

# Stratford Rural Schools' Federation



## MINUTES

of the **Meeting of the Full Governing Body (No 170330FGB)**  
held on Thursday 30<sup>th</sup> March 2017 at 7pm at Wilmcote School

### Papers circulated with the Agenda:

- Minutes of the FGB meeting 1 Dec 16 & Action register
- Executive Head's report (spring 17) and Task Group report (spring 17)
- QuickRead – Changes to KCSIE Sept 16
- New funding formula predictions
- Warwickshire School Improvement Strategy Jan 2017
- New funding formula predictions
- Off-site Activity Notification form - Loxley

**1.i. Present:** Eric Appleton (Chair), Dan Bake, Jonathan Baker, Liz Banyard, John Bates, Rachel Beacham, Ruby Broomfield, Nigel Ford, Monica Gamble, Roger Harrison, Sarah Plaskitt, Jon Queralt, Annya Rawstron, Amanda Reilly, Beccy Smith, Matthew Watson, Helen Yeomans (Clerk)

**ii. Apologies accepted:** Wayne Berry, Roz Wisdom, Lisa Sisterson, Sally Curson.

### 2. Declaration of interests

There were no interests to declare.

(John Bates has completed a Register of Interest as a new governor.)

### 3. Minutes of the FGB Meeting on 1st December 2016

#### i. Approval and signature

The minutes of the last FGB meeting were agreed as an accurate record and signed by Chair.

#### ii. Matters arising

Date first raised	Governor / Clerk	Action	Deadline (original) (revised)	Notes
28.4.16	Fabienne Peckham	Complete DBS check	30.12.16	See item 4.iii below.
7.7.16	Nigel Ford	Nigel Ford to assess ease of access/use of Governor Hub and feedback to governors.	28.9.16 30.3.17	The governors agreed to continue with Onedrive for now.
1.12.16	Amanda Reilly/ All governors	Advise governors as to which parts of the new Keeping Children Safe in Education document they need to read.	30.3.17	Ch 2 and Sept 16 updates circulated. Governors who have read the documents signed the log sheet <b>New action:</b> Clerk to email Ruby Broomfield the KCSIE dox to read.
1.12.16	Clerk	Prepare an announcement for Snitterfield parent newsletter re BS's appointment as parent governor	30.12.16	Done.
1.12.16	Clerk	Prepare an announcement for Wilmcote parent newsletter re forthcoming parent governor election.	30.12.16	Done. See item 4.i below.
1.12.16	Clerk	Email governors to ask for volunteers for the new Federation Risk Assessment Task Group.	30.12.16	Done. No volunteers. Jonathan Baker is taking forward.
1.12.16	Eric Appleton	Set a date for an SEN monitoring visit	30.3.17	Will set for summer term.

1.12.16	Clerk	Add to the agenda for the next T&L meeting: Governor training in new Raiseonline Summary of pupil progress up to Christmas		SP gave T&L committee Raiseonline training and governors were given a summary of pupil progress. A link governor has now been appointed to work with each HoS to analyse data in detail then prepare a summary for each T&L meeting.
1.12.16	All governors	Communicate with Heads of School and fix their monitoring visit dates and complete their visits by Feb half term.	28.2.17	On track. Governor week held.
1.12.16	Sarah Plaskitt	Set a date for a Governor Week during the Spring term.	30.12.16	Done
1.12.16	Clerk	Send LS and SC governor training course information	30.12.16	Done. LS has attended Induction training. Also expressed interest in Engaging with Parents and the Community course but it was cancelled. Hopes to attend later date.

## 4. Governor appointments & vacancies

### i. Wilmcote Parent Governor

John Bates (JEB) was welcomed as the new Parent Governor for Wilmcote. Since there were no other nominations from parents, JEB was appointed by the FGB without the need for an election.

### ii. General Vacancies:

Governors and support are needed in the following areas:

- Resources governors who can lead finance at Snitterfield & Loxley;
- Recruitment support – a role that Lisa Sisterson may fulfil;
- Responsibility for SEN and Pupil Premium - Lucy Smith, a Snitterfield parent may be interested in this role.

### iii. Fabienne Peckham (co-opted)

The Clerk informed the governors that she had written, emailed and telephoned Co-opted Governor Fabienne Peckham who was asked to inform the governors by the end of March if she wished to remain on the governing body. As no reply has been received, the governors accept that she is standing down.

### iv. Ex-officio

The new vicar at Wilmcote is now in post. He has been informed of the need for involvement in the governing body and the vacant ex-officio Foundation Governor post.

## 5. Executive Headteacher Summary Report & Task Group Report

A copy of both these reports for the Spring Term were circulated to governors prior to the meeting. Sarah Plaskitt (SP) gave an update at the meeting covering the following areas:

### i. Pupil numbers

Wilmcote has 1 more child since the report was written and the possibility of 1 more coming. The forecast for September is full year groups for Reception in all 3 schools.

**?? GOVERNOR QUESTION ??** *Does the Exec Head know whether the new pupils are local to each school?*

**A:** Mostly local to Wilmcote & Snitterfield but a few of the new pupils at Loxley are from further afield.

### ii. Staffing

In spite of wide advertising, there is still a desperate need for midday supervisors at Snitterfield. The governors discussed a range of possible next steps including: paying the staff who are having to do extra lunchtime cover; using employment agencies; increasing the salary on offer for the post; sending the KS2 children home for lunch. None of these actions were considered ideal and the salary could not be increased as the post is on the WCC payscale.

**Action:** All governors to help spread the word about the urgent need for midday supervisors.

### iii. Attendance

SP had a termly meeting with attendance governor Wayne Berry on 28<sup>th</sup> March. Latest attendance figures were given in the Head's report.

**GOVERNOR CHALLENGE** One governor asked for further clarification on the persistent absence targets which were:

	<b>Target</b>	<b>Actual</b>
Loxley	35%	34.2%
Snitterfield	8%	14%
Wilmcote	8%	16%

SP explained that Loxley's target allows for flexi-school children. (Loxley's internal figures used for the weekly attendance award are worked out using the following system: If a child only officially attends for 3 days but attends on all of those 3 days, the attendance is recorded as 100%.) Flex-schoolers haven't been allowed for in the Snitterfield figures but this will be reflected in their target next year. Wilmcote's persistent absence figure has been affected by some unauthorised absences, mainly from GRT pupils.

**GOVERNOR CHALLENGE** One governor asked if the head feels we are heading in right direction on attendance.

SP confirmed that the staff are continuing to work on improving attendance but there has been some parental engagement and positive response.

**GOVERNOR QUESTION ?** Is it possible to remove pupils who are ill from the absence figures?

SP explained that Ofsted/ACE don't give any flexibility for illness although they do expect schools to challenge parents of pupils with a high number of illnesses.

**Action: CF&C committee** to explore the idea of offering good attendance rewards.

#### iv. Pupil Premium

Roger Harrison (RH) has met with all three Heads of School and all the PP reports are in process.

#### v. Achievement and Standards

It has been agreed that in future, staff will provide governors with headlines in relation to the latest pupil data, highlighting any areas of focus and why they are to be targeted.

#### vi. Task Groups

In response to a request made by the T&L committee, Liz Banyard (LB) has produced a written report to governors on the Task Group process.

SP explained that all 3 schools have had Task Groups which were based on the last year's SATs results. (Wilmcote was already in the Task Group process because of the previous year's results.) Wilmcote's first meeting at the end of September was a difficult meeting as the staff had no advance notice of what paperwork to take along. Loxley also had a meeting in the autumn term, then Snitterfield had one. Both of these went well and it was agreed that the data was a one-year dip. Both schools were re-categorised to Category B and received favourable reports.

At Wilmcote's second meeting, which was attended by Roger Harrison (RH), Governance was discussed and a review of governance was set as one of the tasks. Governors investigated the cost of a LA review but this was considered too expensive. Instead, RH has proposed producing a Governor Impact report (see below). The official report on the Wilmcote Task Group was copied to the Chair of Governors and included actions to complete. The fact that the school was re-categorised to a D from a C was never really explained. A third meeting was held at the end of Feb 17 and RH again attended. At this meeting, the school was seen to have done very well so staff are hoping the school will be re-categorised again. The next Wilmcote meeting is in May.

RH's view is that the Task Group process is similar to Ofsted and that the governors would benefit in both processes if they were more able to present the impact of actions they were taking. An Impact Log is one solution. Prior to the meeting, the Clerk had prepared a first draft. This was circulated at the meeting. RH feels that this is a good start and that if governors were called in to speak to inspectors at short notice, no matter who that governor is, they would have a strong, concise document to review and to show to inspectors which can then be supported by minutes. The Impact Log can be a working document which is added/updated to each term/year.

**Action: Clerk** to circulate the 1<sup>st</sup> draft of the Action Log with the meeting minutes.

**Action: Eric Appleton, Roger Harrison, Sarah Plaskitt & Clerk** to review the 1<sup>st</sup> draft of the Governor Impact Log and work towards a final version.

**GOVERNOR CHALLENGE** What support is being given to Wilmcote to enable them to move forward?

SP explained that the staff across the Federation are working together as much as they can but finding cover/release time is difficult. The aim is to put together portfolios of children's work to show standards at different levels and give staff a shared understanding of what the expectations are in each subject at each year group each term. But this is a huge task so it will have to be streamlined. The staff have found the Task Group process helpful as it has highlighted some limitations of the assessment systems being used.

#### vii. Learning Improvement Plans

**GOVERNOR CHALLENGE** *The Chair of Governors asked the Chair of the T&L committee if he was satisfied that the evidence was there to back up what was being said by staff in the reports on pupil learning and achievement.*

The Chair of the T&L committee confirmed that when pupil data comes in the T&L committee asks lots of questions and drills into the detail down to individual pupil level. Robust answers are given. He stated that it would be useful for governors to know the predictions of attainment for Early Years, Year 2 & Year 6.

### **viii. Leadership & Management**

Associate Members Sally Curson and Lisa Sisterson had been involved in the inaugural leadership meeting which has followed on from the staff survey process. The staff are finding the process positive and it has been useful professional development.

### **ix. Governor Week**

There was a positive response to this event from both governors and staff. SP thanked the governors for their attendance. It was agreed that Governor Week should be held twice a year with statutory monitoring running alongside it.

**Action: Eric Appleton** to send a 'thank you' to the staff for governor week, and also to work with the **Clerk** to produce a governor newsletter to share what took place.

**Action: Sarah Plaskitt** to email the clerk the Governor Week feedback forms.

### **x. Finance**

The governors discussed the New Funding Formula. Estimates show that Loxley will lose slightly, Wilmcote and Snitterfield will gain slightly but as it will not bring an increase in funding in real terms, SP's view is that it will not help us. Loxley & Snitterfield schools also face the new challenge of paying the apprenticeship levy (Wilmcote is exempt as is a VA school) which is estimated to be £1,400 per school. WCC has delegated the levy to the schools. In terms of total education budget received, WCC will be 120<sup>th</sup> out of 150 LAs, even with the new formula. A copy of the LA response to the funding consultation was circulated to governors prior to the meeting. The decision on whether the formula will be accepted is due in July.

One governor expressed concern that schools will be forced to turn away children who have special or educational needs as they will simply be unable to fund them.

Dan Bake informed governors of meeting to be held on Wednesday 5th April at Dale Street Methodist Church in Leamington Spa, starting at 7.30pm to protest about school funding.

**Action: Jon Queralt & Nigel Ford** to produce a document outlining a consistent federation plan of action, incorporating key points from Sarah Plaskitt, that can be used for any protest or action, such meetings with the local MP or letters to the Education Minister. **Ruby Broomfield & Eric Appleton** will present this case to MP Zahawi at his surgery.

### **xi. Events/Extra-curricular**

The Governors congratulated and thanked the staff for the broad range of activities listed on the final page of SP's report.

The governors thanked SP for providing such a comprehensive Executive Head's Summary Report.

**IMPACT:** The governing body receives a detailed summary report from the Executive Headteacher which is rigorously questioned, discussed and challenged to ensure the highest possible standards across all aspects of school life.

## **6. Federation Strategy Planning**

The first Strategy Workshop was held on 9<sup>th</sup> March. Attended by BS, EA, AR, HY, JBaker, JQ, SP, MG, MW, LB and WB. The group was able to think broadly about the vision for the federation, where they want to be and the potential impacts on the federation in the future. There followed a smaller group meeting to try to bring this output together. Charlie Curson, who led the workshop, has shared feedback with SP who will now share it with the Heads of School before the second workshop takes place on 6th April. The aim is to have a clear vision for the federation for years ahead, with actions that can begin in the autumn term.

**IMPACT:** The governing body is forward thinking and all governors are involved in the development of a clear, united strategy for the development of the federation for the future.

## 7. Sub committee reports

### i) CF&C

The last meeting was attended by Sarah Mills/Chloe McCart of the LA. A summary of this meeting was circulated to governors with the minutes. The key question put to Sarah Mills was whether there was any likelihood of school closure. The governors were reassured that this was not the case. Since then, Sarah Mills has provided SP with a list of cost-saving suggestions but these are disappointing and represent only small scale savings. The issue of securing the long term future of small schools by linking with larger schools (eg through a Multi-Academy Trust), that was discussed with Sarah Mills, was also raised at the strategy meeting. Governors expressed doubt about the savings that could be made as staffing is such huge percentage of overall cost.

**Action:** Sarah Plaskitt/Finance Governors to work out the actual savings to be made in line with the proposals made by Sarah Mills. CF&C committee to continue to invite Sarah Mills to meet with governors and challenge the proposals she has made.

Jonathan Baker informed the governors that he has had similar meetings with the LA and the Diocese. He will feed back to the Chair.

SP has also met with Vince Quayle to discuss small school funding. There appears to be a general recognition that small schools are struggling.

The Chair of the Resources committee referred to a discussion his committee held about thinking outside the box in terms of revenue streams.

**IMPACT:** The governing body has established lines of communication with the LA and the Diocese as part of their financial planning for the future.

#### a. Approval for residential trips

Governors were asked to approve the following residential trips:

- Loxley: PGL, Liddington, near Swindon, 26<sup>th</sup>-28<sup>th</sup> May 2017
- Snitterfield & Wilmcote: Culmington Manor, Shropshire, July 2017

Proposer: Roger Harrison. Seconded by Sarah Plaskitt. Approved unanimously.

### ii) Teaching & Learning

The Chair of the Committee summarised the latest data reports which are on the Onedrive.

**GOVERNOR CHALLENGE** *Should all governors (especially parent governors) be informed of a member of staff leaving and if so, when? Would it help them when faced with parental questions?*

Monica Gamble (MG) explained that LA advice is to share the information with the Chair of Governors. In a recent case at Snitterfield, MG also consulted Sally Curson in her capacity as HR advisor.

**Action:** CF&C committee to discuss and propose a best practice policy for informing governors when a member of staff is leaving. Who should be told? When? How? Who by?

#### a. Appointment of a new Maths link governor.

Beccy Smith agreed to take on this role.

Governors to consider who might take on responsibility for English (including SPaG which BS had previously been responsible for).

### iii) Resources

The Chair of the committee informed the FGB that:

- H&S is up to date
- All building works are progressing to plan.
- Detailed discussion has been held about budget shortfalls.
- There is a need for succession planning for Roger Harrison's Lead Finance role. It was suggested that Lisa Sisterson could help recruit another resources governor and that RH be involved in briefing her on what is needed.

**GOVERNOR QUESTION ?** *Has the car parking issue been resolved at Snitterfield?*

The Chair confirmed that the governors supported the work that was carried out. A new hedge has now been planted. The Parish Council & North Midland are now taking up the discussion with local residents over the allocation/use of community funds.

#### a. Budget sign off

An extraordinary meeting of the FGB will be held on Thursday 4th May at Snitterfield at 7pm to sign off the budgets. There will need to be 7 governors present to be quorate.

**8. Governor Monitoring** - See Item 5.ix above

**9. Governor Training**

**i. Prevent**

Amanda Reilly informed the FGB that every governor needs to do the Prevent (WRAP3) Training on Counter terrorism. There is an online module.

**Actions:**

**Sarah Plaskitt** to send the link to the Prevent online training module to the Clerk for circulation.

**All governors** to complete the training and then inform the Clerk when they have done do.

**Clerk** to keep a log.

**ii. Clerk's accreditation**

The Clerk will attend a briefing session on this on Friday 28 April in Warwick. The cost is to be shared with the Emscote/All Saints federation.

**iii. Governor Induction**

Lisa Sisterson attended a full day induction course on 15.3.17 and has reported that it was very useful.

**iv. Safer Recruitment**

Roger Harrison has attended Safer Recruitment Training (26/27th Jan 2017)

**IMPACT:** Governors benefit from an extensive range of training opportunities ensuring that their skills and knowledge are kept up to date and that the children and staff within their care are kept.

**10. Any other business**

**i. Warwickshire School Improvement Strategy**

A copy of this document was circulated prior to the meeting and is on the OneDrive.

**ii. Nominations for Schools Forum**

A copy of this letter was circulated prior to the meeting.

**iii. Onedrive**

**Action:** Clerk to ask for a password reset on Amanda Reilly's welearn account as she is still having difficulties accessing the onedrive.

**11. Dates of future meetings**

<b>Strategy meeting (Part 2)</b>	Thursday 6 <sup>th</sup> April, 6pm to 9pm, Snitterfield
<b>Budget approval meeting</b>	Thursday 4 <sup>th</sup> May, 7pm, Snitterfield
<b>Teaching &amp; Learning</b>	Thursday 18 <sup>th</sup> May, 7pm, Wilmcote
<b>CF&amp;C</b>	Tuesday 20 <sup>th</sup> June, 7pm, Wilmcote
<b>Resources</b>	Tuesday 27 <sup>th</sup> June, 7pm, Loxley
<b>Full Governing Body</b>	Thursday 6 <sup>th</sup> July, 7pm, Snitterfield

*There being no other business, the meeting closed at 9.15pm*