

THE EDGE SCHOOLS' FEDERATION

GOVERNORS' MEETING ON

18TH OCTOBER 2023 6.30PM AT CHURCH PREEN PRIMARY SCHOOL

TYPE OF MEETING	FULL GOVERNORS MEETING	FACE TO FACE									
PRESENT	Mr S James (Chair) (SJ) Mr S Hall (Vice Chair) (SH) Mrs C Fenton (CF) Ms E Evans (EE) Mr R Rhodes (RR)	Mrs M Hunt (Headteacher) (MH) Mrs S Phillips (SP) Mrs C Egleton (CE) Ms L Furniss (LFu) Mrs C Bedford (CB)									
CLERK	Mrs Lydia Foster (LFoster)										
IN ATTENDANCE	None										
QUORUM	Number: 7	QUORATE: YES									
1.	ELECTION OF CHAIR AND VICE CHAIR OF THE GOVERNING BODY Simon James was elected as Chair of the Governing Body for the ensuing year. <u>Election of Vice-Chair</u> Steve Hall was elected as Vice-Chair of the Governing Body for the ensuing year.										
2.	APOLOGIES <table><thead><tr><th>Received from</th><th>Reason</th><th>Consent Yes /No</th></tr></thead><tbody><tr><td>Kate Stone</td><td>Prior Engagement</td><td>Yes</td></tr><tr><td>Tony Davies</td><td>Transport issues</td><td>Yes</td></tr></tbody></table>		Received from	Reason	Consent Yes /No	Kate Stone	Prior Engagement	Yes	Tony Davies	Transport issues	Yes
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3.	DECLARATION OF ANY OTHER URGENT BUSINESS The following items of other urgent business were recorded for discussion under item 21. None										
4.	DECLARATION OF INTEREST 4.1 There were no declarations of interest made. 4.2 TERMLY REVIEW OF GOVERNOR AND HEADTEACHER BUSINESS INTERESTS Business Interests Register The business interests register must be reviewed annually but is tabled termly to enable new governors to be included and existing governors to update their entry. The register must be published on the website.										

	Governors' agreed that there were no changes necessary.																			
5.	<p>GOVERNING BODY MEMBERSHIP</p> <p>5.1 Governing Body Vacancies</p> <p>Arrangements will be made in the Summer Term to elect 2 parent governors and 1 staff governor for September 2024.</p> <p>Efforts have been made to fill the vacancy for LA governor – LA councillors have been contacted and are discussing nominations. LFoster has reached out to a number of potential new governors to initiate a conversation.</p> <p>It was agreed that SH would be put forward to take the role of LA governor and the search for a new governor to co-opt would continue.</p> <p>5.2 Code of Conduct</p> <p>The Governing Body agreed to adopt the Code of Conduct and were reminded of the importance of confidentiality. The Chair of Governors signed the Code of Conduct on behalf of the Governing Body and each Governor was asked to sign a copy.</p> <p>ACTION:</p> <p>LFoster to put forward SH for LA nomination to local councillors. Any governors absent from the meeting to sign and return a copy of the code of conduct.</p>																			
6.	<p>TO REPORT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR OF THE GOVERNING BODY IN CASES OF URGENCY</p> <p>There was no action taken on the grounds of urgency</p>																			
7.	<p>MINUTES</p> <p>7.1 To receive and confirm the minutes of the previous meeting</p> <p>The minutes of the meeting held on 15th June 2023 were approved and signed as being a correct record.</p> <p>7.2 Matters arising from the minutes</p> <p>There were no matters arising from the minutes of the previous meeting</p> <table border="1" data-bbox="240 1536 1485 2056"> <thead> <tr> <th colspan="3">ACTION SHEET</th> </tr> <tr> <th>ITEM NO</th> <th>ACTION</th> <th>TO BE COMPLETED BY</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>Design questionnaires to parents to explore reasons for leaving.</td> <td>LFoster – MH completed</td> </tr> <tr> <td>8</td> <td>MH to share conclusions with governors why children are moving schools.</td> <td>MH - completed</td> </tr> <tr> <td>8</td> <td>CB to explore Safeguarding training opportunities provided by</td> <td>CB – ongoing re: nonverbal training</td> </tr> <tr> <td>8</td> <td>MH consider the playground markings at Brockton.</td> <td>MH – complete – plan underway with FOBS</td> </tr> </tbody> </table>		ACTION SHEET			ITEM NO	ACTION	TO BE COMPLETED BY	8	Design questionnaires to parents to explore reasons for leaving.	LFoster – MH completed	8	MH to share conclusions with governors why children are moving schools.	MH - completed	8	CB to explore Safeguarding training opportunities provided by	CB – ongoing re: nonverbal training	8	MH consider the playground markings at Brockton.	MH – complete – plan underway with FOBS
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8	MH to meet with Shropshire Council regarding the toilet refurbishment.	MH – complete – on the list with Shropshire for Mar 2024
9	CE, CB, CF and LFu to establish a working group to explore Flexi schooling and make recommendations to the Board.	CE/CB/CF/LFu Complete
12	Confirm date of Headteacher’s performance management review.	MH/SJ Complete – November 14 th – RR to replace KS on this occasion (away)
14	Governors to complete pen portraits ready for the website launched in the Autumn Term.	All – 5 received, others to complete and return
16	LFoster to locate the document that specifies the renting Arrangement at WPS.	LFoster – Feedback was given It was agreed by the governing body that WPS nursery’s financial contribution would be considered a donation towards running costs
18	MH and L Foster to review policies.	MH L Foster - ongoing

8. TO RECEIVE REPORTS/MINUTES

8.1 Business Management Committee

Minutes of a meeting held on 2nd October 2023 were received and considered. A copy has been placed in the minute book.

Particular points discussed were:-

- Low numbers on roll – particularly for Church Preen
- Flexi-schooling:
The Governors were in agreement that the flexi schooling provision should be included on the website.

CE – The concerns of the subcommittee were that other families might decide to withdraw and opt for flexi-schooling, has this happened at all?

SP – no we haven’t had any other enquiries or heard of any talk of it among families.

Curriculum Committee

Minutes of a meeting held on 13th July 2023 were received and considered. A copy has been placed in the minute book.

Particular points discussed were:-

	<ul style="list-style-type: none"> • Assessment results for all 3 schools: Reading results were nearly at national average across the Federation but maths and writing were of some concern. • There were some concerns expressed about greater depth attainment. • Action is being taken where quality of teaching is of concern. • Guided reading has been rolled out as compulsory across all schools: <i>MH – Teachers have been told that this should be happening daily and we are making progress.</i> • There has been a move away from WhiteRose Maths for planning at Brockton and Wistanstow. • The ELSA trained HLTAs are making a big difference and enabling children with anxiety and emotionally-based issues to flourish. <p>8.2 <u>Reports from Governors</u></p> <p>None to report.</p> <p>ACTION: Flexi-schooling provision to be included on the website for Church Preen</p>
9.	<p>REVIEW OF TERMS OF REFERENCE FOR COMMITTEES / GOVERNING BODIES</p> <p>As required by law the governing body reviewed all its arrangements for the delegation of functions and agreed the following:-</p> <p>9.1 To review the establishment, terms of reference, constitution and membership of all the governing body’s committees</p> <p>The governors agreed that no changes were necessary and review of terms of reference would be delegated to the relevant committees.</p> <p>Business Management Committee Curriculum Committee</p> <p>9.2 To appoint governors to committees as necessary</p> <p>No changes to committees.</p> <p>The committee, when necessary, can call upon any governor, who is not otherwise ineligible, to fill any gaps in the normal membership of the committee and/or in extreme circumstances call upon governing body representation from another school.</p> <p><u>To appoint chairs to committees where the governing body have retained the responsibility to do so</u></p> <p>Chairs were appointed to committees as follows:</p> <p>Name of Committee: Business Management Committee Appointed Chair: Steve Hall</p> <p>Name of Committee: Curriculum Committee Appointed Chair: Catherine Egleton</p> <p><u>To appoint a clerk to each committee if not already done so</u></p> <p>No changes.</p> <p>9.3 To appoint Link and Special Interest Governors (if applicable)</p>

Link and special interest governors were appointed as follows:

Individual Areas (listed by subject):

Subject Area	Appointed Governor
Music	Laura Furniss
Science/Flexi-schooling	Carole Fenton
English	Caroline Bedford
Sustainability	Catherine Egleton

ACTION:

LFoster to send out an email to book in link governor visits

Link governors on CC to do link governor visits at the end of CC meeting (CE to do Maths at CPPS)

10. HEADTEACHER'S REPORT

The headteacher's reports were received and considered. Particular points discussed were:

EHT report (MH)

Numbers on roll

A dip this year but then projected figures staying roughly where they are for the following two years across all 3 schools.

CPOMS recording

- There was an incident reported re: member of the public on a public footpath at a sporting event but the incident was dealt with and children supported.
- There was a fixed term exclusion of 1.5 days at Brockton.
- Wistanstow reporting figures are higher than usual but there were a number of children involved in one incident.
- There was one report of racist language – this was addressed, parents spoken to and whole class PSHE sessions took place.

Standard of Education

John Rowe has reported overall standards are good at Church Preen – with some improvements to be made at Wistanstow and Brockton.

Finance

Audit came in at Brockton at the end of the summer term and the overall report was much improved from the previous audit in 2021.

Breakfast and afterschool clubs are continuing to run at a deficit but will it cost more in lost pupils if this offer is withdrawn.

LFu – 'This will be helped by the wrap around care funding that is coming within the next few years'.

Activities

The Federation ELSA-run wellbeing day at Chelmarsh was reported as a very good day – both children and adults said the activities were excellent.

Staffing

The MFL specialist teacher is making a noticeable difference to French learning across the Federation.

LFoster has stepped back from the administrator role at Wistanstow and will be working solely as Federation Administrator.

Wellbeing

Teachers and other staff still covering breakfast/afterschool/lunchtimes and staff are having minimal breaks. There is very little slack and if someone is off ill that can also have a big impact.

CB – Are covid absences still recommended as 5 days off?

MH – Yes if it's a positive test, but not if they haven't tested – it would classify as unwell and they would return to work when better.

Brockton Head Teacher Report (MH)

- NOR is 57 and there are 8 in the nursery. 7 came up from nursery to reception this year.
- FOBS have been looking at playground equipment and are nearly ready to appoint someone to do the work.
- There are concerns about security of the site – the fence being too low and people being able to step over it. Shropshire Council have not deemed it a priority.
- Grounds maintenance have been asked to do some additional leaf cleaning to take the pressure off staff running grounds days.
- *LFu – This may be something that FOBS could take on.*
- Attendance above national 95.3% - holidays in termtime are still a concern.

Cross Federation activities have been ongoing and more are planned:

- Y3/4 residential in spring 24
- Early years conference was attended together by teachers and staff from all 3 schools and they sat together to discuss and exchange ideas.
- Brockton will try out a new campsite this year for the Y5/6 camp, whilst Wistanstow and Church Preen will go on a residential together in summer 24.

Challenges:

Ongoing re: staffing and reworking the curriculum with such a small teams.

Church Preen Head Teacher Report (SP)

NOR 35 and there were 2 visitors to the recent open day who we hope will start in September.

Church Preen is now Safer Schools accredited. There has been parent feedback re: gates in the playground being too low and a risk that children may climb over them. A new gate is being looked into.

The after school clubs are ongoing, using cross bar coaching to run sports activities.

There have been various educational visits and extra curricular activities on offer over the past few months and outdoor learning is every week.

90.39% attendance is lower than the national average. This has been affected mainly by parents taking children on term time holidays.

Church Preen staff are supporting a child with emotional school based avoidance who is having support with BeeU.

MH – all credit to the school staff, they have worked very hard to support this child.

There was some cross federation work with EE doing some dyslexia assessments at Wistanstow.

There are ongoing good relationships with parents, good behaviour and high expectations across the school.

Challenges:

Part time staff and additional responsibilities of a small team of staff can be quite a strain.

Wistanstow Head Teacher Report (SP)

NOR 61 with 3 in reception this year.

The pre-school have said they would expect 11 to start in reception with Wistanstow next year. The links with pre-school are being developed with them joining in for forest school/story time/harvest service.

A new part time administrator has made a good start in the office this term. A new TA is due to start after half term.

Flu vaccinations have taken place.

At a recent cross country event a pupil suffered a broken ankle. This was dealt with in correct manner and reported to the LA.

Sports clubs are underway this term. They are run by 2 TA's who are keen sports people and qualified in sports delivery.

Goblin car challenge is starting after half term.

Educational visits planned are – Spaceguard centre/Theatre trip/Wroxeter/Choir at Shrewsbury High School.

Maths is moving to a spiral curriculum per consultant advice recommended by John Rowe.

Attendance is 93.45% - there is one child flexible schooling which will affect this as there is no absence code for flexi-schooling.

An IT session using AI programming is planned for later this term.

Strengths:

Experienced staff, high quality sports teaching.

Challenges:

Small playground, number of rolls staff need to take on small school.

Some good news is that, after applying to a local charitable trust, Wistanstow has been awarded significant funding (£17.5k) to refurbish library areas and have new books. We are delighted and excited to get underway with the refurbishment.

	A copy of the report has been placed in the minute book.										
11.	<p>THE GOVERNING BODY'S ROLE IN SCHOOL IMPROVEMENT Paper B</p> <p>Governors are invited to record in the minutes how they have fulfilled their responsibilities and contributed to maintaining and improving the quality of teaching and learning, behaviour and safety and achievement for pupils in the school since the last meeting.</p> <p>ACTION: SJ to populate GRISI with CE feedback and share with governors</p> <p>Governors to send info re: school improvement (link visits etc)</p> <table border="1" data-bbox="229 602 1437 1171"> <thead> <tr> <th data-bbox="229 602 633 723">Governors' Core Function</th> <th data-bbox="633 602 1437 723">Impact of governor involvement – What <u>improvements</u> have been secured to pupil outcomes, behaviour and safety, leadership and management?</th> </tr> </thead> <tbody> <tr> <td data-bbox="229 723 633 813">Setting the vision and strategic direction of school</td> <td data-bbox="633 723 1437 813">Ongoing development of new website and enquiries into academisation</td> </tr> <tr> <td data-bbox="229 813 633 913">Holding the head teacher to account for the school's educational performance</td> <td data-bbox="633 813 1437 913">Head Teachers Report</td> </tr> <tr> <td data-bbox="229 913 633 1025">Ensuring financial resources are well spent</td> <td data-bbox="633 913 1437 1025">Business Management Committee Publishing of annual reports</td> </tr> <tr> <td data-bbox="229 1025 633 1171">Safeguarding</td> <td data-bbox="633 1025 1437 1171">Child on child incidents Safeguarding/Health & Safety standing item on the FGB's agenda</td> </tr> </tbody> </table>	Governors' Core Function	Impact of governor involvement – What <u>improvements</u> have been secured to pupil outcomes, behaviour and safety, leadership and management?	Setting the vision and strategic direction of school	Ongoing development of new website and enquiries into academisation	Holding the head teacher to account for the school's educational performance	Head Teachers Report	Ensuring financial resources are well spent	Business Management Committee Publishing of annual reports	Safeguarding	Child on child incidents Safeguarding/Health & Safety standing item on the FGB's agenda
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12.	<p>SCHOOL TEACHERS PAY AND CONDITIONS AND PAY POLICY</p> <p>The School Teachers Pay and Conditions and Pay Policy was discussed by the Governing Body agreed to review and adopt the policy.</p>										
13.	<p>ADMISSION MATTERS</p> <p>13.1 <u>Admissions number 2025/26</u> The governing body agreed that the school's admissions number for the normal year of entry for 2023/24 should be: Brockton 12 Church Preen 13 Wistanstow 12 as proposed by the LA.</p> <p>It is proposed that for 2024/25 the school's admissions number for the normal year of entry shall be: Brockton 12 Church Preen 13 Wistanstow 12 as proposed by the LA.</p> <p>13.2 <u>Consultation on a Proposed Admission Policy for entry in 2025/26 (PAPER C)</u> (for Voluntary Aided, Foundation and Trust Schools only)</p> <p>No discussion at this meeting</p>										

<p>14.</p>	<p>SCHOOL ATTENDANCE (MH)</p> <p>There is an increased focus on school attendance. The DfE is working closely with schools to improve attendance to reach pre-Covid levels. Items to note:</p> <ul style="list-style-type: none"> • We have firmed up on late arrivals with communications sent to parents at the beginning of term. • There is still an ongoing issue with term time holidays. • Numbers are small enough that we can monitor individuals and feedback where required. • Where early signs of low or non-attendance is detected the Educational Welfare Officer is deployed to work with families. <p><i>CF – Small numbers on roll can mean that one holiday for a larger family impact overall attendance by a lot.</i></p> <p>ACTION: Review and update Attendance Policy. MH to meet with RR for cross federation feedback re: attendance.</p>
<p>15.</p>	<p>NATIONAL PLAN FOR MUSIC EDUCATION (NMPE)</p> <p>Governors noted that a Music Development Plan is not in place from September 2023</p> <p>Governors discussed the following:</p> <ul style="list-style-type: none"> • Whilst music is encouraged and there are opportunities already provided by the Federation schools, small budgets don't allow for a big music curriculum. • It can be an expensive to bring music workshops/teachers in from elsewhere. • A free choir from Shropshire Music Service is being looked into for Brockton. • There was woodwind visit at Wistanstow from Shropshire Music Service in the summer term. <p><i>CE – Singing is the 'golden thread' so it would be good if a choir could be started.</i></p> <p><i>CF – Music is a hard subject to teach when you are not a specialist.</i></p> <p>ACTION: MH/SP to start Music Development Plan</p>
<p>16.</p>	<p>SAFEGUARDING / HEALTH & SAFETY (PAPER D)</p> <p>Governors considered the following:</p> <ul style="list-style-type: none"> • Impact of the safeguarding audit – LF has regular safeguarding visits in place and feedback is given to lead DSL's and governors. • Staff CSE training - that DSL's have received training of CSE <p>KCSIE 2023 Updates</p> <ul style="list-style-type: none"> • Governors should review the DfE's filtering and monitoring standards. Governance should discuss with IT staff and service provider what needs to be done to support the school or college in meeting the standards (paragraph 142)

	<p>This has been requested from T&W a number of times but no response so far – LFoster will continue to pursue.</p> <p>ACTION: LFoster to request again and escalate where needed.</p>
<p>17.</p>	<p>DEVELOPMENT & TRAINING</p> <p>17.1 <u>Feedback and record training that governors have attended/impact of governor training</u></p> <p>RR & CE did SIAMS training – this has been discussed with SLT and more information will be discussed at the next FGB</p> <p>17.2 <u>Review and identify any training needs of the governing body</u></p> <p>Remaining 2 governors (KS & SH) to complete the safeguarding training through the NGA learning link.</p> <p>TD to complete New Governor Training.</p> <p>ACTIONS: LFoster to check LFu date of safeguarding training and when it needs reviewing. MH to ask John Rowe to do an Ofsted update via Teams. KS & SH to complete safeguarding training. TD to complete new governor training.</p>
<p>18.</p>	<p>AUDIT</p> <p>18.1 Certificate of Presentation of Audited School Fund Accounts</p> <p>It was confirmed that the audited accounts of the school fund had been presented to parents. The Chair of the governing body was, therefore, duly authorised to sign and submit to the Telford & Wrekin Council Audit Service the required certificate of presentation.</p> <p>18.2 Annual Appointment of the School Fund Auditor</p> <p>The Headteacher in conjunction with the governors, should appoint a suitably qualified auditor to audit the school fund accounts annually. The auditor must be totally Independent from the administration of the fund and have not connection which might inhibit the impartial conduct of the audit.</p> <p>Governors agreed to continue with the appointment of Telford and Wrekin.</p>
<p>19.</p>	<p>VISIONING FOR THE FUTURE</p> <p>SJ requested that the multi-academy trust agenda was considered and discussed:</p> <p>The following questions were raised:</p> <ul style="list-style-type: none"> • What are the options? • Do we need to start doing research and finding MATs that will talk to us?

MH - The ability for LA to support schools is depleting as more schools join MATs.

CF - It would be important to have a MAT that has values that would enable us to keep the character of the schools.

SJ has emailed another CoG to investigate the possibility of another school joining the Federation. This may be an alternative to joining a MAT in the shorter term and enable further resource sharing etc.

It was agreed this would be the route to investigate first and it would be reviewed again at the next FGB.

20. GOVERNANCE COMPLIANCE

Governors are reminded of the legal requirement to publish and update

- Review policies – ongoing
- Length of School Day – already reviewed
- School Uniform – this is regularly reviewed
- Update GIAS – up to date
- Update the School/Academy Website – please note updated information this term re **school uniform** and **school opening hours**
- Agree or amend the information they publish on each member of the governing body on the website each year
- GDPR – DPO meeting took place with Mansel Davies, EHT and administrators, and Data Management and Retentions Policy is nearly ready for Governor review.

New website update

- T&W are in discussion re: hosting of website – this is ongoing and no progress can be made until T&W have agreed to a way forward.

ACTION:
 MH/LFoster to review policies
 MH/SJ to continue dialogue with T&W to find a resolution re website hosting

21. DATES AND TIMES OF GOVERNING BODY MEETINGS FOR 2023/2024

The governing body agreed the following meeting dates:

- Spring 2024 – 07/03/2024
- Summer 2024 – 13/06/2024

Signed: _____ **Chair of Governors** **Date:** _____

Meeting Ended: 8.40PM

ACTION SHEET		
ITEM NO	ACTION	TO BE COMPLETED BY

5.2	Any governors absent from the meeting to sign and return a copy of the code of conduct.	TD KS
5.1	LFoster to put forward SH for LA nomination to local councillors.	LFoster
7.2	Governors to complete pen portraits ready for the website launched in the Autumn Term.	All governors who haven't yet returned one
7.2	MH and L Foster to review policies.	MH LFoster
8.1	Flexi-schooling provision to be included on the website for Church Preen	MH/LFoster
9.3	LFoster to send out an email to book in link governor visits	LFoster
9.3	Link governors on CC to do link governor visits at the end of CC meeting where possible (CE to do Maths at CPPS)	KS/CE/LFu/CF/EE/CB
11	SJ to populate GRISI with CE feedback and share with governors	SJ
14	Review and update Attendance Policy	MH/LFoster
14	MH to meet with RR for cross federation feedback re: attendance.	MH/RR
15	MH/SP to start Music Development Plan	MH
16	LFoster to re-request filtering and monitoring standards from T&W IT services and escalate if needed.	LFoster
17	Find LF date of safeguarding training and when it needs reviewing	LFoster
17	MH to ask John Rowe to do an Ofsted update via Teams	MH/LFoster
17	Complete governor safeguarding training	SH/KS
17	Complete new governor training	TD
18	MH/SJ to continue dialogue with T&W to find a resolution to website hosting	MH/SJ
18	MH/LFoster to continue reviewing policies	MH/LFoster

Items for next meeting
Update on visioning re: additional school for Federation/MAT agenda
Update on website progress