

Stratford Rural Schools' Federation



MINUTES

of the **Annual General Meeting of the Full Governing Body**
held on Wednesday 28 September 2016 at 7.30pm at Snitterfield School

Meeting No 160928FGB/AGM

1. **Present:** Eric Appleton (Chair), Dan Bake, Jonathan Baker, Liz Banyard, Rachel Beacham, Wayne Berry, Ruby Broomfield, Sally Curson, Nigel Ford, Roger Harrison, Sarah Plaskitt (Exec Head), Anya Rawstron, Lisa Sisterson, Beccy Smith, Matthew Watson
Apologies received: Roz Bull, Karin Brown, Charlie Curson, Amanda Reilly, Jon Queralt.
Absent: Fabienne Peckham

2. Election of Chair and Vice Chair

i. Election of the Chair

Eric Appleton (EA) confirmed that he is happy to stand again as Chair for another year.

Proposed by: Nigel Ford

Seconded by: Wayne Berry

ii. Election of the Vice Chair

Roger Harrison (RH) explained that due to predicted personal circumstances in the coming year, he had concerns over fulfilling the role of providing back up for the Chair. Ruby Bloomfield (RBI) volunteered.

Proposed by: Beccy Smith

Seconded by: Nigel Ford

3. Committees and Terms of reference

i. Governing body structure

The Chair circulated a document outlining the structure of the governing body and committees and listing the current members, their roles, the function of each committee and the priorities for each committee for the autumn term. (See agenda item 6.) The governors agreed to continue with the current structure.

ii. Election of Committee Chairs

EA suggested that ideally the position of chair on each committee is rotated every year so that the workload is shared. He asked committees to think, during the year, about who might succeed as chair.

Teaching & Learning

As there were no other volunteers, EA will confirm with Jon Queralt (not present) that he is happy to continue as Chair. It was pointed out that the current committee is now staff heavy which is not ideal when this committee has to play an important role in scrutinising data. EA explained that the governing body does have vacancies so new recruits could be directed to this committee to redress the balance. Rachel Beacham (RB) also offered to move to another committee.

Action: Eric Appleton to review the balance of governors on each committee.

Helen Yeomans to advertise governor vacancies (particularly for Finance and T&L governor posts) in newsletter.

All governors to consider how current vacancies might be filled.

Resources

Chair: Nigel Ford confirmed that he is happy to continue as chair of this committee.

Proposed: Roger Harrison

Seconded: Beccy Smith

CF&C

Chair: Ruby Broomfield confirmed that she is happy to continue as chair. Wayne Berry offered to take over the role for 2017-18.

Proposed: Eric Appleton

Seconded: Roger Harrison

iii. Terms of reference

Copies of the current Terms of Reference for the FGB and for the three committees were circulated before meeting. The following changes were agreed to the Terms of Reference for the FGB:

- Remove the sections on the duties of each committee as this replicates the other Terms of Reference.
- It was agreed that the same committee members would serve on both the Headteacher's performance review panel and on the Pay Panel. This will be:

Roger Harrison

Eric Appleton

Jon Queralt

Nigel Ford

The other committees and panels will be convened as and when needed.

- Remove all references to Performance & Standards from the T&L Terms of reference.
- Remove all references to the Stakeholder committee from the CF&C Terms of reference.

Action: Helen Yeomans to amend the Terms of Reference so the final versions can be signed off at the next FGB meeting.

4. Individual governor roles and responsibilities

i. Resignations

The Chair informed the meeting that he has received a resignation from Jeremy Chapman, who is standing down because of work and family commitments.

ii. Associate Governors

The Chair welcomed Lisa Sisterson and Sally Curson who have offered to advise the governing body in the capacity of Associate Governors.

Lisa Sisterson has Talent Development skills. Her background is in people development, talent acquisition and recruitment. She will be able to advise the governors on matters such as succession planning and governor and staff recruitment.

Sally Curson has experience in all areas of HR, including learning development. She is also Director of Snitterfield Nursery.

Charlie Curson (not present) – has offered to help the governors with strategic planning. EA explained that he wants the governors to review their vision for the federation. The aim is to have a strategy planning session.

iii. Other posts

There are now vacancies for Finance Governors at Snitterfield and Loxley. RH has been covering Loxley and Wilmcote but after Jeremy Chapman's resignation, he offered to cover the Snitterfield role as well until the vacancy has been filled.

There is also still a vacancy for an Ex-officio Foundation governor.

iv. Code of Conduct

A copy of the Code of Conduct was circulated prior to the meeting. This was signed by all full governors present at the meeting.

Action: Helen Yeomans to ask Fabienne Peckham, Jon Queralt and Karin Browne to sign the Code at the next FGB meeting.

5. Declaration of interests

The Clerk circulated the current Register of Interests. The governors updated this with any changes.

Action: Helen Yeomans to ask governors not present to update the Register of Interests then to upload the latest version to the school websites.

6. Priorities for 2016-17

The priorities for the FGB and for each committee that were listed on the Governing Body Structure document, were discussed. These were:

FGB:

Review development plans
Update statutory website information
Strategic planning
Monitoring visits

Resources

Headteacher performance & pay review
Confirm decisions on Teachers' Pay
Pupil Premium statement
Talent development/succession planning (including feedback from Staff Survey)
Monitoring the budget

T&L

Monitoring SPaG/Writing & Maths
Impact of Pupil Premium (statutory)
Reviewing LIPs
Reviewing SATs results 2016 (already done)

CF&C

Reviewing pupil numbers
Annual Safeguarding Report – Amanda Reilly has provided this and it is now on the Onedrive
School promotion and marketing
Acting on Parent Surveys
Acting on Teacher Surveys

The Chair confirmed that SIAMS and monitoring the Christian ethos at Wilmcote & Loxley will come under the Foundation Governors' remit.

For the CF&C committee, looking at pupil numbers was seen as crucial and it was agreed that Wilmcote should be a key area of focus as the school is 55% full. This represents about 50 places. Snitterfield is 88% full (12 spaces). Recruiting into other year groups besides Reception needs looking at in terms of marketing, making parents aware where there are in-school vacancies. Liz Banyard (LB) stressed the importance of growing schools from the bottom, and considering how we can make more effective use of sites like RightMove. Promotion & marketing will be key. EA explained that Roz Bull has been recruited to look at this but asked Ruby to alert him if additional governor report is required for marketing.

Nigel Ford asked whether the priorities for each 3 committee could be ordered by importance. It was felt that the strategic planning session will help to do that and the Chair of each committees can address their priorities under their own agendas. EA explained that all governor activities should have at their heart improving outcomes for pupils. He suggested that all governors think about this in their decision making and monitoring, especially when prioritising their activities.

7. Any other business

i. Dates for performance management

A date has not yet been set as governors are still looking for an external adviser. Sarah Plaskitt brought to the meeting a list of proposed names.

Action: Roger Harrison to contact Collette Hatton from Tudor Grange and confirm cost so that a date can be fixed (after 31 October when SP has completed the teacher performance reviews but before end of Dec).

ii. National Database of governors

The Clerk explained the change of legislation which now requires additional details on governors to be stored on a secure database by the Government, but not made public. Information has to entered for each individual school. The governors confirmed that they were happy to supply the information required.

Action: Helen Yeomans to email the governors with a list of the information needed. Then collate & upload to the Government secure site.

iii. Wilmcote traffic & road safety visit from County Council representatives

LB informed governors that she had contacted Wilmcote Parish Council because of some near-miss accidents outside the school. The Chair and Clerk of the Parish Council and a representative from Warwickshire County Council are visiting the school on Tues, 4th October at 2.30pm. RH will attend and invited any CF&C governors who can attend, to do so.

Loxley School also still has road safety concerns despite efforts to address the issue by staff. The Governors suggested sending a similar letter to Loxley Parish Council. Dan Bake recommended photographing any issues/near accidents if possible to provide solid evidence.

SP informed the governors that she has applied to buy into the WCC road safety programmes.

EA informed the governors that Snitterfield village has some forthcoming traffic closures. Parents have been made aware.

Action – Resources committee & CF&C committee to make road and traffic safety a priority.

iv. Monitoring programme

EA thanked all the governors who have done monitoring visits from the summer term programme. These have been really useful. The new autumn term visits programme is coming soon.

8. Dates of meetings

Resources

New date: Thursday 24th November, 7pm, Wilmcote

CF&C

Wednesday 12th October, 7pm, Snitterfield

Full Governing Body:

Thursday 1st December, 7pm, Loxley

Teaching & Learning:

HY to confirm date for the Spring T&L meeting by email

Effective Classroom Visits Training

Thursday 20 October, 6.30pm for food, session runs from 7pm to 9pm, Wilmcote School

Action: Attendees to bring along some food to share

The clerk informed the governors that there is now a new Governor Meeting Schedule on the Onedrive, listing all meetings and priorities for each meeting each term.

There being no other business, the meeting closed at 9pm