



**Goldstone Federation**  
**Full Governing Body Meeting Minutes**  
**Held on Thursday 12<sup>th</sup> March 2020 6.05pm Hinstock Primary School**  
**SPRING TERM 2020**

1.

Present		Apologies
Rachael Williams (Headteacher)	Philip Stanton	Keith Wilson (Vice Chair)
James Cartwright (Chair)	John Lutner	Claire Denneny
Sarah Mellor	Jonathan Deakin	Rachel Richards
Davinya Reddall	Gemma Watkins	Molly Jensen
Gary Boyles		
In attendance	Lynda Hewson Corinne Davies-Griffith Cathy Swinnerton	
Clerk	Nicola Tidball	

2. **Governor appointments**

2.1 **New parent governors**

The Chair welcomed new parent governors Gary Boyles and Rachel Richards to the Governing Body (GB) with a 4-year term of office ending on 20<sup>th</sup> December 2023. All induction packs and meetings are now complete and DBS and Section 128 checks are in progress.

2.2 **New governor enquiries**

The Clerk informed the GB that all future potential new governor enquiries will be directed to a questionnaire to enable a better understanding of the role and the commitment required. The questionnaire is available on both school websites, school reception and SharePoint.

3. **Governor details**

All governors signed the attendance sheet and declared no changes to details since the last meeting. Governor details are published on the school's website and on the government database, GIAS.

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

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

- Contingency planning and impact of Covid-19 on pupils, parents, staff and governors.

5. **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.

6. **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.

7. **Minutes**

7.1 **To receive and confirm minutes of the last Goldstone Federation Full Governing Body meeting held on 5<sup>th</sup> December 2019**

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.

7.2 **Matters arising from the minutes**

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

7.2.1 GDPR audits remain outstanding from both schools.

7.2.2 Review of Behaviour Policy and implementation of Written Statement of Behaviour Principles is ongoing.

7.2.3 The GB were updated on plans to expand Hinstock School premises to accommodate increasing number on role. Initial investigations and consultation with the LA began 2 years ago with no significant progress. The Head proposed the set-

up of a working group to enable GB focus and develop an achievable plan of action. The GB agreed that the members of the working group would be the Head, John Lutner, Phil Stanton and Jonathan Deakin and the first meeting date was arranged for 23<sup>rd</sup> April 2020. Information will be fed back to the GB via the termly meetings.

- 7.2.4 Terms of Reference have so far been adopted by the Finance & Personnel Committee and the Curriculum & Standards Committee. Remaining Committees will adopt next term.
- 7.2.5 A caretaker has now been employed at Hinstock School.

## 8. Committee items

Draft minutes had been issued and read by the Board prior to the meeting (**Appendix A**)

### 8.1 Minutes of Finance & Personnel Committee 6<sup>th</sup> February 2020

The Committee Chair outlined the minutes and highlighted the current financial positions of both schools, explaining the removal of the cap on DfE funding. The Head and staff were commended for their fiscal acumen resulting positive carry forwards for both schools.

### 8.2 Approval of the School Financial Value Standard (SFVS)

The Finance & Personnel Committee had been asked to investigate and challenge the completed SFVS and new data dashboard prior to the meeting ready for approval before the deadline of 31<sup>st</sup> March 2020. The Head explained the SFVS to the GB and the Committee discussed the usefulness of the new evaluation spreadsheet and data.

(C) Is there a correlation between the decline in pupil progress across the measured subjects and the low spending on teaching staff as a percentage of total expenditure? Whilst costs on Educational support staff have been trimmed, have these funds been reserved for increasing teaching staff expenditure?

(I) The Head explained the decline in progress outcomes and the cost savings and the GB were satisfied with the justifications.

The Committee Chair signed the authorisation form as approved by the GB.

### 8.3 Review of school catering services

The Head summarised the external service currently provided by Shires Catering to Cheswardine School, the comparison with the in-house service provided by Shires Catering at Hinstock School and proposed internal provision from Hinstock to Cheswardine. The Head explained the latest cost breakdown provided by Shires but highlighted inaccuracies in the figures. Further investigate is required into transport logistics and staffing. The GB discussed the benefits of transferring the service based on cost effectiveness, quality of food and potential increase in school meal up-take at Cheswardine. The GB agreed to the change if the Head could determine a cost-effective method of transport with review at the next Finance & Personnel Committee meeting.

### 8.4 Minutes of Curriculum & Standards Committee 26<sup>th</sup> February 2020

The Acting Chair of the committee highlighted the key points from the last meeting and explained that some matters arising would be discussed during the presentation of the Headteacher's Report.

### 8.5 Approval of Special Educational Needs (SEN) training at Cheswardine School

The Head requested approval of SENCo training for one teacher costing £2000. The Head, C&S Committee and SENCo explained the requirements and justified the proposal based on staff benefits, support across the federation, reduced workload for the Head and SENCo succession planning. The money would come from the £24,000 development fund at Cheswardine. The GB discussed a contracted role across the federation, how this could be implemented and the legal SENCo requirements for schools. The requested was agreed unanimously by the GB.

## 9. School Performance

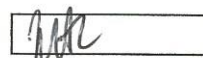
### 9.1 Headteacher's Report Spring 2020 (Appendix B)

The report had been issued and read by all governors prior to the meeting. The Head explained the new format to accommodate the federation requirements and individual school focuses and invited questions from the GB.

(C) The GB requested clarification on attendance figures at Cheswardine School:

(I) The Head explained the effect of SEN pupils and the poor attendance of one pupil on overall figures. Investigation is ongoing.

Chair's Initials & Date



- (C) As detailed in the Cheswardine SEF, how are subject leaders challenging curriculum choices?
- (I) The Head was unable to answer without the full SEF therefore an explanation will be provided in due course.
- (C) As detailed in the Cheswardine School Improvement Plan (SIP), the GB needs to develop the strategic vision for the school:
- (I) The Chair and Head explained the requirements for a strategic vision for both schools and the GB discussed the definition of strategic versus operational governance, strategy in Link Governor monitoring, changes to the curriculum, consistency across the federation, Ofsted outcomes and the need to increase the NOR at Cheswardine. It was agreed that a working group would be set up to allow for full GB feedback and produce a draft strategic vision for both schools.
- (C) The GB asked for an explanation on poor attainment in Yr3 readers across both schools:
- (I) The Head, SENCo and Staff Governor explained the differences in demographics and SEN compared to other cohorts.  
The Head was commended for a comprehensive report and the GB were asked if it met their reporting needs. The GB suggested that the history and impact on SEN outcomes would be beneficial when examining intervention data, however the difficulty in detailing this level of information was noted. The SENCo explained how SIMS is used to track historical actions and progress and the Head further explained the data used.

## 9.2 Special Educational Needs (SEN) Review

The SEN Report for Hinstock (**Appendix C**) had been issued and read by the governors prior to the meeting and the SEN report for Cheswardine had been included in the Headteacher's Report.

The SENCo for Hinstock explained the content focusing on SEN numbers across the cohorts, progressions, outcomes and interventions. Graduated Pathway Support has been applied for and the outcome is ongoing.

The SENCo is attending local collaborative SDG SENCo meetings which are beneficial.

- (C) SEN at Cheswardine is higher than at Hinstock. How does this compare with national averages?
- (I) The Head and SENCo explained that Hinstock is fairly consistent however SEN is higher across both schools comparatively, particularly for dyslexia. The GB discussed the difficulties and potential anomalies in diagnosis, particularly for pupils with previous SEN histories.

## 9.3 Link Governor (LG) Monitoring

Governors fed back from school visits made since the last meeting:

- 9.3.1 Davinya Reddall made a general visit to Hinstock School and highlighted the differences between the nursery provisions. The GB discussed the effect on NOR at Cheswardine and Early Years help was offered by the staff at Hinstock. The GB also discussed the benefit of wraparound care (breakfast and after school clubs) at Hinstock and the positive effect on intake.
- 9.3.2 Sarah Mellor made a visit to Hinstock School on behalf of the Buildings, Health & Safety Committee and summarised key points to the GB.
- 9.3.3 The Link Governor procedure and report format has been revised and all governors had reviewed them before the meeting. All documents are available on SharePoint and in the Governor Visit file held in each school.
- 9.3.4 The GB discussed an idea to attend a 'Governor Morning/Afternoon' at each school to improve governor awareness for the staff and pupils. The GB agreed it would have a positive impact on encouraging aspirational learning for pupils, improve staff relations and enable staff appreciation.
- 9.3.5 The GB discussed the Link Governor role vacancies and agreed them as detailed in the Annual Governance Review 2019/20 (**Appendix D**). The Head explained the new monitoring role of 'P1: Quality of Education' which covers all areas of the curriculum not already assigned. The GB discussed the impact of school visits on developing a strategic vision.

## 9.4 Pupil Exclusions

The Head reported that there have been 0 fixed period exclusions since last term.

## 9.5 Hate Crime

The Head reported that there have been 0 hate crime incidents this year.

## 10. Work/Life balance and wellbeing of Head and Staff (Appendix Booklet Item 3)

The Chair reiterated the importance of monitoring wellbeing and asked for feedback from the staff members of the GB and Head:

### 10.1 Staff wellbeing

It was reported that the work/life balance at Hinstock has always been a key focus and that the Head ensures a positive work environment where possible. However, one member of staff has left due to ongoing pressure from the education system and difficulties with work/life balance. The Head highlighted retention issues across education, the effect on staff in general and the GB compared working strategies.

Cheswardine has seen a major improvement in staff moral and team mentality since the change in Headteacher. Cheswardine continues to contend with financial restrictions however the Head reassured the GB and staff that this is improving.

### 10.2 Head wellbeing

The Head explained the negative effects of current education system on their own role and wellbeing but informed the GB of the positive impact of federation. The GB offered support and discussed the pressures of increased accountability from Ofsted on pupils and staff. The GB suggested mentorship for the Head and possible routes for enabling educational change nationally. The Head was reminded to ask for support from any governor whenever necessary.

## 11. Collaborative working and governance (Appendix Booklet Item 5)

The Head continues to attend SDG2 meetings for collaboration of local headteachers. Some governors attended the last meeting to discuss cost effectiveness in service level agreements and the meeting had a positive outcome for all schools involved. The GB suggested that the group could be used to discuss and determine a way forward for Ofsted change to improve staff/headteacher wellbeing.

## 12. Parent/Governor Relations

12.1 An Annual Governor Report has previously been issued at Hinstock School and proved successful in educating parents and improving parent/governor relations. The GB agreed the requirement to update parents on the new federation and for the launch of the strategic vision. The report will be issued during the summer term.

12.2 The GB discussed alternative options to an annual general meeting and agreed to a joint federation celebration event for the parents and pupils to be held at Cheswardine School. The Head proposed a date and all governors will be expected to attend.

## 13. Governor development

13.1 Sarah Mellor and the Clerk attended 'Managing Complaints' training on 5<sup>th</sup> March 2020. The GB discussed how informal complaints and concerns are monitored by the Head and the GB and the Clerk recommended changes to the Complaints Policy. The GB agreed to a full complaints review at the FGB Summer 2020 meeting.

13.2 Governors attended Level 1 Safeguarding training on 29<sup>th</sup> January 2019. Gary Boyles has submitted a previous safeguarding certificate and training is outstanding for Sarah Mellor who was unable to attend.

13.3 The GB made the following training requests:  
New Governor training Phil Stanton, Gary Boyles, Rachel Richards  
SEN LG training Gary Boyles

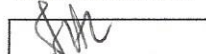
13.4 The Clerk informed the GB that DfE funding is still available for NGA Chair's Training and that succession planning is still required despite new Chair role. Information is available on the Shropshire Learning Gateway and the NGA website.

## 14. Information, Training and Development

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

1. Annual Fire Risk Assessment, Asbestos and Legionella Assessments
2. DfE update – Parental Engagement on Relationships Education

Chair's Initials & Date



3. Report from the Designated Children Looked After and Previously Looked After Teacher
4. **School Budget 2020-21**
5. Parent Governor Representative (PGR) election for Shropshire Council's People Overview Committee – Spring term 2020
6. **Collaborative Working and Governance**
7. Chairs' and Clerks' Agenda Briefing – Spring 2020
8. **CPD for Governors – new training dates for Spring 2020**
9. LAC Link Governor training for Looked After and previously Looked After Children
10. **Analyse School Performance (ASP) training for governors**
11. **Disqualification rules for being a school governor**
12. Delegation of functions of the governing body to committees/review of committee terms of reference
13. **Associate Members**
14. **Ofsted and DfE**
15. **The National Governance Association (NGA) - What Governing Boards and School Leaders Should Expect From Each Other**
16. Talking Points – latest news from the Schools HR Advice Team, November 2019
17. Local Admissions Forum (LAF)
18. Schools Forum

**15. Any Other Urgent Business:**

**The impact of the global Covid-19 outbreak on pupils, parents, staff and governors**

- 15.1** The Head informed the GB of ongoing preventative measures being taken in school, the number of potential isolations and advice from the DfE and NHS 111. The Head reassured the GB that parents are receiving school guidance and a further letter will be sent on 13<sup>th</sup> March 2020.  
The GB clarified the latest government advice, discussed the potential effects on education and the impact on the federation. The Head explained contingency plans for possible school closure based on DfE recommendations and educational tools.
- 15.2** For effective governance during times of absence, the Clerk recommended that the GB implement a 'Policy for Virtual Meeting Attendance' (**Appendix E**). The GB agreed to virtual attendance at meetings and the policy was signed by the Chair.

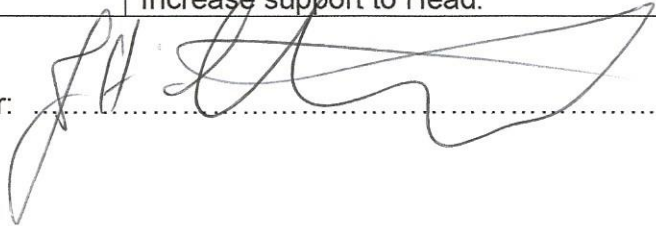
**6. Date of next meetings:**

Meeting	Date & Time
Full Governing Body	Thursday 2 <sup>nd</sup> July 2020 6.00pm Cheswardine School Thursday 19 <sup>th</sup> November 2020 6.00pm Hinstock School
Buildings, Health & Safety Committee	Tuesday 21 <sup>st</sup> April 2020 9.00am Cheswardine School Tuesday 10 <sup>th</sup> November 2020 9.00am Hinstock School
Finance & Personnel Committee	Thursday 4 <sup>th</sup> June 2020 10.00am Cheswardine School Thursday 22 <sup>nd</sup> October 10.00am Hinstock School
Curriculum & Standards Committee	Tuesday 23 <sup>rd</sup> June 2020 10.00am Hinstock School Tuesday 3 <sup>rd</sup> November 2020 10.00am Hinstock School
Performance & Salaries Committee	Wednesday 29 <sup>th</sup> April 2020 9.30am Hinstock School Wednesday 21 <sup>st</sup> October 9.30am Cheswardine School

Meeting closed at 8.55pm

Summary of actions/activities for FGB Spring meeting 12<sup>th</sup> March 2020:

Agenda Item Number	Task	Responsibility / Timescale
7.2.1	Schedule GDPR audit and report to next FGB meeting.	Clerk/Head July 2020
7.2.2	Review Behaviour Policy and include Written Statement of Behaviour Principles.	Head / C&S Committee 23 <sup>rd</sup> June 2020
7.2.3	Investigate school development progress so far and meet to develop action plan.	School Development Group Thursday 23 <sup>rd</sup> April 2020 10.00am Hinstock School
8.2	Return completed SFVS forms for both schools to the LA.	Head 31 <sup>st</sup> March 2020
8.3	Finalise Shires Catering cost breakdown and determine transportation logistics for in-house supply of school meals by Hinstock to Cheswardine. Review catering services at next F&P Committee meeting.	Head 4 <sup>th</sup> June 2020 F&P Committee 4 <sup>th</sup> June 2020
8.5	Implement SENCo training at Cheswardine School and investigate federation contractual agreements.	Head May 2020
9.1	Set date for first meeting of the strategic vision group and issue NGA guidance on strategic v operational governance.  Forward strategic ideas to the group for discussion and inclusion.	Clerk June 2020  All governors and associate members
9.3.4	Set date for 'Governor Morning' or 'Afternoon' across both schools before the FGB Summer 2020 meeting.	Head June 2020
9.3.5	Issue 'Quality of Education' information to all governors to enable effective LG monitoring.	Gemma Watkins May 2020
11.0	Attend SDG2 Headteacher's meeting and set date for governor invitation.	Head 1 <sup>st</sup> April 2020
12.1	Draft Annual Governor Report and issue to governors for additions and feedback.	Clerk 1 <sup>st</sup> June 2020
12.2	Attend end of year federation celebration.	All governors Friday 10 <sup>th</sup> July 2020
13.1	Review Complaints Policy and monitoring.	FGB Summer 2020 Thursday 2 <sup>nd</sup> July 2020
13.0	Book and attend governor training: Safeguarding Level 1 New Governor SEN Link Governor	Head/Clerk Sarah Mellor PS, RR, GB Gary Boyles
15.1	Keep the Governing Body informed of all Covid-19 communications with parents, staff and pupils. Increase support to Head.	Head  All governors.

Chair: 

Date: 02/07/2020