

GOLDSTONE FEDERATION

GOVERNORS' MEETING ON

24th NOVEMBER 2022 AT 6.15PM

TYPE OF MEETING	FULL GOVERNORS MEETING	FACE TO FACE
PRESENT	James Cartwright Chair (JC) Gary Boyles Vice-Chair (GB) Mike Pound (MP) John Lutner (JL)	Rachael Williams Headteacher (RW) Joanne Davison (JD) Jonathan Deakin (JonD)18.40
CLERK	Viktoria Deakin	
IN ATTENDANCE	Corrine Davies-Griffith (CDG)	
QUORUM	Number: 5	QUORATE: YES

1.	APPOINTMENT OF CLERK Viktoria Deakin appointed as clerk.														
2.	APOLOGIES <table><tr><td>Received from</td><td>Reason</td><td>Consent Yes / No</td></tr><tr><td>Caroline Henderson (CH)</td><td>Sickness</td><td>Yes</td></tr><tr><td>Kelly Mitchell (KM)</td><td>Family emergency</td><td>Yes</td></tr><tr><td>Helen Williams (HW)</td><td>Work commitments</td><td>Yes</td></tr></table> ACTION: No action agreed.			Received from	Reason	Consent Yes / No	Caroline Henderson (CH)	Sickness	Yes	Kelly Mitchell (KM)	Family emergency	Yes	Helen Williams (HW)	Work commitments	Yes
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3.	ELECTION OF OFFICERS Members of the governing body are / have been asked to indicate their willingness to stand for election as chair. 3.1 <u>Election of Chair</u> The following nomination has been received: JC A vote was taken at the meeting by a show of hands once the candidate has left the room. JC was elected as Chair of the Governing Body for the ensuing year. 3.2 <u>Election of Vice-Chair</u> The following nomination has been received: MP A vote was taken at the meeting by a show of hands once the candidate has left the room. MP was elected as Vice-Chair of the Governing Body for the ensuing year.														

4.	DECLARATION OF INTEREST IN ANY ITEM OF BUSINESS ON THIS AGENDA There were no declarations of interest made. ACTION: No action agreed.																				
5.	TO REPORT ANY ACTION TAKEN UNDER EMERGENCY POWERS BY THE CHAIR OR VICE-CHAIR There was no action taken on the grounds of urgency. ACTION: No action agreed.																				
6.	REGISTER OF BUSINESS INTERESTS ANNUAL DECLARATION ACTION: KM and CH to submit Business Interest forms by next FGB meeting.																				
7.	GOVERNING BODY UPDATES 7.1 Governor appointments a) Appointment of Co-opted governor(s) vacancy There is no candidate secured for the Co-opted governor vacancy. b) Appointment of LA governor Neil Bentley appointed as LA governor. Governing body vacancies Sarah Mellor resigned in September 22. Phil Stanton resigned in November 22. 7.2 Induction and Training Neil Bentley is to be booked for Induction training for new governors. ACTION: If the Co-opted governor position continues to be unfilled, possible solution is to move GB into Co-opted governor position and secure a Parent governor.																				
8.	MINUTES 8.1 To receive and confirm the minutes of the previous meeting The minutes of the FGB Summer Meeting held on 7 th July 2022 were approved and signed as being a correct record. <table border="1"><thead><tr><th colspan="4">ACTION SHEET</th></tr><tr><th>ITEM NO</th><th>ACTION</th><th>TO BE COMPLETED BY</th><th>UPDATE</th></tr></thead><tbody><tr><td>5.2</td><td>Notify GB of Level 1 Safeguarding training date, which all governors are expected to attend</td><td>Headteacher 19th July 2022</td><td>18.1.23</td></tr><tr><td>5.3</td><td>Distribute clerk vacancy advert to Governor Services and social media sites.</td><td>Clerk / Headteacher 1st September 2022</td><td>Discharged</td></tr><tr><td>6.2.3</td><td>Arrange and attend a meeting at Hinstock School with Phil Wilson. LA.</td><td>Chair / Hinstock Focus Group</td><td>Ongoing</td></tr></tbody></table>	ACTION SHEET				ITEM NO	ACTION	TO BE COMPLETED BY	UPDATE	5.2	Notify GB of Level 1 Safeguarding training date, which all governors are expected to attend	Headteacher 19th July 2022	18.1.23	5.3	Distribute clerk vacancy advert to Governor Services and social media sites.	Clerk / Headteacher 1st September 2022	Discharged	6.2.3	Arrange and attend a meeting at Hinstock School with Phil Wilson. LA.	Chair / Hinstock Focus Group	Ongoing
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		6th September 2022	
7.1	Arrange and attend a meeting with Cllr Rob Gittins to discuss proposed road plans in Hinstock.	Sarah Mellor / Headteacher 1st August 2022	Discharged
11.0	Complete a self-evaluation form for the GB as a whole and return to Clerk.	Chair 17th July 2022	Discharged
11.3	Complete the Link Governor Monitoring Summary 2021-22.	All governors 1st September 2022	Discharged
12.0	Redraft the Vision & Strategy ready for staff, parent and pupil consultation. Distribute for consultation.	Jo Davison 1st September 2022. GB September 2022	Discharged

9.

Committee Items

9.1

Review of current terms of reference (Appendix Booklet Item 3)

Review terms of reference at Committee meeting annually.

9.2

Financial delegations

The governing body is required to confirm the amounts of money for single item expenditure for the Finance & General Personnel Committee:

	Single Item Expenditure	Virement
Headteacher	Up to £5000	Up to £5000
Finance & General Personnel Committee	From £5000 to £10000	From £5000 to £10000
Governing Body	Above £10000	Above £10000

JL: If there is a problem, the Headteacher to contact the Finance Committee.

9.3

Minutes of Committees

Committee Chairs to report back from the Autumn Committee meetings and raise matters requiring full governing body discussion and approval:

9.3.1

Finance & Personnel Committee 11th October 2022 (Appendix B)

JL: The carry over in both schools is enough to cover costs in 2022 and 2023, but may have a problem in 2024. We will be looking to see if the Government increases the funding. After school activities may not be financially viable, need to review charges and will have to adjust costing.

9.3.2

Curriculum & Standards Committee 9th November 2022 (Appendix C)

Last year extra staff supported the interventions across the schools, this was impacted by staff absences and did not have as much effect as hoped. The SENCO, having increased management time at Hinstock this year will hopefully make an impact with a teacher employed for boosting and tutoring. Small class sizes at Cheswardine support progress but appointment of 1:1 SEND support has proved tricky. The Annual Link Governors' Report has been introduced and when a governor completes a visit, they add to the annual review of activities. Increased distributed leadership through a designated Senior Leadership Team who meet monthly will support management and leadership activities across the Federation.

	<p>9.3.3 Buildings, Health & Safety Committee 2nd November 2021 (Appendix D) The issues with the play equipment in Hinstock is resolved. The H&S RoSPA Report confirmed that the equipment is safe to use.</p> <p>9.4 Review of Committee Structure and Membership (Appendix E) Refer to: Goldstone Federation Governors; and look at the document: Annual Review of Governance 2022-23</p> <p>9.5 Appointment/re-appointment of link governors (Appendix Booklet item 4) Refer to: Goldstone Federation Governors; and look at the document: Annual Review of Governance 2022-23</p> <p>ACTION: JD to have Safer Recruitment training.</p>
<p>10.</p>	<p>School Performance</p> <p>10.1 Headteacher's Autumn Report (Appendix F) Cheswardine: Numbers on roll: Presently 45, 55 including Nursery Hinstock: Numbers on roll: Presently 114, 137 including Hedgehogs Nursery There are currently 18 in the Reception class and the plan was 17. There is a waiting list for reception class spaces. There is a refugee family moved to Hinstock and they applied for a space at the reception class; the application may have to be refused because the class is already oversubscribed. This child could possibly travel to Cheswardine School if the Council provides transport.</p> <p><i>JC: Predictions and target setting for 2022/23 in age related expectations are rather low. CGS: There is a huge SEN cohort in the School. There are 12 students with high needs. RW: The aspirational targets will be lower in Cheswardine as well. MP: Does the EWO work out well? RW: Yes, it made a big difference with one child's attendance in particular recently.</i></p> <p>10.2 SEN Autumn Report (Appendix G)</p> <p><i>JD: When we met, you mentioned your frustration with the system Miss DG. Is there anything we could do as governors? CDG: I am going to write a letter of complaint of why some children's referrals are accepted but not others. There is no reasoning. The paper trail is also huge if I make a referral. JD: What do you need from us? CG: The workload and pressure are huge and the paperwork dominates the meetings with parents and services. JD: Is there a support network? CG: The support network went by the way side. There are long delays at the County with diagnosing autism and ADHD; it is in special measures. JD: I would like to offer our support.</i></p> <p>10.3 School Improvement Plan (SIP) (Appendix H)</p> <p><i>JC: It's a very detailed document. JD: It is useful to think about the areas that as a link governor we need to pick up.</i></p> <p>The Governing Board approved the Hinstock and Cheswardine School Improvement Plans.</p> <p>10.4 Performance Management of Staff (Appendix I) SPE Committee report</p> <p>10.5 Pupil Exclusions</p>

	<p>There are no exclusions.</p> <p>10.6 Governors' Activity in Monitoring School Performance (Appendix J) There have been 5 years since the last Ofsted inspection. Ofsted will talk to teachers and children. It is important that children are familiar with the types of questions Ofsted would be asking. We have a bank of 25 questions including sequencing. The focus has been on Hinstock School, in the new year the focus will be switched on to Cheswardine.</p> <p><i>MP: How often do we go to each school?</i> <i>JC: Once a term.</i></p> <p>ACTION: Circulate the Ofsted questions to all governors.</p>
11.	<p>Pupil and Staff Wellbeing</p> <p>11.1 Work/Life balance and wellbeing of staff JD completed a visit in September and discussed mental health and wellbeing with staff.</p> <p><i>JD: Staff were positive and upbeat. Has that changed since?</i> <i>RW: November and December are difficult normally. And the Ofsted visit is looming which also puts pressure on people.</i> <i>JD: What is your view as a teacher?</i> <i>CDG: Ofsted is stressing people out and at the moment, we are arranging everything around Ofsted.</i> <i>RW: I completed a monitoring visit at both schools and they are good.</i> <i>JD: Do the staff get the same reassurance from you as we just had?</i> <i>RW: Yes, I try to reassure them.</i> <i>JD: I get the sense when I talk to people that there is a sense of community spirit and positivity this term.</i></p> <p>11.2 Mental health and wellbeing of pupils</p> <p><i>CDG: We have some issues with school anxiety leading to avoidance. Working with a Learning Mentor makes a huge difference. Parents report a difference at home.</i> <i>JD: Is the time that is allocated for the LM enough?</i> <i>RW: I think there are more children who would benefit but the budget cannot support this and in Hinstock it is also a question of available space as she is doing confidential work with the children.</i></p>
12.	<p>Annual Safeguarding Review The Governing Body has a statutory responsibility to strategically monitor the welfare of pupils and staff through the DfE's KCSiE guidance and ensure regular update and review of the associated policies.</p> <p>12.1 Safeguarding Report (Appendix K) The governing body is asked to receive and consider the Safeguarding Report prepared by the Designated Safeguarding Lead. Copy attached</p> <p>12.2 Designated Teacher's Annual Report to the Governing Body on Children Looked After (CLA) and previously children looked after (Appendix L) Copy attached</p> <p>12.3 KCSiE Policies Review (Appendix 13.2.1 Safeguarding & Child Protection Policy)</p>

	<p align="center">13.2.2 Safer Recruitment Policy Sept</p> <p>Governors confirmed that they have read the policy.</p>						
13.	<p>Review of General Data Protection Regulations (GDPR)</p> <p>13.1 Data Protection Officer (DPO) Report to the Governing Body GDPR compliance bi-annual report received 2021.</p> <p>13.2 GDPR Policy Review (Appendix) Governors confirmed that read and approved.</p>						
14.	<p>Admission Policies 2023/24 (Appendix Booklet Item 10)</p> <p>PAN – no change, the School retains LA policy.</p>						
15.	<p>Information and Development (see Appendix Booklet) Governors are advised to read the supporting Appendix Booklet and key points applicable to this governing body at this time are marked in bold:</p> <ol style="list-style-type: none"> <i>Disqualification Rules for being a School Governor (Clerks' reference)</i> <i>New Governor Induction Checklist (Chair and Clerks' reference)</i> <i>Delegation of Functions (Clerks' reference)</i> <i>The Appointment of Designated Link Governors</i> School Performance <ul style="list-style-type: none"> Suggested questions and considerations regarding school governance DfE: Research and Analysis – School and trust governance during coronavirus <i>Ofsted updates inspection handbook</i> DfE School Governance Update July 2021 Early Career teachers (formerly known as Newly Qualified Teachers) from September 2021 NGA -Governors and Staff Performance Setting Targets, Monitoring and Evaluation: Assessment and Accountability <i>Policy Review</i> Revised Keeping Children Safe in Education: guidance to come into force from 1st September 2021 What should be included in the Safeguarding Report to Governors? Admissions Arrangements 2023/2024 <i>Chairs and Clerks' Agenda Briefing – Autumn 2021</i> <i>CPD for Governors Autumn 2021</i> CPD from National Governance Association (NGA) New DfE Guides 2022 sent out with Child Protection Policy <i>HR: Annual Salary Review A Reminder– Autumn Term 2021/2022</i> <p>ACTION: Explore what training is available for Governors. Utilise NGA training.</p>						
16.	<p>To set the annual governors' meetings, committee meetings and governor visits for the next twelve months.</p> <table border="1"> <thead> <tr> <th>Meeting</th><th>Date & Time (to be added to)</th></tr> </thead> <tbody> <tr> <td rowspan="3">Full Governing Body</td><td>Thursday 24th November 2022 6.15pm Cheswardine School</td></tr> <tr> <td>Thursday 16th March 2023 6.30pm Hinstock</td></tr> <tr> <td>Thursday 6th July 2022 6.30pm Cheswardine</td></tr> </tbody> </table>	Meeting	Date & Time (to be added to)	Full Governing Body	Thursday 24th November 2022 6.15pm Cheswardine School	Thursday 16 th March 2023 6.30pm Hinstock	Thursday 6 th July 2022 6.30pm Cheswardine
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	Buildings, Health & Safety Committee	Thursday 18 th May 2023 9.00am Hinstock School Thursday 9 th November 2023 9.15am Cheswardine School
	Finance & Personnel Committee	Tuesday 7 th February 2023 9.30am Hinstock School Tuesday 6 th June 2023 9.30am Cheswardine School
	Curriculum & Standards Committee	Wednesday 1 st March 2023 9.30am Cheswardine School Wednesday 24 th May 9.30am Hinstock School
	Salaries, Performance and Employment Issues Committee	HTPR to be arranged December 13 th 2022
	Annual Parents Meeting	To be confirmed to correspond with parents evening
	Annual Link Governor Review	Tbc
17.	Any Other Urgent Business <i>JC: Ofsted preparation: the school can get the call on Monday, Tuesday, or Wednesday until lunchtime. Last time, it was remote, and the board came across well and I hope we can represent the school well. It came through that it was a team effort. As and when we get the call, if people can come in, I would appreciate it.</i> <i>RW: The Governing Board did a really good job.</i> <i>You have a sound knowledge. We'll have to prepare information on Safeguarding as Ofsted will spend some time on safeguarding in Hinstock.</i>	
Signed: <u>J Cartwright</u> Chair of Governors Date: 16.3.23		
Meeting Ended: 8.25PM		

ACTION SHEET		
ITEM NO	ACTION	TO BE COMPLETED BY
6.	Submit Business Interest forms by next FGB meeting.	KM CH
7.	If the Co-opted governor position continues to be unfilled, possible solution is to move GB into Co-opted governor position and secure a Parent governor.	JC RW
7.2	Neil Bentley is to be booked for Induction training for new governors.	JC RW
Actions:	JC to move from Curriculum to Finance Committee to deal with inquiries.	JC RW
	Organise Safer Recruitment training.	JD – RW to check.
	Circulate the Ofsted questions to all governors	JC RW
	Explore what training is available for Governors. Utilise NGA training.	JC RW

DRAFT