

THE EDGE SCHOOLS' FEDERATION

GOVERNORS' MEETING ON

13TH JUNE 2024 AT 6.30PM

TYPE OF MEETING	FULL GOVERNORS MEETING	FACE TO FACE
PRESENT	Simon James (SJ) Steve Hall (SH) Carole Fenton (CF) Elle Evans (EE) Steve Alston (SA) Richard Rhodes (RR)	Marilyn Hunt (MH) Caroline Bedford (CB) Tony Davies (TD) Laura Furniss (LF) Catherine Egleton (CE)
CLERK	Lydia Foster (LFoster)	
IN ATTENDANCE		Associate Members: Sue Phillips
QUORUM	Number: 6 QUORATE: YES	
1	APOLOGIES The following governor/s were not present and didn't send apologies: Steve Hall	
2.	DECLARATION OF ANY OTHER URGENT BUSINESS The following items of other urgent business were recorded for discussion under item 21.	
3.	DECLARATION OF INTEREST 3.1 The following governors declared interests in respect of the items scheduled for consideration at this meeting as shown below:- There were no declarations of interest made. ACTION: 3.2 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. The governors' agreed that there were no changes necessary.	
4.	GOVERNING BODY MEMBERSHIP 4.1 Governing Body Vacancies There is currently 1 parent Governor vacancy and parent governor/staff governor elections are due this summer term. SJ congratulated CB on her new Headteacher role. CB stated that she would like to continue to support the governing body but would have additional commitments within her new role from September. It was suggested that CB move into an associate Governor role from September.	

	CE proposed LF seconded. All governors were in agreement that CB move into an Associate Governor role from September 2024. ACTION: LFoster to move CB to an associate member in September 2024.																																												
5.	TO REPORT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR OF THE GOVERNING BODY IN CASES OF URGENCY There was no action taken on the grounds of urgency.																																												
6.	<p>MINUTES</p> <p>6.1 To receive and confirm the minutes of the previous meeting</p> <p>The minutes of the meeting held on 7th March 2024 were approved and signed. A copy has been placed in the minute book.</p> <p>6.2 Matters arising from the minutes The following matters arising from the minutes of the previous meeting, not being dealt with elsewhere on the agenda, were raised:-</p> <table border="1"> <thead> <tr> <th colspan="4">ACTION SHEET</th> </tr> <tr> <th>ITEM NO</th> <th>ACTION</th> <th>TO BE COMPLETED BY</th> <th>UPDATE</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Advertise parent/staff elections after Easter</td> <td>MH/LFoster</td> <td>Complete</td> </tr> <tr> <td>7.2</td> <td>A parent survey to go out asking how children are using the internet at home</td> <td>MH/LFoster</td> <td>Ongoing</td> </tr> <tr> <td>7.2</td> <td>Communications to parents re: internet monitoring and control at home</td> <td>MH/LFoster</td> <td>Complete</td> </tr> <tr> <td>7.2</td> <td>Prohibition in teaching checks—ensure these are done</td> <td>SP/LFoster</td> <td>Complete</td> </tr> <tr> <td>7.2</td> <td>Link Governors to book their visits in, priority to Wistanstow and then Church Preen (pending Ofsteds) followed by Brockton.</td> <td>Link Governors</td> <td>Ongoing/complete</td> </tr> <tr> <td>12</td> <td>Send out the skills audit for governors to complete over the Easter break.</td> <td>LFoster/Governors</td> <td>Sent out – Governors still to complete</td> </tr> <tr> <td>13</td> <td>EE to meet with SP and feedback re: site security/H&S</td> <td>EE/SP</td> <td>Complete</td> </tr> <tr> <td>17</td> <td>Dates for a visioning meeting to be discussed</td> <td>SJ/MH</td> <td>Complete – Governors in agreement that ‘visioning’ to be held until plans for 25/26 become clearer.</td> </tr> <tr> <td>18</td> <td>Consideration to be given around going ahead with the new website.</td> <td>SJ/SH/MH</td> <td>Ongoing. Suggestion for a ‘front page’ using the existing website. PTA’s considering funding costs.</td> </tr> </tbody> </table>	ACTION SHEET				ITEM NO	ACTION	TO BE COMPLETED BY	UPDATE	4	Advertise parent/staff elections after Easter	MH/LFoster	Complete	7.2	A parent survey to go out asking how children are using the internet at home	MH/LFoster	Ongoing	7.2	Communications to parents re: internet monitoring and control at home	MH/LFoster	Complete	7.2	Prohibition in teaching checks—ensure these are done	SP/LFoster	Complete	7.2	Link Governors to book their visits in, priority to Wistanstow and then Church Preen (pending Ofsteds) followed by Brockton.	Link Governors	Ongoing/complete	12	Send out the skills audit for governors to complete over the Easter break.	LFoster/Governors	Sent out – Governors still to complete	13	EE to meet with SP and feedback re: site security/H&S	EE/SP	Complete	17	Dates for a visioning meeting to be discussed	SJ/MH	Complete – Governors in agreement that ‘visioning’ to be held until plans for 25/26 become clearer.	18	Consideration to be given around going ahead with the new website.	SJ/SH/MH	Ongoing. Suggestion for a ‘front page’ using the existing website. PTA’s considering funding costs.
ACTION SHEET																																													
ITEM NO	ACTION	TO BE COMPLETED BY	UPDATE																																										
4	Advertise parent/staff elections after Easter	MH/LFoster	Complete																																										
7.2	A parent survey to go out asking how children are using the internet at home	MH/LFoster	Ongoing																																										
7.2	Communications to parents re: internet monitoring and control at home	MH/LFoster	Complete																																										
7.2	Prohibition in teaching checks—ensure these are done	SP/LFoster	Complete																																										
7.2	Link Governors to book their visits in, priority to Wistanstow and then Church Preen (pending Ofsteds) followed by Brockton.	Link Governors	Ongoing/complete																																										
12	Send out the skills audit for governors to complete over the Easter break.	LFoster/Governors	Sent out – Governors still to complete																																										
13	EE to meet with SP and feedback re: site security/H&S	EE/SP	Complete																																										
17	Dates for a visioning meeting to be discussed	SJ/MH	Complete – Governors in agreement that ‘visioning’ to be held until plans for 25/26 become clearer.																																										
18	Consideration to be given around going ahead with the new website.	SJ/SH/MH	Ongoing. Suggestion for a ‘front page’ using the existing website. PTA’s considering funding costs.																																										
7.	<p>TO RECEIVE REPORTS/MINUTES</p> <p>7.1 <u>Business management committee</u></p> <p>Minutes of a meetings held on 6th March 2024 and 2nd of May 2024 were received and considered. A copy has been placed in the minute book.</p>																																												

SJ updated the Governors on the most recent meeting held on 5th June 2024.

Particular points discussed were:-

- Closing budgets assessed and discussed. All schools finished the year on a surplus.
- Projected budgets for 24/25 approved by BMC.
- Ongoing challenges of affordable catering – alternative options to Shire Services being considered.

7.2 Curriculum committee

Minutes of a meetings held on 30th March were received and considered. A copy has been placed in the minute book.

Particular points discussed were:

- Assessment data – Brockton and Wistanstow particularly impacted by long term staff sickness.
- A report on SEND from Catherine Cowper – the committee were very pleased with the outcome of 4 EHCP applications.
- ELSA work is making a big difference to pupils with anxiety and providing great emotional support.
- There are a great deal of diverse events and activities that the children get involved with.
- Curriculum reviews at Church Preen are going well
- Wistanstow has a new reading focus and a new library. A spiral maths curriculum is now being included.
- Church Preen – Ofsted commented positively on SEN provision.
- Pupil feedback re: behaviour management policy at Brockton was that it wasn't being applied consistently.

MH – That has been addressed and we are seeing much improvement and have had positive feedback from parents.

CE – How is the maths curriculum going at Wistanstow?

SP – It is getting there and becoming more embedded.

- The committee agreed that Y5/6 residentials would alternate between Arthog Outreach in Church Stretton and Oakerwood.

7.2 Reports from Governors

None at this time.

Link governor visits were discussed in relation to this. Particular points discussed were:

- Governors doing visits with a broader view and looking at specialisms as needed
- Keeping safeguarding/health & safety/SEN separately

It was agreed that governors would try to book a termly visit rotating around the federation schools.

The following Governors were agreed to be link governors for the following areas:

CF – SEN

LF – Safeguarding

EE – Health & Safety

ACTION:

- LFoster to send out link to book diary dates.
- Link governors to aim to do a pupil voice on each visit and look at lessons/books.
- CB to send a Crib sheet for each subject.

SA – Once this is more regular hopefully it will be seen by staff as supporting/valuing. It will hopefully change the perspective and not be stressful

CF – If we are allocated to subjects then it can make you focus in and miss the bigger picture – we can look more broadly.

LF – You can look at things like behaviour rather than just the subject in hand.

7.3 To agree dates for each committee/governing body to review their Terms of Reference

First committee meeting of Autumn review will be done by the relevant committees.

ACTION:

LF to add terms of reference review to the standing agenda for the committees in the Autumn term.

8. HEADTEACHER'S REPORT

The headteacher's report was received and considered. New format HT report – all 3 schools on a single report.

Particular points discussed were:

- NOR drop at Brockton. 10 pupils have left due to personal circumstances e.g. house moves.
- Brockton Nursery have 11 attending. There has been very positive feedback about nursery and lots of positive comments from parents in a recent parent meeting.
- NOR at Church Preen staying steady.
- NOR at Wistanstow staying steady.

SA – What is happening within the local areas? Is there a change in demographics? Is this going to impact long term?

MH – It is more Church Preen and Brockton, Wistanstow is less concerning.

SJ – There are legacy small year groups that are coming through and it is a long time to weather that.

- We are in discussions with Shropshire HR (long term sickness WPS)
- Re: long term sickness at BP – the teacher in question has taken voluntary redundancy and so will not be returning in September.
- Sue Phillips will be a teaching head full time at Wistanstow from September – the feedback from parents in regard to this has been very positive.

SA – Any conclusion in sight regarding the long term sickness at WP?

MH – We have no return date yet for the Y5/6 teacher, we are in discussions.

- Early help referrals has helped bring CPOMS figures down across the Federation.
- NSPCC assemblies have taken place.
- An asbestos inspection has been done at Wistanstow.
- There have been lots of x-federation events – children are making friendships across the federation.
- Oakerwood was a very successful residential.
- Wistanstow have done the Goblin Car Challenge again – thanks to Carole Fenton for her support with that.
- Wistanstow netball club Y5/6 won the netball county championships.

- Wistanstow won the Trust-Ed rounders competition this week
- Wistanstow sporting achievements very significant for such a small school
- There have been recent challenges re: quality of meals. This has now improved and parents invited to join children for meals.

SA – The figures show that the afterschool clubs are not being well attended at Brockton, is that the same for other schools?

MH – Wistanstow doesn't have extended schools provision. Church Preen is used quite well for the NOR. We have had to cut back on afterschool provision at Brockton. A new netball club has started so it will be interesting to see the attendance there going forward.

LF – Could we do another parent survey?

MH – Last time people said they were too busy to take up the after school club. We are trying. Feedback from Wistanstow is they would like some Arts/Crafts clubs so we will be looking at that.

LF – We have an item in the newsletter about how fun after school club is to attract more people?

- Mastering number is becoming embedded into the Maths curriculum and making a big difference.
- Pupil with medical needs could attend the residential which we were very pleased with.
- Shropshire sings was a great success.

SJ – I noticed there were banners for other schools

CB – I can ask at work re: providing banners for the schools

- Upcoming changes for the Autumn: Brockton is going from 3 to 2 classes.

CB – What is the make up of the new classes to BP?

MH – Nursery/EYFS/KS1 and KS2.

Attendance

- Attendance is pretty good all round.
- CP attendance% is reduced due to a non-attender who is having support from early help.
- There is ELSA support and Beanstalk reading that is being provided by school. EWO has said school to be guided by Bee-U (mental health support service) re managing the absence.

CB – How do you monitor welfare?

SP – Child attends to collect resources and engages with school most days.

SA – All of the schools are above national average apart from Church Preen.

MH – You can have conversations with Ofsted to explain the Church Preen %.

EHT report

There was a discussion about behaviour analysis.

SJ – The point of it was to show trends of issues that were ongoing that have now been addressed.

MH – I could look at this as a part of the attendance meeting and look at CPOMS with whoever I am doing that with.

Governors agreed with this. Going forward MH will present CPOMS information alongside attendance in a governor visit.

SIAMS inspection at WPS 21st May. The report has been received today just before the start of the meeting and looks very strong.

School meals (LFoster)

	Brockton/Church Preen 24.25 Traditional Offer	Brockton/Church Preen 24.25 Apetito	Shire Services Apetito equivalent	Variance	Wistanstow 24.25 Traditional Offer	Wistanstow 2.24.25 Apetito	Shire Services Apetito equivalent	Variance
Income	£30,230	£30,230		£0	£26,050	£26,050		£0
Food Costs	£16,230	£26,300	22,712.00	+£10,070	£18,480	£22,664	19,573.00	£4,184
Labour	£26,040	£14,040		-£12,000	£16,150	£7,020		£9,130
Operating Expenditure	£9,450	£7,150		-£2,300	£9,450	£4,650		£4,800
Deficit	-£21,690	-£17,260	-£13,672.00	-£4,430	-£16,730	£8,283	-£5,192.00	£8,447

The above figures were discussed.

Apetito

We are currently in conversation with Apetito (Wiltshire Farm Foods). They have a frozen meal offer which will deliver periodically to each school. These meals are then heated on site.

Pricing quoted by Apetito is £2.20 per portion and parents would book meals in advance.

We are awaiting further information and a tasting is booked for the beginning of July.

CE – What happens if a child forgets their packed lunch?

MH - We would have sufficient food available on site.

TD – Has it always run at a loss?

MH – Probably, but we can see it more over the past couple of years with Shire as we didn't get the same cost breakdown from Telford and Wrekin. This and the cost of provisions has risen considerably.

Wellbeing

- Staff are still incredibly stretched and teaching staff are covering breakfast club and afterschool provision in some cases.

LF – Could we ask parents to help with breakfast club at Brockton? Some may be willing.

MH- Yes we could do.

	<p>A copy of the report has been placed in the minute book.</p> <p>ACTION:</p> <ul style="list-style-type: none"> - LF to correspond with CB re: banners - MH to consider parent volunteers to assist with Breakfast club at Brockton. 										
9.	<p>THE GOVERNING BODY'S ROLE IN SCHOOL IMPROVEMENT Paper A</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> <table border="1" data-bbox="217 568 1425 1151"> <thead> <tr> <th data-bbox="217 568 620 689">Governors' Core Function</th> <th data-bbox="620 568 1425 689">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="217 689 620 869">Setting the vision and strategic direction of school</td> <td data-bbox="620 689 1425 869">Governors have discussed the ongoing challenges around NOR. Website improvements have been discussed and options are being explored.</td> </tr> <tr> <td data-bbox="217 869 620 969">Holding the head teacher to account for the school's educational performance</td> <td data-bbox="620 869 1425 969">HTPM committee has been appointed.</td> </tr> <tr> <td data-bbox="217 969 620 1059">Ensuring financial resources are well spent</td> <td data-bbox="620 969 1425 1059">Budgets have been scrutinised by Business Management Committee.</td> </tr> <tr> <td data-bbox="217 1059 620 1151">Safeguarding</td> <td data-bbox="620 1059 1425 1151">Safeguarding reviews have been undertaken and safeguarding audits reviewed by Safeguarding Governor.</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	Governors have discussed the ongoing challenges around NOR. Website improvements have been discussed and options are being explored.	Holding the head teacher to account for the school's educational performance	HTPM committee has been appointed.	Ensuring financial resources are well spent	Budgets have been scrutinised by Business Management Committee.	Safeguarding	Safeguarding reviews have been undertaken and safeguarding audits reviewed by Safeguarding Governor.
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	Governors have discussed the ongoing challenges around NOR. Website improvements have been discussed and options are being explored.										
Holding the head teacher to account for the school's educational performance	HTPM committee has been appointed.										
Ensuring financial resources are well spent	Budgets have been scrutinised by Business Management Committee.										
Safeguarding	Safeguarding reviews have been undertaken and safeguarding audits reviewed by Safeguarding Governor.										
10.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>It was confirmed this is now reviewed by the Curriculum Committee.</p> <p>ACTION: LFoster to add as a standing item for CC</p>										
11.	<p><u>FINANCIAL / AUDIT MATTERS</u> Paper B</p> <p>11.1 <u>Schools' Delegated Budgets</u></p> <p>The governing body noted the school budget timetable for 2024/25 and also the requirement to submit an approved annual budget plan to the LA by 30th June 2024.</p> <p>11.2 <u>Schools Financial Value Standard</u></p> <p>It was confirmed that the SFVS had been reviewed by the Business Management Committee and to be submitted to the Local Authority by the 31st March 2024.</p>										

13.	<p>PERFORMANCE MANAGEMENT REVIEW OF THE HEADTEACHER 2024</p> <p>13.1 Appointment of Governor Appraisers' It was agreed the following governors be appointed governor reviewers for the 2023 Headteacher performance management review:</p> <ul style="list-style-type: none"> • Simon James • Kate Egleton • Richard Rhodes <p><i>(recommendation is that membership should be either the chair or vice chair)</i></p> <p>13.2 Appointment of External Adviser</p> <p>The governing body agreed to appoint John Rowe (Education Improvement Service) as an external adviser to carry out the performance management review of the Headteacher.</p>
14.	<p>DEVELOPMENT AND TRAINING</p> <p>14.1 <u>Feedback and record impact of governor training</u></p> <ul style="list-style-type: none"> - LF attended the UCS Safeguarding briefing – complaints are increasing across the board and there is a suggestion that schools track complaints to give them a better overall view of what is happening. <p>14.2 <u>Review and identify any training needs of the governing body</u></p> <ul style="list-style-type: none"> - Safeguarding training for Governors – MH to do a safeguarding update for Governors in the Autumn Term alongside the FGB. - SA to do New Governor training and safeguarding training <p>ACTION:</p> <ul style="list-style-type: none"> - Governor safeguarding update to be facilitated by MH alongside the Autumn Term FGB. - SA to complete safeguarding and new governor training.
15.	<p>Safeguarding and Health & Safety</p> <p>EE had a meeting with SP. A Health and Safety Audit has been booked in at Church Preen on the 27th June with the new health and safety officer at Shropshire Council. All schools will be booked in shortly.</p> <p><i>CE – Did we update the Asthma policy?</i></p> <p><i>MH – I will check.</i></p> <p>Section 11 has been completed and sent to the safeguarding governor (LF).</p> <p>Attendance</p> <ul style="list-style-type: none"> • Governors are working with leaders to ensure the duties and expectations of 'Working together to improve school attendance' are ready for implementation by 19 August 2024. RR met with MH in the Spring Term to discuss
17.	<p>VISIONING FOR THE FUTURE</p> <p>SJ has asked MH to do a high level review of what could be done if Brockton/Church Preen numbers continue to drop so we can look at options going forward.</p> <p>ACTION: MH to do a high level review re: Brockton/Church Preen NOR.</p>
18.	<p>GOVERNANCE COMPLIANCE</p>

	<ul style="list-style-type: none"> Review policies Governors were asked to assist with this ongoing process by reviewing policies on the school website when they have the opportunity. Some may need more information which can be looked at by LFoster or MH, others will only need a change of date. Governors must agree or amend the information they publish on each member of the governing body on the website each year – LFoster to check re: new guidance. <p>ACTION:</p> <ul style="list-style-type: none"> Governors to assist with updating policies by reviewing them on the school website. LFoster to check the new guidance document for what school has to publish on the website
19.	<p>CONFIRMATION OF DATE, TIME AND FORMAT OF THE NEXT MEETING</p> <p>Full Governing Body Meetings: 24th October 4pm Church Preen 13th Feb 4pm Brockton 11th June 4pm Wistanstow</p> <p>Business management committee (TEAMS): 17th October 7pm 6th Feb 7PM 5th June 7PM</p> <p>Curriculum Committee 12th July 2024 9.30am Wistanstow/TEAMS (hybrid) 28th Nov 2024 9.30am Church Preen 27th March 2025 Brockton 10th July 2025 Wistanstow</p>
Signed: _____ Chair of Governors Date: _____	
Meeting Ended: 20:25PM	

ACTION SHEET		
ITEM NO	ACTION	TO BE COMPLETED BY
4.1	CB to move into an associate member in September 2024.	LFoster
6	All governors to complete skills audit and return to LFoster	Governors
7	Governors to book in 1 visit per term rotating between schools – booking system to be sent out	LFoster/All governors
7	A pupil voice to be done per governor visit where possible and books/lessons looked at	All governors
7	A crib sheet for each subject to be provided for Governors reference	CB
7	Terms of reference review to be added the standing agenda for the committees in the Autumn term.	LFoster
8	School banners to be looked into	CB/LFoster

Signed – Chair of Governors:

8	Parent volunteers to be considered for assisting with Breakfast club at Brockton	MH
10	SDP to be added as a standing item for CC	LFoster
14	Governor safeguarding update to be held alongside the Autumn Term FGB.	MH
14	SA to complete safeguarding and be booked onto new governor training.	SA/LFoster
17	High level review re: Brockton/Church Preen NOR to be undertaken	MH
18	Governors to assist with updating policies where possible by reviewing them on the school website.	All governors
18	New guidance re: what a school has to publish on the website to be reviewed.	LFoster

Items for next meeting