

# Stratford Rural Schools' Federation



## MINUTES

of the **Annual General Meeting of the Full Governing Body (No 170927FGB\_AGM)**  
held on Wednesday 27<sup>th</sup> September 2017 at 7pm at Loxley School

### Papers circulated with the Agenda:

Governor Meeting Schedule 2017-18

**For review:** Code of Conduct, Register of Interests (and Blank declaration of interests form), Instrument of Governance, Terms of Reference for FGB and committees.

**For approval:** Governor Induction Policy & New Governor Checklist

**1.i. Present:** Eric Appleton (Chair), Wayne Berry (Co-opted Governor), Ruby Broomfield (Co-opted Governor), Nigel Ford (Co-opted Governor), Roger Harrison (Co-opted Governor), Sarah Plaskitt (Executive Headteacher & ex-officio governor), Jon Queralt (LA governor), Beccy Smith (Parent Governor), Lucy Smith (Co-opted governor), Lisa Sisterson (Associate Member), Matthew Watson (Head of School, Loxley), Roz Wisdom (Associate Member), Sam Worland (nominated staff governor), Helen Yeomans (Clerk)

**ii. Apologies received:** Jonathan Baker (Foundation Governor), John Bates (Parent Governor), Rachel Beacham (Foundation Governor), Rev David Benskin (Foundation Governor), Sally Curson (Associate Member), Dan Bake (Parent Governor), Monica Gamble (Head of School, Snitterfield), Liz Banyard (Head of School, Wilmcote)

**iii. Absent:** Amanda Reilly (Associate Member)

The Chair welcomed Ms Sam Worland to the meeting and thanked her for standing for the role of Staff Governor. The governors introduced themselves.

To open the AGM, the Chair then reviewed the governing body's achievements in 2016-17, which included:

- a recruitment campaign to find new governors who had particular skills to enhance the governing body's effectiveness;
- the identification of the key risks to the Federation and the production of an action plan;
- increased visibility and improved communication with parents - eg through the governor newsletter; leadership coaching and governor training;
- carrying out statutory duties, including ensuring that all three schools are safe and secure – part of which has been major building improvements at Loxley;
- continuing to work hard to ensure that all pupils make great progress and are provided with the best education possible.

The Chair then shared with the governors a template he has produced for evaluating his own effectiveness as Chair and for setting his own objectives for the forthcoming year, which included making governor meetings more effective by asking for feedback at the end of each meeting.

**ACTION:** Chair to share his self-evaluation template with the Committee Chairs

## 2. Register of interests

Prior to the meeting the Clerk circulated the existing Register of Interests and asked governors to check that their information was up to date. She also asked new governors to complete a blank Declaration of Interests form.

**ACTION:** Clerk to update the register of interests and upload to the school websites

### **3. Election of Chair and Vice Chair**

#### **i. Chair of Governors**

Eric Appleton confirmed that he was willing to continue in the role of Chair of Governors. He was formally nominated by Jon Queralt (LA Governor) and this was seconded by Wayne Berry (Co-opted Governor).

#### **ii. Vice chair of Governors**

Ruby Broomfield confirmed that she was willing to continue in the role of Vice Chair. She was formally nominated by Roger Harrison (Co-opted Governor) and this was seconded by Nigel Ford (Co-opted Governor).

### **4. Instrument of Governance**

A copy of the Instrument of Governance was circulated prior to the meeting. There were no changes required.

### **5. Code of Conduct**

A copy of the Governors' Code of Conduct was circulated prior to the meeting. The Chair ran through its key terms and stressed the importance of confidentiality. Co-opted governor Roger Harrison also stressed need for governors to understand the difference between collective responsibility and individual point of view. There being no changes required, the document was approved by the governors and was signed by those present.

### **6. Committees & Terms of Reference**

#### **i. Committee Chairs**

The governors discussed the role of the committee chairs and whether or not to rotate the role in order to spread knowledge is spread. Rotating the chair was considered to be a good idea, however It was agreed that for now, the existing Chairs would remain in post until the first committee meeting of the year when each committees can then decide how to proceed.

#### **ii. Review of Terms of Reference**

A copy of the existing Terms of Reference (ToR) for the Full Governing Body, the Resources committee, Teaching and Learning Committee, Community Committee and Pay Committee were circulated prior to the meeting.

The Clerk queried what figure should be inserted into the Resources ToR for approving irrecoverable debts. It was confirmed that this should be zero.

There being no changes required, all five documents were approved by the governors and were signed by the Chair.

### **7. Individual governor roles & responsibilities**

#### **i. Staff governor vacancy**

Sam Worland was the sole nominee for the vacant staff governor post within the nomination deadline of 14 September, so her appointment to the post was approved without the need to hold an election.

Sam will serve on the Children, Families & Community (CF&C) committee.

#### **ii. Foundation governor vacancy**

Rachel Beacham's term as Foundation governor has now come to an end. Mrs Sue Connor, whose application for the staff governor post came in after the deadline, is to be approached regarding the vacancy for Foundation Governor. Another possible candidate for a governor post from Wilmcote will be considered for one of the co-opted posts. See below.

#### **iii. Co-opted governor vacancies (x3)**

Lisa Sisterson, who has been an Associate Member for the past 12 months, has confirmed that she is willing to become a full governor. Her appointment as a Co-opted Governor was proposed by Roger Harrison (Co-opted Governor) and seconded by Wayne Berry (Co-opted Governor). Lisa's interests lie in teaching & learning and people and talent development.

**iv. Literacy governor vacancy** - There is still a vacancy for a governor to monitor literacy.

#### **v. Finance governor vacancy for Snitterfield**

There is still a vacancy for a governor to take responsibility for the budgets at Snitterfield. Lisa Sisterson volunteered to help find someone to fill this vacancy.

## vi. Wilmcote pupil data monitoring governor vacancy

Lisa Sisterson will consider covering this.

## vii. General governor roles and responsibilities

The Chair stressed that he is keen to ensure that all governors are clear about what their role is and asked the Committee Chairs to start by looking at their own roles and then ensure that committee members all have clear areas of responsibility.

### **ACTIONS:**

**Clerk** to circulate an up-to-date list of who's who on the governing body, with contact details.

**All governors** to submit a photo of themselves for a visual Who's Who? which can go out to staff/parents and/or be used on school websites.

**Chair of Governors** to share with the committee chairs his template for identifying individual roles and priorities the year.

**Clerk** to add Individual Governor Roles & Responsibilities to the agenda for each committee meeting.

**Committee Chairs (Jon Queralt, Ruby Broomfield and Nigel Ford)** to use the Chairs template to evaluate individual governor roles and set personal objectives.

**Clerk** to enquire as to the possibility of a generic email address for governors.

## 8. Priorities for 2017-18

### i. FGB - Strategic

The Chair set out the governing body's priorities for the year, which included:

#### **AUTUMN TERM**

Defining the role of the Chair and chairing more effective meetings

Continuing the work of the Finance Task Group, looking at leadership structure

Federation SEFs – The Chair is aiming to increase his actively engagement in the creation of the SEFs, making this a priority for the autumn term.

Head's Performance Management

Readiness for Ofsted at Loxley & Snitterfield

Filling governor vacancies

**SPRING TERM:** Reviewing the 4-year ambition

**SUMMER TERM:** Governing body self-evaluation. Although governors began work on this last term, the Chair believes that there other matters which have to take priority.

### ii. Resources & Finance

Nigel Ford, Committee Chair, explained that the committee aims to be more proactive in finding other funding streams, supporting the work of Wilmcote Business Manager Carol Bloom.

The committee will also be focussing on the finance expertise of the governing body, planning for the future and ensuring that there is a finance governor who can monitor budgets at each school. John Bates (Parent Governor) is being trained up to cover Loxley budgets. *See also Agenda item 7.v above*

### iii. Teaching & Learning

Jon Queralt, Committee Chair congratulated all staff on the success of the summer results in all 3 schools. He then set out the committee's priorities:

- Using the successful summer 2017 results, the committee will be focusing on establishing what worked well and will be using these discussions to input into the SEF.
- Monitoring the impact of, and also working to reduce the impact of, any staff changes.
- Looking more deeply at Progress schools.
- Tracking groups of children and individual children (eg Pupil Premium children) and monitoring how they are progressing. Ensuring that governors can tell the story about what progress they make.
- Continuing to work on data presentation.
- Tracking pupil data over time, now that the assessment system has been in place for long enough.
- Using and discussing case studies which detail the progress of individual children.

#### iv. Children, Families and Community

Ruby Broomfield, Committee Chair, explained that the committee will be focusing on strengthening community links and links with parents. The aim is to raise the profile of the schools by engaging with parents more effectively.

### 9. Governor training

#### i. New governor induction policy & Checklist

Copies of these documents were circulated prior to the meeting. Lisa Sisterson explained the background and how the policy is intended to support new governors. The policy outlines things like what happens when, points of contact and training and also includes a checklist of key information and key activities. The governors confirmed that they have read the documents and thanked Lisa for producing such a useful guide. The policy was approved unanimously, adopted and will be reviewed annually.

#### ii. Training

The governors discussed the possibility of identifying opportunities for internal knowledge sharing. The Executive Head recommended that another governor complete safer recruitment training. Lisa Sisterson offered to attend.

<b>ACTION:</b> Clerk to provide Lisa Sisterson with details of Safer Recruitment Training courses.
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### 10. Any other business

#### i. KCSIE

The following governors signed the record sheet to confirm that they have read and understood the KCSIE document: Ruby Broomfield, Wayne Berry, Lucy Smith and Sam Worland.

#### ii. Diocesan Multi-Academy Trust

The Governors discussed the forthcoming MAT meeting on 28<sup>th</sup> September with representatives from the Diocese. It was agreed that governors need to be upfront about budgets in order to establish whether the MAT has the capacity to support the federation.

#### iii. Admissions policy

The Executive Head has been reviewing this policy and will circulate it to the governors.

### 11. Future meeting dates

Prior to the meeting, the Clerk circulated a set of proposed dates for meetings throughout the academic year. These were agreed as follows:

#### Autumn term

Teaching & Learning	Monday 16 <sup>th</sup> October, 7pm, Snitterfield
Resources	Thursday 12 October, 7pm, Wilmcote
CF&C	Thursday 2 November, Snitterfield
Full governing body	Thursday 30 <sup>th</sup> November, 7pm, Wilmcote

#### Spring term

Full governing body	<i>TBC - Wednesday 28 March or in the summer term</i>
Teaching & Learning	Thursday 25 January, 7pm, Loxley
CF&C	Thursday 1 March, Loxley
Resources	Thursday 22 March, 7pm, Snitterfield

#### Summer term

FGB Budget sign off	Thursday 19 April, 7pm, Wilmcote
Full governing body	Thursday 5 July, Snitterfield
Teaching & Learning	Thursday 3 May, 7pm, Wilmcote
CF&C	Thursday 7 June, 7pm, Wilmcote
Resources	Thursday 21 June, 7pm, Loxley

*There being no other business, the meeting closed at 8.25 pm*