



Full Governing Body

2024 - 2025

Minutes for Term – 2 meeting
09/12/2024 19:00

Location: Hawkesbury Primary School

Notes:

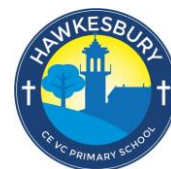
- A quorum will be 50% of the present number of governors
- All papers should be circulated and read in advance of the meeting
- No item which may be the subject of any subsequent hearing may be reported to the governors in detail
- Any governor with a declared pecuniary interest may be asked to withdraw from any discussion relevant to this interest

Members of Governing Body

Name	Position	Initials	Attended (Y/N)
Julie Gardener	Chair and Foundation Governor	JG	Y
Mike Riches	Executive Headteacher	MR	Y
Ben Clarke	Co-opted Governor	BC	Y
Alice Wood	Staff Governor/Class Teacher	AW	N
Jan Conner	Foundation Governor	JC	Y
Adrian Gilby	Co-opted Governor	AG	Y
Karen Foxwell	Co-opted Governor	KF	N
Sarah Godsell	Local Authority Governor	SG	N
Oliver Latter	Parent Governor	OL	Y
Deb Marriage	Co-opted Governor	DM	N
Harmeet Turner	Parent Governor	HT	N
Lizzie Reynolds	Co-opted Governor	LR	Y
Fr Malcolm Strange	Ex-officio Foundation Governor	MS	N
Rob Taylor	Co-opted Governor	RT	Y
Christine Wilson	SENCO/ Class Teacher/ Staff Governor	CW	Y
NIVID Team	Clerk	NIVID	Y



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Item	Minutes	Decision/Action
01	<p>Opening prayer & reflection</p> <p>JC started the meeting with opening prayer.</p>	Records
02	<p>Welcome & Apologies</p> <p>Present - Mike Riches, Adrian Gilby, Ben Clarke, Christine Wilson, Rob Taylor, Julie Gardener, Lizzie Reynolds, Jan Conner, Oliver Latter, Subin Xavier</p> <p>Apologies - Alice Wood, Karen Foxwell, Sarah Godsell, Deb Marriage, Harmeet Turner, Fr Malcolm Strange</p> <p>All governors accepted the apologies.</p>	Records
03	<p>Declaration of Pecuniary and business interests in this agenda</p> <p>JG asked if any Governor wished to declare a Pecuniary interest</p> <ul style="list-style-type: none"> MR & CW declared Pecuniary interest in the confidential AOB agenda item CW declared Pecuniary interest in the Pay Policy 	Records
04	<p>Items for AOB</p> <ul style="list-style-type: none"> A confidential item will be discussed and will be recorded as a separate confidential minute. Governor Hub & Training 	Records
05	<p>Approval of Minutes from last meeting</p> <p>JG asked if the minutes of the meeting held on 14/10/24 at IA were a true and accurate record.</p> <p>All Governors present agreed. Minutes of previous FGB meeting were approved.</p>	Records
06	<p>Matters Arising from last meeting</p> <ul style="list-style-type: none"> 4 governors do not yet have a biography on the school websites. Action: KF, AG, AW and HT Keeping Children Safe in Education – All governors have read and confirmed they understand Part 1. SIAMS monitoring questions – Available in Teams (Monitoring file) Governor's Code of Conduct – 1 outstanding. All governors are now up to date with Child Protection Training. AW has been allocated to the resources committee. 	Discussion



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07	<p>Headteacher's Report</p> <p>Two questions had been received in advance:</p> <ol style="list-style-type: none"> 1. Have the alleged bullying incidents been resolved? <p>Yes – all children have been spoken to and matters fully resolved in line with the policy. This was around unkindness rather than bullying and so there has been a focus on being kind to others.</p> <ol style="list-style-type: none"> 2. The absence rate for Iron Acton Y4 seems particularly high compared to other year groups. What are the reasons for this? <p>This relates to 1 child whose attendance is currently less than 20% due to emotionally based school avoidance. An EHAP is in place; weekly meetings at the family home are taking place. A referral has been completed for family link workers.</p> <p>A further question was asked:</p> <p>How are we using DFE attendance tool kit to support efforts to improve attendance?</p> <p>MR replied that Senior Leadership have started using the audit tool to identify next steps.</p> <p>For full details refer to Head Teacher's report.</p>	Discussion
08	<p>Revised Budget for ratification</p> <p>AG gave an overview of the revised budget.</p> <ul style="list-style-type: none"> • Combined revenue allocation for both schools is £1,354,924 • Spend against that revenue leaves a deficit of £144,924 combined across both schools. A cost reduction of £24,229 has been made which still leaves a deficit of £120,695 forecast for the end of this year. • Each school is responsible for their deficit. The LA may challenge to put a plan in place to reduce the deficits. • The deficits will be considered as debt and will need to be paid back. A deficit recovery plan will need to be written. • The revised budget has been reviewed and approved by The Resources Committee. The Revised Budget was unanimously ratified. <p>It was recommended by the Chair that future term 2 FGB meetings should be scheduled before the end of November in order to comply with the deadline of 30th November for Revised Budget submission.</p> <p>For full details refer to Revised Budget report.</p>	Decision



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09	<p>Report from Pay Panel</p> <p>LR gave an overview of the Report from Pay Panel</p> <ul style="list-style-type: none"> Governors agreed that 6 staff members discussed on the pay panel meeting will receive the recommended pay increment. It was reported that 6 members of staff will not receive any pay increment as they are already at the top of their pay band. 3 new teachers are not eligible for a pay increment. MR was questioned about whether these increases in pay had been accounted for in the revised budget. AG confirmed that proposed increments have been accounted for in the revised budget. 	Information
10	<p>Review of SEF – Behaviour & Attitudes</p> <ul style="list-style-type: none"> MR circulated the Behaviour and Attitudes section of SEF for both schools in advance of the meeting Question: Do we need to conduct another parent survey? As both schools have fairly recently had Ofsted inspections which included parent surveys, it was decided to leave the next parental survey until Spring 2025 MR confirmed that attendance and other numerical data have been updated. MR explained that the staff team at each school had worked very hard often in challenging circumstances to improve the approach to managing behaviour. The external support received from the Enable Inclusion Team has now been ceased as the team were felt to have taken on board systems and approaches effectively and sustainably. <p>All Governors felt this section of the SEF to be an accurate evaluation of each school's strengths and areas for development.</p>	Discussion
11	<p>Feedback from Academisation working party</p> <p>AG provided feedback from the most recent Academisation working party meeting</p> <ul style="list-style-type: none"> We are now at Stage 2 We have visited 3 academies; LEAF, SFAT & Mosaic MR, BC, CW & AG visited one MAT per week, every Monday for the last 3 weeks. All academies visited have shown respect to the senior leaders and governors who visited. Completed questionnaires have been received from the academies and have been marked and scored by the working party and will be ready to report back to FGB. Overall the responses have been very positive. By January 2025, we should have a paper with recommendation with one trust to move forward with. Conversations with both the Diocese of Gloucester and the Diocese of Bristol must continue with both Directors of Education being kept informed of the current thinking. AG will add latest update document to Teams 	Discussion



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	<ul style="list-style-type: none"> • It was suggested that this item is either added as an agenda item at the next FGB meeting or a separate meeting is held to discuss and make a decision on the way forward • Governors agreed to add this to the next FGB meeting to be held on 03 Feb 2025 at IA. It was decided to allow an hour for this item on the next agenda and it was suggested that the meeting start at the earlier time of 6.30pm. • AG to upload appropriate summaries and documents at least 2 weeks before next FGB • AG gave tentative timescales with the academisation progress. South Glos is likely to need around 6 months to process any request to join a MAT. 	
12	<p>Governor Development Plan</p> <p>JG reported on the Governor Development Plan</p> <ul style="list-style-type: none"> • Possible areas to include taken from the Governor Self Evaluation are: <ol style="list-style-type: none"> i) Academisation research and way forward ii) Governor Training • MR indicated that the Governor Services Bulletin which NIVID have started circulating will keep us informed of forthcoming training opportunities. • JG addressed the AOB item of Governor Training and Governor Hub at this point in the meeting. In order to book any training, all governors need to have a Governor Hub account. JG will review who is yet to set up an account and will email governors if they do not have an account. Governor Services Bulletin is sent fortnightly and will provide details of training. All Governors to review and book training as appropriate. Action: JG to produce Governor Development Plan to include the above points. 	Discussion
13	<p>Monitoring Update</p> <p>JG gave an overview of Governor Monitoring for term 1 and term 2</p> <ul style="list-style-type: none"> • Monitoring has been undertaken for term 1 and term 2 for Collective Worship, Pupil Premium, English, SEND, Attendance and Safeguarding. Governor Monitoring reports in these areas have yet to be published. All completed Governor monitoring reports to be filed in the Monitoring section on TEAMS. Outstanding monitoring in Christian Distinctiveness, Maths, British Values and Health and Safety are planned for. • Governors to be mindful of SIAMS questions when conducting monitoring activities. 	Discussion
14	<p>Policies and documents for agreement</p> <ul style="list-style-type: none"> • Anti-Fraud, Bribery and Corruption NEW – All governors agreed • Governor monitoring & visits policy – JG updated the report template - All governors agreed • Medical needs policy– All governors agreed 	Records



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	<ul style="list-style-type: none"> Pay policy – CW left the meeting during this discussion. MR explained that this policy is no longer based on the Integra model policy as Integra no longer provide HR support. This policy is now based on the model provided by the new HR provider Juniper. JG gave an overview of the pay policy including the staffing structure which has been updated to reflect a TLR 2 being awarded to the role of SENCO – All governors agreed. 	
15	<p>Safeguarding update</p> <p>MR provided a safeguarding update;</p> <ul style="list-style-type: none"> Child protection training inset for all staff conducted on 29th November. 5 members of staff were unable to attend and MR will follow this up with them. Staff Meeting Update – Focused on Child Protection concerns Senior Leadership Team have been reviewing actions from the Safeguarding Audit. In both schools there are no child protection or children in need plans open. There are a high level of EHAPs (Early Health Assessment Plan) in both schools. The majority of EHAPs are led by schools but sometimes by other agencies. The responsibility as Lead Professional for these is shared between MR & CW. Monitoring of safeguarding takes place at each term. During term 1, scrutiny of the single central record took place. During term 2, scrutiny of the quality of recording of incidents took place. 	Discussion
16	<p>Committee headlines</p> <p>Ethos Committee</p> <p>Headlines were provided by JC and JG in collaboration as the Ethos Minutes have not been available. NIVID to ensure Ethos minutes are available.</p> <ul style="list-style-type: none"> Terms of Reference reviewed and agreed Termly Values overview, including British Values was updated and shared Collective Worship Policy was reviewed and agreed Spiritual Development Overview shared Church School Partnership document updated to reflect effective links and initiatives. <p>Resources Committee</p> <ul style="list-style-type: none"> Hawkesbury has positive improvement in pupil numbers Revised budget shows a reduction in the forecast deficit. Hawkesbury solar panels installation has been agreed at council level. Wrap Around Care for both schools is being actively monitored to ensure it is not leading to a loss. A grant was received from the LA to support additional opening hours at Hawkesbury. 	Records



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17	<p>Approve spend on telephones at IA</p> <p>JG gave an overview of costings for new phone system for IA</p> <ul style="list-style-type: none"> JG sought agreement to proceed with the preferred quote. MR added that the proposal was taken from capital devolved fund and monthly payment after that with a 60 months contract – All governors agreed. 	Records
18	<p>AOB</p> <p>See Confidential Minute</p>	Records
19	<p>Headlines and impact</p> <ul style="list-style-type: none"> Ratified Revised Budget (savings of £24,626) Feedback from MAT Working Group Behaviour and Attitudes section of SEF updated, reviewed and agreed 	Records

Meeting closed at 20:30

Date of next meeting: **03/02/2025 – 18:30** (Iron Acton Primary School)

SI No.	Actions	Action Owner	Closed By
01	Send updated governors biography details to Kate Brompton or MR to upload onto both school's websites	AG, AW, HT, KF	03/02/2025
02	AW added to Resources Committee	AG/MR	03/02/2025
03	Upload Academisation information and update documents to Teams at least 2 weeks before next FGB	AG	20/01/2025
04	Check and update governors if they do not have a governor hub account	JG	03/02/2025
05	Prepare and circulate Governor Development Plan	JG	03/02/2025
06	ETHOS minutes to be shared on TEAMS and available for Ethos Committee to read.	NIVID	30/12/2025



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