah Mellor	Claire Denneny	
Keith Wilson	Davinya Reddall	
Other	Lynda Hewson	
	Corinne Davies-Griffith	

3. Instrument of Government (Appendix A)

This meeting was held on the incorporation date of the new Goldstone Federation and the governing bodies of Hinstock and Cheswardine Primary Schools are hereby dissolved. The Clerk issued the Instrument of Government as agreed at the final joint governors meeting and prepared by Shropshire Local Authority, explaining the legal requirement for the document and the governing body constitution in accordance with The School Governance (Federations) (England) Regulations 2012.

4. Governor appointments

4.1 Appointment of co-opted governors

The governing body appointed and welcomed **James Cartwright, John Lutner, Sarah Mellor, Jonathan Deakin, Claire Denneny, Keith Wilson and Davinya Reddall** as co-opted governors with a term of office ending on 5th December 2023. It was agreed that they have the necessary skills to contribute to effective governance and the success of the schools.

4.2 Appointment of local authority governor

The governing body accepted Councillor Rob Gittins' nomination of **Philip Stanton** as local authority governor as they were of the opinion they had the skills to fulfil the role. The appointment was made with a term of office ending on 5th December 2023.

4.3 Appointment of staff governor

A staff governor election was carried out at both schools ending on 5th December 2019. The Head counted and verified the votes with the governing body as witnesses and appointed **Gemma Watkins** as staff governor, with a term of office ending on 5th December 2023.

4.4 Election of parent governors

The governing body has a vacancy for 2 parent governors and in accordance with The School Governance (Federations) Regulations 2012, an election will take place following the incorporation date.

4.5 Appointment of associate members

The governing body discussed the advantages of associate members in some areas of governance and agreed to the following appointments:

Lynda Hewson	Hinstock Hedgehogs Nursery
Cathy Swinnerton	Cheswardine Nursery and SEN
Molly Jensen	General attendance
Corinne Davies-Griffith	Deputy Headteacher Hinstock School

The term of office for an associate member is 4 years and the governing body noted no voting rights.

5. Election of Officers

Governors were asked to indicate their willingness to stand for election as Chair and Vice Chair prior to the meeting.

5.1 Election of Chair

James Cartwright nominated himself for the position and explained his background and skill set. The nominee left the room and was elected unanimously to serve as Chair with a term of office ending on 5th December 2020.

5.2 Election of Vice Chair

The governing body discussed the role of the Vice Chair and Keith Wilson nominated himself for the role. The nominee left the room and was elected with a majority vote to serve as Vice Chair with a term of office ending on 5th December 2020.

The Chair thanked everyone for their attendance and willingness to serve as governors for the new federation, highlighting the importance of volunteers in governance.

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

The following items were identified for discussion under any other business:

- Teaching assistant interview attendance

7. 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.

8. Annual declaration of business interest

Governors returned a completed and signed declaration of interest and a register has been placed on the school websites.

9. Governors Code of Conduct

The NGA Code of Conduct had been issued and read prior to the meeting. The Governors adopted and signed the document. An electronic copy is available on the shared database, SharePoint, and a hard copy filed in the governor records.

10. Publication of governor details

An attendance sheet was completed, terms of office date noted and governor details were confirmed. Governor details are published on the school websites and on the DfE website 'Get information About Schools' (GIAS). The Board agreed that all documents and minutes would be held at Cheswardine Primary School and electronically on SharePoint.

11. Minutes

11.1 To receive and confirm minutes of the joint governor bodies meeting held on 14th November 2019

The minutes of the meeting were approved by the Board, signed as a true record by the Chair and filed in the federation minute book. The summary of actions list was discussed and all actions are complete.

11.2 To receive and confirm the minutes of Cheswardine Full Governing Body meeting held on 17th October 2019

The minutes of the meeting were approved by the Board, signed as a true record by the Chair and filed in the Cheswardine School FGB minute book.

11.3 Matters arising from the minutes of 17th October 2019

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

11.3.1 Associate membership of nursery leader ongoing.

11.3.2 Governor Health & Safety training no longer required.

11.3.3 GDPR audit and report required for Spring FGB meeting.

11.3.4 The School Improvement Plan (SIP) was reviewed by the Standards & Curriculum Committee.

11.3.5 Review of the Behaviour policy and Written Statement of Behaviour Principles is ongoing.

11.4 To receive and confirm the minutes of Hinstock Full Governing Body meeting held on November 2019

The minutes of the meeting were approved by the Board, signed as a true record by the Chair and filed in the Hinstock School FGB minute book.

11.5 Matters arising from the minutes of 14th November 2019

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

11.5.1 Action plan for expansion of school premises to accommodate increased NOR is ongoing and will be discussed at the next meeting.

11.5.2 Awaiting response from surveyor regarding repair of Hinstock Nursery playground.

11.5.3 LG visit records to be completed and governors informed.

11.5.4 DBS and Section 128 checks required for Sarah Mellor and Phil Stanton

11.5.5 The Board were informed of a request by the Parish Council to attend a community information event at Hinstock Memorial Hall. PTFA have been informed and the Board agreed that a school website link should be added to the Parish Council website.

12. Committee items

Committee memberships and link governor responsibilities are detailed in the Annual Governance Review 2019-20 (Appendix B) and are published on the school websites.

12.1 Establishment of committee structures and membership

The structure of governance and requirement for committees was explained and the Board discussed and agreed membership based on skill sets and availability.

12.2 Appointment of Link Governor (LG) roles and responsibilities

The Chair and Head explained the role of the LG and a list of roles as determined by governor guidance and school need. The Board discussed how the roles and monitoring could be applied and the governors were informed of available training to aid key area understanding. The roles were appointed based on available skills and experience.

12.3 Committee terms of reference

The Board were informed of the legal requirement for terms of reference and the delegation of responsibilities to committees. The Board adopted the Shropshire Local Authority terms of reference for the panel committees which were signed by the Chair. The remaining strategic terms of reference will be reviewed and agreed by the strategic committees.

Keith Wilson left the meeting at 7.36pm following discussion of using Whatsapp to aid governor communication.

12.4 Delegation of responsibilities

The Board discussed and agreed the following amounts for single item expenditure and virement:

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

Governors noted that although Business World's transaction authorisation levels are hardcoded e.g. at up to £30,000 for the headteacher, school leaders and budget holders are still to comply with the delegation limits as agreed annually by the governing body.

12.5 The Board agreed to delegate the purchase of LA traded services for the financial year 2020-21 to the Head and Finance and Personnel Committee.

13. Adoption of policies and procedures

The following policies are available on the school websites, were adopted by the Board and signed by the Chair:

13.1 Complaints procedure

The Head informed the Board that the policy is the same for both schools and been updated to reflect the change to the Goldstone Federation.

13.2 Special Educational Needs (SEN) policy

The policies are not the same for each school and require the addition of the named SEN Link Governor. The Board agreed to the changes.

13.3 KCSiE Safeguarding policies and procedures

All governors present were aware of the changes following review at the last FGB meetings. Head to update with named Safeguarding Link Governor.

14. Review of Headteacher/Acting Headteacher position

Following the annual Headteacher's Performance Review and the establishment of the Federation, the Head proposed a change to title across both schools as Executive Headteacher. The Board discussed the role and increase in responsibility and the Head explained comparisons with other local federations. The Board agreed unanimously to the title change of Executive Headteacher, whilst keeping the individual identity of the schools. This was demonstrated by a suggested letterhead for Cheswardine School.

15. Caretaker position at Hinstock School

As a matter arising from the minutes of Hinstock School FGB Autumn meeting, the Chair summarised a proposal for the employment of a flexible part-time caretaker position at Hinstock School. The Head explained budget availability and a draft job description. The Board discussed the requirement and future potential at both schools and agreed to the introduction of the new post.

16. Governor development

16.1 As Chair of the Headteacher School Development Group SDG2, the Head requested governor attendance at a meeting on 14th January 202 6.00pm Adderley Village Hall to discuss service level agreements, headteacher wellbeing and share expertise. The Board discussed governor availability and benefits to the Finance & Personnel Committee.

16.2 Governors were requested to attend Level 1 Safeguarding training on 29th January 2019 at 3.30pm Hinstock School.

17. Any Other Urgent Business

The Head requested governor attendance at upcoming Teaching Assistant interviews to provide support. Davinya Reddall agreed to attend.

18. Set annual governing body and committee meeting schedule for 2019-20

The Board discussed and agreed effective meeting frequency and times as follows:

Meeting	Date & Time
Full Governing Body	Tuesday 12 th March 2020 6.00pm Hinstock School Thursday 2 nd July 2020 6.00pm Cheswardine School Thursday 19 th November 2020 6.00pm Hinstock School
Buildings, Health & Safety Committee	Tuesday 21 st April 2020 9.00am Cheswardine School Tuesday 10 th November 2020 9.00am Hinstock School
Finance & Personnel Committee	Thursday 6 th February 2020 10.00am Hinstock School Thursday 4 th June 2020 10.00am Cheswardine School Thursday 22 nd October 10.00am Hinstock School
Curriculum & Standards Committee	Wednesday 26 th February 2020 10.00am Cheswardine School Tuesday 23 rd June 2020 10.00am Hinstock School Tuesday 3 rd November 2020 10.00am Hinstock School
Performance & Salaries Committee	Tuesday 28 th April 2020 9.30am Hinstock School Wednesday 21 st October 9.30am Cheswardine School

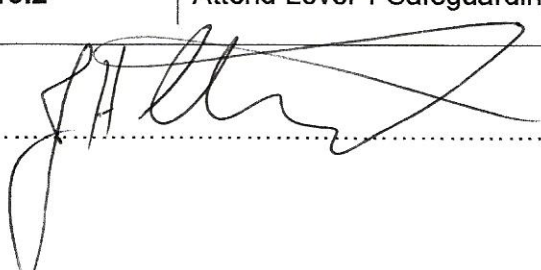
Meeting closed at 8.25pm

Chair's Initials & Date

Summary of actions/activities for FGB meeting 5th December 2019:

Agenda Item Number	Task	Responsibility / Timescale
4.4	Issue parent election procedure for the election of 2 parent governors	Clerk / Head 6 th December 2019
10.0	Update school websites and GIAS with governor information and register of business interests	Clerk / Head 12 th December 2019
11.3.3	Schedule GDPR audit and report to Spring FGB meeting	DPO 12 th March 2020
11.3.5	Review Behaviour policy and include Written Statement of Behaviour Principles	Head / Standards & Curriculum Committee 26 th February 2020
11.5.1	Develop action plan for expansion of Hinstock School premises	John Lutner / FGB 12 th March 2020
11.5.3	Implement new LG report template and confirm process going forward	Clerk / Chair 6 th February 2020
11.5.4	Complete DBS and Section 128 checks for Sarah Mellor and Phil Stanton	Head / Admin January 2020
11.5.5	Contact Parish Council for addition of school website link on PC website.	Clerk January 2020
12.2	Investigate LG training and issue LG information	Clerk January 2020
12.3	Review and adopt committee terms of reference	Strategic Committees 12 th March 2020
14.0	Inform HR (Louise Smith / Trish Cadman) of change to job title for Rachael Williams	Chair 20 th December 2019
15.0	Advertise and employ flexible part-time caretaker vacancy at Hinstock School	Head 20 th December 2019
16.1	Attend SDG2 meeting to discuss SLAs and headteacher wellbeing	All governors 14 th January 2020 6.00pm Adderley Village Hall
16.2	Attend Level 1 Safeguarding training	All governors 29 th January 2019 3.30pm Hinstock School

Chair:



Date:

12/3/20