



**Goldstone Federation**  
**Full Governing Body Meeting Minutes**  
**Held on Thursday 17<sup>th</sup> March 2022 6.30pm at Cheswardine School**  
**SPRING TERM 2022**

1.

Present		Apologies accepted
Rachael Williams (Headteacher)	Jo Davison	Sarah Mellor Jonathan Deakin
James Cartwright (Chair)	Helen Williams	
Gary Boyles (Vice Chair)	Kelly Mitchell	
Philip Stanton	Mike Pound	
John Lutner	Caroline Henderson	
<b>In attendance</b>	Corinne Davies-Griffith	
<b>Clerk</b>	Nicola Tidball	

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 it had not been necessary for the Chair or Vice Chair to act under their emergency powers.

5. **Governing Body (GB) Updates**

5.1 **Governor appointments and resignations**

5.1.1 Gemma Watkins, staff governor, resigned with effect from 20<sup>th</sup> January 2022. The Chair thanked them for their support and hard work as a governor for the Goldstone Federation.

5.1.2 Caroline Henderson was elected unopposed as staff governor with a four-year term of office ending on 15<sup>th</sup> February 2026.

5.1.3 Mike Pound was appointed as a co-opted governor by the GB at an extraordinary meeting held on 18<sup>th</sup> February 2022, with a four-year term of office ending on 18<sup>th</sup> February 2026. The governor was also appointed to the Buildings, Health & Safety Committee based on relevant skills and experience.

The new governors were welcomed to the GB, induction packs have been received and the induction process is ongoing. The school websites and GIAS have been updated accordingly.

5.2 **Governor training and development**

The GB were reminded of the availability of CPD opportunities from the LA via the University Centre Shrewsbury, including Half Term Governor Forums. Some scheduled courses have been cancelled this term and training continues online until further notice. Ofsted, Safeguarding Level 1, Analysing School Performance Data and New Governor Training has been requested. The following training has been completed since the last meeting and the skills matrix has been updated accordingly:

Member	Training /Development	Date attended
Kelly Mitchell	New Governor Training (UCS)	22 <sup>nd</sup> February 2022
	Ofsted Framework	2 <sup>nd</sup> February 2022

5.3 **External review of governance**

The governors were asked to consider an opportunity to undertake a funded external review of governance by the DfE's National Leader in Governance (NLG) and the NGA. The GB discussed the eligibility of the Federation and the benefits of the exercise, including evaluating the GB's performance and improve effectiveness to achieve the aims of the Federation's Vision & Strategy. The GB agreed to the external review, as well as an annual review of the Vision & Strategy document for approval at the Summer 2022 meeting.



## 6. Minutes

### 6.1 To receive and confirm the minutes of the Extraordinary Meeting held on 18<sup>th</sup> February 2022

The minutes of the meeting were approved by the GB, noting one typing error, signed as a true record by the Vice-Chair and filed in the Federation Minute Book. There were no matters arising.

### 6.2 To receive and confirm the minutes of the FGB Autumn meeting held on 18<sup>th</sup> November 2022.

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.

### 6.3 Matters arising from the minutes

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

**6.3.1** The new governor induction process and DBS check has been completed for Kelly Mitchell.

**6.3.2** The GB were updated on plans to change the school crossing outside Hinstock School along with changes to the approach on the A529. Details for a Parish Council meeting to discuss the matter have not been received by the GB, therefore the situation is ongoing.

**6.3.3** The final School Improvement Plan (SIP) was distributed to the GB last term.

**6.3.4** Spring Term Link Governor monitoring visits are in progress. Governors were reminded to upload reports to SharePoint ready for Committee or GB review.

**6.3.5** Following agreement at the last meeting, the Head has booked a staff social event to encourage team building and improve morale. The Head requested approval for funding the event within the financial budgets and this was agreed unanimously by the GB.

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

## 7. Committee Items

### 7.1 Minutes of Committees (Appendix A)

The Committee Chairs were asked to report back from the Spring meetings and raise any matters requiring full GB discussion and approval:

#### 7.1.1 Curriculum & Standards Committee

The minutes and a verbal summary from the Committee Chair of a meeting held on 14<sup>th</sup> February 2022 were received and considered. The GB discussed overall pupil progress, highlighting the positive impact of pupils returning to face-to-face learning during the COVID-19 pandemic. The GB were informed of the introduction of a new Link Governor summary report, which will simplify progress and quality of education for the areas monitored. It was agreed that this would help to measure improvement and the effectiveness of monitoring.

#### 7.1.2 Finance & General Personnel Committee

The minutes and a verbal summary from the Committee Chair of a meeting held on 1<sup>st</sup> March 2022 were received and considered. The Head and staff were commended for good financial management and the benefits of the LA's School Finance Officer were highlighted. The Head explained the financial reporting and budget deadlines, and the receipt of Sparsity Funding for both schools in the Federation going forward.

### 7.2 Review of Shires Catering Service Level Agreement.

Approval of all service level agreements (SLAs) has been delegated to the Finance & General Personnel Committee, however discussion with Shires Catering is ongoing and the Head updated the GB. The Head requested GB approval for a standardisation and increase in the price of a school meal across the Federation. The GB discussed the current price, the proposed changes and the impact on parents and agreed to the price increase with effect from September 2022.

The GB also discussed the impact of increased insurance premiums and service inclusions.

### 7.3 Cheswardine School Working Party Update

The governors tasked with increasing the pupil number on role at Cheswardine School and Nursery reported latest progress, highlighting the need for website improvement and the introduction of wraparound care. Marketing plans and monitoring are ongoing.

Chair's Initials & Date





#### 7.4 Hinstock School Development Focus Group Update

The governors tasked with developing and expanding Hinstock School premises to accommodate the increasing pupil number on role summarised the situation. The LA have agreed to meet with the governors to consider proposals for a short and long-term plan, however this has been delayed due to COVID-19. The GB discussed the Local Plan and further housing development in the village.

### 8. School Performance

#### 8.1 Headteacher's Spring 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 key points.

A long-standing nursery teacher is leaving at the end of term and the GB were invited to attend a leaving event on 7<sup>th</sup> April 2022.

(C) The Hinstock leadership target is highlighted as 'good' at Hinstock. On what is this based?

(I) The Head explained how the judgement had been based on feedback from the last Ofsted inspection and assumed as mirrored across the Federation with the same GB.

(C) Why is there a drive for improvement in RSE and PSHE at Hinstock and not Cheswardine?

(I) The Head explained that the SEF at Cheswardine is incomplete and will likely mirror the aims and improvement at Hinstock in that area.

(C) What is the cause of lower attendance figures at Cheswardine compared to Hinstock?

(I) In general, pupil absence can be attributed to COVID-19 cases and some other factors, which are being monitored, however due to the lower number on role (NOR) at Cheswardine, percentage attendance is affected more when a pupil is absent. The Head highlighted that since the report, attendance has improved significantly at Cheswardine (currently 99.1%), whilst attendance at Hinstock has more fluctuations due the higher NOR and larger village dynamics.

(C) Is there any potential change in LAC or international pupil attendance, especially due to current world affairs?

(I) The impact on local admissions was discussed and the Head explained that schools are not receiving formal support from the LA but is aware of support available if required. The Head assured the GB that any new pupils and families would be well accommodated and supported.

(C) The GB asked for a verbal progress summary of Reading and Writing progress:

(I) The staff governor and Head explained progress and teaching support. Yr1 Phonics screening has been restored following COVID-19.

#### 8.2 School Improvement Plan (SIP)

Governors had received the finalised SIP for 2021-22 at the end of the Autumn Term. The Head introduced the 'Tiered Model for SIP' (Appendix C), which has been developed using the Education Endowment Fund (EEF) Toolkit, to be used by staff and governors as a guidance for achieving SIP targets. The GB discussed the use and benefits and the Head confirmed that staff have been made aware. The SIP and TMS are available on SharePoint.

#### 8.3 Report from Designated Children Looked After & Previously Looked After Teacher (LAC/PAC) (LA Appendix Booklet Item 4 and Appendix D)

The GB received and considered an annual report from the designated teacher at Hinstock School and no issues were raised. There is currently no report required for Cheswardine School. The DSL is awaiting further LAC training and monitoring visits by the Link Governor are in progress.

#### 8.4 Pupil Exclusions

The Head reported that there had been zero fixed period exclusions during the Autumn term 2021.

#### 8.5 Hate Crime

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

#### 3.6 Governors' Activity in Monitoring School Performance

Link Governor (LG) monitoring reports for curriculum subjects are reported to the Curriculum & Standards Committee. The following non-curriculum monitoring areas were reported to the GB:

##### 8.6.1 Safeguarding

Monitoring is being carried out every term with the Designated Leads at each school and the LG reported no issues or concerns. An annual safeguarding review took



place at the Autumn GB meeting.

#### **8.6.2 Pupil and Staff Wellbeing**

Staff surveys have been completed by both schools and the LG verbally reported the key outcomes of low staff appreciation, high workload and communication issues. The Wellbeing Leads need further clarification to define the support role. Pupils are being well supported at both schools and there are no concerns, however more external professional support is required to manage more complicated issues. The GB discussed how staff and pupils can be better supported externally, suggested additional resources and signposting and questioned how improvement would be monitored. The Head confirmed that information and guidance is made available to all.

#### **8.6.3 Pupil Premium Grant (PPG)**

PPG Strategies are published on the school websites. No monitoring visits have been completed this term and the LG discussed the role and requested guidance.

### **9. Shropshire Holiday Activities and Food (HAF) (LA Appendix Booklet Item 12)**

The government funded Shropshire HAF programme has been extended for a further three years and governors had received the latest information for schools to sign up to the programme. The GB discussed the viability within both communities and the Head reported the use of food vouchers and after-school activities in the Federation.

The GB discussed the benefits to families in the communities and agreed to investigate further.

### **10. Information, Training and Development (see LA 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. *Annual Fire Risk Assessment, Asbestos and Legionella Assessments (delegated to the BH&S Committee)*
2. *Safeguarding - sexual harassment, sexual violence and online sexual abuse.*
3. *Pupil Exclusions*
4. *Report from the Designated Children Looked After and Previously Looked After Teacher*
5. *Analyse School Performance (ASP) training for governors*
6. *School Budget 2022-23 (delegated to the F&GP Committee)*
7. *Service Level Agreements (SLA) 2022-23 (delegated to the F&GP Committee)*
8. *Chairs' and Clerks' Agenda Briefing – Spring term 2022*
9. *CPD for Governors – new training dates for Spring 2022*
10. *Delegation of functions of the governing body to committees/review of committee terms of reference*
11. *Associate Members*
12. *Shropshire Holiday Activities and Food (HAF)*
13. *DfE and NGA Guidance*

### **11. Any Other Urgent Business**

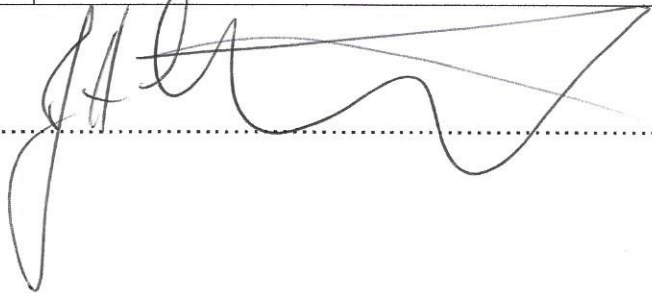
None

### **12. Date of next meeting: Thursday 7<sup>th</sup> July 2022 6.30pm Hinstock School**

The Chair thanked everyone for their attendance, input and support.  
Meeting closed at 8.15pm

**Summary of actions/activities for Goldstone Federation FGB Spring 2022 Meeting:**

Agenda Item Number	Task	Responsibility / Timescale
5.1	Arrange induction meetings with new governors Caroline Henderson and Mike Pound.	Head / Chair 1s April 2022
5.2	Attend New Governor Training via CPD@UCS	Caroline Henderson Mike Pound
5.3	Implement the NLG's External Review of Governance. Arrange meeting to review the Federation's Vision & Strategy.	Clerk 1st April 2022 Clerk / Chair 1st April 2022
7.1	Produce LG Summary Report for the Summer LG Review.	Clerk / All Link Governors 23rd June 2022
7.4	Arrange and attend Hinstock School site meeting with LA (Phil Wilson / Carol Sneddon).	Head / Focus Group 1st April 2022
11.1	Attend Nursery Teacher Lynda Hewson's leaving picnic at Hinstock School.	All governors 7th April 2022 2.30pm
8.6.3	Forward Pupil Premium monitoring guidance to the LG.	Clerk 1st April 2022
9.0	Investigate options for using the HAF Programme at both schools and report to the next FGB meeting.	Helen Williams 7th July 2022

Chair: 

Date: 7/7/22