

# Minutes

**Goldstone Federation Governing Body Meeting**  
 held on  
**Thursday 16<sup>th</sup> March 2023 at 18:30**  
**at Hinstock School**  
  
**SPRING TERM 2023**

**Present**

Rachael Williams- Headteacher	James Cartwright- Chair
Helen Williams	John Lutner
Mike Pound	Jonathan Deakin
Joanne Davison	Neil Bentley

**In Attendance**

Ashleigh Routley- clerk to the governors

**1. Appointment of Clerk**

Ashleigh Routley appointed as clerk to the governing body and introduced to all members.

**2. Apologies for Absence**

Received from	Reason for Absence	Consent for Absence
Kelly Mitchell	Hospital Appointment	Yes
Caroline Henderson	Sickness	Yes

**3. Governor Appointments, Induction and Training**

**3.1. Governor appointments & Resignations**

Gary Boyles resigned in February 2023. He was thanked for his efforts and contributions by the Chair.

**a) Appointment of Co-opted governor(s)**

There has been no candidate secured for the Co-opted governor vacancy.



**b) Appointment of Parent governor(s)**

Following Gary's Resignation a new parent governor is required. The position is to be advertised as soon as possible with the hope to appoint someone next term. If multiple candidates are successful, one may be able to fill the vacancy of co-opted governor.

Clerk to create advert and circulate.

**3.2. Induction and Training**

Neil Bentley completed New Governor's training

**4. Declaration of Item(s) to be discussed under Any Other Urgent Business**

No items were identified for discussion as any other urgent business.

**5. Declaration of Interest in any Item listed on this 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 on the agenda or identified for discussion as any other urgent business.

**6. Publication of Governors' Details**

The governing body made arrangements for the Clerk to check and update all governor details on the school website and to upload all the required governor information to GIAS.

Clerk to also obtain pictures from missing governors.

**7. 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 action under their emergency powers.

**8. Minutes**

**8.1. To receive and confirm minutes of previous meeting (Appendix A)**

The minutes of the FGB Autumn 2022 Held on 24<sup>th</sup> November 2022 were approved by the Governing Body and signed by the Chair as a true record. A copy has been placed in the Federation minute book.

**8.2. Matters arising from the minutes**

**a) Report back on summary of actions/activities following the last meeting**

Action Sheet		
Item No.	Action	To be completed by

\* see agenda reference - back pages  
R = requirement

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
	JC to move from Curriculum to Finance Committee to deal with enquiries.	JC
	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

The committee confirmed that all actions have been completed following the last meeting.

b) Any other matters arising from the minutes

No other matters arising from the minutes were identified.

## 9. Committee Items

### 9.1. Amendments/updates to committees

The following amendments were made to committees:

Jonathan Deakin volunteered to be chair of Curriculum & Standards Committee to replace Gary Boyles. Jonathan also stepped back from Finance and General Personnel Committee.

Neil Bentley volunteered to Chair Staff dismissals committee.

Joanne Davison has joined Appeals Committee.

Helen Williams has joined Pupil Discipline and Exclusions Committee.

Annual governance review to be updated accordingly.

**9.2. Minutes of Committees (to include any supporting papers)**

<b>Committee</b>	<b>Date</b>	<b>(Appendix)</b>
Finance & General Personal	07/02/2023	B

**Finance and General Personnel Committee**

Minutes of the meeting held on Tuesday 7<sup>th</sup> February 2023 were received and considered. A copy has been placed in the minute book.

**9.3. Annual Fire Risk Assessment, Asbestos and Legionella Assessments  
(Appendix Booklet – item 1)**

It is recommended the governing body makes arrangements for the annual reviews of

- the Fire Risk Assessment;
- the Asbestos Management plan and
- the Legionella assessment

These must be carried out annually, if not done so in the past year, or if significant changes occur to include school site accommodation.

Assessments already completed and Policy Review schedule updated by Clerk.

**10. School Performance**

**10.1. Headteacher's Report-**

**Appendix C**

**(Appendix Booklet- Item 1)**

It is recommended the governing body considers the head's report and seeks clarification on the performance of the school to include:

- Attendance (**Appendix Booklet 2**)
- Curriculum delivery (Some questions to ask **Appendix Booklet 3**)-
- Pupil performance outcomes
- School budget (expenditure, activity and impact in relation to pupil outcomes to include specific grant funding e.g. pupil premium),
- Safeguarding/child protection (all governors to receive training)

The Committee commented on the level of detail included in the Headteacher's report and how helpful the information is.

It was noted that attendance at Cheswardine had improved from last year. Hinstock was showing improvement in the spring term but still lower than target so an action plan has been put in place.

Both schools have seen a rise in SEN pupils. Joanne Davison is in the process of writing up a report from a recent visit with the Deputy Head regarding SEN Interventions and will feed back to Governing Body.

- (C) Joanne asked if the results in Maths is a general concern or are the SEN results effecting the overall results?

The Head advised it is the SEN results mainly affecting the overall results.

- (I) Joanne asked if it was possible to remove the SEN cohort to show a more accurate result and the Head agreed it was something that could be looked at going forward.
- (C) Neil Bentley- Have the committee the Governing Body ever done a walk round either school as a whole?
- (I) The Chair advised that a full Governing Body visit hasn't taken place before but it could be something to look at to give New/Less experienced Governors an extra insight. Emphasis was put on how important the link Governor visits are.
- (II) The Head commented that the ratio of Adults to children, especially at Cheswardine may be slightly daunting/overwhelming. It was agreed by the Head and Governing Body that It would be better to start splitting visits into separate committees and to complete these visits following committee meetings.

## 10.2. School Development Plan (SDP)

(Appendix D1 & D2)

The governing body is asked to review and formally approve the SDP.

- (C) Joanne- E-safety Policy needs urgent review?
- (I) Head- It has been distributed to be completed now.
- (C) Chair- Senior Leadership Team meetings, have you had many?
- (I) Head- We have had a few. As a result we have re-instated PPA at home. We're hoping to trial wellbeing days for staff, if the governors are in agreement. We are proposing an extra day of leave for all staff over a 12 month period starting after Easter. It is to maintain mental health and cover would be sourced in house to prevent outward costs.
- (II) The Governing Body agreed that there should be no extra cost and no impact on the children. It is to be measured by the Head and sickness to be quantified and fed back to the FGB in a year's time.
- (III) Majority voted Yes.

The School development plans for Hinstock and Cheswardine were formally approved by the Governing Body.

## 10.3. Governors' Activity in Monitoring School Performance

Consideration of and request for reports from link governors, governing body activity in engaging with school improvement planning and monitoring school performance.

No Governor reports were received.

**10.4. Pupil Suspensions and Exclusions – to report the number from the previous term (Appendix Booklet – item 4)**

The Headteacher reported that there had been Zero suspensions or exclusions during the previous Term.

**10.5. Hate Crime**

The headteacher reported that no hate-related incidents had been reported during the year 2022/23.

**10.6. Pupil and Staff Well-being**

Joanne Davison sent an email to Mrs Watkins to see if the staff wanted to raise any concerns. Staff absence was the only thing that was raised.

A Pupil well-being visit to be re-arranged but around school pupils seem happy.

The Head advised that there have been quite a few bereavements at Hinstock and Cheswardine recently which have increased staff absence and is out of the schools' control.

**11. School Finance**

**11.1. School Budget 2023-24**

**Appendix Book Item 6**

Governors are asked to consider the arrangements for the preparation of the budget plan for 2023-24 for submission to the LA by **30 June 2023**.

NB: There is now a requirement to provide a 3 year budget plan.

The Governing Body decided to delegate responsibility to the Finance and General Personnel Committee.

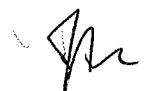
**11.2. Schools Financial Value Standard (SFVS)**

The school is required to submit a completed and signed SFVS checklist by **31 March 2023** to Jo Jones, Schools Funding Officer via email at [jo.jones@shropshire.gov.uk](mailto:jo.jones@shropshire.gov.uk). This is a mandatory requirement.

Along with the checklist, the requirements include a data dashboard which will need to be completed and considered by the governing body. There is no requirement to submit the data dashboard to the local authority.

The SFVS checklist and data dashboard template along with supporting documents are available on the Learning Gateway.

A copy of your completed SFVS checklist will be passed to Audit services.



The Governing Body decided to delegate responsibility to the Finance and General Personnel Committee.

### 11.3. Service Level Agreements (SLA) 2023-24

The governing body is asked to make arrangements for completing and returning SLAs to the LA before **Friday 24 March 2023**.

The services purchased should be reported to governors.

The governing body had previously delegated responsibility for the purchase of LA traded services to the Headteacher.

## 12. Governance Development and Succession (Appendix Booklet 7 and 10)

Governor	Training and outcomes/impact	Date attended
All Governors	Safeguarding and Protecting Children	18/1/23
Joanne Davison	Safer Recruitment Training Safeguarding Link Governor Briefing Ofsted Inspection Framework	3/3/23 22/3/23 8/2/23
Neil Bentley	New Governor Training	31/1/23

**Clerk to update skills matrix.**

James will not be standing for Chair again in the Autumn term due to increasing work commitments. Mike volunteered to shadow James with the view to potentially succeed in Autumn.

The GB need to look at potential candidate for Vice Chair following Gary's resignation.

## 13. Collaborative Working and Academy Governance (Appendix Booklet 8) (Appendix E)

This is an opportunity for governors to monitor the impact of existing collaborations, federation and actions in consideration of joining or establishing a Multi- Academy Trust by 2030.

**Headteacher to update governors on regional director letters to Cheswardine, subsequent responses and actions.**

All Governors confirmed they had read the above and fully supported the Head/Chairs response and supporting documents.

The Head advised the Governing Body that MAT's are actively being looked at and a visit is booked in for tomorrow to visit CCSC (Part of the Collective Vision Trust) where the governing body is still in place.

The Governors offered their support by accompanying the Head during any future visits.

**(Q)** Head- Are there any questions you'd like me to ask?



(R) Helen- What are their values, the culture, do the teachers/pupils seem happy/motivated?

Mike- Staff turnover before academisation vs after?

Helen- Absence rates?

James- Governance, is it valued. How the governance structure would be implemented?

Neil- Can we look at several different trusts?

Governors were very keen to hear the feedback from the Head following the visit.

#### 14. Appendix Information, Training and Development (see Appendix Booklet)

1. Annual Fire Risk Assessment, Asbestos and Legionella Assessments
2. Attendance
3. Curriculum
4. Pupil Suspensions and Exclusions
5. Report from the Designated Children Looked After and Previously Looked After Teacher
6. School Budget 2023-24
7. Governor Development and Succession
8. Collaborative Working and Academy Governance
9. Chairs' and Clerks' Agenda Briefing – Spring and Summer terms 2023
10. CPD for Governors – new training dates for Spring 2023

The Chair noted that most training available from the Spring meeting is usually already gone by first FGB. Going forward the Clerk is to circulate the Appendix booklet when received in the Spring term to allow Governors to access training earlier.

11. Delegation of functions of the governing body to committees/review of committee terms of reference
12. Associate Members
13. NEW-DfE and NGA information/Guidance  
New Career path for Clerks to Governors (Governance Professionals)  
DfE School Governance Update-December 2022

#### 15. To Confirm the Date and Time of Governors' Meetings\*

The next meetings will be held as follows:

Committee	Date
Curriculum & Standards	**Tuesday 18 <sup>th</sup> April 9:15am @ Hinstock**
Finance & General Personnel	Tuesday 28 <sup>th</sup> March 9:30am @ Hinstock
Buildings, Health & Safety	Thursday 18 <sup>th</sup> May 9:00am @Hinstock
Curriculum & Standards	Wednesday 24 <sup>th</sup> May 9:00am @ Hinstock
Finance & General Personnel	Tuesday 6 <sup>th</sup> June 9:30am @ Cheswardine

\* see agenda reference - back pages  
R = requirement



Full Governing Body	Thursday 6 <sup>th</sup> July 6:30pm @ Cheswardine
Buildings, Health & Safety	Thursday 9 <sup>th</sup> November 9:15am @ Cheswardine

**16. Any Other Urgent Business**

Governors should inform the chair prior to the meeting if they have something they wish to raise under this item.

Neil advised the Governors that Shropshire council are giving out gritters to schools and there is still time to apply. The Head was aware and needed to seek more information of the machinery to see if it is too big and where it could be stored.

Neil also asked the Head if a visit could be arranged with Cheswardine school children to see if they have any ideas/suggestions on how the National lottery funding could be spent rather than just replacing items on the current playpark. He was keen to get the Community involved.

The meeting closed at 20:35 p.m.  
(Length of meeting 2 hrs)

Chair:  Date: 06/07/23



## Agenda Reference

Item number	
6	<p><b>Declaration of Interest in any item on this Agenda</b>            Required by Regulation 16 - The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013</p>
8	<p><b>To Report Action Taken Under Emergency Powers by the Chair or Vice-Chair</b>            Regulation 8 - The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.</p> <p>This allows the chair or vice chair the power to exercise any function that the governing body can delegate to an individual or committee.</p> <p>This can only be carried out if, in the opinion of the chair or vice chair, a delay in exercising this function would be seriously detrimental to the interests of; <b><i>the school, a parent or pupil of the school, a person who works at the school.</i></b></p> <p>A 'delay' in this context means until the earliest date on which it would be reasonably practicable for a meeting of the governing body, or of a committee to which the function in question has been delegated, to be held.</p>
10.3	<p><b>Annual Fire Risk Assessment, Asbestos and Legionella Assessments</b>            Required in order to comply with the Regulatory Reform (Fire Safety) Order 2005; Schools, according to category are the 'duty holder' as defined in Regulation 4 of the Control of Asbestos Regulations 2012;            In common with any other business or employer, the control of Legionella in water systems is one of the health and safety issues that all education institutions are required to manage.</p>
11.4	<p><b>Pupil Exclusions – to report the number of exclusions from the previous term</b>            Arrangements for pupil exclusion from maintained schools, academy, Free schools, alternative provision or pupil referral units can be found in DfE guidance for those with legal responsibilities in relation to exclusion is available at;  <a href="http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion">www.education.gov.uk/schools/pupilsupport/behaviour/exclusion</a></p>
11.6	<p><b>Work/Life Balance and Wellbeing of the Headteacher and Staff</b></p>
16	<p><b>To confirm the dates and times of governors' meetings</b>            Statutory responsibilities and provisions were made under the statement at section 21 of the Education act 2002 (General responsibility for conduct for school), for the work life balance of the headteacher. In addition, the School Staffing Regulations (England) Regulations 2009 headteacher duties and entitlements:            5.—(1) The governing body must ensure that the headteacher at the school            (a) complies with the duties imposed upon the headteacher; and            (b) benefits from any entitlement conferred upon the headteacher,              (2) In discharging its duty under paragraph (1)(a), <b>the governing body must have regard to the desirability of the headteacher being able to achieve a satisfactory balance between the time spent discharging the professional duties of a head teacher and the time spent by the headteacher pursuing personal interests outside work.</b></p>

## Summary of actions/activities following the meeting

Agenda Item Number	Task	Responsibility/Timescale
3.1 (b)	Advertise Parent Governor position Send to Rachael to put up at Ches Share on PTFA FB group and Whatsapp Share on Ches Parents FB group	Clerk March 23
3.2	Update Governors details on school website and GIAS. Obtain photos of any new Governors	Clerk March/April 23
9.1	Annual Governance Review to be updated on sharepoint, School website and New copies printed for Noticeboards.	Clerk March 23
10.1	For Committees to carry out school visits after Committee meetings.	All Governors 2023
10.2	Well-being days to be trialled over a 12 month period. To be monitored and measured and results reported back to the GB.	Head 2023/2024 To feedback Summer FGB 2024
12	Update skills matrix with any new training completed since last FGB.	Clerk April 23
12	Mike to shadow James until Autumn term with the view to possibly succeed as Chair. GB to look at candidate for Vice Chair following Gary's resignation.	Mike/James Spring/Summer 23 GB ASAP
13	Head to update GB on decision from Regional Director regarding Cheswardine.	Head
13	Head to report back to GB regarding any MAT visits.	Head
14.10	Clerk to circulate Appendix Booklet as soon as it's received to update Governors on available training.	Clerk
16	Meeting to be arranged with Cheswardine Pupils to discuss lottery funding.	Neil Bentley/Head

Jan