



**Meeting of the Full Governing Body
Tuesday 13th July 2021 at 6pm
via Google Meet
Minutes**

Governors present:

Catherine Jones (CJ) (Co-Chair); Liz Woodham (LW) (Co-Chair); Ori Dalton (OD) (Executive Headteacher); Sara Day (SD); Ian Jones (IJ); Emily Black (EB); Anne L'Hernault (ALH); Tom Baglin (TB); Sara Garnham (SG); Gavin Davies (GD); Lauren Laing (LL) and Saussan Khalil (SK)

Also Present: Sarah Buckerfield (Head of School) (SB); Shameem Khan (Head of School) (SHK); Jen Hefti (JH) (Clerk); Neal Carter (observing)

The meeting was quorate. Liz Woodham chaired the meeting.

1. Welcome and apologies for absence

Apologies for absence were received and accepted from Mandy Maxwell (MM).

Co-opting Liz Woodham and Catherine Jones to the Governing Body

LW

- Nominated by SG
- Seconded by GD

The governing body voted unanimously to co-opt Liz Woodham to the governing body.

CJ

- Nominated by EB
- Seconded by IJ

The governing body voted unanimously to co-opt Catherine Jones to the governing body.

Initial: _____

Date: _____

Appoint Neal Carter as an Associate Member

- Nominated by LW
- **Seconded by EB**

The governing body voted unanimously to appoint Neal Carter to the governing body as an associate member. It was noted that NC would not have voting rights at the Full Governing Body (FGB) and would have voting rights at committee level. The term of office will be one year.

2. Declaration of interests relating to items of the agenda

None declared.

3. Review and acceptance of the minutes of the meeting held on 27th April 2021

The minutes of the last meeting were accepted as a true record and will be signed by the Chair once face to face meetings recommence.

4. Matters arising and update on actions from the minutes of the meeting held on 27th April 2021

All complete or on this agenda.

5. Report from the Teaching & Learning committee

- The minutes of the past two meetings had been circulated in advance of the meeting. The following points were noted:
- Relationships and Sex Education curriculum delivery was presented to the committee
- Presentation from Sistema Music was well received
- Terms of reference reviewed
- Visit reports on phonics and SEND submitted
- Exemption from collective worship requirements discussed – on this agenda
- The committee had been encouraged by the evidence of progress and attainment as well as high levels of attainment

Collective Worship

A paper had been circulated in advance of the meeting. The following points were noted:

- Daily 'worship' should take place at school which is of a broadly Christian nature
- The committee felt that there was a need to align this with the diversity of the Federation community
- Currently children are 30% Christian, 25% other religions, 30% with no information given

Initial: _____

Date: _____

Process

- Applications are considered by SACRE
- Consultation with the governing body and parents/carers should take place
- Once the determination is granted it will last for five years and should then be renewed
- GD can support OD through this process

A governor queried whether this would affect the teaching of religious education. Governors were advised that the RE curriculum would still be followed.

A governor challenged the proposed change and stated that the Federation had longstanding links with the church who have supported the schools with funding and other areas such as family worker input. Governors were advised that the Federation is keen to maintain those links however would like to address the matter of collective worship so that it better represents the diversity of the Federation community.

It was suggested that links to other faith groups should be explored.

It was agreed that the next steps should be moving towards consultation with stakeholders.

FGB1307-01 - ACTION: JH to contact SACRE to confirm the process, consultation period etc.

FGB1307-02 - ACTION: LW to contact MM again regarding this

Visit reports

Received and noted

Executive Headteacher and Heads of School reports

The reports had been circulated in advance of the meeting. The following points were noted:

- It had been a long and challenging academic year
- Staff have adapted to the changing circumstances and worked together
- The Federation will continue to prioritise the current needs of the children as well as any emerging

A governor noted that 'Intent, Implementation and Impact' can be seen in the reports and queried whether Ofsted would look for evidence of this elsewhere. Governors were advised that this can be found in the Self Evaluation Framework (SEF). End of year data will also be available early in the next academic year. Governor visits can look for evidence of impact.

A governor queried what measures other than data could be used to measure impact. It was noted that a significant number of benefits for children are qualitative rather than quantitative. It was noted that Ofsted are moving away from their focus on data, but rather having dialogue with children about their learning, book looks.

FGB1317-03 - ACTION: JH to send Ofsted grading criteria to governors. To be included in visit packs.

It was agreed that governors should independently develop their knowledge of what good looks like for their allocated Federation Improvement Plan (FIP) intent. Link governors should meet with relevant staff

Initial: _____

Date: _____

members early in the year to establish what good looks like and then measure against those standards during their termly visits.

A governor queried whether staff continue to monitor progress and attainment in order to check that children remain on track throughout the year. Governors were advised that data is reviewed termly.

Lesson study

It was agreed that governors would receive more information on this approach. To be added to the Teaching & Learning committee agenda plan.

6. Report from Resources Committee

The minutes had been circulated in advance of the meeting. The following points were noted:

- Growth funding for TMe Reception class had been awarded
- Deficit had decreased due to non-budgeted income streams
- Low nursery numbers are a concern
- Work on finance reporting by TB and GI had proved useful
- Pupil numbers across the Federation remain lower than average

A governor queried whether the growth funding was for one year only. Governors were advised that the funding was for seven twelfths of the year (September - March) however there was a possibility that further growth funding would be available when the children move up to Year 1.

Visit reports

Received and noted.

Traffic

A concern was raised around staff and children's arrivals coinciding due to staggered starts and the risk of accidents arising from increased car and foot traffic. It was noted that from September, staff will be asked to use the new entrance if arriving at the same time as children.

Health and Safety

A list of Health and Safety issues is to be created by the Heads of School (HoS) and submitted to the Resources committee, who will work with the HoS to prioritise the tasks.

The logging/recording of damages and deficiencies to be developed by the site staff so that these can be addressed according to need, costs etc.

7. Safeguarding

Safeguarding issues were covered in the HoS reports. It was noted that the safeguarding audit actions are now complete.

Initial: _____

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Support for families was increasing due to emerging issues created by lockdown.

8. Governance business to include membership, training and development

Meeting dates

Dates had been circulated in advance of the meeting and agreed by governors.

Governors discussed the potential return to face to face meetings and the possibility of blended meetings. It was agreed that the first FGB meeting of the new academic year will be face to face.

It was noted that it is difficult for new governors who have not met their colleagues in person. It was noted that monitoring visits will be able to take place in school. A governor social event was suggested.

Terms of reference

Governors approved the committee terms of reference which will be published on the website.

Link roles

To be decided by correspondence

Task group

The minutes had been circulated in advance of the meeting.

A governor noted that they would have expected to see more that could be celebrated about the work of the Federation. It was noted that this is one of the actions for the group.

It was noted that Place Planning had been contacted regarding the projected pupil numbers in the coming years.

Short term priorities had been established; the group will then work shaping medium and long term planning to increase pupil numbers for September 2022.

Post meeting note:

Point of clarification the first meeting did not focus on identification of the many factors to be celebrated about the school, however where they were mentioned it had been agreed to note them in the minutes. Hence the appearance that few were identified. There is a full exercise to be done on this as noted in the minutes

FGB1307-04 - ACTION: Governors to bring list of points to celebrate to next meeting

Headteacher Performance Management Committee membership

To be decided by correspondence.

Annual governance statement

Initial: _____

Date: _____

Governors were asked to send any comments by tomorrow prior to submission to School Governor Services. A copy will be published on the website.

FGB1307-05 - ACTION: JH to liaise with chairs to summarise work of the GB on a half termly basis.

Skills audit

Received and noted. LW to discuss with JH.

Vision & Values

Defer to next meeting.

DfE requests

Appropriate responses to be made.

9. Policies

Governor visits

The policy had been circulated in advance of the meeting. ***Governors approved the policy for use by the Federation.***

Safeguarding checklist to be added to governor visit form:

- Signed in
- Given badge
- Shown DSL lists
- H&S concerns
- Any immediate concerns

10. Any other business

The governing body thanked CJ for her contribution to the GB as co-chair as well as her wider contribution and dedication in her long standing role as a governor.

Governors discussed and agreed the changes to school day timings.

With no further business the meeting closed at 8.50pm.

Action ref	Item	Action	Owner	Status
FGB1307-01	Collective worship	JH to contact SACRE to confirm the process, consultation period etc.	JH	Open

Initial: _____

Date: _____

FGB1307-02	Collective worship	LW to contact MM again regarding this	LW	Open
FGB1307-03	Visits	JH to send Ofsted grading criteria to governors. To be included in visit packs.	JH	Open
FGB1307-04	Pupil numbers	Governors to bring list of points to celebrate to next meeting	All	Open
FGB1307-05	GB communication	JH to liaise with chairs to summarise work of the GB on a half termly basis.	JH/Chairs	Open

Signed: _____

Print name: _____

Position: _____

Date: _____

Initial: _____

Date: _____