

Stratford Rural Schools' Federation



MINUTES

of the **Full Governing Body Meeting (No FGB180419)**
held on Thursday 19th April 2018 at 7pm at Wilmcote School

Papers circulated prior to the meeting: Minutes of the last meeting (ExFGB180306) & Action Register

1.i. Present: Eric Appleton (Chair), Rev David Benskin (Foundation Governor), Wayne Berry (Co-opted Governor), Sarah Plaskitt (Executive Head), Jon Queralt (LA Governor), Lisa Sisterson (Vice-Chair/Co-opted Governor), Lucy Smith (Co-opted Governor), Sam Worland (Staff Governor), Alis Roberts (Co-opted Governor), Jane Batchelor (Parent Governor), Sue Connor (Foundation Governor), Liz Banyard (Head of School - Wilmcote), Sally Beardmore (Clerk).

ii. Apologies received: Jonathan Baker (Foundation Governor), Greg Bull (Co-opted Governor), Roger Harrison (Co-opted Governor), Charlotte Morgan (Co-opted Governor), Beccy Smith (Parent Governor), Matthew Watson (Head of School - Loxley), Sally Curson (Associate Member), Roz Bull (Associate Member), Amanda Reilly (Associate Member).

iii. Absent: Dan Bake (Parent Governor), Nigel Ford (Co-opted Governor).

The meeting started at 7.05pm.

The Chair welcomed everyone to the meeting and introduced the two new governors, Jane Batchelor and Sue Connor. He welcomed them to the governing body and asked everyone to introduce themselves and explain which committees they serve on.

The meeting was quorate.

2. Declaration of Interests

There were no new interests to declare.

3. Approval of Minutes and Matters Arising from last meeting (No ExFGB180306)

There being no other matters arising or changes to the minutes, the minutes of the Extraordinary Full Governing Body meeting held on 6th March 2018 were agreed as an accurate record and signed by the Chair.

Agenda item	Governor	Action	Target date
3.ii	Eric Appleton	Update the proposal to clarify that there would be a 0.4 teaching commitment from the Heads of School at Loxley and Wilmcote.	19.04.18 Complete
4.iii	Eric Appleton	Issue formal statement regarding new structure of Federation.	06.03.18 Complete
5	Clerk	Contact WCC about welearn365 email.	06.03.18 Complete. WCC confirmed that they would not be able to

			delete data from an individuals' phone.
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4. Governor Appointments and Vacancies

i. Appointments

The Chair explained that Sue Connor has been appointed as a Foundation Governor and Jane Batchelor as a Parent Governor, both associated with Wilmcote, meaning that all vacancies on the governing body have now been filled. There are also two governors who are not associated with any of the three schools which gives a good balance to the governing body.

The Executive Head advised that Roger Harrison has proposed that Dr Louise Stewart from the Parish Council begins working as his understudy to shadow him for the rest of the year so that somebody is in place to take over when he steps down from being a governor. It was agreed that Lisa Sisterson will contact Roger Harrison and the Chair and Executive Head will then arrange a meeting with Dr Stewart to discuss.

ACTION: Lisa Sisterson to contact Roger Harrison regarding potential new governor.

ii. Governor Vacancies

Chair of CF&C committee

It was explained that Wayne Berry is acting as temporary chair until the next meeting on 7th June. The new governors need to decide which committee they would like to serve on. It was suggested that they look at the information regarding the functions of the different committees in order to make a decision. Jane Batchelor expressed an interest in joining the CF&C committee.

5. Committee Updates

i. CF&C

Wayne Berry advised that progress has been made on the prospectus and a first draft has been produced which is looking very good. A parent who is a graphic artist has agreed to do the work for free.

He reported that reworking of the Sex Education policy was also discussed, along with continuing issues with attendance. ACE (Attendance, Compliance and Enforcement) are involved regarding the attendance of one child from Wilmcote and several more are coming up.

The Executive Head explained that there is still a lot of work regarding Leave of Absences and that referrals and fines do not seem to be making much difference to the number of applications.

ii. Resources

There was no update as Nigel Ford (Chair of Resources committee) was not present.

iii. Teaching & Learning

Lucy Smith reported that the last meeting focused on data and the updated development plans for each school.

The Chair explained that the main purpose of this meeting is to approve the budget and that an update on school development plans will be provided at the next FGB meeting at the end of term.

6. Restructuring Update

The Chair stated that all is progressing well regarding the Federation's restructure and explained to the new governors that it was signed off at the last meeting in March. Recruitment has begun for the vacant positions and job advertisements have gone out. There has been some internal interest in the positions and interviews are to be held on 8th May. The Executive Head advised that she has four people to show round next week who have expressed an interest in the Head of School position.

The Executive Head reported that a new Office Manager has been appointed for Snitterfield. Twelve applications were received and five candidates were shortlisted. There were two very good candidates, but

Anna Carless has been appointed and will start on 23rd April for a handover with Judith Hollowell before her retirement on 27th April.

An internal briefing regarding the restructure was presented to staff in March which received positive feedback. The Chair asked Sam Worland as Staff Governor if she had received any feedback from staff following the briefing and she reported that there were no concerns and that people feel more settled now and are happy that a plan is in place.

?? GOVERNOR QUESTION ?? *When will parents be told about the restructure?*

Following a discussion, it was agreed that the Chair will work on compiling a Federation-wide message which could be communicated either via a governors' newsletter or the individual school newsletters. Governors felt that it ought to be communicated to all parents across the Federation at the same time, possibly around half-term once the new Head of School has been recruited and before the class teachers for next year are announced.

ACTION: Chair to compose message to parents regarding Federation restructure.

The Chair also raised the matter of producing another Governor newsletter as the last one was in July 2017. He asked governors to consider suitable content such as governor profiles and suggested it be put on to the agenda of the next CF&C committee meeting for discussion.

ACTION: Clerk to add governor newsletter to agenda for CF&C committee.

The Chair went on to explain the restructure to the two new governors and asked if there were any questions on the process.

?? GOVERNOR QUESTION ?? *Does it look as though we are in a good position to have all the vacancies filled?*

The Executive Head confirmed that it does and several email enquiries have already been received. She has prioritised the list of vacancies as the Office Manager at Snitterfield was the most urgent to recruit, followed by the TA that is required for a pupil with an EHCP and then the part-time vacancy for a teacher at Wilmcote. There is some pressure regarding timing and logistics as it is difficult to recruit teaching staff in the second half of the summer term. The 31st May is the deadline for resignations of teaching staff for recruitment in September.

Governors suggested the advertisements could be placed on social media as has been done previously to try and attract more candidates.

?? GOVERNOR QUESTION ?? *Will the new posts be recruited on Federation contracts?*

The Executive Head confirmed that they will be; the new Office Manager will be the first one, followed by the Head of School and all subsequent posts.

?? GOVERNOR QUESTION ?? *Are internal candidates aware that they would change to a Federation contract?*

The Executive Head replied that they are and that all the candidates at the interviews for the Office Manager position asked about it and what it would involve.

7. Approval of Budget

The Chair advised that these were the figures used in the restructuring proposal and highlighted that Wilmcote shows a positive overall balance in 3 years. The reason for the current deficit is because of the investment in extra head count to enable the school to increase to 4 classes. A meeting has been held with Helen Redican from the LA who was not concerned as it is investment for the future and shows an upward momentum. Staff feedback has been positive, but the Federation will continue to look at managing the budget to see if improvements can be made.

The other two schools are showing positive balances, although the Loxley budget is decreasing. The current annual balance is negative which needs to be stabilised. There is still some uncertainty regarding pupil numbers and another issue flared up at the school this week. There is no immediate concern though as the school is still presenting a positive balance.

The budget should get full approval from the LA and there will be no need to attend any further task group meetings.

The Chair reminded governors that the Executive Head's salary will now be paid 3/5 from Snitterfield and 1/5 from both Loxley and Wilmcote and that the reason for the reduction in Loxley's overall balance is because of the new National Funding Formula which is being introduced where the minimum funding guarantee is being phased out which used to be very favourable to Loxley.

Loxley and Wilmcote are still spending more than they get in but, as Snitterfield are not, there is a balance across the Federation as a whole.

The budget needs to be submitted by 5th May.

The approval of the budget was proposed by **Jon Queralt** and seconded by **Lisa Sisterson** and approved by all governors.

8. Governor Training

The new governor training programme from the LA has been circulated to governors via OneDrive and the Chair asked governors to look at the courses available and identify any that would be of interest to them. The new governors need to book a place on the Governor Induction course.

It was agreed that each committee needs to identify any skills gaps within it and this needs to be an agenda item for each committee's next meeting.

ACTION: Clerk to add identifying skills gaps to committee agendas.

The Chair highlighted the importance of ensuring monitoring visits are effective, so there is a need for governors to ensure they identify any skills required. It was suggested that governors could take key areas of responsibility.

The Chair advised that Jonathan Baker has been conducting some effective monitoring visits at Loxley which he wants to discuss in order to get some ideas regarding best practice and Alis Roberts and Lucy Smith are also to meet regarding SEN monitoring visits.

The Chair informed governors that he recently completed an exercise where he looked at his role and areas of responsibility and suggested the Chairs of committees should now look at what they want to focus on and define their roles and contribution to the objectives of the governing body. He is to send the document regarding roles and responsibilities to the Chairs for them to consider.

ACTION: Chair to send roles and responsibilities to Chairs of committees.

The Executive Head asked if the Clerk could be responsible for booking all the governor training, getting approval from herself, the Chair and Lisa Sisterson, informing the Office Managers and updating the Training Register.

ACTION: Clerk to book governor training courses, gain approval, inform Office Managers and maintain Training Register.

9. General Data Protection Regulation (GDPR)

The Executive Head provided an update on GDPR which is coming into force on 25th May. She explained that it is generating a lot more work, but the Federation has bought into the Data Protection Officer service provided by the LA.

?? GOVERNOR QUESTION ?? *What does the service provide?*

The Executive Head explained that they send out weekly bulletins with action steps such as nominating a member of staff, providing a checklist and data mapping spreadsheet, model Data Protection policy and privacy notices, information to consider what data the school is holding about pupils, parents and staff and how it is stored, sample consent forms and training for staff.

Lots of documents and tools have been provided and the service will ensure the Federation are compliant. A member of Legal Services has been assigned to the Federation.

There is a need to look at online resources such as Mathletics and where their server is located and what information is stored. The Executive Head explained that school systems do need to be improved such as considering whether information on data collection sheets should be available to all staff and the need to be careful with information stored on laptops and memory sticks and ensuring they are encrypted.

Governors suggested that a visual reminder in staff rooms might be useful regarding information that should not be taken home.

?? GOVERNOR QUESTION ?? *Is there anything we need to do?*

The Executive Head advised that she will check on the data mapping spreadsheet to see if there are any governor elements and advise, but that it would be useful for governors to know the critical data that should not be held by schools. It was suggested that governors could be involved in any training that takes place.

ACTION: Executive Head to advise on any governor elements to GDPR compliance.

Governors also suggested that GDPR compliance could be checked alongside the SCR (Single Central Record) during monitoring visits.

The Chair confirmed that welearn365 email addresses must be used for all governor correspondence as communication must be via a secure email address and all files must be shared via OneDrive. The Chair will ensure that all welearn365 addresses have been set up and also asked that GDPR be a standing agenda item from now on.

ACTION: Chair to ensure all governors have a welearn365 email address, **Clerk** to make GDPR a standing agenda item going forward.

10. Any Other Business Policies

The following policies have been circulated to governors for review and approval this month:

- Assessment
- Gifts & Hospitality
- Hiring School Premises
- Management of Change & Redundancy
- Loxley Behaviour policy
- Wilmcote Positive Behaviour policy
- Safer Recruitment

Lisa Sisterson raised a concern that governors do not have time to read through all the policies that require approval and suggested that any changes could be highlighted or the policies shared out amongst governors so that it is not necessary to read through them all.

Following a discussion, governors agreed that a better system does need to be put in place to ensure that all policies have been read and approved correctly. There is a need for governors to be aware of some policies in their capacity, such as Complaints, and it was agreed that the Executive Head will identify which policies require scrutiny by governors and put a new system in place for September where policies could be reviewed by governors whose roles are impacted by them.

It was also decided that a separate policy area will be created on OneDrive which will be accessible to all, including the Heads of School and school administration staff.

ACTION: Executive Head to review process for approval of policies by September.

ACTION: Chair to create policy area on OneDrive accessible to all.

Revised date for next T&L committee meeting

Governors agreed on a date of Thursday 10th May, 7pm at Wilmcote.

Education Strategy Consultation

The Chair informed governors that he recently attended an Education Strategy Consultation which was run by the LA and involved a round table with other governors, as the LA are trying to consult with as many stakeholders as possible. A summary is available which the Chair will circulate to governors.

ACTION: Chair to circulate Education Strategy Consultation summary to governing body.

Meeting with Nadhim Zahawi

Governors raised the fact that it would be beneficial to arrange a meeting with Nadhim Zahawi, the local MP and Parliamentary Under-Secretary of State at the Department for Education. It was agreed that Jon Queralt, Jonathan Baker and the Chair will be involved in the meeting.

ACTION: Chair to arrange meeting for governors with Nadhim Zahawi.

Stranger issue at Snitterfield

Governors thanked the Executive Head for the way she handled the recent issue with a stranger approaching a pupil at Snitterfield while she walked home from school. The Executive Head informed the LA after the incident had occurred who then informed other local schools. The incident was reported in the Stratford Herald and governors felt the school came across very well in the article and the issue had been handled well.

11. Date of next meeting

The date of the next Full Governing Body meeting is:

Thursday 5th July, 7pm at Snitterfield.

There being no other business, the meeting closed at 8.30pm.