

Stratford Rural Schools' Federation



MINUTES

of the **Full Governing Body meeting (No 171130FGB)**
held on Thursday 30th November 2017 at 7pm at Wilmcote School

Papers circulated with the Agenda: Minutes of the FGB meeting 170706 | AGM170927 & Action register | Loxley inspection letter.
Additional papers circulated prior to the meeting: Wilmcote SIAMS action plan

- 1.i. Present:** Eric Appleton (Chair), Liz Banyard (Head of School, Wilmcote), Dan Bake (Parent Governor), Jonathan Baker (Foundation Governor), Ruby Broomfield (Co-opted Governor), Roger Harrison (Co-opted Governor), Sarah Plaskitt (Executive Headteacher & ex-officio governor), Jon Queralt (LA governor), Alis Roberts (proposed co-opted governor), Beccy Smith (Parent Governor), Lucy Smith (Co-opted Governor), Lisa Sisterson (Co-opted Governor), Matthew Watson (Head of School, Loxley), Sam Worland (Staff Governor), Helen Yeomans (Clerk)
- ii. Apologies received:** Rev David Benskin (prospective Foundation Governor), Wayne Berry (Co-opted Governor), Greg Bull (Co-opted governor), Roz Bull (Associate Member), Nigel Ford (Co-opted Governor), Monica Gamble (Head of School, Snitterfield), Amanda Reilly (Associate Member)
- iii. Absent:** Sally Curson (Associate Member).

The Chair welcomed Alis Roberts to the meeting. *See item 4 below.*

2. Declaration of interests – There were no new interests to declare. Alis Roberts has completed a declaration of interests form.

3. Minutes of FGB Meeting 170706FGB & AGM170927

i. Matters and actions arising

Date first raised	Governor / Clerk	Action	Target date	Update
6.7.17	Ruby Broomfield / Wayne Berry	Sign the log sheet to show that they have read the KCSIE document.	Autumn FGB	Completed
6.7.17	Clerk	Request password reset on Amanda Reilly's welearn account. EA to help AR with access issues.	6.7.17 Autumn FGB	HY to check with Amanda.
6.7.17	Jon Queralt / Nigel Ford	Produce a federation Plan of Action for meetings with local MP or letters to the Education Minister	30.4.17 Autumn FGB	On-going
6.7.17	Jonathan Baker	Arrange an appointment for governors to meet with Nadim Zahawi	Autumn FGB	On-going. Jonathan Baker will try to get an appointment in New Year. Ruby Broomfield & Lisa Sisterston offered to attend.
6.7.17	Clerk / Lisa Sisterson / Sally Curson / Beccy Smith / Rev Benskin / Lucy Smith	Clerk to re-send link to Prevent (WRAP3) online training module to governors listed and to add their certificate numbers to the training log on the Onedrive when their training is complete.	Autumn FGB	Governors still to complete WRAP3: Lucy Smith, Sam Worland, Jonathan Baker, Nigel Ford & Beccy Smith. Clerk to send new governors the details.
6.7.17	Lucy Smith	Set a date for an SEN monitoring visit	Autumn term	LS has visited Loxley. Still to visit W and S.

6.7.17	Executive Headteacher	Arrange a staff election for a new Staff Governor	Autumn term	Done
6.7.17	Eric Appleton	Review governor vacancies and fill the vacancies for Literacy Governor (Teaching & Learning committee) and Finance Governor linked to Snitterfield to take over from Roger Harrison (Resources committee)	Autumn term	See agenda
6.7.17	Eric Appleton	Write a letter of thanks to Anya Rawstron	31.7.17	Done end of summer term.
6.7.17	Eric Appleton / Clerk	Develop an action plan for governor self-assessment	Autumn term FGB	Postponed until spring/summer term
6.7.17	Clerk	Circulate the annual governor meeting calendar for 2017-18	31.7.17	Done
6.7.17	Heads of school	Provide a wishlist for the National Grid grant application	31.7.17	On-going
6.7.17	Ruby Broomfield / Wayne Berry	Work on the National Grid grant applications and report back to governors	Autumn term	On-going
6.7.17	Roz Wisdom, Eric Appleton and Sarah Plaskitt	Send out a formal response to the 2017 Parent Survey.	Before end of summer term	Done
6.7.17	CF&C committee	Put together action plans to address the issues in the 2017 Parent Survey	End of autumn term	Done
6.7.17	CF&C Committee	Further explore the idea of sending out an anonymous Pupil Survey.	Autumn term	On-going
27.9.17	Clerk	Update the register of interests and upload to the school websites.	31.10.17	Completed.
27.9.17	All governors	Submit a photo of themselves for a visual Who's Who?	31.10.17	Still awaiting pics
27.9.17	Chair of Governors	share with the committee chairs his template for identifying individual roles and priorities the year.	9.10.17	Done
27.9.17	Clerk	Add Individual Governor Roles & Responsibilities to the agenda for each committee meeting.	9.10.17	Done. EA to resend to Ruby
27.9.17	Committee Chairs -	Use the Chairs template to evaluate individual governor roles and set personal objectives.	End of autumn term	Ongoing
27.9.17	Clerk	Enquire as to the possibility of a generic email address for governors.	31.10.17	Completed. Address is SRSFgovernors@welearn365.com . Password Silvergate1. All governors have been sent instructions.
27.9.17	Clerk	Provide Lisa Sisterson with details of Safer Recruitment Training courses.	31.10.17	Done. LS is attending in January

ii. Approval and signature

The Clerk was asked to amend the mis-spelling of Sam Worland's name on p1 of the minutes from the AGM. There being no other matters arising or amendments to be made, the minutes of meetings no 170706FGB and AGM170927 were agreed as an accurate record and signed by the Chair.

4. Governor vacancies

i. Co-opted governor

The Facebook advert that Lisa Sisterson (LS) created has proved a success. Not only did Alis Roberts respond to it but another potential contact has come from it this week.

Alis Roberts introduced herself to the governors. She explained that she has been teaching for 10 years with experience in primary mainstream and special needs, and currently teaches at Welcombe Hills School where she is also a co-opted governor. At present Alis is on maternity leave and as she is returning to work part time, she feels she has the time to take on other commitments. On the Welcombe Hills governing body, she has served on the Performance and Standards committee.

The Chair suggested that Alis take some time to consider which committees she would like to sit on. It is likely that the Teaching & Learning committee (as a governor responsible for monitoring pupil data and literacy) would be a good fit, but that Alis might also be interested in the Children, Families and Community committee.

Alis Robert's appointment as a co-opted governor was proposed by the Chair and seconded by Lisa Sisterson. The governors agreed to her appointment on a four-year term.

ACTION: Clerk to send Alis an SRSF group welearn invitation.

ii. Foundation Governor

Sue Connor (TA at Wilmcote) has been approached about this role and has been given the paperwork to complete for the PCC.

ACTION: Clerk to double check that the fact that Sue is a member of staff does not prohibit her from being a Foundation governor.

iii. Parent Governor (Wilmcote)

Following the resignation of John Bates, there is a vacancy for Parent Governor at Wilmcote. A notice went in the Wilmcote newsletter (deadline for nominations: Friday 25 November). Jane Bachelor has been approached about the role and there have been no other nominations.

LS informed the governors that she has used a new website for sourcing people who are interested in becoming governors and has found two potential candidates for the finance role.

IMPACT: The governing body comprises people with a range of appropriate skills enabling it to fulfil its duties and functions effectively.

5. Committee updates

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

i. CF&C

Ruby Broomfield (RB) informed the governors that the CF&C committee had a productive first term meeting. The committee is picking two or three items to focus on:

The safeguarding and well-being of staff – on which some useful work has already been done

Putting together an action plan of events that will encourage parents to engage – eg starting with an Enterprise Day and a Radical Reading Challenge. The Clerk advised RB that Roz Wisdom has emailed some ideas and is keen to get this started straight away.

ii. Resources

The Chair of committee was not present to give an update but Roger Harrison confirmed that the budgets for all 3 schools have been shared with the committee. Loxley's financial position is ok at present but in the longer term action will need to be taken to address the forecast deficit. Wilmcote is in deficit at present but if the pupil numbers continue to hold, the longer term picture should improve. Snitterfield is in a more difficult position. The plan to address the deficits in all 3 schools will be further discussed under item 11.

iii. Pay committee

The Pay committee confirmed that 3 teacher salary increases had been approved unanimously and had been budgeted for.

iv. Teaching & Learning

The Chair of the T&L committee reported on the interesting meeting that took place this term which covered the SATs and phonics test results. The committee looked at progress data and talked about the Task Group

at Wilmcote. From now on, Early Years will be an agenda item at every T&L meeting to give more weight to this topic. The committee also discussed how to monitor teaching and will be exploring how the Heads of School and the Executive Head can best communicate any strengths/weaknesses in teaching to the governors. The committee also discussed at length the recent Loxley Ofsted - see item 6 below.

6. Loxley Ofsted Inspection

Loxley's Ofsted took place on 1st November 2017 and the Governors congratulated the Loxley staff and leaders on the Good judgement.

The Head of School reported how he felt that the inspector listened to what the leaders/staff/governors had to say and had clearly done a lot of research. Her lines of enquiry were things that the school had already identified. The inspector noted the school's SEN/flexi-schooling strengths and the Head of School was particularly pleased with the positivity with which the inspector reported on flexi schooling. The school was judged to be strong on safeguarding.

The action points were:

- Continue to boost attainment in EYFS.
- Amend the action plan targets to show numbers rather than percentages.
- Strengthen the TA's use of terminology and their subject knowledge in maths.

Governors and staff felt that the inspector was constructive and there was no suggestion that the school was under threat of being in a lower category. Maths came out as a strength which was well received after all the work done to improve in this subject.

The Head of School thanked the governors who were involved in the inspection and reported that it was seen as a strength that there were so many governors willing to come in to talk to the inspector.

7. SIAMS

i. The Wilmcote SIAMS action plan

This plan, put together by the Head of School and Executive Head, was circulated prior to the meeting and has been uploaded to the onedrive. The plan features two main actions:

- The monitoring and evaluating practices of leaders and governors
- The effectiveness of RE, the impact of collective worship and developing spirituality

The school has 5 years to achieve these goals before next inspection. One of the keys to success will be the involvement of Foundation governors in regular monitoring activities. The Executive Head is putting together some guidance to support governors in this process. This will include the kind of questions to ask when visiting the school.

The Executive Head informed governors that she has met with the Headteacher from Temple Grafton School to discuss how leaders can best monitor practices as this school had a similar action in their SIAMS. She also explained that the new Warwickshire RE syllabus began in September and the school has taken part in a cross-federation planning exercise.

IMPACT: Governors are aware of the main actions arising from the SIAMS inspection and with the help of the Executive Head, are putting plans in place to improve their monitoring of RE and collective worship.

ii. Rev Benskin

Governors were informed that Rev Benskin's licencing service takes place in the week commencing 4th December. Liz Banyard, Sarah Plaskitt and Eric Appleton will be attending.

iii. Wilmcote admissions policy

The Executive Head informed governors that she has updated Wilmcote's admissions policy. The governors are the admissions authority but delegate this power to the LA. The Diocese has commented on the policy, advising the school to remove some of the faith criteria for admissions. However, as any changes have to go through consultation to all Warwickshire schools, the Executive Head recommended that this process take place in autumn 2018 as it is too late this year. The governor agreed with this recommendation.

8. Development Plan & Monitoring Priorities for 2017-18

i. Development Plan Updates

The Executive Head informed governors that all the development plans are now complete and that she had run through all the Priorities (some of which are common to all 3 schools) at the last Teaching & Learning committee meeting. All three documents are on the onedrive.

The Executive Head informed governors that the LA has put in a bid to the DfE for Strategic School Improvement for reading and maths. Wilmcote has been involved from start and the other 2 schools are now also involved. This is being incorporated into the development action plans. The scheme comes with lots of free training but doesn't include supply cover so the staff will try to do a lot of the training in house or share the supply costs across the federation. Some of the other strands will also be explored, including one for disadvantaged children and one for Action Research.

ii. Governor Week (w/c 5 Feb 2018)

This will follow a similar format to last year. The Governors were asked to put the dates in their diaries.

iii. Other governor monitoring

Lucy Smith has started monitoring SEN.

Wayne Berry has carried our attendance monitoring.

IMPACT: Governors are aware of the priorities contained in the Development Plans and can target their monitoring activities accordingly, to ensure that the schools continue to improve.

9. Governor Training

Lisa Sisterson has booked some safer recruitment training.

Lucy Smith is booked on a governor induction course.

ACTION:

Clerk to send Alis Roberts the WRAP3 training information.

Clerk to check that Greg Bull has had details of induction training courses.

Clerk to send Greg Bull details of finance governor training courses.

The Chair asked the governors if they had any other training needs. No further training was seen as required at this stage.

IMPACT: New governors are provided with induction training, ensuring that they feel supported and have the skills necessary to carry out their roles and responsibilities. All governors complete WRAP3 online training, ensuring that the schools within the federation are safer places for everyone to be in.

10. Any policies for review

The Child Protection policy and Staff code of conduct have been updated and a new Pay Policy has been drawn up.

GOVERNOR CHALLENGE *Has the 2% uplift in staff salaries been allowed for?*

The Executive Head confirmed that this comes into effect next year and is being built into the budget forecasts.

11. Federation Strategy Working Group Update

As this agenda item was confidential to governors only, Matthew Watson and Liz Banyard left the meeting at this stage. The Chair explained that he would provide the Heads of School with information on this item by the following day and that their feedback would be welcome.

CONFIDENTIAL ITEM – removed from Public Minutes

12. Any other business – There was no other business this time

i. General Data Protection Regulation (GDPR)

Lisa Sisterson had asked that this matter be raised for discussion under AOB but as the meeting had overrun, this item will be added to the agenda for the next FGB meeting.

13. Future Meeting dates

Autumn term:

Extraordinary FGB

Wednesday 13th December, 6pm, Snitterfield

Spring term:

Teaching and Learning
CF&C

Thursday 25th January, 7pm, Loxley

Thursday 1st March, 7pm Wilmcote

Resources	Thursday 22nd March, 7pm, Snitterfield
Summer term:	
Full governing body (budget)	Thursday 9th April, 7pm, Wilmcote
Teaching and Learning	Thursday 3 rd May, 7pm, Wilmcote
CF&C	Thursday 7 th June, 7pm Wilmcote
Resources	Thursday 21st June, 7pm, Loxley
Full governing body	Thursday 5th July, 7pm, Snitterfield

There being no other business, the meeting closed at 10pm