



Goldstone Federation
Full Governing Body Meeting Minutes
Held on Thursday 7th July 2022 6.35pm Hinstock Primary School
SUMMER TERM 2022

1.

Present		Apologies accepted
Rachael Williams (Headteacher)	Sarah Mellor	Phil Stanton
James Cartwright (Chair)	Helen Williams	Caroline Henderson
Gary Boyles (Vice Chair)	Kelly Mitchell	
Jonathan Deakin	Mike Pound	
John Lutner	Jo Davison	
In attendance	Corinne Davies-Griffith (SENCo / Associate Member)	
Clerk	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**

The Chair informed the GB of the Clerk's resignation with effect from 22nd July 2022. The Clerk was thanked for their hard work and commitment.

5.2 **Governor training and development**

The following training has been completed since the last meeting and the skills matrix and training record have been updated accordingly:

Member	Training /Development	Date attended
Mike Pound	New Governor Training (UCS)	May 2022
Caroline Henderson	New Governor Training (UCS)	May 2022

The following training has been requested or is now required as statutory:

Member	Training /Development	Date
All governors	Level 1 Safeguarding	January 2023
F&P Committee	Finance for governors	tba
All governors	ASP data training	tba
All governors	Ofsted training	tba

Governor CPD opportunities for the next term are detailed in the Governor Services Appendix Booklet and a catalogue is also available on the Shropshire Learning Gateway.

5.3 **Appointment of Clerk to Governors**

The Head and Chair updated the GB on the recruitment process so far with a view to appointment in the Autumn term. The Head and Clerk informed the GB of temporary options should the need arise. The closing date for applications is 1st September 2022.

6. **Minutes**

6.1 **To receive and confirm the minutes of the Extraordinary Meeting held on 17th March 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.

6.2 Matters arising from the minutes

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

- 6.2.1 New Governor Induction meetings have been completed with Mike Pound and Caroline Henderson, 'Welcome to Governance' publications received and induction pack paperwork has been filed.
- 6.2.2 A Link Governor (LG) Monitoring Summary has been produced and distributed to all governors. The summary is available for ongoing update on SharePoint.
- 6.2.3 A meeting has not yet been arranged with the LA to ascertain the changes needed to accommodate increased capacity at Hinstock School. The GB discussed the fluctuations in number on role (NOR) and an action plan going forward.
- 6.2.4 Some governors attended Lynda Hewson's leaving event at Hinstock School.
- 6.2.5 The LG for Pupil Premium has received guidance to effectively monitor the use of funding and the progress of PP pupils within the Federation.
- 6.2.6 The implementation of the HAF programme within the Federation communities has been investigated and deemed unviable. However HAF events are available within the locality and parents and pupils are being signposted.

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

7. Committee Items (Appendix A)

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

7.1 Buildings, Health & Safety Committee

The minutes and a verbal summary from the Committee Chair of a meeting held on 19th May 2022 were received and considered. The Head updated the GB on the ongoing situation with the LA's property service and in particular the ineffective surveying of school premises. A productive meeting was held and long-term building issues are now being addressed. The Committee Chair updated the GB on the proposed changes to the Hinstock pedestrian crossing and highlighted action required at the request of the Cllr Rob Gittins. The GB discussed the LA's plans for road changes on the A529, which are available on SharePoint, and agreed to invite the Councillor to a meeting in school, prior to public consultation.

7.2 Finance & General Personnel Committee

The minutes and a verbal summary from the Committee Chair of a meeting held on 7th June 2022 were received and considered. As delegated in the Committee Terms of Reference, the Year End Budgets 2021-22 and Budget plans for 2022-3 have now been approved in line with LA deadlines. The Committee Chair summarised overall budget health and the key factors affecting current and future school budgets.

7.3 Curriculum & Standards Committee

The minutes and a verbal summary from the Committee Chair of a meeting held on 13th June 2022 were received and considered. The Committee reiterated that LG curriculum monitoring should be fed back to the Committee for effective discussion. The SENCo provided information on the increased percentage of SEN pupils at Hinstock and how this has impacted progress and attainment.

(C) What progress has been made to address the issue of SEN management since the last meeting?

(I) The Head informed the GB of staff changes to implement additional and more focused pupil support and monitoring is ongoing. The GB discussed additional financial support and viability, agreeing that the need is justified in targeting SEN pupils and enabling removal from the SEN register where possible.

The Chair thanked all staff on a successful SATs process.

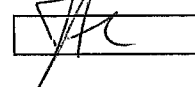
7.4 Approval of the Special Educational Needs (SEN) Policy

The SEN Policy had been reviewed by the Head, SENCo and Curriculum & Standards Committee and received by the GB prior to the meeting. There are no major changes since last year and the policy was approved by the GB. The SEN policy is published on the school websites and the Policy Review Schedule has been updated.

7.5 Cheswardine School Working Party Update

The governors tasked with increasing the pupil number on role at Cheswardine School and Nursery reported latest progress. The GB discussed changes in the community and the potential impact on NOR.

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7.6 Hinstock School Development Focus Group Update

The governors tasked with developing and expanding Hinstock School premises to accommodate the increasing pupil number on role had previously reported progress in Item 6.2.3.

8. School Performance

8.1 Headteacher's Summer Report (Appendix B)

The report had been received and read by all governors prior to the meeting and the GB commended the Head on a comprehensive and easily understandable document. SATs results were received after the report was issued, therefore the Head updated the GB and summarised the outcomes as follows:

Curriculum subject	Cheswardine School	Hinstock School
Reading	86%	89%
Mathematics	71%	78%
Grammar, Punctuation & Spelling	57%	67%

The Head and SENCo explained the attainment figures and impacting factors. The GB discussed the high percentage of dyslexia and SEN and made comparisons nationally. The GB agreed that the results were good considering the negative impact of COVID-19 on mental health, teaching, development and attendance. The Head and SENCo highlighted that some issues have been raised and that a SAT appeal process is being followed.

(C) What progress has been made in addressing poor pupil attendance?

(I) The Head confirmed that low attendance continues to be an issue and in some cases this is due to unauthorised holiday absence. The GB discussed that with schools being held to account, attendance issues would be flagged when 96% is reached and made possible suggestions to address absenteeism with parents.

(C) What is the current impact of COVID-19 on pupils and staff?

(I) COVID-19 cases are decreasing in the schools; however, the GB discussed the potential impact from a Winter surge in cases.

The GB noted the Head's classifications of 'Good' in all SEF areas across both schools in the Federation and congratulated the Head for overall positive improvement.

8.2 School Improvement Plan (SIP)

Governors had received the updated 'Tiered Model for SIP' (Appendix C), which has been developed using the Education Endowment Fund (EEF) Toolkit and used by staff and governors as guidance for achieving SIP targets. The GB commended the document, highlighting its usefulness for Ofsted inspections. The SIP and TMS are available on SharePoint.

The school residential trip was a success despite some COVID-19 disruptions. The Head explained that due to an issue with a parent during the trip, a 'parent acceptable behaviour on residential' document has been introduced. A further residential trip to Fordhall Farm has been awarded to Hinstock school as a result of entering a competition and future residential are being planned across the Federation. The GB discussed the positive impact on pupils making cross-federation friendships.

8.3 Pupil Exclusions

The Head reported that there had been zero fixed period exclusions during the Spring term 2022.

8.4 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:

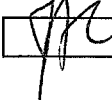
8.4.1 Safeguarding

Monitoring is being carried out every term with the Designated Leads at each school and the LG reported no issues or concerns. The Single Central Record (SCR) and all other documentation are up to date.

8.4.2 Pupil and Staff Wellbeing

The LG reported that following recent pupil surveys, overall mental health and wellbeing is good. Pupils are being well supported at both schools and there are no concerns, however a small area for improvement is parent awareness of school

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mental health resources. Overall positive change has been observed during monitoring visits over the last year.

Staff wellbeing has improved and the Chair read out an email from the staff at Cheswardine School, expressing their thanks to the GB for a morale boosting social event at Goldstone Hall this term. Hinstock School staff will also attend an event this term.

8.4.3 Pupil Premium Grant (PPG)

Monitoring visits have been completed and the LG reported that use of PPG is maximised, relevant and effective in improving pupil outcomes. It was noted that parents are unaware of informing the schools of any change to circumstance and that identification of additional support may be required. Overall the LG confirmed that PPG information is transparent and linked to the SIP outcomes.

9. Annual Complaints Review 2021-22

9.1 Complaints Report

The Head reported the following received complaints for the year 2021-22:

One informal complaint at Cheswardine School.

One email of concern at Hinstock School.

One formal complaint at Hinstock School, for which Stage 1 of the Complaints Procedure has been followed and awaiting outcome.

9.2 Complaints Committee

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

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. DfE Education white Paper Proposals and SEND Green Paper Consultation (Appendix Booklet Item 6 and Appendix D)

The GB were asked to discuss the key points of the recent Education White Paper which sets out the government's vision for education and the SEND Green Paper, which was published in March 2022. All governors had been directed to the papers and received NGA summaries prior to the meeting. The Head and Vice-Chair have attended an LA information forum and reported back to the GB.

The GB considered the White Paper's 'Chapter 4: A stronger and fairer school system', namely the academisation of all schools, discussing local MATs, the advantages and disadvantages to small rural primary schools and the probability of academisation outcomes being achieved in the proposed time-scale. The GB agreed to monitor the situation, attend other information opportunities and take no further action at this time.

11. Annual Governance Review

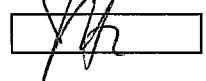
11.1 Evaluation of Governing Body and Committee Effectiveness (Appendix E)

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. The Clerk summarised annual governor attendance, confirmed that training needs are met where possible and that the skills matrix is up to date.

The GB discussed the overall effectiveness, highlighting good organisation and that large improvements have been made over the last year with the appointment of new governors, streamlining of governor procedures and the implementation of a thorough link governor school monitoring plan.

In summary, the governors have the skills and experience required to fulfil their committee and governing body responsibilities of effective strategic monitoring and support the school and Head to achieve the School Improvement Plan.

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John Lutner left the meeting at 8.10pm

11.2 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 F**.

The GB discussed the need for future change to improve governor confidence and professional development. Succession planning for the role of Chair is still required.

11.3 Governors Activity in Monitoring School Performance

A new Link Governor (LG) school visit protocol was introduced at the start of the year. The Chair explained how the **LG Monitoring Summary (Appendix G)** has been used so far to track improvement and reiterated the need for update after each visit for use by the Curriculum & Standards Committee and the GB. The GB also discussed its use as a marker for staff, however this was not agreed.

Overall, LG monitoring and reporting has improved significantly. The frequency of school visits is at the discretion of each governor with a minimum of one per year. The LG Monitoring Summary will be reviewed termly by the Curriculum & Standards Committee, with elevation to the next FGB meeting if issues arise.

11.4 Governor / Parent Relations

The GB discussed options for improving governor awareness within the schools and the larger community and the importance of enabling parents to engage with the governors. The website has been updated to improve understanding of the role of the governors.

The GB agreed not to issue an Annual Governance Report to Parents.

All governors are expected to attend school events where possible.

11.5 NLG External Review of Governance

An External Review of Governance is in progress as an outcome of the latest Ofsted Inspection at Cheswardine Primary School. Duncan Whitehouse, a National Leader in Governance (NLG), has been assigned however was unable to attend the meeting with feedback. The review will be completed in the Autumn term.

12. Goldstone Federation Vision & Strategy

The current Vision & Strategy, developed in April 2021, is due for review. The GB discussed if the vision and aims have been achieved and how the document could be used better, agreeing that COVID-19 has had a negative impact on fulfilling the Vision & Strategy. The GB agreed that staff, parents and pupils should be involved in developing the aims and suggested that the document be redrafted and distributed for consultation, with approval at the FGB Autumn meeting in November.

13. Information, Training and Development (see LA Appendix Booklet)

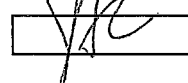
The Chair explained the Appendix Booklet by the LA, the GB confirmed that the booklet had been read and that the legislative changes had been noted. The GB were directed to the highlighted items:

1. Effectiveness of Committees
2. Planned Governance Visits into School
3. New Guidance: Effective Behaviour Management
4. School Budget - Chancellor's Spring Statement
5. Governance Self Review and Updated Guidance on 'What Governing Boards and School Leaders Should Expect from Each Other'
6. DfE -White Paper and SEND Green Paper
7. Admissions Arrangements 2024-25
8. Summer Term Chairs' and Clerks' Briefing and Training Sessions
9. CPD for Governors – training dates for Summer 2022 via Microsoft TEAMS
10. National Governance Association (NGA) Subscribers
11. DfE update - Emergency planning and response for education, childcare and children's social care settings
12. DfE update -Statutory policies for schools and academy trusts
13. Parent Governor Representative (PGR) Election, for Shropshire Council's People Overview Committee
14. Volunteers' Week and Thank You

11. Any Other Urgent Business

None

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12. Date of next meeting:
6.30pm Hinstock School

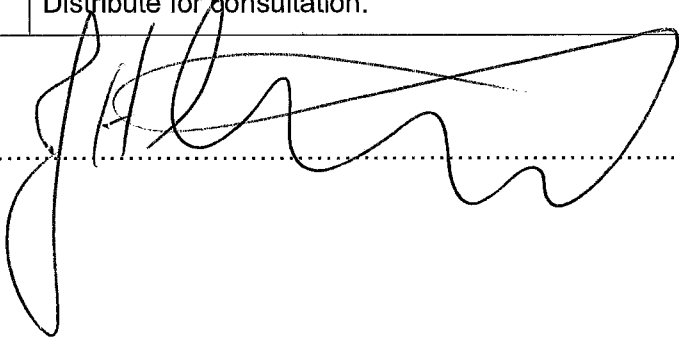
Thursday 24th November 2022

The Chair thanked everyone for their attendance, input and support.
Meeting closed at 8.55pm

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

Agenda Item Number	Task	Responsibility / Timescale
5.2	Notify GB of Level 1 Safeguarding training date, which all governors are expected to attend	Headteacher 19 th July 2022
5.3	Distribute clerk vacancy advert to Governor Services and social media sites.	Clerk / Headteacher 1 st September 2022
6.2.3	Arrange and attend a meeting at Hinstock School with Phil Wilson, LA.	Chair / Hinstock Focus Group 6 th September 2022
7.1	Arrange and attend a meeting with Cllr Rob Gittins to discuss proposed road plans in Hinstock.	Sarah Mellor / Headteacher 1 st August 2022
11.0	Complete a self-evaluation form for the GB as a whole and return to Clerk.	Chair 17 th July 2022
11.3	Complete the Link Governor Monitoring Summary 2021-22.	All governors 1 st September 2022
12.0	Redraft the Vision & Strategy ready for staff, parent and pupil consultation. Distribute for consultation.	Jo Davison 1 st September 2022. GB September 2022.

Chair:



Date:

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