

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

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

### Meeting Opened: 7.00pm

	<p><b>Opening prayer or reflection</b>            MS 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 Jan Conner (work commitments) and Charlotte Murphy (family commitments). Tom Wilmers has resigned from the Governing Board.</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>AOB</b></p> <ul style="list-style-type: none"> <li>No items were requested for discussion under AOB</li> </ul>
5	<p><b>Presentation from Roland Roberts, Diocese of Gloucester Academy Trust (DGAT).</b>            Notes from presentation:            As VC schools, the Federation could join a MAT with either minority or majority articles.            Some things to consider:</p> <ul style="list-style-type: none"> <li>- Geography - there are a number of MATs available but currently for consideration within the Gloucester Diocese area are North Cotswold Schools Federation MAT, Primary Quest, Corinium Education Trust, Severn Federation Academy Trust, Cotswold Beacon Academy Trust and DGAT.</li> <li>- There are a number of schools operating as part of smaller trusts who will be merged.</li> <li>- Need to consider size of the trust.</li> <li>- Important to think about why the schools want to join a particular trust: how does it affect our children? Which potential partner will bring the most benefit to our children?</li> <li>- Possible benefits to joining a MAT: the Central team, Finance, HR</li> </ul>

	<ul style="list-style-type: none"> <li>- What is offered centrally will impact on what it costs to be a member. Usually 5-8%.</li> <li>- Think about what you bring to the MAT.</li> <li>- Think about the type of schools they have and how do they profile with yours.</li> <li>- Think about what schools they have had join recently – will they have time for your school?</li> <li>- Think about what school improvement work they have done recently. And do they charge for it?</li> <li>- Think about what mix of schools they have – e.g. secondary? Community schools? What does that mix bring? For example, are all of their specialists secondary specialists?</li> <li>- Very beneficial to visit at least some of the schools in the MAT – how do they work? What support and training do staff and governors get?</li> <li>- Understand delegation of responsibility – the scheme of delegation will be on their website. Think about as Governors how do your powers change?</li> <li>- Currently MATS are looking to grow – they want to increase the number of schools they have – most want to get to at least 12-14 schools.</li> <li>- Takes at least just over 1 year to go through the Academisation process.</li> <li>- Important to have a vision of what you want to achieve. Take your time to think about what you want.</li> <li>- Shop around. Gloucester Diocese can make introductions.</li> <li>- Think about what you want to ask.</li> </ul> <p><b>If schools’ budgets aren’t looking healthy, how does that impact?</b> – most schools budgets look poor at the moment. A trust will need to make the budget work. A Trust will do what they need to do to get the books balanced. The principle is that no school subsidises another school within a MAT.</p> <p>Gloucester Diocese won’t <b>normally</b> approve a VC school joining a trust with minority articles. The Diocese are acting as the gatekeeper and are doing this to protect the for choice for VA schools. If it is the case that a school wants to join a Trust with minority articles, the school need to speak to Gloucester Diocese at the earliest opportunity. The Diocese will want to understand the decision.</p> <p><b>Do federations disband when you move into a MAT? Does that mean the Federation Governing Board dissolves?</b> – 2 separate schools joining is more beneficial to the MAT and the Federation will dissolve as part of joining the MAT - but you then re-establish the Federation once you have entered the MAT.</p>
6	<p><b>Minutes from Previous Meetings</b>          The Minutes from the FGB of 16<sup>th</sup> May 2023 were reviewed and agreed.</p>
7	<p><b>Matters Arising</b></p> <p>MR Consider how to communicate the budget position to parents – this was shared as a headline in the Governor section of the newsletter.</p> <p>ALL Governors to ensure they are registered with Governor Hub: wherever possible this should be used for booking training courses. Any training should be recorded here too. KB will send reminder emails. <b>Action KB.</b></p> <p>All other actions are complete or discussed later in these minutes.</p>
8	<p><b>Headteacher’s Report</b>          The Headteacher’s report had been shared on teams in advance of the meeting.          The following questions had been received:</p>

- **EYFS appears low for IA with 60% achieving the Early Learning Goals (9 out of 15 pupils). What are the reasons for this and what percentage of pupils have made good progress from on entry?** This was not a surprise based on our knowledge of the cohort and their needs. They have all made strong progress. We will continue to see this as they move through the school. Some of the children have additional needs and some are just below achieving the goals and we hope these will get to the expected standard. Phonics in that cohort has undergone a big improvement for the majority of children.
- **KS1 - Does the EXS (expected standard) percentage include those pupils who have achieved GDS and is this an 'EXS and above' percentage?** - yes, we could refer to it as EXS+
- **What actions will be taken to increase the percentage of pupils achieving ARE in writing at KS1? Given the high percentage of pupils achieving the ELG's in EYFS and therefore in writing, do you anticipate a greater proportion of pupils achieving EXS and above for 2024? How will ensure value added particularly for IA pupils?** - we have seen this impact on writing across both schools since the pandemic. In summary yes, we do anticipate more achieving EXS for 2024. We are tracking progress carefully. We track 3 times a year and spot any problems early on and take action – for example interventions. We feel our curriculum for writing is increasingly well embedded with talk for writing becoming more consistent. We have a good system in place and will continue to look to improve it. Both KS1 teachers attended moderation and had their judgements validated.
- **Phonics data looks pleasing, is this a direct impact of the new phonics scheme?** – yes. The phonics scheme is working really well. It provides consistency across the classes, and routine. It has impacted on the quality of teaching which has impacted on outcomes. It will be interesting to see what happens next year when the current IA reception move on.
- **How were the equalities incidents dealt with at Iron Acton? Has there been any wider learning introduced for children, the whole class for instance, to re-iterate school values, the importance of treating people equally, not using unacceptable language etc...?** There is a lot of proactive work here (e.g. no outsiders project, antibullying work). We have to be aware there is influence from outside school too. Bespoke conversations will be had with children when these issues arise. Incidents will be reported to the LA via the equalities incident monitoring form.
- **Can Mike talk a little more about the numbers KS1 reading writing in Maths? The numbers EXS and GDS versus the class total don't always add up. For example: Iron Acton KS1 Maths 2022-23 11/15 EXS and 1/15 GDS but 11+1 only equals 12. Is it because the remaining children are not meeting the expected standard?** – yes, this is correct.

**Regarding the library at Hawkesbury. Can Spitfire Homes fund the furniture?** – yes they are.

MR provided the following updates:

- Attendance data has been made available and this includes local authority data comparisons: for our Federation, the rankings of our schools have improved – for example with regard to persistent absence for Free School Meal children, we have moved from 49<sup>th</sup> to 27<sup>th</sup> place at Iron Acton, and HA has moved from 71<sup>st</sup> to 59<sup>th</sup> place.
- Staffing update – K Bashford will be leaving the Federation and stepping down from her admin and Clerk to the Governor roles. MR and HP will look to recruit to fill these roles.

9

**SEND report from SENCO.**

The Annual report by the SENCo, along with the SEN in a Nutshell document for each school had been shared on teams in advance of the meeting.

	<p>The following question had been received:</p> <p><b>Noting that speech and language support has been removed for small schools, is this for all schools or are they unfairly impacting small schools?</b> – it does feel this is has particularly impacted on small schools. The Schools in the Federation used to have a link speech and language therapist and we no longer have this. The LA has been contacted, and the Head of Speech and Language said that the schools can access telephone support on a Wednesday morning or can send an email or can make a referral but this is not the same as having a link specialist. It means the SENCo is required to do considerably more screening and do more to access support. It does feel small schools are being unfairly impacted on.</p> <p><b>Is there anywhere else that we can raise this? It doesn't seem particularly fair?</b> – its tricky to know what else we can do. It feels a large number of LA services are being impacted in this way. Parents often have the perception that a child will have more support in a small school but we need to recognise this isn't always the case.</p> <p>CW highlighted some key notes from the report:</p> <ul style="list-style-type: none"> <li>• The schools have had a lot of joiners with high needs.</li> <li>• More children are receiving support under ELSA - Emotional based school avoidance.</li> <li>• Because of the high level of need, both schools have accessed high risk group support. This has been beneficial.</li> <li>• We now have 6 EHAPS in place across the federation.</li> <li>• Increasingly local authority services refer back to the school and ask the school to address the problem.</li> <li>• The OFSTED inspection at IA and SEND review at HA both provided positive feedback on the SEND provision.</li> <li>• 4 EHCPs in place at IA and likely to be 1 at HA shortly – the financial impact of this is £6k per EHCP.</li> <li>• Noted that the blue section on the nutshell documents won't be up to date as no national data has been received.</li> <li>• The nutshell documents will be added to the Ofsted grab pack on teams. <b>Action KB.</b></li> </ul>
<p><b>10</b></p>	<p><b>Academisation Update</b></p> <p>JG summarised that academisation was discussed at the Offsite. Governors have now received 4 presentations and a number of Governors have attended training. A summary of the information discussed at the Offsite had been made available to Governors on teams. It is interesting to note that many of the discussions at the offsite were reflected in the information we received from DGAT this evening.</p> <p><b>Can we join an academy with a deficit budget?</b> This isn't clear and could be part of our questioning. JG put it to governors that the board needed to decide if it is something the Board wishes to explore. This is not a vote to academise, but to explore it in a more structure way via a Working Party. Governors noted that previously South Glos has felt to be in a strong position but it feels the level of support it now provides to schools has reduced, becoming much more compliance driven. There are 14 South Glos primary schools academising in September.</p> <p><b>Can growing the federation also be explored?</b> – yes this could be explored. Governors were asked to vote: All those in favour of further exploring joining a MAT – unanimously agreed by Governors.</p>
<p><b>11</b></p>	<p><b>Feedback from Complaint</b></p>

	<p>SG summarised. The Complaint Panel met earlier in the term to review progress on actions that were recommended by the panel following the hearing. A summary of progress had been shared with governors on teams. It was noted that it was a very difficult process – and for example timelines in the Policy were too short. The knowledge skills and styles of Governors on the panel were an effective mix and this kept the process fair on all sides. The Complaint was not upheld – everything the school could and should have done was in line with policy and legal duty. Governors noted that they hope the outcome is good for the child, and feel the visions and values of the school were upheld. It is also important to acknowledge the impact this has had on the school staff. Governors who had participated in the panel were thanked.</p>
<p><b>12</b></p>	<p><b>Ratification of Decisions:</b>  <b>Catering Provider</b> – governors had been asked via email to approve a commitment to use Edwards and Ward as the new catering provider: this decision had been taken by the group of schools following a tendering process. Noted that very limited information had been made available and if possible this should be fed back.  <b>Did the caterers present a good case for information around allergen advice?</b> – yes. Comprehensive information was provided.          Decision ratified.</p> <p><b>Canopy at Iron Acton</b> – governors had been asked via email to approve the installation of a canopy at Iron Acton. This was requested before FGB to ensure the work could be booked in for the summer holidays. Governors had approved Bigwood Play to complete the work. Noted that a suggestion was made around trying to secure funding for these sorts of projects: this will be considered for other items that the project will require. <b>Action MR.</b>          Decision ratified.</p>
<p><b>13</b></p>	<p><b>Monitoring Update</b>          KK thanked governors and staff for all the monitoring that has been completed this year: it is so helpful to governors to understand what is going on in the schools and provide support and challenge to leaders. It's a good opportunity to get to know staff and some children.          Governors were reminded that with some monitoring, there will be action points to be following up on via email or at the next meeting.          A new monitoring programme will be worked on by KK and JG over the summer. This will align with the new FDP. Where possible, more Pupil Conferencing and Learning Walks will be considered.          Link Governors will also be reviewed, and support provided for new governors.          JG highlighted an opportunity for other governors to be involved in developing the monitoring programme – <b>Action ALL.</b></p>
<p><b>14</b></p>	<p><b>Review of 2022-23</b>  <b>Feedback from Committee Chairs</b>  <u>Ethos Committee</u> – JG summarised.</p> <ul style="list-style-type: none"> <li>• At the start of the year, priorities were identified as Federation values, RE curriculum, Christian Distinctiveness, Courageous Advocacy and Spiritual Development.</li> <li>• A range of monitoring has been completed by Committee Members.</li> <li>• Other key achievements were attendance at SIAMS training, self assessment for SMSC, review of termly values, church partnership award and Policy review.</li> <li>• Challenges included the number of meetings which felt too few – the number will be increased in the next academic year. To ensure monitoring is fully completed, the committee would like an extra governor to join them.</li> </ul>

- Aspirations are to increase the number of Governors on the Ethos Committee, to continue to work towards Global Neighbours Bronze Award, to prepare SIAMS self-evaluations for both schools, to consider whether our vision is deeply theologically rooted and whether this should also be applied to the Federation Vision. Diocese training on the Schools' vision will also be completed. The Committee would like to focus on pupil conferencing as a source of impact when monitoring.

Standards Committee – KK and SG summarised.

- The terms of reference were reviewed in term 1 and referred to throughout the year.
- Monitoring is very well established - most has been completed and Governors have done as much as they can. Thinking of other ways to complete monitoring will help to ensure it is completed. The Committee will be looking to support new governors with monitoring.
- The Subject lead presentations have been really informative – they have been very high quality.
- It has been pleasing to see the strong picture in phonics.
- The Committee has seen the work on MHWB has been very thorough and seeing the impact of that has been really good.
- Next steps – the committee would like to ensure they are familiar with the Insight system.
- Challenges – the impact of covid meant there were data breaks and this will start to dwindle – we have had a full year of data. This will provide further benchmarks of progress. Following on from this, the detail of the scrutiny can also return.
- There is a good mix of governors on the Committee which allows for detailed questioning. The monitoring programme is a great piece of work and helps with triangulation.

Resources Committee – RT summarised

- Both schools' budgets balanced at the end of the 2022-23 year.
- The Committee considered the planned admission number for Hawkesbury, and decided it should remain unchanged.
- The Committee continues to regularly review and scrutinise budget reports.
- Premises – there are no big projects but there is always ongoing maintenance.
- H&S audit was completed by the LA and actions are being addressed.
- Challenges – most are externally generated – income has reduced, Special educational needs have gone up, staff costs have increased, energy costs have increased along with a reduction in number of pupils. This has impacted significantly on the schools' financial position.
- Thank you to MR and team – the strategy is set in the budget but it is them who work so hard to make it work. It is positive that they are constantly chipping away to try and make it work.
- Aspirations – looking forward to new colleagues joining the Committee. The Committee aspires to balance budgets without drastic impact.

**Governing Board Self evaluation** – this was completed at the offsite. JG has assimilated all responses to reflect the conversations, with notes where appropriate. The document has been shared on teams. Governor actions should be added to the Leadership Governor section of the Federation Development Plan **Action MR**.

Self evaluation document to be added to grab-pack on teams **Action KB**.

<b>15</b>	<p><b>Planning for 2023-23</b></p> <p><b>Vice Chair</b> – noted requirement to have a vicechair at the offsite. It is isn't perfect to have a vice chair without aspiration to step into the chair role but is better than not having a vice chair. Interim vice chair seems a good option – perhaps for 6 months or a year.</p>
-----------	--

	<p>JG and KK will remain as co-chairs until end of July 2024.          Updated job description for vice chair to be provided. <b>Action JG.</b>          A nomination was received for DM to stand as Vice Chair for 12 months. Governors unanimously agreed.</p> <p><b>Link Governors and Committee memberships</b>          Memberships of committees were discussed. As there was now a co-opted Governor vacancy due to a resignation, Associates were asked if they would like to convert to full Governors and the process explained. DW stated that he would not be seeking to be moved to a co-opted position. AG expressed interest in this position. AG left room.          JG proposed that AG was elected as Co-opted Governor. Governors unanimously agreed.          Link governors will be agreed once the FDP is finalised. <b>Action KK/JG/MR</b></p> <p><b>Arrangements for Pay Panel and HT PM</b>  <u>HT performance panel</u> – RT and KK will remain on HT PM panel. OL will join the panel. Date of first meeting for HT PM panel – 14<sup>th</sup> September 2023, 1pm.  <u>Pay panel</u> – agreed that this would be formed by JG, LR and BC. Date for panel to be agreed. <b>Action KB.</b>  <u>MAT research working group</u> – MS, MR, CH, OL, AG, RT, BC. Date for first meeting of group to be agreed. <b>Action KB.</b></p> <p><i><b>Post meeting note</b> – at the close of the meeting, DW informed JG that he wished to resign from the governing board, and that this would be with immediate effect.</i></p>
<p><b>16</b></p>	<p><b>Policies</b>          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>• Child Protection Policy (update to provide further information on child on child abuse). Ratified.</li> <li>• Complaints Policy –                <b>Who chooses which format the panel meeting will take?</b> – the panel. This needs to be made clearer. Should also note that any conflict of interests of panel volunteers will be considered. KB to amend. <b>Action KB.</b> Ratified with amendments</li> <li>• Educational visits – ratified.</li> <li>• Privacy Notices (general, pupils, school governors and school workforce) - ratified</li> <li>• SEND Policy – check links – <b>Action KB.</b> Ratified.</li> </ul>
<p><b>17</b></p>	<p><b>Safeguarding Update</b></p> <ul style="list-style-type: none"> <li>• Mark Dee from the LA met the HA Designated Safeguarding Lead (DSL) and confirmed the school is compliant with a number of effective systems in place. Some recommendation made which are being addressed.</li> <li>• The Child protection plan which was in place at IA has come to an end.</li> <li>• A safeguarding incident occurred in early June at Hawkesbury. A child left school at the end of the school day after forgetting to go to a teacher led after school activity. Staff assumed the child had alternative care. The child returned to school after a short time and went to ASC. ASC didn't raise this because they had previously had children turning up without notification. This meant that neither the parent or school staff knew where the child was. As a result of this incident, systems were reviewed: the ASC booking process has been updated such that booking in advance is mandatory, and there is now a requirement that a register is fully completed at all teacher led after</li> </ul>

	<p>school activities. Staff have reminded children that they don't leave the school without understanding what arrangement is in place.</p> <p><b>Has the change in booking ASC been communicated to Parents?</b> – yes.  <b>Do you monitor how many don't book?</b> – they aren't allowed to do this anymore. Parents will be contacted if a child arrives without a booking to resolve this. This now happens rarely.</p>
<b>18</b>	<p><b>Committee Headlines</b></p> <p><u>Ethos Committee</u></p> <ul style="list-style-type: none"> <li>• Spiritual Development self evaluation document</li> <li>• SIAMS update</li> </ul> <p><u>Standards Committee</u></p> <ul style="list-style-type: none"> <li>• Zones of regulation presentation.</li> <li>• Behaviour update</li> <li>• MHWB including Pupil Survey results.</li> </ul> <p><u>Resources Committee</u></p> <ul style="list-style-type: none"> <li>• Significant savings identified and summarised in HT report, however both schools still have deficit budgets</li> <li>• Letter being prepared regarding CIL funding.</li> <li>• 3 Freedom of Information requests received by the schools.</li> </ul>
<b>19</b>	<p><b>AOB</b> None</p>
<b>20</b>	<p><b>Headlines and impact from this meeting</b></p> <ul style="list-style-type: none"> <li>• The Chairs of the Committees that operate as part of the Governing Board provided a review of 2022-23, and set out their aspirations for 2023-24</li> <li>• The Governing Board had completed a self evaluation – this used a template from the National Governance Association and highlighted strengths in a number of areas.</li> <li>• The Governing Board agreed that Governors will explore opportunities for the schools to join a Multi-Academy Trust: Governors noted that this wasn't a vote to join a MAT, but meant that further information and options would be investigated.</li> </ul> <p>Governors gave formal thanks to Tom Wilmers for his work as a governor.          Governors gave thanks to KB for her work as the Board's governance professional.</p>
<b>21</b>	<p><b>Date of Next meeting 9<sup>th</sup> October 2023 – Iron Acton Primary School – 7pm</b>          Dates for next year to be emailed to governors. <b>Action KB.</b></p>

**Meeting Closed 21.18**

**Action Checklist**

WHO	ACTION	WHEN
KB	Governors to check they are registered with Governor Hub. KB to send reminder emails.	21/7/23





**THE PINNACLE SCHOOLS FEDERATION**  
Minutes of the Full Governing Body meeting  
Monday 10<sup>th</sup> July 2023, 7pm.  
Hawkesbury Primary School



KB	SEND in a nutshell documents and Governor self assessment to be added to Ofsted grab pack on teams.	21/7/23
MR	Investigate potential for grant funding to cover costs associated with rest of canopy development	Ongoing
ALL	Consider volunteering to become involved in developing the monitoring programme for the 2023-24 year	21/7/23
MR	Any comments from the Governing Board self evaluation to be added to the SEF	Ongoing
JG	Job description for vice chair to be prepared	21/7/23
KK/JB/MR	Link governors to be agreed once FDP finalised	30/09/23
KB	Date for Pay Panel to be agreed	21/7/23
KB	Date for MAT research group meeting to be agreed	21/7/23
KB	Amend Policies	21/7/23
KB	Meeting dates for next year to be shared with all governors	21/7/23