

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	✓
Karen Foxwell	KF	Associate member	A	Lizzie Reynolds	LR	Co-opted	✓
Julie Gardener	JG	Foundation - Hawkesbury	✓	Malcolm Strange	MS	Iron Acton Ex-officio	A
Adrian Gilby	AG	Co-opted	✓	Rob Taylor	RT	Co-opted	✓
Sarah Godsell	SG	Local Authority	✓	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	
				Helen Parry		Minutes	✓

✓ = 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> <p>JC led a reflection.</p> <p>Apologies</p> <ul style="list-style-type: none"> Apologies received and accepted from MS (sabbatical). KF & HT unable to make altered date. <p>Quorum</p> <ul style="list-style-type: none"> The meeting was quorate.
3	<p>Declaration of Pecuniary and Business Interests</p> <p>MS (away on sabbatical) would like to declare he has been appointed by the Diocese of Bristol into the role of Diocesan Corporate Member Representative for Mosaic Trust.</p> <p>No other declarations made.</p>
4	<p>Items for AOB</p> <p>The following items were agreed for discussion under AOB Clerk update, HA heater quotes, governor attendance training, dates for future meetings, Executive HT appraisal update.</p>
5	<p>Minutes from Previous Meetings</p> <p>The Minutes from the FGB of 18th March 2024 were agreed as a true and accurate record.</p>
6	<p>Matters Arising</p> <p>The action points from the last minutes were reviewed:</p> <p>H&S report to be completed – by July.</p>

	All others actions are complete or discussed later in these minutes.
7	<p>Election of co-opted governor Discussion of re-appointment of LA Governor</p> <p>SG and LR to leave the room, all agreed to co-opt LR and SG to continue as LA governor.</p>
8	<p>Head Teacher's report</p> <p>Year 1/2 teacher at HA has resigned from end of August in order to move to a position closer to home. Recruitment is under way.</p> <p>Following recent ELS visits to both schools we are required to minute we are in category three which is the lowest support required. We have reduced our spend on CSP support from 3 days to 2 days £1800 per annum to £1200.</p> <p>No questions comments on this except for disadvantaged pupils' attendance concern. This has been addressed by contact with the families and some cases have an EHAP open.</p> <p>SG asked about term time absence requests and government changes surrounding these new changes. Would this involve fines? Yes, if this involves 1 week of unauthorised absence. Governors asked to the LA have this capacity to action these items. We do not know the response at present.</p>
9	<p>Budget 2024-25 – for ratification</p> <p>The budget documentation had been prepared and shared in advance following a robust conversation at resources committee. Both school budgets remain a challenge. See confidential minutes.</p>
10	<p>Feedback from Academisation working party – incl. feedback from Diocese meeting</p> <p>AG gave an update on the work of the MAT focus group and the meeting that took place with the diocesan directors for education at both dioceses – Liz Townend (Bristol) and Jane Borgeaud (Gloucester). The meeting was summarised as being positive but there was no commitment from the Diocese of Gloucester about trusts Hawkesbury can and cannot join.</p> <p>Informal investigations had taken place with a number of trusts and this includes dialogue in some cases. See confidential minutes.</p> <p>Governors asked should we share academisation with parents and provide information and reasoning. The consensus of parents is that they do trust the governors and the Headteacher however it is important to be transparent. KK to put together a communication for the newsletter. JG suggested having a communication meeting with all staff about academisation face to face.</p> <p>Governors voted to continue to on the next stage of investigations with a MAT research group to be arranged as soon as possible. The dioceses will need to be kept updated.</p>
11	<p>Federation vision update</p> <p>Federation vision has been agreed "I can do everything through him who gives me strength." This is taken from Philippians 4: 13.</p>

	To be added to websites and newsletters.
12	<p>Review of SEF – Quality of Education including EYFS</p> <p>The Quality of Education section had been shared the same day. MR gave a brief update on the main information contained within it. This section is self-evaluated as being good at both schools. Governors to read and forward any questions and comments to MR by 24th May.</p>
13	<p>Feedback from governor-parent info. Session at IA</p> <p>A small number of parents attended. They were interested to know the reasons for academisation being pursued. They would like to be kept informed of future developments. KK to provide a summary for the newsletter.</p>
14	<p>Monitoring update</p> <p>Governors are satisfied with the robust monitoring system which has supported the 2 good OFSTED inspections. It has been suggested that monitoring be reduced slightly to fit in with busy schedules. CW commented on the monitoring being appropriate and how useful they are – it was confirmed that there has been no negative feedback from staff. A scaled back version of the monitoring plan will be developed as part of the next FDP cycle.</p> <p>Website monitoring to be carried out by BC in the autumn term.</p>
15	<p>Policies for agreement</p> <ul style="list-style-type: none"> • RSE - this was not available in advance of the meeting. SG had met with the subject leader the same day and there was little change. With this in mind, the policy was approved. • Online Safety - some boxes to have crosses on – approved with changes. • Accessibility Plan – approved. • Freedom of Information – approved. <p>Polices all agreed and ratified.</p>
16	<p>Safeguarding – including update on 2024 audit</p> <p>DM gave an update on the recently completed safeguarding audit following a meeting with MR to review this. It was confirmed that safeguarding meets the minimum requirements and in some areas it meets the highly effective criteria.</p> <p>Actions from the audit identified as follows: Update new LADO details in school documentation. Create opportunities for carers and parents to be involved in policy development. Children missing education slide to be added to the induction pack for new staff and volunteers. Whole school safeguarding training for next year to include any governors who require this. An action plan will be developed and this will be reviewed with DM at termly monitoring meetings.</p>
17	Committee headlines



	<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"> • Robust discussion on budget and possible savings • Renewal energy discussion around solar and funding from the Parish council • Increased pupil numbers <p>Ethos committee</p> <ul style="list-style-type: none"> • Federation vision updated. • Mental health and well being award at both schools.
18	<p>AOB</p> <p>Resources committee had reviewed quotes for new storage heaters at Hawkesbury and are recommending HR Hislop – Creda. There is an energy efficiency grant available for this. The Parish Council has also been approached for support towards costs. Governors agreed HR Hislop as recommended by Resources.</p> <p>CW attended attendance training which will be shared with governors and attendance presentation at the next FGB. Add to next agenda.</p> <p>A clerk has applied for the position joint with Trinity, chairs to meet and progress.</p> <p>Executive HT mid- point appraisal has taken place.</p> <p>Meeting dates for next year were discussed. Governors are happy to continue with Monday evenings at 7pm.</p>
19	<p>Headlines and impact</p> <p>Mental health award had been achieved by the schools. Federation vision had been developed and rooted in theological teaching. Budget robustly challenged and ratified. MAT update provided and next steps agreed.</p>
20	<p>Date of next meeting – 8th July 2024, 7pm, Hawkesbury Primary School</p>

Meeting Closed 20.45pm

Action Checklist

WHO	ACTION	WHEN
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Signed by Chair:



THE PINNACLE SCHOOLS FEDERATION
 Minutes of the Full Governing Body meeting
 Monday 13th May 2024, 7pm.
 Iron Acton Primary School



RT/AG	Annual H & Safety report to be prepared for July meeting.	8 th July
MR	School to continue to reduce budget deficit in both schools where possible.	Ongoing
Clerk	Add budget to Term 1 agenda for additional scrutiny.	TBC
RT	Prepare draft of letter to be shared with LA about school funding.	24 th May
MR	Submit budgets to LA.	31 st May
AG	Arrange next MAT research group to tie up loose ends indicated above.	24 th May
KK	To prepare an academisation communication for all through newsletter.	8 th July
JG	Provide update to staff.	8 th July
MR	To have website updated with federation vision	ASAP
All	Governors to read SEF Quality of Education and send questions to MR.	24 th May
KK	Share review of information sessions in newsletters.	24 th May
BC	Carry out / co-ordinate website check.	31 st October
MR	Complete online safety policy.	24 th May
CW	Attendance presentation for next FGB add agenda item	8 th July
JG/KK	Meet and progress clerk position	ASAP