

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

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

**Meeting Opened: 7.00pm**

	<p><b>Presentation from Stephen Dean, Primary Quest MAT.</b>            A copy of Stephen's presentation was made available on teams after the meeting.</p>
	<p><b>Opening prayer or reflection</b>            JG led the opening prayer.</p>
1-2	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>JG welcomed everyone to the meeting.</li> </ul> <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>Apologies received and accepted from SG (holiday) and MS (work commitments), RT (family commitments).</li> </ul> <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>The following items were agreed for discussion under AOB               <ul style="list-style-type: none"> <li>Staff Absence Insurance</li> <li>Correspondence received from parent</li> </ul> </li> </ul> <p><b>Quorum</b></p> <ul style="list-style-type: none"> <li>The meeting was quorate.</li> </ul>
3	<p><b>Declaration of Pecuniary and Business Interests</b>            None declared.</p>
4	<p><b>Minutes from Previous Meetings</b>            The Minutes from the FGB of 6<sup>th</sup> February 2023 were reviewed and agreed.</p>
5	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>Summary of committee achievements to be sent to KB for inclusion in newsletter – this is ongoing for Resources. <b>Action KB/RT</b></li> </ul>



	<ul style="list-style-type: none"> <li>• Consider display of Vision and Values in school halls – possibly to include the Federation’s Vision and Values too – the Schools both have displays of their Vision and Values in the Hall. MR to confirm if Federation’s Vision and Values can also be displayed. <b>Action MR.</b></li> <li>• To ask Staff for any feedback on the monitoring process – staff appreciated being asked about this and recognise the importance of the monitoring programme. No further feedback at this stage. All other actions are complete or discussed later in these minutes.</li> </ul>
6	<p><b>Headteacher’s Report (to include Annual report for Children in Care).</b>          The Headteacher’s report had been shared on teams in advance of the meeting.          MR provided a key update: a new teacher has been appointed at IA today. From September, she will be working part time in the year 5/6 class at IA. It feels very positive to have this appointment in place.          Some questions had been received regarding the HT report:  <b>What is the Accelerator Fund initiative? How do you plan to spend the £6000 grant on Early Reading resources?</b> – this is a Government initiative which is designed to allow schools to benefit from financial support – in this case a phonics programme. This was achieved by a visit from the English Hub during which phonics lessons were observed. As a result of that visit, a grant of £6000 was awarded. This was split across the 2 schools and spent on phonetically decodable books. There will be a further meeting at HA next term where actions from previous meeting will be reviewed. It was useful to have extra validation of the high-quality teaching of phonics. A visit to IA will also take place next term.  <b>Has this been recorded somewhere?</b> – yes, this was recorded in an audit report.</p> <p><b>Curriculum/Next Steps: what is the time frame for finalising history and geography progression grids and knowledge matrices? Is this an urgent priority?</b> This is following on from the January LA review which identified many positive areas in the teaching of geography and history. It was recommended that the documentation around intent needed to be specific and clearly mapped. Work on this was completed at staff meetings and inset days. There is now evolving documentation which will continue to be reviewed. It feels it is being developed at an appropriate pace. The matrices are completed for history. For geography the progression grids are completed. It has helped staff to think more clearly and break it down, and this will help to ensure an even more consistent approach.</p> <p><b>Do you have a view on what subject you may consider for a deep dive?</b> – it depends on when a visit takes place and what is being taught in school at that time.</p> <p><b>Safer internet day: did anything take place for parents? If not, is there any plan to hold an information session for parents/carers?</b> – Yes, this has been offered - Deb Ferris from South Glos offered a session to parents earlier this year. Very few parents attended. Parent are provided with regular updates and information in the newsletter.</p> <p><b>Attendance - Do you know if there have been similar instances of high levels of illness in schools, that has affected attendance levels across the locality?</b> – only in an anecdotal way in that other schools have reported similar issues. MR asked other schools in the hub for data, but none has yet been received. A national average for attendance of 92.5% does indicate a wider problem. Governors reported that they have also heard of a lot of repeated illness in families from Drs and other schools being closed due to norovirus.</p>

	<p><b>What does "other authorised circumstances mean" Can you give us a couple of examples?</b>        This would be things like pupils attending a wedding or funeral, counselling, or due to a child being on a reduced timetable.</p> <p><b>What are the strengths and areas for development that have been identified since the previous FGB in Maths?</b> – MR has reviewed developments against the actions in the report from the Maths Advisor. At HA, children were using the resources available to them. Teachers were using the training and it could be seen that new systems are becoming more embedded. The same was true at IA. The next steps are to provide opportunities for children to use the correct language - this is already being used well by the teachers. The schools will also look at their continuous provision – staff have scheduled a visit to a school in Bristol to see how that can work. The mastering numbers system is being well used: the Schools have identified a weakness in fluency in year 3 children and mastering numbers will be used to close those gaps. Further training needs have been identified for next term, and the Subject Leads have met with the Maths Advisor.</p> <p><u>Children in Care Report</u> – there are no children in care at either school. This means the schools don't have the same level of support or accountability as when they previously had a child in care. Whilst this means the school no longer receives funding, it does continue to provide additional support.</p>
7	<p><b>SFVS Approval</b>        The SFVS documents had been completed and reviewed by the Resources Committee. The documents had been made available to governors on teams in advance of the meeting. The SFVS documents were approved for both schools. These will be submitted to Internal Audit. <b>Action KB.</b></p>
8	<p><b>Ratification of Energy Contract Decision</b>        A decision on the Energy Contract was required in a short timescale. Governors were therefore provided with information on email and asked to choose a "brown" or "green" tariff. JG reported to Governors that the vote was a tie. A decision needed to be made which respected the views of both parties as well as the responsibilities of the Governing Board in terms of finance and in terms of the schools' Ethos. It was therefore decided that the green tariff would be used at IA, and the brown tariff used at HA with a request that if possible at HA the money saved by using the brown tariff would be allocated to Energy Efficiency measures.</p> <p><b>It was disappointing to learn that the schools couldn't pay by Direct Debit. Why is this? Can we find out? – and also find out what we need to do to make this possible?</b> – yes. KB to ask Helen Parry.  <b>Action KB.</b></p> <p><b>Is it also worth looking at efficiency at IA too?</b> – yes. This can continue to be monitored by work that is being overseen by the Resources Committee.        Governors ratified the decision.</p>
9	<p><b>Progress report on Equality Objectives</b>        The Federation has 3 equality objectives which are set for a 4 year period.</p> <ol style="list-style-type: none"> <li>To develop wider cultural awareness and celebrate diversity through a rich range of experience, both in and beyond school – this has been developed in schools via the No Outsiders project. Frequent assemblies are held – these are primarily aimed towards KS2 pupils. Throughout the curriculum staff Challenge stereotypes, and celebrate key events such as LGBT history month. Some further Pupil</li> </ol>

	<p>Conferencing is planned on this. Staff find that messages from school can sometimes be contradicted by messages from outside of school. MR is considering a wider piece of work to try to address this.</p> <p>2. To identify and challenge all stereotypes and discrimination through the curriculum - Curious City has supported well with this and work is being done to enhance this - E.g. planning out which artists and engineers we study to ensure there is a range. A wider audit of the curriculum is continuing and a book audit has been completed at both schools.</p> <p>3. <i>To accelerate progress and narrow the attainment gap for those receiving pupil premium funding in all year groups through high expectations and improving quality first teaching</i> – there are some stubborn gaps here. It is something the schools put a lot of time and effort to try and change. Quality First teaching is not a barrier. The schools have good systems in place – e.g. interventions and tutoring and there are success stories.</p> <p><b>Is it a challenge having more Pupil Premium pupils at IA?</b> – once a child qualifies for Pupil Premium (PP) the school does get extra funding so the school has been able to increase for example Reading Assistant time. There has also been an increase in support in key areas – in terms of interventions, Emotional Literacy Support Assistant (ELSA) time and Zones of Regulation interventions have increased as the school has identified these need to be the priority.</p> <p><b>Would some of those PP children also be on the SEN register?</b> – yes, some.</p> <p><b>Do the Equality objectives appear on the website?</b> – yes and they are in the Policy which is also on the website.</p> <p><b>Should they be highlighted to staff and feature in the newsletter?</b> – yes – <b>Action MR.</b></p> <p><b>Should this be reflected in the history curriculum in terms of diversity?</b> – yes it forms part of this.</p> <p><b>When will they be reviewed?</b> – March 2024.</p>
<p><b>10</b></p>	<p><b>Review of SEF (Behaviour and attitudes section)</b></p> <p>Section 5 (Behaviour and Attitudes Section) of the SEF had been shared on teams in advance of the meeting and Governors asked to provide input. Comments from Governors were as follows:</p> <ul style="list-style-type: none"> <li>• During a recent visit, KK observed children were very respectful. The school felt calm and orderly, with strong relationships between the children – can we add this in as evidence?</li> <li>• During Pupil Conferencing on Safeguarding, children voiced feeling safe and secure in school. They used terminology like “honest” and “trustworthy” when talking about their friends.</li> <li>• Governor should continue to comment on behaviour as part of any monitoring visits.</li> <li>• The last Standards Committee meeting also heard good evidence of behaviour improvements.</li> <li>• Dave Smith, the schools’ Challenge and Support partner visited IA with a focus on behaviour and attitudes. A Learning Walk took place: children were focused and engaged. It was nice to have external validation.</li> </ul> <p><b>Can we ask DS to provide a report or evidence of his findings?</b> – <b>Action MR.</b></p> <ul style="list-style-type: none"> <li>• Governors noted that there will be incidents, and things will obviously come up from time to time: the schools work to support children so that there is an ongoing positive impact.</li> <li>• The exclusion of a child earlier this year showed there is a Policy in place which works well.</li> <li>• The next steps in this area are planned – for example training on zones of regulation will take place in Term 5.</li> </ul> <p>SEF to be updated. <b>Action KB/MR</b></p>
<p><b>11</b></p>	<p><b>Succession Planning</b></p> <p><u>Update on Co-chair role</u> - KK and JG have met. NGA role description for co-chair was discussed. The template was amended to ensure it was fit for purpose and appropriate to the Federation. The document has been shared on teams: any suggestions or comments from governors should be fed back</p>

	<p>to KK and JG. <b>Action ALL.</b> Document will be reviewed at a later date as the new arrangements settle into place.</p> <p><u>Vice chair</u> – this isn't mandatory but could help with succession planning. Governors to consider if this is a role they would like to take on. <b>Action ALL.</b></p> <p><u>Election of Co-opted Staff Governor</u> – Following the resignation of AB, Governors elected Clare Hares as a Co-opted Staff Governor. Governors requested that she is asked to join the Ethos Committee.</p> <p><u>Election of Associate Member</u> – Adrian Gilby had met with MR and KB with a view to joining the Governing Board. Governors agreed to appoint Adrian as an Associate Member and he will be asked to join the Resources Committee.</p> <p><u>Governor Recruitment</u> – to ensure effective succession planning continues, the Board will continue to seek new Governors for the roles identified. A Skills Audit has been completed to help with this.</p> <p><u>Parent Governor</u> – Iona Cooper has resigned from her position as Parent Governor. A request for nominations has been sent to parents, with a deadline of Friday 24<sup>th</sup> March.</p> <p>Governors thanked IC for her commitment to the federation and particularly for her work as Chair.</p>
<p><b>12</b></p>	<p><b>Monitoring Updates</b></p> <p>The Monitoring programme is available on teams.</p> <p>Some revisions were made to the monitoring programme to reflect updates following the LA review and changes to the FDP priorities. Key activities are as follows:</p> <ul style="list-style-type: none"> <li>• Presentation from RE Subject Leads was part of the most recent Standards Committee meeting.</li> <li>• KK has met with MR to review history and geography.</li> <li>• JC has completed Pupil conferencing at IA on safeguarding, and KK has completed this at HA. Children were very confident speaking about safeguarding and also volunteered information about MHWB. Reports to be added on teams.</li> <li>• There is still some monitoring to be completed for T4. Governors were asked if this could be picked up in term 5</li> <li>• Governors were reminded about the monitoring overview as a tool.</li> <li>• At the term 5 Standards Meeting, the Committee will hear from the History Subject Lead, and the focus on Art &amp; DT moved to next year.</li> </ul> <p>Monitoring plan to be updated. <b>Action KB.</b></p>
<p><b>13</b></p>	<p><b>Policies</b></p> <p>The following Policies had been shared on teams with a summary of any changes and review process:</p> <ul style="list-style-type: none"> <li>• Assessment Policy - agreed</li> <li>• Code of Conduct (Staff) - agreed</li> <li>• Designated Teacher for LAC and PLAC Policy - agreed</li> <li>• Grievance Procedure - agreed</li> <li>• Disciplinary Procedure (staff) - agreed</li> <li>• RE Policy - agreed</li> <li>• Risk Management – agreed.</li> </ul> <p>All Policies ratified.</p>

14	<p><b>Safeguarding Update and Safeguarding Audit</b>          DM and MR summarised key developments:</p> <ul style="list-style-type: none"> <li>• No safeguarding audit is available yet – an email from the LA has confirmed it will be issued. The audit will be completed by SLT and shared with DM.</li> <li>• Inset Day focused on signs of safety – this has already been impactful. Staff have been using tools and there has been a lot of positive feedback. Additional online safety training also provided.</li> <li>• The London Grid for Learning has online quizzes on KCSIE. These were highlighted to the schools and have been a useful conversation point – completion of the quizzes by staff provides evidence of understanding.</li> <li>• CPOMs system at IA has been very widely used. The school would very much like to continue to use this but at HA there isn't the need.</li> </ul>
15	<p><b>Committee Headlines</b></p> <p><u>Ethos Committee</u></p> <ul style="list-style-type: none"> <li>• Review of Federation Aims</li> <li>• Spiritual education – particularly prayer spaces and church school partnership award.</li> <li>• SIAMS update training.</li> </ul> <p><u>Resources Committee</u></p> <ul style="list-style-type: none"> <li>• Checking of Breakfast Club and After School Club</li> <li>• Energy Management Discussion and Decision to pursue Solar Power at HA.</li> <li>• Looking like balanced budgets</li> </ul> <p><u>Standards Committee</u></p> <ul style="list-style-type: none"> <li>• Positive review of Interventions.</li> <li>• Behaviour – hard work, training and staff commitment is starting to paint a positive picture.</li> <li>• RE information session – showing progression of teaching</li> </ul>
19	<p><b>AOB</b></p> <p><b>Staff Absence Insurance</b> – information had been shared on teams in advance of the meeting. Governors agreed to the recommendation made by the School Business Manager to use Education Mutual and the LA provision.</p> <p><b>Correspondence</b> - The Clerk received a letter today which the parent requested was discussed at FGB. Confirmation is required of whether the letter is information sharing for all Governors, or a complaint. To avoid prejudicing any future Complaints Panel (if required) the full contents of the letter were not disclosed to all Governors. KK and JG will reply to the letter via the Clerk and further action taken as appropriate. <b>Action KK/JG.</b></p>
20	<p><b>Headlines and impact from this meeting</b></p> <ul style="list-style-type: none"> <li>• Academisation – As part of the Government's target to increase the proportion of schools which are part of strong Academy Trusts, governors are in the very early stages of exploring what academisation might mean for our schools. There is a plan to hear more from different trusts in the area as to what they provide so that, when the time is right for us, we have the information available to us to progress this further.</li> <li>• Self Evaluation Form (SEF) – the "Behaviour and Attitudes" section of the SEF was reviewed by Governors and further evidence added.</li> </ul>



**THE PINNACLE SCHOOLS FEDERATION**  
 Minutes of the Full Governing Body meeting  
 Monday 30<sup>th</sup> March 2023, 7pm.  
 Hawkesbury Primary School



	<ul style="list-style-type: none"> <li>Schools Financial Value Standard (SFVS) – this is a self-assessment tool to evidence the effective financial management of school resources. This has been completed and thoroughly reviewed for both schools.</li> <li>Succession planning – Clare Hares was appointed as a Staff Co-opted Governor and Adrian Gilby joins the Board as an Associate Member.</li> <li>Equality Objectives – Governors received an update on progress towards achieving the Equality Objectives.</li> </ul>
<b>21</b>	<b>Date of Next meeting 22<sup>nd</sup> May 2023 – Iron Acton Primary School – 7pm</b>

**Meeting Closed 21.15**

**Action Checklist**

<b>WHO</b>	<b>ACTION</b>	<b>WHEN</b>
KB/RT	Resources Committee achievements to be summarised and shared in newsletter	22/5/23
KB	SFVS to be submitted	31/3/23
KB	Ask HP to investigate Direct Debits – why can't the school use these and what can be done to resolve this.	22/5/23
MR	Equality Objectives to be highlighted to staff and shared in the newsletter	22/5/23
MR	Request evidence from DS regarding findings from Learning Walk at IA	22/5/23
KB/MR	SEF to be updated	22/5/23
ALL	Comments on co- chair arrangements	22/5/23
ALL	All Governors are asked to consider the vice-chair role	22/5/23
KB	Updates to monitoring programme	31/3/23
JG/KK/KB	Prepare response to letter and take any further action as appropriate.	31/3/23