

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

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

Meeting Opened: 7.03pm

1	Opening prayer or reflection MS led the opening prayer.
2	Welcome <ul style="list-style-type: none"> JG welcomed everyone to the meeting. Apologies <ul style="list-style-type: none"> Apologies received and accepted from Deb Marriage (holiday), Kathryn Kempster (illness) and Lizzie Reynolds (illness). Quorum <ul style="list-style-type: none"> The meeting was quorate.
3	Declaration of Pecuniary and Business Interests None.
4	Items for AOB JG – Governors one to one meetings RT – Clerking arrangements.
5	Minutes from Previous Meeting The Minutes from 10 th July 2023 were reviewed and agreed.
6	Matters Arising MR - Investigate potential for grant funding to cover costs associated with rest of canopy development – as a start on this, the school are investigating a Tesco community funding programme. All other actions are complete or discussed later in these minutes.

7	<p>Headteacher's Report</p> <p>The Headteacher's report had been shared on teams in advance of the meeting. Questions had been raised by Governors to which MR gave responses in the meeting as follows:</p> <p>It mentioned that there are no longer any pupils engaging in alternative provision. Why is that the case? This is a complex situation. At the moment, the focus is on increasing the number of school based hours. In these circumstances, it is appropriate to cease alternative provision on a temporary basis then add this in at a later date if applicable.</p> <p>Firstly, thank you for including Alternative Provision in your report, this will ensure Governors are clear about whether there are any pupils attending alternative provision. Should we also include part time timetable as well? – yes, this can be included. At HA, 2 children are on a part time timetable.</p> <p>Attendance:</p> <ul style="list-style-type: none"> - Is there anything more you can tell us about how any pupils with very poor attendance are being supported? There is a bespoke approach taken to improving attendance for individuals with very poor attendance. This often involves a high level of additional support and intervention from school and other outside agencies where applicable. Individual cases are monitored carefully to check the impact of strategies used. Part time timetables are sometimes used for specific children where this is deemed appropriate by professionals involved. - 82% for disadvantaged is already very low, while appreciating that any days missing amount to a greater percentage at this point in the year. Are the reasons for this mainly attributed to a family with 3 pupils taking holiday? This figure is lower than we would like at both schools, and yes it is as a result of holidays by a small number of families. All other PP pupils have higher attendance. We want to keep the gap between PP and non-pp families as small as it has been in previous years. - Have there been any sanctions for term time holidays? – we have some families who have reached the threshold for further action and so the schools are reviewing what further action will be taken. Is this retrospectively? – yes, it relates to holidays that have been taken. The schools are using the latest guidance on this. <p>Extra Curricular clubs: Who is running these clubs? Staff, outside providers or a mix of both? If staff does everyone volunteer at some point during the year? Clubs are run by a combination of Staff and outside providers (e.g. sports coaches). The unwritten rule is that a full time member of staff will provide an after school club for 4 terms during the year.</p> <p>Staff wellbeing appointments: Has there been any positive feedback from staff taking up these appointments? Yes. Obviously detailed information around this is kept confidential but there has been positive feedback. The slots are fully booked for the forthcoming months: this leads us to believe it is beneficial. It is useful to talk to someone who is not education based and has a different perspective.</p> <p>Subject Leader priorities: Would it be possible for Governors to have an overview of priorities for each subject? Or will this detail for each subject be covered in standards committee? This may depend on the monitoring programme. SL are focusing on progression and sequencing.</p> <p>No further questions.</p>
8	<p>OFSTED feedback including proposed letter for parents</p> <p>JG thanked all governors who attended the Ofsted inspection. The report was shared very quickly by Ofsted, and therefore KK and JG prepared a letter to share with parents in advance of this meeting. It was a lovely report and JG passed on congratulations to the school. It has been highlighted on the website. It was an incredibly rigorous process. School are speaking to a contact at the local newspaper and they have said they will be able to publish an article. MR thanked Governors for their support.</p>

	<p>Governors recognised that there has been a lot of people doing a lot of work over a long period of time, and noted that the team had undergone 2 inspections in a short space of time.</p> <p>What is the estimate of when the next inspection will take place? 4-5 years</p> <p>Is there a budget for “a treat” for staff to thank staff for their efforts? - MR will review. Governors supported this idea and agreed it is important to recognise the efforts of staff. Action MR. It was noted that it may be possible for the PTA and / or PCC to support this.</p>
<p>9</p>	<p>Priorities for the coming year, including FDP, Monitoring Programme, SEF completion, CSP programme. Confirmation of link governors and committee memberships.</p> <p><u>Federation Development Plan(FDP)</u> – MR shared the latest copy of the FDP: there are four priority areas:</p> <ul style="list-style-type: none"> • Curriculum - The first inset day of the year included work to restructure the art and design curriculum. In this priority area, Subject Leads will undertake further work to develop curriculum documentation: they will also be provided with training. • Assessment – this is a new priority and work will be done on assessment systems used by the schools. The Feedback Policy continues to be worked on – this considers verbal and written feedback. • Reading – a lot of work has been done, particularly with regard to early reading. Now the schools are looking at continuing the enthusiasm for reading – the development of the library at Hawkesbury is part of this. The English Hub is supporting the schools and providing training. The schools also want to upskill parents to support children. • Behaviour and the introduction of zones of regulation – under this priority, staff will receive further training and the system will be rolled out in all classes. With regard to behaviour, staff continue to feel the impact of the pandemic: there has been an improvement in behaviour of pupils but a number of challenges remain. <p>Is this just at our schools? – no. Its wider than that: it seems to be particular year groups. Behaviour support has noted that children in year 1 seem particularly impacted. The Zones of Regulation programme has been well received by classes and also by experts who visit the schools.</p> <p>There is some feedback from the Self evaluation which needs to be brought into the FDP. Action MR/JG</p> <p>Governors noted that there is no longer a priority for Leadership and management, and it was suggested that a Governor Development plan could be developed instead – to be considered by Governors. Action JG.</p> <p><u>Monitoring Programme</u></p> <p>An outline has been developed and is pending approval by MR and staff. JG shared this with Governors. This will continue to pick up on key elements of the FDP – e.g. curriculum and assessment. Wellbeing will link to PSHE. Areas to be reviewed at Standards Committee Meetings will be confirmed. SG offered to help with the monitoring programme. Once finalised the programme will be shared with Governors. Action SG/KK/JG.</p> <p><u>Link Governors</u></p> <p>A number of link governors will continue with their current link roles: Governors discussed other areas that need to be covered. The following link governors were agreed:</p> <p>Health and safety – RT Maths – OL British Values – OL</p>

	<p>Attendance – AG Curriculum and assessment – KK English - JG</p> <p>There will be a new parent governor joining at Iron Acton and a new Associate Governor with a skill set which will benefit the Resources Committee. JG identified that we need to consider sustainability of the Board, and Governors agreed that recruiting Associate Governors should be ongoing. Action ALL. The committee structure will be confirmed once the skill set of the parent governor is known. Action JG/KK.</p> <p>SG left the meeting. Governors agreed that the Committee structure will be reviewed during the year if required.</p>
10	<p>Academisation Update</p> <p>The Academisation Group had met on Friday 30th September and notes from the meeting were shared on teams. AG provided a summary to Governors:</p> <ul style="list-style-type: none"> • Terms of reference for the Committee were discussed. • A 2-stage process has been identified: the Committee are at the first stage of gathering information This will be completed by the end of the year. • Key criteria have been identified – these were detailed in the notes. And further to this, key contacts are being drawn together. • A further meeting is scheduled for shortly before half term: meetings will be held monthly. This item will be a Standing Agenda item for FGB. Action KB.
11	<p>Decision for voting rights for Associate Members at Committee level</p> <p>The Standing Orders of the Governing Body require the Board to agree on voting rights for Associate Members at Committee level. It should be noted that Associates do not count towards quorum and cannot have voting rights at FGB. KB to contact Governor Services to confirm if the Standing Orders can be changed such that Associates count towards quorum. The matter will then be discussed again at December FGB. Action KB.</p>
12	<p>School Fund audit</p> <p>Evidence of the audit completed for the School Fund at each school had been shared on teams in advance of the meeting. No further questions.</p>
13	<p>Register of Interests and Information for Website</p> <p>The Clerk confirmed that all pecuniary interest forms had been received. Updates have been made to Governor information on the website. MR noted requirements around governor equalities reporting and noted that a possible template had been shared. This is not a mandatory requirement: governors will review in 12 months.</p>
14	<p>Policies</p> <ul style="list-style-type: none"> • Allegations of Abuse against Staff Policy - ratified • Child Protection policy - ratified • Governor Code of Conduct – ratified. All Governors agreed to abide by the code of conduct. Governors not present will be asked to confirm. Action KB. • Governor Standing Orders - ratified • Health and Safety Policy - ratified • Instrument of Government for the Pinnacle Schools Federation - ratified

15	<p>Safeguarding Update</p> <p>Safeguarding was a focus on the September inset day: HA DSL lead a session on child on child abuse and filtering and monitoring. In addition, all staff had the opportunity to read KCSIE 2023. Across the schools there are no children on a child protection plan or child in need plan. However, a number of EHAPs are in place at both schools: these help the schools to provide early support. Staff have attended EHAP training, provided by Compass. Ongoing Safeguarding training will be provided for staff during the year.</p>
16	<p>Committee Headlines</p> <p>Resources Committee</p> <ul style="list-style-type: none"> • Positive Reception numbers due to siblings at Hawkesbury next year • Solar panels at Iron Acton • Agree for the good of the school to remain as a 4 class structure <p>The Committee also noted 2 items to come to FGB; number of governors on the Resources Committee and letter to parish council. The number of governors on Resources was discussed as part of Item 9. JG now has a letter to sign and this will be delivered to the Parish Council.</p> <p>Standards Committee</p> <ul style="list-style-type: none"> • Moving of Mental Health and Well-being to Ethos terms of reference – this was agreed. • Unable to elect Chair as too few committee members available • Data Review – Year 1 at IA needs to be continually monitored • Curriculum – Art and DT Focus – plans in place in response to OFSTED comments. • Risk – Struggling to recruit TAs.
17	<p>AOB</p> <p>Governors one to one meetings – JG and KK will be completing one to ones with Governors.</p> <p>Clerking arrangements – Governors discussed arrangements for a new clerking provision. The Federation is actively advertising for a new Clerk. In the meantime the role is being covered by the SBM, admin team, MR and KB.</p>
18	<p>Headlines and impact from this meeting</p> <ul style="list-style-type: none"> - Governors reflected on the positive outcome of the Ofsted inspection. - Governors agreed the priorities for the Schools which are set out in the Federation Development Plan. - Roles were agreed for Link Governors: this ensures effective arrangements for robust monitoring across the Federation.
19	<p>Date of Next meeting 4th December 2023, Hawkesbury Primary School</p>

Meeting Closed 20.37

Action Checklist

WHO	ACTION	WHEN
MR	Possibility of a “treat” for staff to be investigated in light of the successful Ofsted inspections. The PTA and / or PCC may also be approached for help.	04/12/23

Signed by Chair:



THE PINNACLE SCHOOLS FEDERATION
 Minutes of the Full Governing Body meeting
 Monday 9th October 2023, 7pm.
 Iron Acton Primary School



MR/JG	Information from the self evaluation to be included in the FDP	04/12/23
JG	Consider the benefit of a Governor Development Plan and develop if required.	04/12/23
JG/KK/SG	Monitoring programme to be finalised.	04/12/23
ALL	All Governors to consider candidates for the role of Associate Governor	Ongoing
JG/KK	Committee Structure to be finalised once skill set of new parent governor is known.	04/12/23
KB	Updates from the Academisation Group to be a standing item at FGB.	Ongoing
KB	Contact Governor services regarding Associates counting towards quorum	31/10/23
KB	KB to contact governors not present at the meeting to agree Code of Conduct.	04/12/23