

Stratford Rural Schools' Federation



MINUTES

of the **Full Governing Body meeting (No 170706FGB)**
held on Thursday 6th July 2017 at 7pm at Snitterfield School

Papers circulated with the Agenda: Minutes of the FGB meeting 30 March Dec 17 & Action register; Minutes of Extraordinary FGB meeting 4 May 17; Leadership Development Programme Update.
Additional papers circulated prior to the meeting: Statutory data for governors – summer 2016 and summer 2017; LIP reviews July 2017

1.i. Present: Eric Appleton (Chair), Liz Banyard (Head of School, Wilmcote), Jonathan Baker (Foundation Governor), John Bates (Parent Governor), Rachel Beacham (Foundation Governor), Rev David Benskin (prospective Foundation Governor), Wayne Berry (Co-opted Governor), Ruby Broomfield (Co-opted Governor), Nigel Ford (Co-opted Governor), Monica Gamble (Head of School, Snitterfield), Sarah Plaskitt (Executive Headteacher & ex-officio governor), Jon Queralt (LA governor), Amanda Reilly (Associate Member), Beccy Smith (Parent Governor), Lisa Sisterson (Associate Member), Lucy Smith (prospective Co-opted Governor), Matthew Watson (Head of School, Loxley)

ii. Apologies accepted: Dan Bake (Parent Governor), Sally Curson (Associate Member), Roger Harrison (Co-opted Governor), Annya Rawstron (Staff Governor), Roz Wisdom (Associate Member), Helen Yeomans (Clerk)

The Chair welcomed prospective new governors Rev David Benskin and Lucy Smith to the meeting. The governors introduced themselves, outlining their background, roles and responsibilities.

2. Declaration of interests – There were no interests to declare

3.i. Minutes of FGB Meeting 170330FGB

a. Matters and actions arising

Governor / Clerk	Action	Target date	Update
Clerk / Ruby Broomfield	Email the KCSIE documents to RB to read. RB to sign log sheet at next meeting.	6.7.17	Governors Ruby Broomfield and Wayne Berry confirmed that they have read the KCSIE document. As the Clerk was not present they will sign the record sheet at the autumn FGB.
Clerk	Request password reset on Amanda Reilly's welearn account. EA to help AR with access issues.	6.7.17	On-going.
All governors	Spread the word about the midday supervisor vacancy at Snitterfield.	ASAP	Cover has been found and it is hoped that a new supervisor will be in place in September. Parents will be kept informed of the vacancy and what the job entails.
CF&C committee	Explore the idea of offering good attendance rewards	20.6.17	Decision was made not to do so. See minutes of the Children, Families & Community Committee (CF&C) meeting.
Clerk	Circulate the 1 st draft of the Governor Impact Log with the FGB minutes	6.4.17	The log was circulated and discussed. See also item 8.ii below.
Eric Appleton / Roger Harrison / Sarah Plaskitt / Clerk	Review the 1 st draft of the Governor Impact Log and work on a final version	6.7.17	

Sarah Plaskitt	Email the Governor Week feedback forms to the Clerk	6.4.17	Action completed.
Clerk / Eric Appleton	Produce 2 nd issue of newsletter: include information on what happened during Governor Week and announce new Wilmcote Parent Governor	30.4.17	Action completed. Good feedback has been received. Thanks were given to the Clerk for putting the newsletter together.
Jon Queralt / Nigel Ford	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	30.4.17	These actions are on-going.
Ruby Broomfield / Eric Appleton	Present Federation view on school funding to MP Nadim Zahawi.	30.4.17	
Sarah Plaskitt / Finance Governors	Calculate the savings to be made from the proposals made by Sarah Mills.	20.6.17	The governors feel that most of the savings proposals are already being carried out. Budget recovery plans are being made.
CF&C committee	Invite Sarah Mills to meet with governors again and challenge the cost-saving proposals she has made.	20.6.17	The decision has been made to focus instead on the proactive decisions and actions that governors can take.
Sarah Plaskitt / All governors / Clerk	SP to send Clerk link to Prevent (WRAP3) online training module for circulation. All governors to complete the training and then inform the Clerk when they have done do. Clerk to keep a log.	6.7.17	The Clerk has circulated the link. Some governors have completed the training. The clerk is keeping a log on the onedrive. ACTION: Clerk to re-send link to Lisa Slisterson, Sally Curson and Beccy and to the new governors as part of their induction.

b. Open action from previous meetings

Date first raised	Governor / Clerk	Action	Target date	Completed
1.12.16	Eric Appleton	Set a date for an SEN monitoring visit	30.3.17 24.4.17	This action will be carried out by new governor Lucy Smith.

c. Approval and signature

There being no other matters arising or amendments to be made, Wayne Berry proposed that the minutes of meeting no 170330FGB should be agreed as an accurate record and signed by the Chair.

This proposal was seconded by Nigel Ford and agreed by all governors present.

ii. Minutes of Extraordinary FGB Meeting 170504ExFGB

a. Matters arising

Date first raised	Governor / Clerk	Action	Target date	Completed
4.5.17	Heads of School	Produce a list of items that the schools need but can't afford. Resources committee to consider ways in which this wish list could be actioned.	30.3.17 24.4.17	This action is being completed by the Resources committee.

b. Approval and signature

There being no matters arising or amendments to be made, Wayne Berry proposed that the minutes of the Extraordinary FGB meeting no 170504ExFGB should be agreed as an accurate record and signed by the Chair. This proposal was seconded by Nigel Ford and agreed by all governors present.

4. Governor appointments & resignations

i. Appointments - *Ex-officio Foundation & Co-opted governors*

The Chair welcomed Rev David Benskin into his ex-officio Foundation Governor role.

Lucy Smith was then proposed by the Chair as a new Co-opted Governor. Lucy is not only a parent at Snitterfield school but she also has teaching experience. Her appointment was agreed by a unanimous vote.

ii. Governor vacancies

a, Foundation Governor

Rachel Beacham is leaving the governing body as her term as Foundation Governor ends on 1st October 2017. The Chair thanked her for her 6 years of valued service on the governing body, first as a Parent Governor, then as Foundation Governor. This leaves a vacancy for a Foundation Governor and also for a pupil data monitoring governor (Wilmcote).

b. SEN governor

Lucy Smith was appointed as Co-opted governor and agreed to take up responsibility for SEN in her role on the Teaching and Learning committee.

c. Other governor vacancies

Annya Rawstron is standing down as Staff governor as she is leaving the school at the end of the summer term 2017. The Chair thanked her for her valuable service and contribution.

ACTION: Executive Headteacher to arrange a staff election for a replacement Staff Governor.

ACTION: Chair of Governors to review other governor vacancies and fill the vacancies for Literacy Governor (Teaching & Learning committee) and for a Finance Governor linked to Snitterfield to take over from Roger Harrison (Resources committee).

ACTION: Chair of Governors to write a letter of thanks to Annya Rawstron.

IMPACT: The governing body takes a thoughtful approach to governor recruitment, ensuring a balance and spread of skills and experience. As a result the governing body is able to carry out its role efficiently and effectively.

5. Committee updates

Minutes of the latest meetings of all three committees were circulated prior to the meeting. The Chair of each committee then provided an update.

i. CF&C

The Chair of the Children, Families & Community committee highlighted some of the key issues that had been discussed this term, which included attendance and the impact of flexi-schooling on some of the attendance data and Marketing and community links. She congratulated all three schools on the range of community links activities that had taken place and picked out the following which she felt were particularly worthy of a mention:

Wilmcote – Woodworking workshop and Charity Den-Making event

Snitterfield – Eco event looking at moths and Jaguar LandRover action day that involved building a sensory garden

Loxley – Coventry cathedral visit and visit to Roman Fort at Baginton

A working group meeting is being held before the end of term to discuss in more detail the safeguarding of staff, which arose from a case of abuse on social media. The group will review all existing policies that are in place to protect staff and agree a final up-to-date policy. The Head of Loxley School commented how positive it was that the governors have taken the issue so seriously and responded so swiftly to the matter.

Parent survey – Roz Wisdom has been collating the 2017 Parent Survey and provided the Executive Head with a summary to share at the meeting. A formal response to parents at each school will be sent out before the end of term.

The idea of running an anonymous Pupil Survey was also discussed.

ACTION: Roz Wisdom, Eric Appleton and Sarah Plaskitt to send a formal response to the 2017 Parent Survey before the end of the summer term.

ACTION: CF&C committee to put together action plans to address the issues in the 2017 Parent Survey in the Autumn Term.

ACTION: CF&C committee to further explore the idea of an anonymous Pupil Survey towards the end of the Autumn Term.

ii. Resources

The Chair of the Resources committee summarised the key points for the summer term. Budgets are still difficult. Two of the schools have been called to a LA meeting to explain their deficit budgets but the governors aim to show that the schools are doing the best they can to address those deficits.

Finance Governor Roger Harrison has continued to work hard across all three schools, and John Bates is now being trained up to support him and begin the process of succession planning. More support for finance is needed.

The Heads of School have all produced a wish list of practical things they need. This has been circulated in an effort to seek out donations. It was agreed that this needs to be organised properly to prevent the schools from having to sort through inferior, second-hand items.

GOVERNOR CHALLENGE *What can we do to make parents more aware of the realities facing schools in terms of funding?*

Associate Member, Lisa Sisterson, explained that before attending governing body meetings, she did not fully appreciate the challenges schools were facing. She recommended using the newsletters etc, and providing honesty boxes so that parents could donate.

The Head of Snitterfield School shared an idea from a recent PTA meeting which involved raising funds to cover so many hours of a talented, quality TA's time to provide experiences for the children that wouldn't otherwise be provided. However, she also shared how difficult it can be to balance the need to ask for funding help with presenting a positive message about or image of the school.

One governor commented that not all parents feel they should donate as they already pay for education through their taxes. He also commented that any letters sent to parents about funding, or asking for donations, should be copied to the local MP. The Chair reminded the governors of the **agreed action** to present the federation view to the MP.

ACTION: Jonathan Baker to make an appointment for governors to meet with Nadim Zahawi.

IMPACT: The Resources committee ensures that the Full Governing Body is aware of the financial situation of its three schools. Governors are working hard to reduce budget deficits.

GOVERNOR CHALLENGE *What agreement has been made regarding the policy for informing governors about staff changes?*

The Chair of governors explained that staffing is the responsibility of the Executive Head. Associate Member, Sally Curson, is putting together some guidelines on how and when governors will be made aware of staff changes. These will be shared with governors. The general view is that the fewer people who know about staff changes the better, in order to protect confidentiality. The proposal is that the Chair of Governors will be made aware of any staff change ASAP, then the rest of the governors will be made aware just before the parents are told. The Chair reminded governors that conversations about staffing issues are confidential and information about staff departures is not to be shared in the playground so any governors approached by parents can rightly refer the matter back to the Executive Headteacher or Head of School. He reassured governors that they are not expected to know everything that is going on in school and it is fine to advise to parents that operational and staffing issues are the responsibility of leadership team.

IMPACT: The governing body has clear procedures in place for informing governors about staff changes.

iii. Teaching & Learning

The Chair of the T&L committee explained that the data referred to in the latest minutes has now been superseded by the SATs results. He reassured the FGB that the summer T&L meeting was more robust than ever before and that every member of staff present was able to answer in detail the governors' challenging questions.

At **Loxley**, SPaG is still a key area for development. Staff now feel more confident in the interventions that are going on and SEN children are performing well.

Snitterfield – Early Years data was explored in detail following the departure of the EY teacher. The committee will review next set of data in detail to see what impact this change has had. SPaG is also an area of difficulty. Data for different vulnerable groups and year groups was explored in detail.

Wilmcote – The most recent Task Group showed improvements and this process was discussed in detail. The committee felt that the positivity of the staff in the Task Group process was commendable. The T&L committee have also been looking at the impact of EMTAS (Ethnic Minority and Traveller Achievement Service), and also the performance of children who have particular challenges.

Governor Beccy Smith has agreed to populate a spreadsheet with the raw anonymised data so that data for all three schools can be presented to governors in the same format.

a. Verbal report on latest Task Groups – for information only

The Head of Wilmcote School informed governors that the school has been putting into place the actions that were recommended by the Task Group. Two of these are large tasks and are on-going, including the Governor Health Check and putting together a portfolio of work. For the portfolio, the staff will use moderated work from Years 2 and 6. The next Task Group meeting will take place at the end of September.

b. Summary of phonics test & SATs results

The Executive Head circulated results summaries prior to the meeting for information only. Wilmcote's results have improved on last year. Phonics performance has improved following a complete overhaul of phonics teaching. The one child who didn't pass only joined the school in May. There were concerns over the impact of staff changes at Snitterfield but the results show that there have been some rapid improvements made. Phonics test results were good. Loxley – There were only 3 children in the cohort for the Phonics test so the 66% mark represents only 1 child not passing. The cohort for the KS2 SATs was not strong and results were better than expected, outperforming last year. All the Year 2 phonics retakes passed across the federation.

?? GOVERNOR QUESTION ?? To the Executive Headteacher: *Are you happy with the results?*

Overall the staff are happy with the results. Where there are issues, there are already plans in the development plan to address them.

The governors felt there were lots of positives in the results and were pleased with the 100% result for 'at least at the standard' in English Grammar, Punctuation and Spelling achieved at Wilmcote. The Head of Snitterfield explained that an appeal has been made on behalf of one child whose Reading paper appears to have been marked too low.

In the autumn, the Raise online will show the progress measures from KS1 to KS2 which will be particularly interesting for the T&L committee to look at for Loxley, where some of the children are predicted to have made good progress.

GOVERNOR CHALLENGE *How will the schools communicate the SATs results to parents?*

The children will get their SATs results in their reports but good news will be celebrated in newsletters. Percentages will be published on the websites. The Executive Head explained how hard it is to maintain percentages with such small cohorts.

IMPACT: The Teaching and Learning committee takes a rigorous approach to challenging pupil performance data and summarises key areas of strength and weakness for the Full Governing Body. All governors see SATs and Phonics test results and are able to communicate successes and areas for development to parents.

6. Federation Strategy Planning Update

Following the two, 3-hour strategy workshops that took place in the Spring Term, an Ambition Statement was drafted for the federation. This was shared with the Executive Head and the Heads of School and is being discussed at leadership training events. The Chair will now turn this into a list of goals and measures of success, starting with near term then yearly objectives leading up to 2021. The plan is to share this with the Executive Headteacher and then the Leadership Team and Governing Body to refine ahead of the next FGB in the autumn term 2017. The document will drive governor decisions, priorities and actions moving forward.

IMPACT: The governing body is formulating a four-year strategic plan that will help them to identify priorities and actions and will inform their decision-making process.

7. Leadership Development Programme Update

Associate Members, Lisa Sisterson and Sally Curson, have been offering some leadership coaching to all 3 schools. A report was circulated prior to the meeting. Lisa Sisterson summarised the key points, explaining that the starting point was the 2016 staff survey from which three key themes for development arose: Leadership; Communication and Decision making. From this they have put together a development programme with termly group sessions, including the Chair of Governors. The first looked at leadership and how the Executive Head/Heads of School can allocate time between leadership, management and coaching. A session has also been held to plan for next year. Alongside this, Lisa Sisterson has been doing some one-to-one coaching with individual leaders using the StrengthScope tool to help identify strengths. This information is being used in ongoing sessions to developed leadership skills. The Head of Loxley School commented that it has been valuable to have the time to self-reflect. The Chair of Governors commented that the Federation is lucky to be able to tap into such skills from members of the school community, and thanked Lisa and Sally for their support and time. The Chair was also thanked for bringing in the expertise of the local community to the benefit of the school and governing body.

IMPACT: The governing body supports and ensures the development of its school leaders.

8. Self-evaluation

i. Governance Health Check session

The in-house Health Check session has now taken place with Vince Quayle from WES. The Governors agreed that the quality of the trainer, the quality of the course and training materials were excellent. The course didn't provide an evaluation of current governance, which some governors had hoped it would. However, the governors accepted that this might have been difficult in the 2 hours available and in spite of this they would recommend the session to others. The session was a useful starting point for thinking about self-assessment. Governors felt that it showed that the governing body was doing better than they might have thought, and that it would help them to tighten up practices and get better at providing evidence.

The Chair asked the governors what they think the next steps should be for self-assessment.

One governor suggested a governor action plan.

The Chair of Governors explained that he had already created a policy for self-assessment which matched many of the areas Vince Quayle covered.

The Head of Loxley School proposed that the governors split into groups to look at the areas we felt we needed greater evidence for, to find that evidence using the governor mark documents, and then address any holes/weaknesses that were left.

The Chair stressed it would be an on-going process that could be shared among the committees, based on an Action Plan. It was agreed that there were quite a few areas that could be covered off quite quickly.

ACTION: Chair of Governors and Clerk to develop an action plan for self-assessment ready for the autumn FGB meeting.

ii. Governor impact log

It was agreed that this document would form part of the self-evaluation process.

IMPACT: The governing body is undertaking a process of detailed self-evaluation that will help it to improve and develop and ensure that it carries out its functions to the highest level.

9. Development Plan Priorities for 2017-18

Prior to the meeting the Executive Head had circulated LIP reviews of the year for all three schools. The teaching staff are currently collating their data by year group. Once the full data for the term is available, governors will need to identify focus areas. The Executive Head advised the governors that some of the actions that have been identified are not measurable through test results.

The 2017 Parent Survey will feed into the Development Plan. Last year's survey gave rise to 2 priority issues relating to governors: i) Visibility; ii) Understanding governors' roles. The 2017 survey shows improvements in these areas but in terms of knowing who governors are, there are still improvements to be made. Results show that parents have a better understanding of the governors' role, which may be down to the newsletter. The need for more after-school clubs across the federation was another 2016 issue which has improved in the 2017 results for all three schools.

Communication is still an issue at Snitterfield.

Knowing what the school learning improvement priorities were was an issue last year but hasn't arisen this year, so the actions taken have clearly had an effect.

Wilmcote scored lower on behaviour.

School lunches: The results for Loxley are the same but this should improve once the renovations are complete. At Snitterfield the results have improved after a number of changes (to 61%). 100% positive feedback was received on school lunches at Wilmcote.

The importance of the Church School aspect scored low last year at both church schools and this remains about the same in 2017 (Loxley 50% and Wilmcote 82%). But more people value the links with the church.

New foundation governor, Rev. Benskin, commented that this reflects the national picture of attitudes towards faith. The Executive Head suggested that the wording of the question be reviewed next year.

In summary, none of the priorities have gone down. Most have gone up.

Last year, cross-federation themes and individual schools were picked out and sent to parents along with some parent comments. The same will be done again although this year, only the visibility of governors is a common theme across the federation. Copies of the final survey results will be shared with governors.

IMPACT: The governing body actively seeks feedback from parents and acts upon feedback received, thus raising standards and ensuring that all stakeholders are happy with the schools they are part of.

10. Governor Training

This is being tracked at each committee meeting. The Chair reminded governors to keep the Clerk informed of any training undertaken.

John Bates has attended Part 1 of the Finance Governor Training – ‘Introduction to budget planning and monitoring’.

Sally Curson and Lisa Sisterston will be attending the ‘Head Teacher appraisal & teacher pay and performance’ course on 26th September.

Associate Member and Safeguarding Adviser, Amanda Reilly, informed governors that she recently attended a network meeting for Safeguarding during which the topic of Sexual Exploitation of Under 12s was raised. She has shared a checklist with the school leaders.

GOVERNOR CHALLENGE *Do the schools have lockdown procedures?*

The Executive Headteacher explained that this has been the subject of on-going discussion. However following a recent visit by an electrical surveyor, it is understood that Warwickshire are now rolling out and funding a programme to install silent alarms (eg flashing lights) with panic buttons, which will remove the potential confusion with fire alarms which signal to people to get out rather than stay in and lock down. Schools have to do lock down drills. The governors discussed the need to ensure that children are not alarmed or frightened while making sure that the lockdown process is followed.

IMPACT: Governors have access to a range of targeted training, ensuring that they feel supported and have the skills necessary to carry out their roles and responsibilities.

11. Any other business

i. Staff surveys

Lisa Sisterston informed governors that she will be working with the leadership team to draw up assessment questions for the next staff survey which will go at in September.

ii. Wilmcote SIAMS inspection

This took place on 22 June and the school has received a ‘Good’ judgement. The report will be shared with governors when it is available. The Head of Wilmcote School thanked the governors who came along and supported the school.

iii. National Grid

Over the summer, governors Wayne Berry and Ruby Broomfield will be looking at other funding streams for schools. Ruby Broomfield explained that National Grid has a Community Grants Fund (up to £20,000) but application has to come from a charity so would need to go through a PTA. They will identify what kind of focus the grant application could have. It has to have an environmental or social benefit. Ruby Broomfield would need to step aside from the application process itself because of a potential conflict of interest with her employer. It is also possible to apply to the National Grid IT team for funding for IT equipment such as i-Pads. In reply to a governor question, it was also confirmed that it could be possible to apply for funding to pay for expertise in terms of training in the use of IT equipment.

ACTION: Staff to provide Ruby Broomfield/Wayne Berry with a wishlist for national Grid funding. Ruby Broomfield and Wayne Berry to report back to the governors in the autumn.

The Chair of Governors thanked those present for their contributions this year and thanked the staff for their good will and hard work.

12. Meeting dates for 2017-18

Full governing body	Wednesday 27th September, 7pm, Loxley
Teaching and Learning	Thursday 21 st September, 7pm, Snitterfield
Resources	Thursday 12 th October, 7pm, Wilmcote
CF&C	Thursday 2 nd November, Snitterfield

ACTION: Clerk to circulate the annual meeting calendar with the minutes of the meeting.

There being no other business, the meeting closed at 9.05pm