

Stratford Rural Schools' Federation



MINUTES

of the **Full Governing Body Meeting (No FGB180705)**
held on Thursday 5th July 2018 at 7pm at Snitterfield School

Papers circulated prior to the meeting: Minutes of FGB meeting 180419, Action Register & Statutory Data for Governors – Summer 2018.

1.i. Present: Eric Appleton (Chair), Sarah Plaskitt (Executive Head), Jon Queralt (LA Governor) – until 7.55pm, Lucy Smith (Co-opted Governor), Sam Worland (Staff Governor), Alis Roberts (Co-opted Governor), Charlotte Morgan (Co-opted Governor), Beccy Smith (Parent Governor), Roger Harrison (Co-opted Governor), Greg Bull (Co-opted Governor), Sue Connor (Foundation Governor), Matthew Watson (Head of School - Loxley), Liz Banyard (Head of School - Wilmcote), Amanda Reilly (Associate Member) – arrived 7.22pm, Sally Beardmore (Clerk).

ii. Apologies received: Lisa Sisterson (Vice-Chair/Co-opted Governor), Jonathan Baker (Foundation Governor), Wayne Berry (Co-opted Governor).

iii. Absent: Nigel Ford (Co-opted Governor), Rev David Benskin (Foundation Governor), Jane Batchelor (Parent Governor), Sally Curson (Associate Member), Roz Bull (Associate Member).

The meeting started at 7.03pm.

The Chair welcomed everyone to the meeting and explained that Dan Bake has resigned as a governor due to work commitments. A new parent governor will therefore need to be appointed in September.

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 ExFGB180419)

There being no other matters arising or changes to the minutes, the minutes of the Full Governing Body meeting held on 19th April 2018 were agreed as an accurate record and signed by the Chair.

Agenda item	Governor	Action	Target date
4.i	Lisa Sisterson	Contact Roger Harrison regarding potential new governor.	05.07.18 Complete
6	Eric Appleton	Compose message to parents regarding Federation restructure.	05.07.18 Complete
6	Clerk	Add governor newsletter to agenda for CF&C committee.	24.05.18 Complete.
8	Clerk	Add identifying skills gaps to committee agendas.	21.06.18 Complete
8	Eric Appleton	Send roles and responsibilities to Chairs of committees.	05.07.18 See Item 8 below.
8	Clerk	Book governor training courses, gain approval, inform Office Managers and maintain Training Register.	Ongoing
9	Sarah Plaskitt	Advise on any governor elements to GDPR compliance.	05.07.18 Complete

9	Eric Appleton	Ensure all governors have a welearn365 email address.	05.07.18 Complete
9	Clerk	Make GDPR a standing agenda item going forward.	Ongoing
10	Sarah Plaskitt	Review process for approval of policies by September	Sept 2018
10	Eric Appleton	Create policy area on OneDrive accessible to all.	05.07.18 Complete
10	Eric Appleton	Circulate Education Strategy Consultation summary to governing body.	05.07.18 Complete
10	Eric Appleton	Arrange meeting for governors with Nadhim Zahawi.	05.07.18 Complete

4. Update on actions from Parent, Pupil & Staff Surveys

The Chair explained that the Pupil and Staff surveys were completed in the Autumn term and the recent Parent surveys have been passed to Roz Bull to compile a list of outcomes and feedback from them.

Feedback has generally been very positive, although some concerns were raised by parents at Loxley which will need to be addressed with the new Head in September.

GOVERNOR QUESTION *Do we have an update on pupil numbers at Loxley?*

It was explained that definite numbers won't be known until September, but it could be below 30. There are five children due to start the school in September but only three of those have attended the induction sessions so far. Two of the children joining the school have high needs.

5. Restructuring and Staffing Update

The Chair thanked the Executive Head for all her hard work in implementing the new staffing structure.

The Executive Head reported that they are currently trying to recruit the second-place candidate for the Office Manager position at Snitterfield to the vacancy at Loxley. They have also recruited a teacher at Snitterfield who was the second-choice candidate from the interviews recently conducted at Wilmcote. As the posts were advertised as Federation contracts, it wasn't necessary to readvertise as they were recruiting for the same post but at a different base. Two TAs have also been appointed at Snitterfield.

GOVERNOR QUESTION *How many new staff members will there be in September?*

The following appointments were confirmed:

Loxley – a new Head, Office Manager and part-time teacher.

Snitterfield – a new teacher in Class 4, a TA in Class 1, a SEN TA in Class 1 for a specific child and the possibility of another SEN TA for a specific child.

Wilmcote – a new full-time teacher in KS2 and a TA.

GOVERNOR QUESTION *Have the staffing changes been announced at Wilmcote?*

The Executive Head advised that they were announced last week.

GOVERNOR QUESTION *Will there be a Federation induction for them rather than at individual schools in order to promote the Federation?*

The Executive Head explained that she is to hold a meeting next week with Lisa Sisterson and Sally Curson to discuss the induction process, but it would be better if it could be done as a Federation.

Matthew Watson highlighted that parents at Loxley are very concerned about the situation at the school and the number of staff that are leaving. Following a discussion, it was decided that it would be a good idea to try and recruit the new parent governor from Loxley in September.

Amanda Reilly arrived at 7.22pm.

ACTION: Executive Head to invite nominations from Loxley parents to join the governing body.

6. Committee updates

i. CF&C

Wayne Berry had submitted a summary of activity from the CF&C committee to the Chair as he was unable to attend the meeting and this was shared with the governing body.

The Executive Head distributed copies of the Snitterfield prospectus which has been updated by Roz Bull. Photographs have been taken for Loxley and Wilmcote and the text is in the process of being put together so that these can be worked on over the summer.

GOVERNOR QUESTION *Is the new prospectus on the Snitterfield school website?*

Sarah Plaskitt advised that she will check whether it has been added.

ACTION: Executive Head to check whether Snitterfield prospectus has been added to the school website.

It was also reported that attendance and leave of absence have been discussed at length by the committee, along with the problems at Loxley.

ii. Resources

As Nigel Ford was not present at the meeting, Roger Harrison provided an update. He explained that only the Wilmcote Finance meeting could be reported on at the last meeting as the Snitterfield meeting took place on 5th July, with Loxley's on the 10th July.

Health & Safety inspections are due to take place at all three schools which Nigel Ford will now undertake following Dan Bake's resignation. It was agreed that the Heads of School will organise these with Nigel Ford and Matthew Watson will contact him in the first instance to make arrangements.

ACTION: Matthew Watson to contact Nigel Ford regarding the completion of Health & Safety inspections.

It was reported that Wilmcote are showing a deficit for this year and next, but should have a £74,000 surplus at the end of the three-year cycle. The exact situation should become clearer in September/October. A close eye will be kept on the situation to see if further action is necessary.

Liz Banyard reported that two extra children will now be joining in September meaning that the Reception class will be full.

Greg Bull advised that a deficit of £18,000 was originally projected for Snitterfield but it now looks as though it will only be £10,000 and looks more positive for future years; a £49,000 surplus is forecast in 2019. They currently have 102 children on roll so are not at capacity.

The biggest concern is the capital spend as £2,500 should have been spent in 2016 but there is a delay with the surveyor organising the work which has been logged with WES.

iii. Teaching & Learning

Jon Queralt reported that the committee discussed pupil data in depth at the last meeting, looking at trends and the different provision schools might make to meet pupils' needs. The SATS results will be out on Tuesday 10th July and these will be discussed at the next meeting.

7. Summary of Statutory Data

The Executive Head advised that the data currently shows the results for Phonics, KS1 and Writing for Year 6 and an asterisk indicates where the results have been moderated by the LA. The data will be updated following the publication of the KS2 results next week and circulated to governors. She reported that the results are very positive overall considering the pupil numbers involved and the challenges that have been faced and the Writing results are exceptional across the Federation.

8. Identifying Priorities for 2018/19 Development Plan

The Chair advised that he is to share his roles and responsibilities with the committee Chairs so that they can go through the same exercise. Once they have set out their responsibilities for the year, it can be taken to individual governor level to ensure everyone is clear about the contribution they are making.

ACTION: Eric Appleton to review roles and responsibilities and send to committee Chairs before the AGM in September.

i. Snitterfield

The Executive Head reported that there will be a focus on coaching and mentoring, subject leadership and engagement with parents. Parents have reported that they don't always feel they receive enough information, so the Executive Head and Liz Banyard are planning a series of Federation parents' events next term, such as Welcome Evenings, Phonics, Reading, Online Safety and SATS evenings.

They are also looking at pinch points in the school year for staff to see if there is any way of spreading them out and managing them better in order to be proactive rather than reactive.

In regards to the quality of teaching and learning, the school are planning to link new members of staff to performance management and will look at the judgement and evidence to record the quality of teaching with the T&L committee. Long-term planning will also be reviewed.

The Power of Reading and Maths - No Problem! schemes have been introduced as a result of the Strategic School Improvement Fund. A Federation meeting on Power of Reading recently took place and both schemes will be rolled out across the Federation in September. All staff have attended training.

?? GOVERNOR QUESTION ?? *Is the Power of Reading a shared resource?*

The Executive Head explained that it is and is linked into topics. It provides curriculum coverage and excellent resources.

?? GOVERNOR QUESTION ?? *If Maths – No Problem! Is being launched in all three schools at the same time, is there an opportunity for staff to be linked?*

The Executive Head reported that they will be and a Federation meeting was held a few weeks ago. Claverdon Primary School are already using the package so a visit is to be arranged to enable staff to observe one of the teaching sessions.

Targets will be set for Reading, Writing and Maths. A Maths specialist has just been appointed who should have a good impact on results. There is a need to look at children working at greater depth in KS2 and SEN provision needs to be tracked. Pupil Premium spending also needs to be tracked and provision needs to be allocated to specific children.

Attendance and Leave of Absences are still an issue at the school so this will need to be a focus for next year and the PSHE curriculum will be overhauled. There will be theme days and after school clubs in relation to extra-curricular activities.

ii. Wilmcote

Liz Banyard reported that in regards to English, the Handwriting Policy will be looked at next year, along with the Power of Reading scheme being rolled out. Maths – No Problem! will also be introduced for Years 1 and 2. Progress across KS2 will be looked at, the curriculum will continue to be developed and there is a four-year rolling programme in relation to classes.

A programme of events is being planned for parents as previously discussed. The PSHE curriculum is dated and needs to be reviewed. There continues to be an issue with disengagement and behaviour with the GRT boys; the school now has a third of its pupils from the GRT community which is resulting in a divide in the playground and means that staff are continually having to manage behaviour. EMTAS are providing help and support.

?? GOVERNOR QUESTION ?? *Is this the highest proportion of GRT children for a long time?*

Liz Banyard explained that it is and is likely to increase as some families from the Pathlow site are moving to Welford but remaining at the school, meaning that there will be spaces for new families on the Pathlow site.

Matthew Watson pointed out that there is a lot of trust for the Head from the GRT community which results in them wanting to send their children to the school.

Governors thanked Liz Banyard for all of her efforts with the community.

iii. Loxley

Matthew Watson circulated a document providing a review of the development plan for last year and highlighted the following points:

- Having part-time staff at the school means that all subjects are covered by a specialist.
- The SPaG scheme is working well.
- Governor monitoring has been more visible this year and it has been good for staff to see other governors.
- Chris Quigley's materials have been adapted to show children's progress in the foundation subjects which has been very successful.
- The school has been challenging the more able children.
- A focus on verbal feedback has been very effective.
- Children at the school are not always capable of making outstanding progress because of the nature of their individual needs.
- Independence and resilience have been worked on.
- Community links have been developed, such as carol singing in the village and a bonfire and firework evening.
- A real achievement has been made with Writing.

Pupil numbers are critical for next year, along with the need to raise staff morale following the resignation of three members of staff. It also needs to be a focus to try and attract more non-SEN children to enable the school to maintain balance as some of the children have very high needs.

SPaG needs to remain a priority for next year, along with the need to recruit more governors from Loxley.

9. Governor Training

i. Welearn365 access issues

It was reported that Greg Bull is still having an issue with accessing OneDrive. Alis Roberts is losing her Welearn365 account as she is changing jobs, so Carol Bloom at Wilmcote will set up a new one for her.

It was agreed that the Chair will arrange a session to sort out the problems regarding Welearn365 with Greg Bull, David Benskin and Amanda Reilly.

ACTION: Eric Appleton to arrange a session to resolve Welearn365 access issues.

It was reported that the new governors have recently attended governors' induction training and governors were asked if they had any training requirements. They were encouraged to attend training if they felt there was a gap in their knowledge. The Federation training session which is included in the package from the LA is to be arranged once a suitable subject is decided on.

The Chair advised that administrators at the LA can wipe an individual's Welearn365 content on mobile devices but not personal data and this would only be on the request of a Headteacher.

10. Set Meeting Dates for 2018/19 Academic Year

A draft meeting schedule had been compiled by the Clerk and circulated to the Executive Head and Chair and it was agreed that this will be sent out to governors, along with calendar invitations.

ACTION: Clerk to circulate meeting schedule for 2018/19 and issue calendar invitations.

11. Policies for Review

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

Data Protection

Single Equality Policy

Freedom of Information

Confidentiality

It was explained that the Chair has created a separate section on OneDrive for policies and there is a sign-off sheet which governors need to complete to show that they have read them. Roger Harrison has been unable to access the new policy section so the Chair will investigate and circulate access instructions.

The Executive Head is to issue a new plan in September where certain governors will be nominated to review the policies each month.

ACTION: Chair to investigate access issues with policy section on OneDrive and issue instructions.

12. GDPR

The Executive Head provided an update on GDPR and reported that she recently attended a one-day training session. Privacy notices for each school have been produced, along with governors' privacy notices. There is some work to do on contract variations and a document regarding data breaches needs to be produced.

E-learning modules and staff training on the security of information are due to take place at the start of next term.

13. Governor Newsletter

The Chair stated that, as a governor newsletter has not been produced this year, he has started working on a draft and has asked the Clerk to complete it.

The four new governors were asked to produce a governor profile for inclusion in the newsletter and it is hoped that the newsletter can be produced for the start of the new academic year.

ACTION: New governors to write a governor profile for the next governor newsletter. Clerk to compile governor newsletter.

14. Any Other Business

The Chair thanked Matthew Watson on behalf of the governing body for his contribution to Loxley and the governing body as a whole and explained that he worked really hard to raise standards during his time at the school and obtain a Good rating at the school's OFSTED inspection. He wished him every success at his new school.

It was also reported that Roger Harrison will be stepping down as a governor next term. He will still be involved with the SFVS and will ensure his successor has a full understanding of the finance process before he steps down completely. He agreed to remain on the governing body as an Associate Member until the handover is complete. The Chair is to arrange a meeting with the new governor, Dr Louise Stewart.

ACTION: Chair to arrange meeting with the new governor, Dr Louise Stewart.

15. Date of Next Meeting

The Chair asked if governors were happy to continue rotating the meetings around the three schools and all confirmed that this could continue.

The date of the AGM of the Full Governing Body is:

Thursday 27th September, 7pm at Loxley.

There being no other business, the meeting closed at 8.40pm.