



**Goldstone Federation**  
**Full Governing Body Meeting Minutes**  
**Held on Thursday 1<sup>st</sup> July 2021 5.30pm Microsoft Teams**  
**SUMMER TERM 2021**

1.

Present		Apologies
Rachael Williams (Headteacher)	Philip Stanton	None
James Cartwright (Chair)	Gemma Watkins	
Gary Boyles (Vice Chair)	Helen Williams	
John Lutner	Jo Davison	
Sarah Mellor	Lizzie Leek	
Jonathan Deakin		
<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 and introduced the new governors.

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

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

- Cheswardine PTA and Hinstock PTFA 'Fed Fest' plans.

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 it had not been necessary for the chair or vice chair to take actions under their emergency powers.

5. **Governor Body Updates**

5.1 **Governor resignations**

Rachel Richards, parent governor, has resigned with effect from 17<sup>th</sup> May 2021. The Chair thanked them for their support and hard work within the Goldstone Federation. The school websites and GIAS have been updated accordingly. A parent governor election was held on the 11<sup>th</sup> June 2021 however no nominations were received and therefore the vacancy remains open. The GB agreed to repeat the process in the Autumn term.

5.2 **Governor appointments**

Following a successful induction as an associate member, the GB appointed and welcomed Lizzie Leek as a co-opted governor. It was agreed that they have the necessary skills to contribute to effective governance and the success of the federation.

6. **Minutes**

6.1 **To receive and confirm minutes of the previous meeting**

The minutes of the FGB Spring meeting held on 18<sup>th</sup> March 2021 were approved by the GB, signed electronically as a true record by the Chair and filed in the Federation Minute Book.

6.2 **Matters arising from the minutes**

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

6.2.1 New governors have received induction packs and meetings. GIAS and the school websites have been updated to reflect the changes.

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

## 7. Committee Items

The draft minutes from the following meetings had been issued and read by the governors prior to the meeting:

- 7.1 Buildings Health & Safety Committee** (Appendix A)  
The minutes and a verbal summary from the committee chair of a meeting held on 11<sup>th</sup> May 2021 were received and considered.
- 7.2 Finance & Personnel Committee** (Appendix B)  
The minutes and a verbal summary from the committee chair of a meeting held on 10<sup>th</sup> June 2021 were received and considered. The GB were informed of the approval of the budget plans for 2020/21 and 2021/22. The Head informed the GB of a recent increase in pupil numbers at Cheswardine School due to local community campaigning and confirmed the potential NOR.
- 7.3 Curriculum & Standards Committee** (Appendix C)  
The minutes and a verbal summary from the committee chair of a meeting held on 22<sup>nd</sup> June 2021 were received and considered. The chair highlighted the lack of available progress data and that this would be forwarded to all governors by the end of term. There has been significant improvement in the development of curriculum subject leaders and this was noted by Ofsted.
- 7.4 Approval of the Special Educational Needs (SEN) Policy**  
The policy was reviewed by the Curriculum & Standards Committee at the last meeting resulting in a unified document across the Federation. The Head explained changes in SEN responsibility in each school and the GB approved the policy. The Policy Review Schedule has been updated and the policy is published on the school websites.
- 7.5 Development of Hinstock School**  
The Finance & Personnel Committee proposed the appointment of a working party to address the expansion of Hinstock School to accommodate increasing pupil numbers. The Chair summarised the ongoing plan to raise funds and support from the LA. The GB were informed of recent actions carried out and the following governors volunteered to form the group: James Cartwright, John Lutner, Helen Williams, Gemma Watkins and associate member Corinne Davies-Griffith. The working party will feedback progress at the termly FGB meetings.
- 7.6 Cheswardine School Working Party**  
A group was formed in 2020 to address the low pupil number on role at Cheswardine School, however progress was disrupted due to COVID-19. The members summarised the current situation and marketing plans and the GB discussed the potential within the community and the potential positive impact of a wraparound care facility. The working party will feedback progress at the next FGB meeting.

## 8. School Performance

- 8.1 Headteacher's Summer 2021 Report** (Appendix D)  
The report had been issued and read by all governors prior to the meeting. The Head was thanked for a comprehensive and useful report and the GB offered additional support.
- 8.2 Ofsted Review**  
Cheswardine School received a remote Ofsted monitoring inspection on the 23<sup>rd</sup> March 2021 and a further on-site monitoring inspection on 30<sup>th</sup> June 2021. The Chair thanked the Head and staff at the school for successful inspections and the Head confirmed that the visit had a positive impact on motivation. Ofsted confirmed that the school is receiving good supportive governance and the GB discussed the benefit of stronger federated governing bodies on small rural schools.  
A final Ofsted meeting summary has been issued to all governors and the GB discussed the feedback. The GB were very satisfied with the Head's ongoing improvement work and awareness of the school's development needs to achieve good education. The Head and staff were commended for their hard work and the Head praised the pupils for their conduct.
- 8.3 Pupil Exclusions**  
The Head reported that there had been no pupil exclusions since the last meeting.

## 9. Annual Complaints Review

### 9.1 Complaints Report

The Head reported that no formal or informal complaints have been received at either school in the last academic year.

### 9.2 Complaints Committee

Although no formal actions have been required, the committee confirmed that they are aware of their responsibilities within the necessary procedures.

### 9.3 Approval of the Complaints Policy

The policy had been issued and read by the GB prior to the meeting and they were informed of their responsibility to ensure awareness of the role of governors within the policy and procedures, even when not a member of the Complaints Committee. The GB approved the policy, it is published on the school websites and the Policy Review Schedule has been updated.

## 10. Review of Wellbeing

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.

### 10.1 Wellbeing Link Governor

Following a period of transition from the Wellbeing Associate Member, the GB appointed Jo Davison as the new Wellbeing Link Governor based on a suitable skill set of extensive mental health and wellbeing experience and knowledge.

### 10.2 Work/Life Balance and Wellbeing of Staff

The Wellbeing Leads confirmed that staff are offered support regularly and no issues were reported from Hinstock or Cheswardine since the last meeting. The staff governors were advised on mental health training options. Due to a staff member resignation, a new Wellbeing Lead will be appointed at Cheswardine School and monitoring is currently carried out by Head.

### 10.3 Mental Health and Wellbeing of Pupils

The Deputy Head reported a significant improvement in motivation and self-esteem of the Hinstock Yr6 pupils as a result of a school trip. Hinstock Sports Day was held, without parent attendance, and this also had a positive impact on pupil wellbeing. Cheswardine Sports Day will take place next week. Overall, mental health issues have increased as a direct result of COVID-19 and the restrictions implemented, however staff are fully prepared with the correct support tools and mindset. The GB commended the staff on providing great support and reassurance to all pupils throughout the pandemic.

### 10.4 Wellbeing Policy for Staff and Pupils

The Head, Wellbeing Link Governor and Wellbeing Lead confirmed that a policy has been drafted and will be ready for approval next term. The GB agreed to delegate approval to the Buildings, Health & Safety Committee so that implementation could begin as soon as possible.

## 11.0 Annual Governance Review

### 11.1 Governor Training and Development

Governor training and skills monitoring is co-ordinated by the Clerk. An Annual Skills Matrix (**Appendix E**) is produced based on a completed governor skills audit and this is used to ensure that the governing body meets the needs of its committee and link governor responsibilities. The following training has been completed since the last meeting:

Member	Training/Development	Date attended
Helen Williams Jo Davison Lizzie Leek	New Governor Training	20 <sup>th</sup> May 2021
Gary Boyles	SEND Link Governor Training	9 <sup>th</sup> June 2021
Sarah Mellor	Safer Recruitment Accredited Training	29 <sup>th</sup> April 2021
Helen Williams	Governors Half Term Forum	9 <sup>th</sup> June 2021
James Cartwright	Chair's & Clerk's Summer Term Briefing	29 <sup>th</sup> April 2021

Performance data training remains a requirement for all governors due to course cancellation by the LA.

Positive feedback was received from the Governor's Half Term Forum sessions and two governors requested attendance at the next session on 20<sup>th</sup> October 2021

#### 11.2 **Evaluation of Committee Effectiveness** (Appendix F)

The strategic committees have completed a self-evaluation exercise this term and the committee chairs summarised their effectiveness and highlighted any recommended improvements and actions. In summary, the governors have the skills and experience required to fulfil their committee responsibilities of effective strategic monitoring and support the school and Head to achieve the School Improvement Plan.

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

The GB agreed that the size, composition and committee structure were conducive to effective working across the federation. Due to changes in board membership, the GB discussed and appointed governors to committee and link governor vacancies based on skill set and experience, as detailed in **Appendix G**.

#### 11.4 **Governors Activity in Monitoring School Performance**

The GB discussed the disruption of Link Governor monitoring in schools due to COVID-19 and how remote application has been ineffective in some areas. Following feedback from the Curriculum & Standards Committee, it was proposed that an annual monitoring plan be presented to the GB at a separate Link Governor Review meeting. This will also enable training in the role of the link governor, school monitoring visit protocol and effective reporting, as well as reassignment of members to link governor responsibilities in line with their skill set and the School Improvement Plan. The GB agreed to the proposal and a date was set.

#### 11.5 **Review of the Virtual Governance Policy** (Appendix H)

In accordance with NGA guidance, the previous Virtual Meeting Policy has been updated to address all areas in which governance may have to be operated remotely due to COVID-19, or in the event of any other major impact on education. The GB discussed the policy, agreed any changes and approved accordingly. The Policy Review Schedule was updated and a copy of the policy is available on SharePoint.

#### 11.6 **Parent and Community Engagement**

The GB discussed the impact of reduced communication and meetings with parents due to COVID-19 and in general, options for improving governor awareness within the schools and the larger community and the importance of enabling parents to engage with the governors. The GB agreed that a return to annual governor meetings would be beneficial once COVID-19 restrictions are lifted, along with the possible introduction of regular parent advisory meetings and the continuation of the Annual Governors Report to Parents. The GB discussed use of paperless communication systems within education and across the Federation, particularly due to COVID-19 safety restrictions. This is an operational decision however it was noted that one governor declared an opposition to paperless communication.

### 12. **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. Clerks' Reminder: Hereford Diocese Foundation Governor Appointments
2. **Effectiveness of Committees**
3. Schools' Financial Value Standard (SFVS)
4. **Admissions Arrangements**
5. **Chairs' and Clerks' Briefing and Training Sessions**
6. **CPD for Governors – training dates for Summer 2021 via Microsoft TEAMS**
7. **National Governance Association (NGA)**
8. **FREE CPD Using School Internal Performance Data: Support for governors during Covid-19.**
9. Shropshire Virtual School Governor Briefing: Link Governor training for Looked After and Previously Looked After Children (LAC/PLAC)
10. **NGA Updates: Ofsted inspections and Pupil Premium guidance**
11. **DfE School Governance Update 20<sup>th</sup> April now available**
12. **Parent Governor Representative (PGR) Election, for Shropshire Council's People Overview Committee**
13. **Volunteers' Week and Thank You**

14. Shropshire Agreed Syllabus for Religious Education (of particular relevance to subject link governors)
15. Talking Points

**13. Any Other Urgent Business**

- 13.1** The Head informed the GB that the previously scheduled event organised jointly by the PTA and PTFA called 'Fed Fest' has been postponed to 12<sup>th</sup> September 2021 2.00pm-7.00pm at Cheswardine School. All governors are requested to attend, provide a governor information area and volunteer for any services required.

**14. Date of next meeting: Thursday 18<sup>th</sup> November 2021 6.30pm Hinstock School**

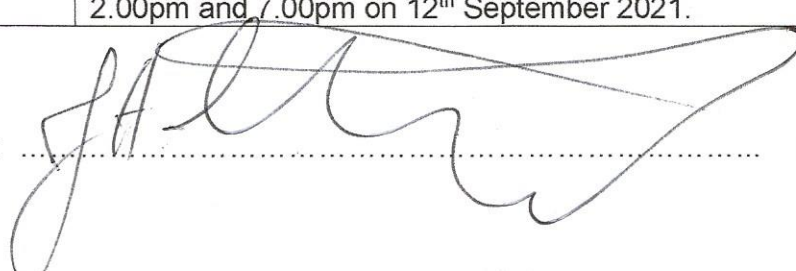
The Chair thanked everyone for their attendance, input and support.

Meeting closed at 7.45pm.

Summary of actions/activities for the Goldstone Federation FGB Summer 2021 Meeting:

Agenda Item Number	Task	Responsibility / Timescale
5.1	Carry out the parent governor election procedure for one vacancy and advertise within the communities.	Clerk / Headteacher 3 <sup>rd</sup> September 2021
7.3	Issue progress and attainment data reports to all governors.	Headteacher 23 <sup>rd</sup> July 2021
7.5	Arrange meeting of the Hinstock School Development Working Party, investigate actions required and report back to FGB.	Headteacher / Clerk 23 <sup>rd</sup> July 2021
7.6	Cheswardine Working Party to contact community leads for advertising and marketing support.	Gary Boyle / Phil Stanton 3 <sup>rd</sup> September 2021
	Arrange meeting with Head to approve advertising methods. Investigate wraparound care potential.	Headteacher 3 <sup>rd</sup> September 2021
10.2	Appoint Wellbeing Lead at Cheswardine School and liase with Wellbeing Link Governor for support and monitoring.	Headteacher 23 <sup>rd</sup> July 2021
10.4	Finalise the new Wellbeing of Staff and Pupils Policy and approve in Autumn Term.	Wellbeing Link Governor
		BH&S Committee 2 <sup>nd</sup> November 2021
11.1	Book and attend Governor's Half Term Forum in the Autumn Term.	Clerk Sarah Mellor Helen Williams 20 <sup>th</sup> October 2021
11.4	All governors to attend an Annual Link Governor Review meeting.	All governors 2 <sup>nd</sup> September 2021 6.00-7.00pm Microsoft Teams
	Determine new link governor roles in line with the curriculum and produce annual monitoring plan.	Headteacher 23 <sup>rd</sup> July 2021
11.6	Issue draft Annual Governors Report to Parents for feedback and issue by the 16 <sup>th</sup> July 2021 (usual letter protocol, publish on school websites, social media, community noticeboards and Class Dojo).	Clerk 8 <sup>th</sup> July 2021
		All governors feedback 12 <sup>th</sup> July 2021
13.1	Contact Cheswardine PTA and Hinstock PTFA to confirm arrangements for Fed Fest.	Clerk 23 <sup>rd</sup> July 2021
	Governors to notify Clerk of availability between the hours of 2.00pm and 7.00pm on 12 <sup>th</sup> September 2021.	All governors 3 <sup>rd</sup> September 2021

Chair: .....



Date: .....

18/6/21

