

NAME	Abrv	STATUS	Present	NAME	Abrv	STATUS	Present
Alec Bryant	AB	Co-opted	✓	Mike Riches	MR	Executive Headteacher	✓
Ben Clarke	BC	Co-opted	✓	Lizzie Reynolds	LR	Co-opted	✓
Jan Conner	JC	Foundation Iron Acton	✓	Malcolm Strange	JS	Iron Acton Ex-officio	A
Iona Cooper	IC	Parent Elected	✓	Rob Taylor	RT	Co-opted	✓
Julie Gardener	JG	Foundation - Hawkesbury	✓	Tom Wilmers	TW	Co-opted	A
Sarah Godsell	SG	Local Authority	✓	Christine Wilson	CW	Staff Elected	✓
Kathryn Kempster	KK	Co-opted	A	David Wylde	DW	Associate	✓
Deb Marriage	DM	Co-opted	✓	Vacancy		Hawkesbury Ex-officio	
Charlotte Murphy	CM	Parent Elected	A	Kate Bashford	KB	Clerk to Governors	✓

✓ = Attended, A = Absent with Apologies, X = absent no apology

### Meeting Opened: 7.05pm

<b>1</b>	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>RT welcomed everyone to the meeting.</li> </ul> <p><b>Opening Prayer or Reflection</b></p> <ul style="list-style-type: none"> <li>JG led.</li> </ul> <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>Apologies received and accepted from CM (family commitments), KK (illness), MS (work commitments) and TW.</li> </ul> <p><b>Quorum</b></p> <ul style="list-style-type: none"> <li>The meeting was quorate.</li> </ul>
<b>3</b>	<p><b>Declaration of Pecuniary and Business Interests</b></p> <p>KB declared an interest in Item 19 of the Agenda (Clerk to the Governor Fees).</p>
<b>4</b>	<p><b>Presentation from Ross Newman, Leaf Multi Academy Trust (MAT)</b></p> <p>Presentation postponed due to illness – to be rearranged for future FGB. <b>Action MR/KB.</b></p>
<b>5</b>	<p><b>Minutes from Previous Meetings</b></p> <p>The Minutes from the FGB of 10<sup>th</sup> October 2022, and the EFGB of 8<sup>th</sup> November 2022 were reviewed and agreed.</p>
<b>6</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>JG will highlight any future academisation training opportunities available through the Diocese</li> <li>SG asked for information about how often Governors should receive safeguarding training. Governor Services will seek further clarification but have suggested that Governors join any safeguarding training that takes place in schools to ensure they are kept up to date.</li> <li>MR to provide further information to parents in the newsletter regarding safeguarding <b>Action MR.</b></li> <li>KK/JG/RT to provide a summary of Committee achievements in the previous year – ongoing – to be completed in the new year. <b>Action KK/JG/RT</b></li> </ul>



	All other actions are complete or discussed later in these minutes.
7	<p><b>Headteacher’s Report</b></p> <p>The Headteacher’s report had been shared on teams in advance of the meeting.          2 questions were received in advance:</p> <p><b>Is it worth preparing some shadow data, removing the pupils who are on an agreed part-time timetable?</b> Yes, this can be done - at HA, this would increase attendance from 95.6 to 95.9%. At IA, 2 children who attend part-time are not statutory school age yet, so they do not impact on the current attendance figures.</p> <p><b>Were the KS2 reading information sessions well attended by parents?</b> At HA, around 8-10 parents attended and at IA approximately 12 attended. This feels relatively positive. This was better attended than an online safety session.          SG noted that she is meeting with Friends of IA in the new year to discuss collaboration – for example if the Friends can be present at curriculum information sessions</p> <p><b>The figures for children starting in reception next year – is that normal? How does it compare to previous years?</b> – it does seem concerning but looking back it is similar to the reports we had received 12 months ago. However, we haven’t shown many parents around at Hawkesbury so that is a concern. We have had one additional 1<sup>st</sup> choice since the report, and the figures don’t include any children who live in Gloucestershire. At IA there were fewer second choices this year, but the number of 1<sup>st</sup> and 3<sup>rd</sup> choices is around the same as last year. Open Days at IA were well attended – we had 4 open days with 6 families at each plus probably an additional 10 families on other days.</p> <p><b>The visit from the Local Authority - it seems feedback was positive. Is that published anywhere?</b> – It would be mentioned in the parish news and newsletter. It can also be included on the Ofsted page of the website.</p> <p><b>Attendance data – would you say you are concerned about it compared to say 2018/2019?</b> – I’m not concerned about it at HA, but it is a lot lower at IA. This appears to correlate with our increase in Pupil Premium (PP) numbers. Usually PP attendance figures are lower than other pupils. There has also been a lot more term time holidays – it feels this is due to the cost of holidays in term time. The LA guidelines are that if there are more than 10 sessions (i.e more than a week) absence within 70 days then a FPN should be given.          It’s interesting to note it is referred to as attendance, but actually the focus needs to be on absenteeism.</p> <p><b>You had your first exclusion for some time. Did the Policies that are in place work?</b> – yes, the Policy was actually really useful. There were some questions we needed to check with the Education Inclusion Officer (EIO) – for example we needed to check it was actually an exclusion because the child isn’t yet statutory school age.</p> <p><b>Did the exclusion work?</b> – in one sense no, but the EIO is very supportive. The child’s behaviour has improved, but this may be as a result of less pressure being put on the child by the staff for example to complete work. There still have been some incidents in the classroom. It does feel that the parents are more supportive and are prepared to work with us to make sure things change.</p> <p><u>Priority category of schools</u>          MR highlighted that both schools are now classed as “priority 3” – this is good news as it means that the LA have identified that the performance of the schools means that they do not need additional support from the LA.</p>

<p><b>8</b></p>	<p><b>Revised budget for ratification</b></p> <p>The revised budget had been shared with the Resources Committee who had approved it. Information had also been shared on teams in advance of this FGB.</p> <p>RT summarised. There were some key changes:</p> <ul style="list-style-type: none"> <li>• Support Staff pay increase has had an impact. At IA this was an additional cost of £18k.</li> <li>• The Tutoring grant is phasing off.</li> <li>• The cost of fulfilling EHCPs are also impacting due to the reduced amount of financial support that is now received.</li> </ul> <p>So in summary income is going down, and costs are going up. As a result, the approx. £37k surplus at IA will reduce to £16k. And at HA, the surplus will reduce to £21k from £19k. It feels the financial position of the 2 schools has switched. The Resources Committee have discussed and challenged the data.</p> <p><b>So this year its not too bad but in the longer term it could be a problem?</b> – yes.</p> <p><b>So with the EHCPs, it’s becoming financially detrimental to the school?</b> – unfortunately yes, from a financial point of view it is.</p> <p><b>Would it be a consideration for new children?</b> – if a child comes to us with an EHCP there is a consultation process and the school can identify that they wouldn’t be able to meet the child’s need, or identify that it would have a detrimental impact on the school overall. We need to be honest about that with prospective parents.</p> <p><b>Are other schools in a similar situation?</b> – possibly, but HA is not in that position.</p> <p>Governors agreed it is very difficult for parents who are looking for a school who can meet the needs of their child.</p> <p><b>Are the number of EHCPs approved going up?</b> – it is more difficult to get them but when the need is there it does get approved and yes the proportion of children with EHCPs is going up. However, one of the LA priorities is to reduce the number of EHCP applications. So the SENCO has to first have a conversation with the Cluster Lead to demonstrate that the school has tried everything and spent at least £6k. With our current EHCPs we are reviewing where we are spending money so that we can look to think about things in a different way – for example whether support is required during a PE session.</p> <p>MR highlighted that the Schools have been informed that Integra catering and Integra cleaning are likely to close and it feels other Integra services may need to be reviewed in the future. As a result, the schools are looking at alternative providers. Steps are already being taken at IA to move the cleaner in house.</p> <p><b>When will this impact?</b> – at the end of the current academic year.</p> <p>Governors noted that some small schools have brought their catering provision in house or use an alternative local provider such as a local pub or café.</p> <p>Governors were asked to ratify the Resources Committee decision to approve the revised budget.        Governors ratified.</p>
<p><b>9</b></p>	<p><b>Review of SEF (Quality of Education section)</b></p> <p>Section 4 (Quality of Education) of the SEF for each school had been shared on teams in advance of the meeting and Governors asked to provide input. MR thanked JG for her input into the document and highlighted that the documents are very similar for both schools as the intent and the way the curriculum is implemented is similar. However the outcomes are different.</p> <p>Reading data for both schools, and writing at IA was significantly above the national average (based on information from the IDSR data).</p>

	<p><b>Phonics – it looks like very positive data which shows a good foundation from the early years in the school?</b> – yes, and there is a reason behind the children who didn’t pass the assessment in year 1 and a lot of input into children who needed support.</p> <p>Governors need to ensure that evidence from the monitoring programme triangulates evidence in the SEF. For example the work that has been done with the English Link Governor. All Governors can contribute towards this. <b>Action ALL.</b></p> <p>MR summarised that the schools now have clear curriculum intent which the subject leads are checking. As a result of that, standards are improving, and where they aren’t there are reasons and measures are in place to support those pupils. It indicates the quality of education is good.</p> <p>Leadership and management section of the SEF will be reviewed at next FGB. <b>Action KB.</b></p> <p>IC joined the meeting.</p>
10	<p><b>Feedback from parent-governor information session at HA.</b></p> <p>On 7<sup>th</sup> November, 2 parent-governor information sessions were held at Hawkesbury school – an in-person meeting at 2.30pm, and an online meeting at 7pm. The main purpose of the meetings was to provide parents and carers with an opportunity to discuss the change to school hours.</p> <p>RT and IC summarised. There was limited attendance: 4 attended the afternoon session, and 1 attended the evening session. Parents were given the chance to interact and ask any questions.</p>
11	<p><b>Academisation update – including information from Bishop’s visitor, Beryl Gleich (Gloucester Diocese).</b></p> <p>Gloucester Diocese had provided some information regarding MAT options for CofE schools in the Diocese of Gloucester. This information had been shared on teams.</p> <p>The Federation needs to work out differing requirements between Bristol and Gloucester diocese. IC identified it is still a “watch this space” brief at the moment. A Powerpoint from latest information session is available but there isn’t much new news.</p> <p>MR reported that there was a mention at a recent MAB briefing that the LA has a limit to the number of schools that they can convert each year, and are considering charging schools They are also considering forming their own MAT, and a further MAT within South Glos is being considered. Jo Hunter (Glos Diocese) has been contacted to ask for more information to ensure that any options the Federation explores will meet the requirements of the Diocese. There is plenty of time, but we don’t want to be left behind.</p> <p>Governors agreed to continue to monitor through FGB. <b>Action KB.</b></p>
12	<p><b>Feedback on Fixed Penalty Notices (from Standards Committee).</b></p> <p>At the previous FGB, the Standards Committee had been asked to review the use of Fixed Penalty Notices (FPN) and the item was discussed at the Term 2 Standards Meeting. (Full minutes available on teams). Guidance was shared before the Standards Meeting.</p> <p>SG summarised the key points that were discussed, and highlighted that the LA will have more of a responsibility to improve attendance from September next year – the LA will need to show what they are doing to support schools. Once it is available, that guidance may impact on what happens in schools and the Attendance Policy. The Standards Committee felt that the current Policy rightly allows for lots of steps before a FPN is issued: Governors expect school to explore all of the options before a FPN is considered. Any change to Policy will need to be agreed before September.</p> <p>MR added that advice from the Educational Welfare office at the LA said that if FPN aren’t going to be used, the Federation will need to decide what is used instead.</p> <p>The Attendance Policy will be reviewed in term 3.</p> <p><b>Is this an issue to consider when joining a MAT?</b></p>

	<p><b>So we need to have something in place for next academic year?</b> – yes. Either coming up with something ourselves, or following the LA guidance. Both Schools do already have various mechanisms in place. Attendance has been reviewed through recent monitoring, and the importance of good attendance is highlighted through day to day measures including talking to the children, and seeing parents on the school gate each morning.</p> <p><b>If a hospital appointment or procedure – how do you avoid that penalising the class or that child. Are there other ways of celebrating that?</b></p> <p><b>It feels shadow data could be useful here?</b> – yes, but it feels they need another success measure for those children if they are attending for all of the time that they could be. This issue is more about unauthorised attendance and that is absence beyond medical appointments. The codes that are used on the register do allow for this.</p> <p>SG highlighted that the Standards Committee talked about whether FPN actually have a positive impact. Governors felt this would depend on the individual school community.</p> <p>We want to ensure as a Governing Body that attendance is as good as it can be.</p> <p>We need to ensure that we aren't encouraging children to come in when they shouldn't be here – e.g. if a child is ill.</p> <p>A small team of governors needs to review the current policy and to review if measures are appropriate, considering what other schools are doing etc.</p> <p>RT asked for volunteers – SG offered, further volunteers requested.</p> <p><i>Post meeting note – SG has proposed 2 governors focus on reviewing the policy, particularly making sure that there is a list of methods and systems / pathways that can be used in the early stages of identifying persistent unauthorised absence, or broken weeks, the methods for monitoring this and the end stage of whether or not a FPN is issued. KB to discuss further with KK. <b>Action KB.</b></i></p>
<p><b>13</b></p>	<p><b>Feedback from Resources Committee – Renewables and Hawkesbury Preschool.</b></p> <p><u>Renewables</u></p> <p>RT summarised. At the recent Resources Committee, information had been shared regarding the energy costs at both schools and options for investing in renewable energy.</p> <p>The schools are reviewing what they spend on electricity and if renewables can contribute towards this. Currently HA spend approx £15k per annum, and IA £5k per annum (less at IA due to oil heating). Electricity costs are due to treble when the tariff comes to an end in April. Quotes have been obtained for solar installations at both schools. However, the schools need to identify where the capital funding will come from, and the next step identified by the Resources Committee is for the schools to identify potential sources of funding.</p> <p><u>Hawkesbury Preschool</u></p> <p>MR updated on Hawkesbury ASC and Preschool. It has been announced today that Hawkesbury Preschool will close as of next Friday. This is a shame for the school and the wider village. Hawkesbury School were hoping to discuss taking on preschool, possibly from Sept 2023, but the Preschool Committee cannot see a way to keep preschool open until then.</p> <p><b>So what is the impact on the school?</b> – school will lose money from the letting. There is no other provision in the village so children will need to travel away from the village to attend preschool settings. As a school we would like to investigate if we can set up something on site, possibly with longer hours. This may take the form of a Foundation Stage Unit.</p>

	<p>After School club also closes next Friday. After School Club Staff have rejected the TUPE offer to move over the school. Governors discussed the implications of these changes:</p> <ul style="list-style-type: none"> <li>• <b>Could this be seen as an opportunity?</b> – yes, and we have advertised for staff.</li> <li>• <b>Have you had any applications?</b> The advert has only just gone out. We have already had an expression of interest.</li> <li>• There is a strategic element to this – if we can provide care for younger children and children after school, it could be of benefit to the school. JG expressed support for ASC – it feels like a great opportunity to get some good activities going on for the children.</li> <li>• HA school is often oversubscribed for teacher clubs so it could work for everyone that needs childcare after school.</li> <li>• It will be easier for school to breakeven for ASC as it won't be paying rent and the staffing structure will be different.</li> <li>• Communication with parents feels important. <b>Can we make sure that parents know that an alternative provision will be available – that an ASC will continue at the school?</b> – yes this is happening.</li> <li>• Governors were happy to support the development of the ASC, as per discussions at the EFGB.</li> </ul>
<p><b>14</b></p>	<p><b>Monitoring Updates</b></p> <p>The Monitoring programme is available on teams. This has hyperlinks to completed reports – most reports for terms 1 and 2 are now completed.</p> <p>Governors recognised the commitment from staff that this involves and thanked them for their involvement.</p> <p>Also available on teams is a summary document which highlights next steps and any key findings.</p> <p>It was noted that the termly presentation at Standards Committee was from the Maths Subject Leads – Amy Lyall and Jemma Halstead. Governors would like to take this opportunity to thank Jemma Halstead for all of her hard work as she leaves the federation at the end of this term.</p>
<p><b>15</b></p>	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Behaviour Principles Written Statement - ratified</li> <li>• Medical Needs Policy - ratified</li> <li>• Pay Policy - ratified</li> </ul>
<p><b>16</b></p>	<p><b>Safeguarding Update</b></p> <p>DM and MR have met; the Single Central Record and Safeguarding action plan were reviewed. Key points were highlighted as:</p> <ul style="list-style-type: none"> <li>• A child-friendly version of child protection policy is being put together.</li> <li>• The newsletter will be used to highlight to parents how to raise safeguarding concerns.</li> <li>• Supervision for DSLs and deputy DSLs needs to be considered.</li> <li>• Reviewed the number of Early Help plans in place.</li> <li>• Reviewed numbers of incidents on CPOMs – this reflects an increase in behaviour incidents.</li> <li>• No changes to safeguarding roles.</li> <li>• An antibullying workshop was held for the children</li> <li>• Coloured lanyards are being considered for visitors.</li> </ul> <p><b>So there is an increase in the number of incidents, as Governors what is our responsibility? - is it to leaders or to all staff – in terms of support?</b> It can be very wearing for staff. Unlike other roles in the public sector, support for school staff who are dealing with safeguarding incidents has never been built</p>

	into their role. This has become higher profile as it was mentioned in last year's safeguarding audit. MR will seek to identify a support provider. <b>Action MR.</b>
<b>17</b>	<p><b>Standards Committee – amendments to terms of reference</b></p> <p>The Standards Committee had reviewed their term of reference and made some minor changes including making reference to MHWB, and physical fitness and health. Approved by Governors.</p>
<b>18</b>	<p><b>Committee Headlines</b></p> <p><b>Ethos Committee</b></p> <ul style="list-style-type: none"> <li>• Terms of reference agreed</li> <li>• Agreed priorities for the year</li> <li>• Reviewed termly values</li> <li>• Global neighbours and climate change and action plan for the schools.</li> </ul> <p><b>Resources Committee</b></p> <ul style="list-style-type: none"> <li>• In summary, the Challenging Financial Position for both schools:             <ul style="list-style-type: none"> <li>○ Energy costs are set to significantly increase from April.</li> <li>○ SEN income is being reduced significantly due to the new funding structure.</li> <li>○ Support staff costs are increasing due to the new pay award.</li> </ul>             Putting a strain on the budget at both schools.           </li> </ul> <p><b>Standards Committee</b></p> <ul style="list-style-type: none"> <li>• Maths presentation.</li> <li>• Year 3 focus in data and monitoring.</li> <li>• Behaviour – investment of staff and staff training</li> </ul>
<b>19</b>	<p><b>AOB</b></p> <p>KB left the meeting.</p> <p><i>Comment from MR - A discussion took place about pay for the clerk as this falls outside of the recent pay rises for all support staff. It was agreed that this should increase in line with the pay increase for all staff. <b>MR to inform Helen Parry.</b></i></p> <p>KB returned to the meeting.</p>
<b>20</b>	<p><b>Headlines and impact from this meeting</b></p> <ul style="list-style-type: none"> <li>- Revised budget shows that budgets are getting tighter, however Governors noted the highest quality provision and care continues to be provided.</li> <li>- Following a review by the South Glos Council which looked at the performance of the schools, Governors are pleased that both schools are now identified as "Priority 3" – priority 3 schools are those which are identified by the local authority as not needing any additional support.</li> <li>- After School Club - Governors are keen to replicate the success of the school-run After School Club at Iron Acton as a new After School Club is established from January at Hawkesbury.</li> <li>- Governor Monitoring is having a positive impact on what is happening at the schools. This is triangulating evidence in the School Self Evaluation Form (SEF)</li> <li>- Governors are looking at the energy use of the schools and would be keen to hear from any parents with an interest in developing and securing funding for Renewable Energy at the schools.</li> </ul>
<b>21</b>	<b>Date of Next meeting 30<sup>th</sup> January 2023 – Iron Acton Primary School – 7pm</b>



**THE PINNACLE SCHOOLS FEDERATION**  
Minutes of the Full Governing Body meeting  
Monday 5<sup>th</sup> December 2022, 7pm.  
Hawkesbury Primary School



**Meeting Closed 21.05**

**Action Checklist**

<b>WHO</b>	<b>ACTION</b>	<b>WHEN</b>
KB/MR	Rearrange visit from Ross Newman, LEAF MAT	30/1/23
MR	To confirm in newsletter that Parents can challenge a safeguarding decision – at end of term	30/1/23
KK/RT/J G	Provide summary of achievements to KB – to be completed in new year.	30/1/23
ALL	All Governors to note that monitoring evidence can be used to triangulate evidence in the SEF	30/1/23
KB	Leadership and Management section of the SEF to be reviewed at the next FGB	30/1/23
KB	Academisation developments to be monitored at FGB.	30/1/23
KB	Discuss with KK progressing absence guidance and policy (with SG)	30/1/23
MR	Investigate possible support provider for DSLs and deputy DSLs	30/1/23