



Goldstone Federation
Full Governing Body Meeting Minutes
Held on Thursday 18th November 2021 6.30pm at Hinstock School
AUTUMN TERM 2021

1.

Present		Absent
Rachael Williams (Headteacher)	Philip Stanton	Helen Williams
James Cartwright (Chair)	Jonathan Deakin	Gemma Watkins
Gary Boyles (Vice Chair)	John Lutner	Corinne Davies-Griffith
Sarah Mellor	Jo Davison	
Clerk	Nicola Tidball	

2. **Election of Officers**

Members of the governing body (GB) had been asked to indicate their willingness to stand for the election of officers prior to the meeting and no nominations had been received.

2.1 The Clerk and current Chair explained the need for succession planning and best practice. The GB discussed the roles of the Chair and Vice-Chair and offered opportunities for shadowing, training and opportunities to understand the responsibilities going forward.

2.2 **Election of Chair**

James Cartwright was elected unanimously to serve as Chair with a one-year term of office. There were no abstentions.

2.3 **Election of Vice Chair**

Gary Boyles was elected unanimously to serve as Vice Chair with a one-year term of office. 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 approved the Code which is published on the school websites.

8. **Governor appointments**

8.1 **Parent governor election**

Kelly Mitchell has been elected as parent governor with a four-year term of office ending on 7th October 2025. The new governor was welcomed to the governing body and arrangements for an induction meeting with the Chair and Head and LA new governor training were confirmed.

8.2 **Governor resignation**

Lizzie Leek, co-opted governor, has resigned with effect from 17th November 2021. The Chair thanked them for their support and work as a governor in the Goldstone Federation.

8.3 Co-opted governor vacancy

The GB discussed options for filling the new vacancy based on the required skills and potential interested people within the community.

8.4 Governor training

The GB were reminded of their subscription to the NGA's Learning Link resource and the availability of CPD opportunities from the LA via the University Centre Shrewsbury. Some scheduled courses have been cancelled this term and training continues online until further notice. The following training has been completed since the last meeting and the skills matrix has been updated accordingly:

Member	Training /Development	Date attended
Sarah Mellor Jo Davison	Practical ways of being a governor including the role of the Link Governor	29 th October 2021
Jo Davison	Health & Safety Governor training	23 rd September 2021
Gary Boyles	KCSiE Update course for staff 2021	10 th November 2021
Nicola Tidball	Clerking & Committees refresher course	10 th November 2021

8.5 Safeguarding training is required for all new governors since 2020.

John Lutner joined the meeting at 7.15pm.

9. Minutes

9.1 To receive and confirm the minutes of the FGB Summer meeting held on 1st July 2021

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 A parent governor election was held in September 2021 with no success, therefore repeated in October 2021 resulting in two candidates.

9.2.2 Progress reports had been received by the GB and discussed at the Autumn Curriculum & Standards Committee meeting.

9.2.3 A Wellbeing Lead has been appointed at Cheswardine School. The Staff and Pupil Wellbeing Policy has been approved by the Buildings, Health and Safety Committee and the monitoring responsibility has been included in the committee's term of reference.

9.2.4 The LA's Governor Half Term Forum was cancelled.

9.2.5 An Annual Link Governor Review took place in September 2021. A new Link Governor Monitoring Procedure was approved and roles were agreed.

9.2.6 An Annual Governors Report to Parents was issued in July 2021. No parent feedback was received by the GB.

9.2.7 Six governors attended the summer joint schools event Fed Fest.

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

9.3 To receive and confirm the minutes of the Annual Link Governor Review held on 2nd September 2021

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. All actions have been completed.

10. Committee Items

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

The GB reviewed the 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. The review of non-panel terms of reference has been delegated to the committees and this has been completed.

10.2 The GB is required to confirm the amounts of money for single item expenditure and virement to the Head and Finance & Personnel Committee and agreed the following:

Chair's Initials & Date



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

10.3 Minutes of Committees (Appendix A)

10.3.1 Finance & General Personnel Committee

The minutes and a verbal summary from the committee chair of a meeting held on 21st October 2021 were received and considered. The Head and staff were commended for good financial management.

10.3.2 Curriculum & Standards Committee

The minutes and a verbal summary from the committee chair of a meeting held on 11th October 2021 were received and considered. The use of Pupil Premium and the progress gap resulting from the pandemic were highlighted. Link Governors were reminded to focus on the evident gaps in progress and attainment during monitoring visits and discussions.

(C) The GB asked if there are any other actions that can be implemented to help achieve progress targets:

(I) The Head confirmed that everything is being done that can be and that the committee and Link Governors are monitoring the situation closely.

10.3.3 Buildings, Health & Safety Committee

The minutes and a verbal summary from the committee chair of a meeting held on 2nd November 2021 were received and considered. The Health & Safety Compliance Tracker is being used by the Head for regular monitoring effectively.

10.3.4 Update on Hinstock School pedestrian crossing

The Buildings, Health and Safety Committee chair reported changes to the existing plan to upgrade the school crossing due to safety concerns and requested attendance at an upcoming Parish Council meeting in January or February 2022. The GB discussed the issues and possible solutions and agreed to support any required actions.

10.4 Cheswardine School Working Party Update

The members of the group tasked with increasing the pupil number on role at Cheswardine School summarised the latest progress. The school is working with the marketing faculty at Keele University to develop and implement a strategy and plans are going well.

10.5 Hinstock School Development Focus Group Update

The members of the group tasked with developing and expanding Hinstock School premises to accommodate the increasing pupil number on role met on 10th November 2021 and explained plans so far. The LA have agreed to meet with the governors to consider proposals for a short and long-term plan. The GB discussed alternative plans to building expansion.

11. School Performance

11.1 Headteacher's Autumn Report (Appendix B)

The report had been received and read by all governors prior to the meeting. The Head explained the report format to new governors and highlighted that COVID-19 continues to have a major impact on pupil and staff absences, morale, progress and ongoing planned actions. The GB discussed new health and safety options to ease staff and pupil concerns.

(C) The GB requested an update on the school cook vacancy:

(I) The Head explained that Shires Catering Service are responsible for replacing the member of staff and although there is no replacement yet, temporary support is being provided.

(C) The GB noted and questioned issues with Yr3 pupil progress data:

(I) The Head confirmed that this is being monitored closely by teaching staff and the Curriculum & Standards Committee and that actions are ongoing.

(C) The GB asked how the Head felt each school was performing in terms of Ofsted:

(I) The Head reported honestly, highlighting the reduction in effective teaching and progress at both schools due to COVID-19.

A long-standing teaching assistant is leaving at the end of the month and the GB requested that the Head thank them for their hard work and support during their time at Hinstock School.

Chair's Initials & Date

- 11.2 SEND Autumn Report (Appendix C)**
The SEN Academic Year 2021-22 Autumn Reports had been received and read by the governors prior to the meeting. Although this is also monitored by the Curriculum & Standards Committee and the SEND Link Governor, all governors have a responsibility to ensure SEN teaching, support and pupil development is effective across the Federation.
- 11.3 Approval of the School Improvement Plan (SIP)**
The Head had issued the initial SIP for 2021-22 prior to the meeting and explained how the document is produced with staff input. The final SIP will be issued to the GB on completion and the ongoing document is available on SharePoint.
The Chair highlighted the important role governors play in achieving and monitoring the aims of the SIP and how it should be used during Link Governor monitoring visits.
The GB approved the initial School Improvement Plans for each school and acknowledged their role in achieving the aims.
- 11.4 Staff Performance Management Summary**
The GB had received and read the Annual Performance Management Reports (Appendix D). All recommended pay progressions had been approved by the Salaries, Performance Management and Employment Issues Committee at a meeting held on 3rd November 2021 and the Chair authorised the reports.
- 11.5 Pupil Exclusions**
The Head reported that there had been zero fixed period exclusions during the Summer term 2021.
- 11.6 Governors' Activity in Monitoring School Performance**
The GB reviewed the ongoing Link Governor monitoring visit procedure following the Annual Link Governor Review meeting in September 2021 and agreed that visits are being carried out effectively, where possible due to COVID-19 restrictions. Link Governors were reminded to schedule and inform the Clerk of meeting dates for next term. Visit reports will be uploaded to SharePoint for shared use in the 'Link Governor Monitoring' folder.

12. Pupil and Staff Wellbeing

- 12.1** The Wellbeing Link Governor reported on staff mental health at Cheswardine School, highlighting that COVID-19 has resulted in reduced communication due to safety restrictions. The GB discussed ideas for team building and the use of a staff wellbeing survey to gauge morale and highlight governor concern. It was agreed that the school budget could support a staff social event across the Federation.
The Hinstock School Wellbeing Lead staff governor has been absent due to COVID-19 therefore LG visit report to follow.
- 12.2** The Wellbeing Link Governor reported on pupil mental health and wellbeing at Cheswardine School, highlighting the positive impact of a voluntary mentor. The GB discussed the need for a permanent professional mentor across the Federation and ongoing difficulties with obtaining acknowledgement, funding and support from the LA. It was agreed that the Wellbeing leads will monitor the effect of support interventions on pupil wellness and behaviour and the situation will be reviewed at the FGB Spring meeting.

13. Annual Safeguarding Review

The GB has a statutory responsibility to strategically monitor the welfare of pupils and staff through the DfE's Keeping Children Safe in Education (KCSiE) guidance.

- 13.1 Safeguarding Report (Appendix E)**
The Head explained the completion of the DSL Compliance Update to Governors report on 8th November 2021 across the Federations. The GB acknowledged receipt of the NGA's safeguarding guidance.
- 13.2 KCSiE Policy Reviews**
The Head confirmed that the following policies were in place and the GB acknowledged their legal obligation to read and understand the policies. Policies are published on the school websites where applicable and the Policy Review Schedule has been updated.
- 13.2.1 Safeguarding & Child Protection Policy**
The Head highlighted key updates implemented in September 2021.
- 13.2.2 Disqualification under the Childcare Act 2006 Guidance for Schools**
The Head confirmed annual completion.

Chair's Initials & Date

13.2.3 Safer Recruitment

Three governors have received Safer Recruitment training.

14. Review of General Data Protection Regulations (GDPR)

The GB has a statutory responsibility to understand and monitor school GDPR compliance and approve a bi-annual report.

14.1 Data Protection Officer (DPO) Report (Appendix F)

The GB had received and read the DPO Reports for each school, completed following audit by the DPO in the Summer and Autumn terms. The role of the DPO was explained to the GB and support was offered by a member of the GB. The reports highlighted the need for updated staff and governor GDPR training, however both schools are compliant in their duties to manage GDPR. The reports were approved by the GB and signed by the Chair.

14.2 GDPR Policy Review

The GDPR Policy and all associated policies have been reviewed by the Head and DPO, which are published on the school websites. The GB approved the policy, which was signed by the Chair, and the Policy Review Schedule was updated.

15. Admission Policies 2023/24

Governing bodies are asked to formally determine the 2023/24 policy for in-year admissions by the 28th February 2022 (even when there are no changes) and ensure that this is published on the school websites by the 15th March 2022.

The GB confirmed that a suitable policy was in place and determined that the arrangements would remain unchanged for 2023/24.

16. Information, Training and Development

(see Appendix Booklet)

The Chair 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 (Clerks' reference)*
2. *New Governor Induction Checklist (Chair and Clerks' reference)*
3. *Delegation of Functions (Clerks' reference)*
4. *The Appointment of Designated Link Governors*
5. **School Performance**
 - *Suggested questions and considerations regarding school governance*
 - *DfE: Research and Analysis – School and trust governance during coronavirus*
 - *Ofsted updates inspection handbook*
 - *DfE School Governance Update July 2021*
 - *Early Career teachers (formerly known as Newly Qualified Teachers) from September 2021*
 - *NGA -Governors and Staff Performance*
6. *Setting Targets, Monitoring and Evaluation: Assessment and Accountability*
7. *Policy Review*
8. *Revised Keeping Children Safe in Education: guidance to come into force from 1st September 2021*
9. *What should be included in the Safeguarding Report to Governors?*
10. **Admissions Arrangements 2023/2024**
11. *Chairs and Clerks' Agenda Briefing – Autumn 2021*
12. *CPD for Governors Autumn 2021*
13. **CPD from National Governance Association (NGA)**
14. *HR: Annual Salary Review A Reminder– Autumn Term 2021/2022*

17. To set the annual governing body and committee meetings for the next twelve months:

It was agreed that the meetings for the next twelve months would be held as follows:

(* venue subject to change depending on current DfE COVID-19 guidance)

Meeting	Date & Time
Full Governing Body	Thursday 17 th March 2022 6.30pm Cheswardine School
	Thursday 7 th July 2022 6.30pm Hinstock School
	Thursday 22 nd September 2022 6.30pm Cheswardine School
	Thursday 24 th November 2022 6.30pm Microsoft Teams

Chair's Initials & Date

Buildings, Health & Safety Committee	Thursday 19 th May 2022 9.00am Hinstock School Thursday 3 rd November 2022 9.15am Cheswardine School
Finance & General Personnel Committee	Tuesday 1 st March 2022 9.30am Cheswardine School Tuesday 7 th June 2022 9.30am Hinstock School Tuesday 11 th October 2022 9.30am Cheswardine school
Curriculum & Standards Committee	Monday 14 th February 2022 9.30am Hinstock School Monday 13 th June 9.30am Cheswardine School Monday 17 th October 2022 9.30am Hinstock School
Salaries, Performance and Employment Issues Committee	HTPR Monday 6 th December 2021 11.00am Hinstock School Friday 20 th May 2022 9.30am Hinstock School Mid-Year HTPR Friday 4 th November 2022 9.30am Cheswardine School
Annual Parents Meeting	To be arranged
Annual Link Governor Review	Thursday 22 nd September 2022 FGB Autumn Meeting

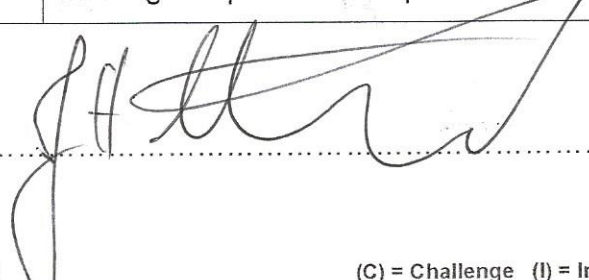
The Chair thanked everyone for their attendance, input and support.

Meeting closed at 9.04pm

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

Agenda Item Number	Task	Responsibility / Timescale
8.1	Chair and Head to complete new governor induction process and DBS check. New governor to attend training.	Chair/ Head/ Kelly Mitchell March 2022 Kelly Mitchell / Clerk March 2022
8.3	Contact potential new co-opted vacancy candidates in Cheswardine and arrange meetings.	Vice-Chair / Head / Clerk 19 th December 2021
10.3.4	Governors to attend a Parish Council meeting to support the development of the Hinstock School pedestrian crossing.	All governors January / February 2022
11.3	Issue final School Improvement Plans (SIPs) to the GB and update SharePoint	Head / Clerk 1 st December 2021
11.6	Plan LG monitoring visits for the Spring Term 2022 and inform Clerk. Upload visit reports to SharePoint.	All Link Governors 17 th December 2021
12.1	Carry out a staff wellbeing survey and report back to FGB Spring 2022 Meeting. Investigate options and implement a staff social event.	Wellbeing Link Governor March 2021 Head January 2021

Chair:



Date:

17/3/22

Chair's Initials & Date

