

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

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

Meeting Opened: 7.pm

1	<p>Welcome</p> <ul style="list-style-type: none"> JG welcomed everyone to the meeting, with a special welcome to HS who joins as a parent governor. HS will join the Standards Committee. <p>Opening Prayer or Reflection</p> <ul style="list-style-type: none"> JG led. <p>Apologies</p> <ul style="list-style-type: none"> Apologies received and accepted from MS (work commitments) <p>Quorum</p> <ul style="list-style-type: none"> The meeting was quorate.
3	<p>Declaration of Pecuniary and Business Interests</p> <p>CW and MR declared an interest in item 10.</p>
4	<p>Items for AOB</p> <ul style="list-style-type: none"> Integra – contingency plan Parent Governor information sessions Governor offsite Additional policies (these will be discussed under item 16) Energy contract.
5	<p>Approval of Associate Member</p> <p>The Board were asked to approve the appointment of Karen Foxwell as Associate Member. Karen will join the Resources Committee. Governors unanimously agreed.</p>
6	<p>Minutes from Previous Meetings</p> <p>The Minutes from the FGB of 9th October 2023 were reviewed and agreed.</p>

7	<p>Matters Arising</p> <p>The action points from the last minutes were reviewed:</p> <ul style="list-style-type: none"> • Possibility of a “treat” for staff to be investigated in light of the successful Ofsted inspections – this will take place on 4th January and will bring staff together from both schools. • Information from the self evaluation to be included in the FDP 04/12/23 – this wasn’t appropriate as it didn’t sit well within the FDP. A Governor Development Plan has been prepared instead. <ul style="list-style-type: none"> • Clarification of the role of Associate Members – these can be appointed to committee and as such are counted in the quorum and are able to vote. Although not eligible to vote at FGB, Associate Members are invited to join all FGB meetings. <p>All other actions are complete or discussed later in these minutes.</p>
8	<p>Headteacher’s report</p> <p>The Headteacher’s report had been shared on teams in advance of the meeting. MR gave the following updates to pupil numbers for September 2024: 11 first choice for HA, 10 first choice at IA. There are some second choices for both schools as well. This feels positive and these numbers are higher than recent years. IA also has another child joining after Christmas.</p> <p>Questions had been raised by Governors to which MR gave responses in the meeting as follows:</p> <p>What is the plan moving forward for filling the admin, after school assistant and clerk roles? Does a different approach need to be taken? – an application has been received for the admin role at HA and interviews will take place on Friday. The Clerk role remains vacant. In terms of approach, we are bound by HR guidance. Adverts have been widely shared in local media. Recruitment was raised at a recent HT group meeting as being a challenge and feels particularly so in a rural area - and particularly in terms of support staff.</p> <p>The additional needs of children at both schools is resulting in more work needing to be done by the same number of staff. Is staff wellbeing being monitored to ensure everyone is ok? – at HA, existing staff have been re-deployed and capacity has been increased by a person being employed in the afternoon. This capacity will reduce at the end of January but it is hoped that further support around the additional needs will be progressed by then. Similarly at IA we have redeployed existing staff. We are very conscious of both budgets and meeting the increasingly complex needs of pupils. Recently a new Staff MHWB questionnaire was issued to all staff across the Federation. For the question which asked respondents to score their general mental wellbeing out of 10, all responses were of 5 or above. Not all staff responded to the questionnaire: further feedback information will be shared with Governors. Action CW.</p> <p>Will anything be done for the employee who rated themselves as 5? – we don’t have a breakdown of responses by name. However, we regularly signpost the support that is available to all staff. Our next inset session on 4th January will include a federation wide MHWB session.</p> <p>Persistent absence at IA appears to be high, and has gone up since the last report. Can Mike say anymore about the reasons behind this? Yes, pre covid this was approx. 1%. It is now much higher. Part of that seems to be due to the cost of living which contributes to term time holidays. 7 pupils at IA went on holiday at the beginning of the academic year and this is still impacting on the figures. As time goes on, if their attendance is maintained they will move out of the persistent absence category. Another child’s attendance figures are being impacted by suspension: this is the only impact on their attendance. We are also seeing a lot of illness but it does feel this is an improving picture. Attendance is monitored by SLT on a weekly basis.</p>



	<p>The Attendance link governor confirmed that a number of actions have been taken – informal dialogue with parents, followed by a formal letter whilst continuing to develop relationships with family. The schools are making every effort to return to pre-covid levels.</p> <p>Have Schools been briefed about the local authority attendance strategy? – yes and this could provide further support.</p> <p>What provision were we required to make for the pupil who was suspended for 8 days? How were we able to achieve this? – this was 8 days in total, not 8 consecutive days. Several meetings were held with the Education Inclusion Officer to try and get as much support as possible. There is a requirement for work to be sent home but it is often difficult for a suspended child to access the work: this is one of the reasons that we try to avoid suspensions.</p> <p>As a suspension is the result of significant challenges, how do we debrief/review the incident and support staff wellbeing? We constantly review staffing arrangements and see what works best for staff and the pupils. Its very much an ongoing situation. Additional funding has been applied for and an EHCP needs assessment has been done.</p> <p>The use of an existing member of teaching and learning support staff, complimented with agency staff seems a suitable short term solution to support additional needs at IA. How do we anticipate managing this in the longer term as this arrangement will have reduced capacity across the school as well as incurred additional cost implications of agency staff? – the main priority needs to be the H&S of everyone in the school and unfortunately this means that we have incurred some additional supply costs. However it feels this is beneficial to all involved. We are still working to find out what works best and ensure that we access specialist support. The impact of the current strategy on the other children in the class feels positive.</p> <p>What about the impact on the child? – overall current arrangements seem beneficial.</p> <p>What is the reason for the high percentage of persistent absence in disadvantaged pupils? (70% HA, 55% IA)? – at IA this is due to high levels of illness, holidays and being late after registers close. Things are improving as a result of accessing specialist support and work by staff. At HA, some are for family holidays, some for high levels of illness and some for medical needs including further medical assessments. There are some complex cases. The figures are not figures we want to see and wouldn't have seen before the pandemic but we are doing everything we can.</p> <p>Have you identified any patterns for these pupils? – we have looked but can't see any above the trends identified above.</p> <p>Parent teacher meetings - How do we ensure consistency in information shared by teachers (ie are there common headings or a proforma to guide what information you would expect to be shared?) There is a form which staff consistently use. There is a staff meeting in advance where expectations are discussed.</p> <p>Priority category for both schools – MR informed governors that the LA had identified both schools as Priority 3 which is the lowest priority. This means the schools receive less intensive support: an annual visit will be made from CSP. The school may access other reviews – this year a SEND review will be completed at both schools. Now that both schools are in this category, the CSP is encouraging them to support other local schools.</p>
9	<p>Revised budget for ratification</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>AG summarised that both schools had had to increase their spend on staffing to address issues that the schools are facing. The budgeted deficit for IA has increased to £44k. The budgeted deficit at HA has reduced slightly, but is still a deficit budget of £10.7k</p> <p>Resources governors recommended to FGB the revised budget. This has been done reluctantly, but with the understanding that all costs have been reduced wherever possible and nothing else can be done. Governors were asked to ratify the revised budget. Governors ratified.</p>
10	<p>Report from Pay Panel and HT PM</p> <p>CW and MR left the meeting</p> <p><u>Pay Panel</u> - LR summarised that the Pay Panel (LR, BC and JG) had been held in October. The Terms of reference for the committee were reviewed and MR had shared anonymised reports for staff. These were discussed by the Panel members who agreed with the recommendations.</p> <p><u>HT PM</u> – HT Performance Management (KK, RT, OL) had taken place in September, supported by Dave Smith, Challenge and Support Partner. New objectives were set and review completed. KK will meet with MR to discuss the objectives in more detail.</p> <p>CW and MR re-joined the meeting.</p>
11	<p>Review of SEF (Behaviour and attitudes section)</p> <p>The Behaviour and attitudes section of the SEF had been shared in advance on teams. MR noted that much of this section of the SEF links to the issues around behaviour and attendance that have already been highlighted to Governors. Governors were asked for any additional information.</p> <p>MR highlighted it remains a difficult picture for staff to address: a small number of children are needing very intensive support, and change doesn't always come as rapidly as we would like. Governors recognised that there are challenges and thanked staff for their continued efforts.</p>
12	<p>Feedback from Academisation working party.</p> <p>AG summarised: a number of meetings have been held by the working party to work through the stage 1 desk top review. A process map is available on teams to all governors. This stage will allow potential MATs to be identified. A questionnaire has been circulated to enable review of LEAF, Bridge, Mosaic, Diocese of Bristol Academy Trust, Diocese of Gloucester Academy Trust and Primary Quest. Further investigation will not be carried out into some MATs (Severn view, Corinium and North Cotswold) due to their location: proximity feels really important and these were discounted on that basis.</p> <p>Further discussion will take place at a meeting of the working party on 11th Dec followed by a consensus meeting in early January. Following this the group will be able to recommend next steps to FGB. AG encouraged all Governors to look at papers on teams. Action ALL. This will be included as specific item on the next FGB agenda. Action KB.</p>
13	<p>Feedback on Renewable energy from Resources Committee –</p> <p>Good news is that the solar panels at IA have secured funding. Planning consent is required: the Panels will then be installed as soon as possible once this is obtained. Unfortunately, this delay means the financial savings will not be realised until next financial year.</p> <p>At HA, MR and AG attended the Parish Council (PC) meeting. They were informed by the PC Chair that South Glos have funding and asked school to investigate this. The school has made attempts to contact Chris Knight at South Glos and AG has also emailed contacts within the property team. To date there has been no response. This feels very frustrating. Governors concluded that the best way forward was to request more information and support from the Parish Council. MR will contact the chair, Sue Hope.</p> <p>Action MR.</p>

<p>14</p>	<p>Governor Development Plan – this document has been prepared based on the Governor Self review which was completed at last year’s Governor Offsite. The document has been shared on teams. 2 key areas:</p> <ul style="list-style-type: none"> • Governor induction and development • Vision and values <p>RT arrived at meeting. Governors agreed the plan for the year.</p>
<p>15</p>	<p>Monitoring Update, to include SIAMS The Monitoring programme is available on teams. This has hyperlinks to completed reports. KK thanked governors for the monitoring that has been completed to date. There is some catch up to be done and Governors were asked to check that they had completed their monitoring. Reports can be sent to KB for uploading onto teams. Action ALL.</p> <p>SIAMS – an inspection will be completed at both schools in subsequent academic years. The Diocese does publish lists of schools which are likely to be inspected and we are not currently on the list. The Ethos Committee have considered the inspection questions and considered how these can be linked in to the existing governor monitoring: it feels too significant to add to them as additional items to the monitoring programme. JG has therefore summarised key questions. When governors complete monitoring, they are asked to consider if any of these areas that could be brought into their monitoring visit. Action ALL.</p> <p>What is the grading from a SIAMS visit? – gradings are either J1 or J2. J1 indicates the school is “living up to its foundation as a Church school, and is enabling pupils and adults to flourish”. J2 indicates the school “has strengths, but that there are also issues that leaders need to address as a matter of priority”. All evidence from the monitoring can be added to the SIAMS SEF equivalent.</p>
<p>16</p>	<p>Policies</p> <ul style="list-style-type: none"> • Curriculum – this has gone to standards. Some amendments are required: this does not affect the content and final amendments will be made. Governors approved on the basis of final amendments being made. • Medical Needs – minor changes have been made. Ratified. • Governor monitoring – proformas have been updated. Ratified. • Pay Policy – ratified. • Admissions – ratified.
<p>17</p>	<p>Safeguarding Update including governor responsibilities DM has met with MR. Single Central record was reviewed. Unique voice have visited both schools and completed an anti-bulling workshop. New significant cases were discussed. Noted that there has been a significant increase in inter-agency work for staff at the schools – it is essential but time consuming, and notably adds to staff workload.</p>
<p>18</p>	<p>Committee Headlines Ethos Committee</p> <ul style="list-style-type: none"> • Ethos suggest SIAMS self-evaluation questions are linked to appropriate Governor Monitoring.

	<ul style="list-style-type: none"> • Federation Vision – needs to be underpinned by a clear theology, rooted in a Christian narrative. • Health and Wellbeing Award update – this will take over from the MHWB action plan. <p>Standards Committee</p> <ul style="list-style-type: none"> • Election of Chair • Art update • Pupil Targets • Pupil Behaviour <p>Resources Committee</p> <ul style="list-style-type: none"> • Discussions around revised budget, noting the impact of supporting additional needs. • Energy profile raising. • Questioning every spend.
19	<p>AOB</p> <ul style="list-style-type: none"> • Governor-parent information sessions – historically parents have had the chance to meet with governors. It feels important to continue to offer these and it could be more useful if parents could identify topics for discussion in advance. Governors commented its an opportunity to let parents know what they want to know. However, it’s also important that parents don’t expect answers on operational issues. It needs a clear message in advance of the meeting. Dates to be agreed by KK and MR. Action MR/KK. Ideas for scoping the session to be discussed at next FGB. Action KB. • Governor offsite – a date of 7pm Thursday 22nd Feb 2024 was suggested for the next governor offsite. This will take place at The Lamb at Iron Acton. • Energy contract – the LA have shared energy renewal information with a proposal that the contract with the existing supplier continues. The deadline for response is next Friday. MR will share figures with Governors asap who will be asked to provide a response. Action MR. • Integra – contingency plan – Governors noted that services from integra seem to be reducing. How do we plan for this? Noted that the reduction of these services has a direct impact on the staff and resources within the school. Governors agreed this should feature in discussions around academisation. Action AG.
20	<p>Headlines and impact from this meeting</p> <ul style="list-style-type: none"> - Attendance - Governors are confident in the work that is done by the schools to improve Attendance. Governors continue to scrutinise the attendance data, and are pleased to note the systems and strategies in place to try to improve this. - Pursuing renewables - the schools continue to work towards installing Solar Panels at both schools. Once planning permission is granted, panels will be installed at IA. - Governor Development Plan – in their development plan, Governors have identified priorities for the coming year. Further information about governance can be found on the website: - Governor information on website with link to Governance Page. Governance - Iron Acton (ironactonprimaryschool.co.uk) and Governance - Hawkesbury Primary School
21	<p>Date of Next meeting 29^h January 2024 – Iron Acton Primary School – 7pm</p>

Meeting Closed 8.45pm



THE PINNACLE SCHOOLS FEDERATION
Minutes of the Full Governing Body meeting
Monday 4th December 2023, 7pm.
Hawkesbury Primary School



Action Checklist

WHO	ACTION	WHEN
CW	Share results from MHWB survey at meetings in term 3.	29/1/24
ALL	Review Academisation Working Party documentation available on teams	29/1/24
KB	Feedback from Academisation working party to be included on Term 3 FGB agenda.	29/1/24
MR	Contact Parish Council via Sue Hope regarding renewables	29/1/24
ALL	Check monitoring programme to ensure monitoring is delivered as per schedule	29/1/24
ALL	Consider SIAMS key questions when completing monitoring	29/1/24
MR	Energy contract info to be shared with Governors ASAP.	15/12/24
AG	Factor availability of Integra services into Academisation working party discussions	29/1/24