

NAME	Abrv	STATUS	Present	NAME	Abrv	STATUS	Present
Ben Clarke	BC	Co-opted	A	Deb Marriage	DM	Co-opted	✓
Jan Conner	JC	Foundation Iron Acton	✓	Mike Riches	MR	Executive Headteacher	✓
Karen Foxwell	KF	Associate member	✓	Lizzie Reynolds	LR	Co-opted	✓
Julie Gardener	JG	Foundation - Hawkesbury	✓	Malcolm Strange	MS	Iron Acton Ex-officio	✓
Adrian Gilby	AG	Co-opted	✓	Rob Taylor	RT	Co-opted	✓
Sarah Godsell	SG	Local Authority	A	Harmeet Turner	HT	Parent Governor	A
Kathryn Kempster	KK	Co-opted	✓	Christine Wilson	CW	Staff Elected	✓
Oliver Latter	OL	Parent governor	✓	Vacancy		Hawkesbury Ex-officio	
				Kate Bashford		Clerk	✓

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

Meeting Opened: 7pm

1-2	<p>Welcome</p> <ul style="list-style-type: none"> JG welcomed everyone to the meeting. <p>Opening Prayer or Reflection</p> <ul style="list-style-type: none"> MS led. <p>Apologies</p> <ul style="list-style-type: none"> Apologies received and accepted from SG (family commitments), BC (Family commitments), and HT (family commitments). <p>Quorum</p> <ul style="list-style-type: none"> The meeting was quorate.
3	<p>Declaration of Pecuniary and Business Interests</p> <p>None declared</p>
4	<p>Items for AOB</p> <p>The following items were agreed for discussion under AOB</p> <ul style="list-style-type: none"> Date of next FGB
5	<p>Minutes from Previous Meetings</p> <p>The Minutes from the FGB of 29th January 2024 were reviewed. In Item 8 there is a typing error – precede should be changed to proceed. To be amended Action KB. Minutes agreed.</p>
6	<p>Matters Arising</p> <p>The action points from the last minutes were reviewed:</p> <p>All - Check training available on Governor services email and book where relevant – Governors were reminded of the training opportunities available.</p> <p>All others actions are complete or discussed later in these minutes.</p>

7	<p>Headteacher's report</p> <p>The Headteacher's report had been shared on teams in advance of the meeting. A number of questions had been asked in relation to the report:</p> <p>What will happen with Breakfast Club in between the member of staff leaving and a new supervisor being appointed? The current member of staff is staying until Easter. The vacancy has been advertised far and wide. Members of SLT will cover the vacancy until an appointment is made. This isn't ideal. We have made the decision to close the club on a Friday as attendance was low. Schools are now "strongly encouraged" to provide care from 8am – 6pm so it is important that the club continues.</p> <p>Will the candidate who applied for the role of Clerk be interviewed? What is the timeline for this? Yes. The SBM has sent interview dates and we are awaiting a response.</p> <p>Persistent absence at Hawkesbury has increased from 6% to 10% since the last report. Do you know the reasons behind this? – Yes, for some children this is due to family circumstances and we are supporting the family with this. In other cases, it is due to illness.</p> <p>How was the meeting with the family support worker? Are there any next steps in relation to this? Due to illness unfortunately the meeting has been postponed and a new date is being agreed.</p> <p>Safeguarding - To what extent has the impact of CPOMS influenced the positive outcome of the Safeguarding review at IA? Is this evidence of value for money? – it has been invaluable but didn't necessarily impact the result of the safeguarding review. We can record a whole variety of different information on the system – for example incidents related to behaviour. Staff would like to see it introduced at Hawkesbury. Its not just the safeguarding aspect, but also the behaviour log which allows us to look at trends over time.</p> <p>What do we do with that information? – for example we would use it when making a referral to a specialist.</p> <p>So it is used directly? – yes. It would be very hard not to have it at IA. At HA we need to consider if it's a viable option and we will consider this when setting budget.</p> <p>Other Governor comments on the report:</p> <ul style="list-style-type: none"> • Governors noted that it is reassuring to hear that there is intensive support in place for identified families by psychologists from the Enable Inclusion Team. Staff noted the EIT had complimented the schools on their inclusive nature. • SEND review - please can we show our appreciation for the work the SENCo carries out in leading SEND across the federation. <p>MR provided an update on behaviour: there has been another suspension. The Local Authority Enable Inclusion Team (EIT) have been involved in this. Since the suspension, the behaviour has significantly improved. The EIT will spend time with families who are impacted with behaviour incidents like this. DM joined the meeting.</p> <p>Equality Objectives - there are currently 3 equality objectives and SLT are in the process of updating them. Whilst the objectives still feel current and relevant, there have been a number of developments and much work has been completed.</p> <p>The current (2021-24) objectives are:</p> <ol style="list-style-type: none"> 1. To develop wider cultural awareness and celebrate diversity through a rich range of experience both in and beyond school. As an example, music based activities have been completed in association with this objective. 2. To identify and challenge all stereotypes and discrimination through the curriculum. As an example here, the no outsiders programme has impacted.
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	<p>3. 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.</p> <p>We will continue to undertake significant work under the 3rd objective. The LA have praised the Federation for their use of the equalities incident reporting form. The LA can use the information to identify patterns and where support is required. We have had some feedback from parents on our programme on LGBT history month – this has been positive in that it enables us to have dialogue on the topic. It feels we are helping to prepare children for the future. The objectives seem quite broad – can we narrow them down? – yes and we can also consider other elements of the curriculum.</p>
<p>8</p>	<p>Feedback from Academisation working party</p> <p>The Governor Offsite was held on 22/02/24 and academisation was discussed. Governors are pleased with the work that had been completed to date. The current position was discussed further by Governors. Key points were as follows:</p> <ul style="list-style-type: none"> • There are 4 “red line” values which the Federation has adopted in its approach to academisation – The Federation must remain intact, the current geographical spread of the Trust must fit with the Federation, the MAT must have the right Ethos and Values, the MAT must have a primary school focus. • Four MATs have been identified for further dialogue - DGAT, Mosaic, LEAF, Primary Quest. Based on the desk top study to date, Mosaic and LEAF are the preferred MATs but they do not have majority articles. • As a result of the evaluation work done to date, Governors have good awareness of who is a potential partner. • A meeting has been arranged with some Governors and the Directors of Education from both Bristol and Gloucester Diocese. • Governors agreed that it was important to consider the best approach to this meeting: the Federation has a case which has merit and Governors want to present that to the Diocese. Governors want to make the best decision for the schools, whilst respecting the position of the Diocese. • As part of the meeting, it would be useful to understand where the Federation sits in relation to sections 9 and 10 of Gloucester Diocese Education Strategy. • It was noted that the final decision on moving to a MAT will need to be agreed by the Diocesan Board of Education, not just an individual from the Diocese. • It is important for the Diocese to understand that if the schools can't move to a preferred MAT, then this would put a consideration strain on the Federation. • The Federation has been approached by some other MATs. These have mostly already been discounted by Governors due to Geography but it is interesting to note that MATs are actively looking to attract schools. <p>Regarding the MATS that have approached the Federation recently. Would we consider those even if we discounted them before? – it would depend on things like whether they were trying to create a hub local to the schools.</p> <ul style="list-style-type: none"> • Governors noted that it is a changing landscape – for example some MATs are merging. As time goes on, MATS that have previously been discounted may become options (e.g. CSET is merging with another Trust and will have minority articles has a result). • A matter that was previously emphasised by Gloucester was that we should involve the Diocese at an early stage and keep them informed - so it's important we are meeting with them. They need to understand the unique position of the Federation.

	<p>Governors concluded with agreement that the meeting with both Dioceses will hopefully enable a shortlist of potential MATs to be prepared and this will end stage 1 of the Academisation process. The Federation will then move to stage 2: due diligence. However, the support of both Dioceses is required to move forward. RT, AG, JG and LR will attend the meeting with the Directors of Education from both Dioceses. Feedback from the meeting will be reported at Term 5 FGB. Action KB</p>
9	<p>Arrangements for annual H&S report Governors need to prepare the annual Health and Safety report. Through out the year, regular property inspections have been completed at both schools and the Federation uses Delegated Services as a Health and Safety Advisor. Last year, the Local Authority completed an audit but this was a spot check and is unlikely to be repeated. RT and AG will co-ordinate the report with input from the SBM. Action RT and AG.</p>
10	<p>Governor Succession planning including clerking update <u>Governor Succession.</u> A number of Co-opted Governors are reaching the end of their term over the coming months. The term of the staff governor also comes to an end in September. KK will not stand for another term as co-opted governor. Agendas of term 5 and term 6 meetings to include election of co-opted governors – Action KB. The Local Authority Governor term ends in September. KB to contact governor services about the appointment process. Action KB. There is currently a vacancy for a co-opted governor which has not been filled by a staff member despite being advertised. KF left the meeting. Governors unanimously agreed to co-opt KF to the Governing Body. KF returned to the meeting.</p> <p><u>Clerking Update</u> – a recent applicant has been offered interview dates. Staff have been meeting with a neighbouring school regarding a shared clerking agreement. An advert is ready to be shared. If the federation moves towards academisation is there separate engagement between the Federation and the School which allows for flexibility? – yes. There is flexibility. We currently have a co-chairing arrangement in place. How will this run once KK leaves? – this will be decided in term 6 when Chair and Vice-chair are elected. There could be a single chair, or we could retain a co-chair arrangement. There is specific training around clerking available through Governor Services.</p>
11	<p>SFVS Approval The Schools Financial Value Standard (SFVS) had been completed for each school. The completed documents have been to the Resources Committee who are recommending the document to the FGB. Governors approved the documents for submission to the LA. Action MR.</p>
12	<p>Federation Vision Update Some information was shared on teams in advance of this meeting regarding suggestions for the Federation Vision. JG thanked MS and JC for their work on this. This will be further shared with Governors via email after the meeting, who will return their preferences to MR. Action KB / MR.</p>
13	<p>Review of SEF – Leadership and Management.</p>

	<p>Governors reviewed the information in the SEF and felt the current content is still applicable. Governors were reminded of the importance of ensuring that any training they complete is recorded.</p>
<p>14</p>	<p>Governor-parent information sessions</p> <p>These had been undertaken with HA parents – a face to face session at the end of the school day, and an online one in the evening. One parent attended each session. There were discussions about the role of governors, and Academisation. The attendees appreciated the transparency of the sessions and the information that was provided. They were pleased to hear about the due diligence and desk top reviews that were part of the Academisation process. There is trust in the Governors to make the right decision for the federation. It was useful to reflect how the school vision, values and ethos feed into this decision. They were pleased to hear that geography is a consideration and that it's a gradual and considered process. They are keen that any decision on academisation considers the importance of the school community in the villages.</p> <p>Some parents couldn't attend the meeting and asked if any information could be shared. KK and AG will prepare a summary so that information can be shared via the newsletter and noticeboard once the session at IA has been completed. Action KK / AG / MR. Governors have also had individual conversations with parents who were interested to hear about the session.</p> <p>Meetings are scheduled for IA parents on 22nd April and Governors will facilitate these as follows: 2.15pm face to face: AG, KF, JG. 7pm via teams – RT, SG, HT.</p>
<p>15</p>	<p>Consultation to change the length of the school day at Iron Acton</p> <p>It is a governing body responsibility to oversee the length of the school day and government guidance requires a total of 32.5 hours a week. MR summarised:</p> <ul style="list-style-type: none"> • It is proposed that the school day at IA should be changed to begin at 8.45 instead of 8.55am, and continue to finish at 3.15pm. Adding these 10 minutes each day will increase the length of the school week to 32.5 hours. • All staff are in favour of starting earlier rather than finishing later. However, there is some concern that it may exacerbate current lateness. • Two parents expressed concerns about an earlier start to the day, including the impact this would have on working patterns. However, the majority of parents were in favour of the change. • The proposed change will mean Breakfast Club at IA will run for 10 minutes less each day. • The EHT and SBM are working with staff to identify the best way to manage staffing requirements <p>At HA, support staff generally start when the children arrive. Could we do this at IA too? – this would work in some circumstances and will be agreed by the school team.</p> <p>Governors unanimously agreed the length of the school day at IA should be increased.</p>

16	<p>Decisions:</p> <p>Solar power at IA – this has been discussed by the Resources Committee. An additional quote is required and we can use the benchmarking information to ensure the quotes are appropriate. Planning consent for a reduced number of panels has been provided. Further information will be circulated on an email once a second quote is sourced.</p> <p>Sickness absence insurance – information was shared on teams in advance of the meeting. Education Mutual is the preferred provider: they are not the cheapest but are the best value. Their insurance includes for stress and pre-existing conditions. A separate Policy for “special insurance” is available from Integra and this includes cover for redundancy and maternity / paternity. We would like to cover these eventualities: this was discussed at the Resources Committee who concluded it should continue. Governors agreed Education Mutual should be used for sickness absence, and that Integra should be used for the “special insurance”.</p> <p>Photocopier contract – information had been shared with Governors. Governors agreed to proceed with the recommendation of using Sharp.</p>
17	<p>Monitoring Update</p> <p>KK provided an update. Most monitoring has been completed to schedule: the plan is adapted to fit with teacher and governor availability.</p>
18	<p>Policies</p> <ul style="list-style-type: none"> • Positive Behaviour – ratified. • EYFS – ratified • Assessment - ratified • Staff code of conduct - ratified • Designated teacher for Looked After Children and Previously looked after children – ratified. • Grievance Procedure – ratified.
19	<p>Safeguarding Update including update on 2024 audit</p> <p>Compliance review has been completed at IA (29th Feb). This was previously completed 3 years ago and is a comprehensive review. Before the visit, the School was asked to highlight any areas for concern: these included 10% of children are on EHAPs (Early Help Assessment Plans), Rural deprivation and parent mental health issues. A number of positive measures were commented on.</p> <p>Currently it is not clear when the 2024 LA safeguarding audit will take place.</p>
20	<p>Committee Headlines</p> <p>Standards Committee</p> <ul style="list-style-type: none"> • Data review • Presentation policy • Behaviour standards and improvements <p>Resources Committee</p> <ul style="list-style-type: none"> • Increased pupil numbers for the 2024 intake – there will be a funding increase associated with that. • Planning consent and being able to move forward with a cost saving scheme with solar panels at IA. • Debated necessity of if we need staff insurance schemes.

21	<p>AOB</p> <p>Date of next FGB – KK and JG are not available on 20th May. Alternative dates are 13th May. This will impact on the date for Resources. It was agreed that FGB will moved to the 13th May and Resources will move to 8th May. Action ALL.</p>
22	<p>Headlines and impact from this meeting –</p> <ul style="list-style-type: none"> • Moving forward with Academisation: there is a meeting with both Dioceses scheduled and further information about the Academisation process is being shared with parents in the governor – parent information sessions. • An external Safeguarding review has been completed at IA. It was a very robust review which was very positive about the arrangements in place. • Governor Succession planning – governors discussed arrangements for governors who are coming to the end of their terms over the summer months. Governors recognised that recruiting Associate Members helps to ensure that vacancies are filled in a timely manner.
23	<p>Date of Next meeting 13th May 2024 –Iron Acton Primary School – 7pm. PLEASE NOTE CHANGE OF DATE</p>

Meeting Closed 9.00 pm

Action Checklist

WHO	ACTION	WHEN
KB	Correct typo in previous minutes	31/3/24
KB	Feedback from Diocese meeting to be agenda item for T5 FGB	13/5/24
RT/AG	Complete H&S report	13/5/24
KB	Agendas for T5 and T6 FGBs to include appointment of co-opted governors	13/5/24
KB	Contact Governor services about process of appointing LA governor	13/5/24
MR	Submit SFVS Documents	31/3/24
ALL	KB to share Federation Vision ideas via email. ALL governors to report their preference to MR	22/3/24
KK/MR/AG	Provide feedback to parents about the governor-parent information sessions	13/5/24
ALL	All governors to note revised meeting dates for T5. Resources = 08/5/24, FGB = 13/5/24.	13/5/24