

THE EDGE SCHOOLS' FEDERATION

FULL GOVERNORS' MEETING ON

13TH FEBRUARY 2025 AT 4PM

TYPE OF MEETING	FULL GOVERNORS MEETING	FACE TO FACE									
PRESENT	Simon James, Chair (SJ) Steve Hall (SH) Carole Fenton (CF) Elle Evans (EE) Steve Alston (SA) Richard Rhodes (RR)	Marilyn Hunt, Executive Headteacher (MH) Catherine Eggleton, Vice Chair (CE) Lauren Bjorn (LB) Richard Pope (RP) Sue Phillips (SP)									
CLERK	Lydia Foster (LFoster)										
IN ATTENDANCE											
QUORUM	Number: 6	QUORATE: YES									
1.	APOLOGIES <table><tr><td><u>Received from</u></td><td><u>Reason</u></td><td><u>Consent</u></td></tr><tr><td>Caroline Bedford</td><td>Work commitment</td><td>Yes</td></tr><tr><td>Laura Furniss</td><td>Work commitment</td><td>Yes</td></tr></table>		<u>Received from</u>	<u>Reason</u>	<u>Consent</u>	Caroline Bedford	Work commitment	Yes	Laura Furniss	Work commitment	Yes
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2.	DECLARATION OF ANY OTHER URGENT BUSINESS The following items of other urgent business were recorded for discussion under item 21. None										
3.	DECLARATION OF INTEREST 3.1 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 following was noted: Governors' agreed that there were no changes necessary.										
4.	GOVERNING BODY MEMBERSHIP 4.1 Governing Body Vacancies/Instrument of Government 1 Vacancy – Co-opted Governor. Vacancy listed on Governor recruitment website.										

	4.2 Code of Conduct 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.																																																								
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.	MINUTES 6.1 To receive and confirm the minutes of the previous meeting. The minutes of the meeting held on 24 th October 2024 were approved and signed as being a correct record. Proposed by CF, seconded by CE. 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:- <table><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><tr><td>4.2</td><td>The business interests register is to be updated and published on the school website.</td><td>LFoster</td><td>Complete</td></tr><tr><td>7.2</td><td>Governors to complete skills audit – LF to circulate</td><td>All</td><td>Still some outstanding – to be completed and returned to LFoster by end of half term week</td></tr><tr><td>7.2</td><td>Subject crib sheets to be circulated to Governors</td><td>LFoster</td><td>Complete</td></tr><tr><td>7.2</td><td>New guidance re: what a school has to publish on the website to be reviewed.</td><td>LFoster/LB</td><td>Review complete</td></tr><tr><td>9.3</td><td>MH to request specific focus for governor visits once they are booked.</td><td></td><td>Complete – this has worked well for recent Governor visits.</td></tr><tr><td>9.3</td><td>LF to communicate list of Special Interest Governors.</td><td>LFoster</td><td>Complete</td></tr><tr><td>15</td><td>Federation website to be updated with new attendance policy & penalty information</td><td>LFoster</td><td>Complete</td></tr><tr><td>17.2</td><td>RP & SA to sign up for new governor webinar</td><td>RP/SA</td><td>Complete</td></tr><tr><td>17.2</td><td>LF to share padlet with CF/SHS committee as relevant.</td><td>LF</td><td>Complete</td></tr><tr><td>19</td><td>CB to send checklist re: website to LB & LFoster.</td><td>CB</td><td>Complete</td></tr><tr><td>19</td><td>LFoster to update GIAS.</td><td>LFoster</td><td>Complete</td></tr><tr><td>19</td><td>LFoster to circulate JD for DPO to Governors</td><td>LFoster</td><td>DPO appointed as recommended from other schools – Rob Montgomery from T&W.</td></tr></table>	ACTION SHEET				ITEM NO	ACTION	TO BE COMPLETED BY	UPDATE	4.2	The business interests register is to be updated and published on the school website.	LFoster	Complete	7.2	Governors to complete skills audit – LF to circulate	All	Still some outstanding – to be completed and returned to LFoster by end of half term week	7.2	Subject crib sheets to be circulated to Governors	LFoster	Complete	7.2	New guidance re: what a school has to publish on the website to be reviewed.	LFoster/LB	Review complete	9.3	MH to request specific focus for governor visits once they are booked.		Complete – this has worked well for recent Governor visits.	9.3	LF to communicate list of Special Interest Governors.	LFoster	Complete	15	Federation website to be updated with new attendance policy & penalty information	LFoster	Complete	17.2	RP & SA to sign up for new governor webinar	RP/SA	Complete	17.2	LF to share padlet with CF/SHS committee as relevant.	LF	Complete	19	CB to send checklist re: website to LB & LFoster.	CB	Complete	19	LFoster to update GIAS.	LFoster	Complete	19	LFoster to circulate JD for DPO to Governors	LFoster	DPO appointed as recommended from other schools – Rob Montgomery from T&W.
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7.	<p>TO RECEIVE COMMITTEE MINUTES/REPORTS FROM GOVERNORS</p> <p>7.1 <u>Curriculum Committee</u></p> <p>Minutes of a meeting held on 28th November 2024 were received and considered. A copy has been placed in the minute book.</p> <p>Particular points discussed were:-</p> <p><u>Autumn data</u></p> <ul style="list-style-type: none"> • Brockton assessment data has greatly improved, although some queries around Maths. Interventions are taking place and monitoring of assessment data will continue. • There are questions around support for interventions due to staff being thinly spread – again this will be monitored. • Church Preen has seen a dip in year 6 data but it is a small cohort and CC will continue to monitor. • Wistanstow data raised some concerns which were questioned and SP & MH agreed to meet and do a gap finding exercise for some pupils. • Wistanstow Ofsted and adaptations to the curriculum were discussed. • Brockton is expecting Ofsted & SIAMS this year. <p><u>Challenge</u></p> <p><i>What is the curriculum committee doing follow up on Maths interventions?</i> <i>CE: Governors will follow this up on their visits and do a maths focus. RP& CE agreed to go together and do a Maths follow up visit in the Spring term.</i></p> <p><i>What action is being taken at Wistanstow following the Ofsted report?</i> <i>MH: Staff have action points that are being worked on and there have so far been 3 twilight sessions for staff SEND training which has been very helpful.</i></p> <p><u>Business Management Committee</u></p> <p>Minutes of a meeting held on 25th October 2024 and 6th of February 2024 were received and considered. A copy has been placed in the minute book.</p> <p>Particular points discussed were:-</p> <ul style="list-style-type: none"> • There is no income data for 25/26 so it is difficult make any decisions around the budget as there are a lot of unknowns. • All 3 schools have financial challenges to navigate but it is hard to see what this will look like until numbers have been firmed up. • Increase in NOR at CP is hopeful and will feed into next years budget, as will the slight NOR increase at BP. • The LA has a decrease in numbers of staff which means that there is a notable slow in response and quality of support. <p><u>HTPM committee</u></p> <p>As John Rowe has had a change of role a consultant called Lee Fereday has joined the HTPM committee. They met earlier in January and feedback will be given at next FGB once the report has been finalised.</p>
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7.2 Reports from Governors

Pupil Premium - Catherine Eggleton

- We have 14 PP children across the federation which is low for the national average.
- To support PP accessing curriculum some funding is spent on TA classroom time.
- Funds are also spent in a bespoke way – giving access to trips/visits/technology.

Governors suggested that CE to look specifically at PP assessment results using anonymised data and discuss with MH to scrutinise if the support for these pupils is sufficient.

SH: Do we have a lower number of pupil premium pupils than average because of the catchments the schools are in?

MH: Sometimes because of universal infant school meals parents don't apply until later. We are letting parents know that there can be additional support for those who have applied regarding trips etc in the hope that parents will apply for it earlier.

LB: How are we communicating re: trips etc being funded for pupil premium children?

MH: Usually in trip letters and in the welcome pack. We sometimes put it in the newsletter.

SEND - Carole Fenton

- CF joined SEND staff training at Wistanstow to assist with understanding what Governors should be looking for from staff re: SEND and adaptive teaching. CF observed that staff were fully engaged with the training and keen to implement suggestions. The training was looking at the whole child and how helping one child can help all children by being a more inclusive teaching style. It was a good opportunity for CF to engage with staff and to offer support and challenge.
- CF met with Catherine Cowper (SENDCo) and MH to do a SEND review. They identified areas to develop along with strengths and weaknesses. It was good to see how much is already being implemented and where we can improve.
- The amount of modelling and support that children need now has changed from where it used to be and there is a big emphasis on the quality of work rather than the quantity and achievement for all.
- CF will visit next term to look for the adaptive teaching in the classroom that has been discussed in training and the SEND audit.

EYFS – Laura Furniss

The visit report will be circulated to Governors in Laura's absence.

ACTIONS:

- **Governors to continue to book school visits**
- **RP & CE to do a Maths follow up visit together**
- **SJ to give HTPM feedback at the next FGB**
- **CE to look specifically at Pupil Premium assessment results using anonymised data and discuss with MH to scrutinise Pupil Premium spending and support.**

8. SAFEGUARDING/HEALTH & SAFETY

8.1 Feedback from Safeguarding & Health & Safety Committee/Special interest Governors on the following items:

SHS committee meeting 28th November 2025 (CF)

- The committee confirmed that EE would continue as H&S special interest Governor, LF to continue as safeguarding.
- The terms of reference were adopted.

- LF visited Brockton for a safeguarding audit. This was reviewed with MH – and they identified no changes from last year.
- Any serious safeguarding issues are referred to safeguarding team.
- DSL capacity:
 - It can be a struggle to ensure at least 1 DSL is on site at any time with small staffing. Staff are good at updating CPOMS and record keeping.

Challenge

What happens if a DSL is not on site?

MH: I am available on the phone – we have taken advice on this and this is sufficient if we are very short.

CF: The advice from the Safeguarding Team at Shropshire is that if we can't have someone on site then a DSL should be contactable via phone.

- Online Safety was discussed. This is monitored by T&W. Senso monitoring platform enables real time monitoring and this has been well used in picking up an inappropriate language/searches. The children are aware and it is a very effective tool.
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- Site security audit 2024
 - Annual Safeguarding Audit
 - KCSIE 2024 and training
 - 'Prevent' duty - key threats and control measures
 - DSL capacity
 - Link governor visit key findings
 - Online safety

8.2 Attendance

There has been a drop in attendance at Wistanstow – a number of factors like illness and term time holidays have impacted those figure. Also lower numbers on role mean absences are having a bigger impact on figures.

There has been an increase in term time holidays which is difficult to address. Parents are being fined and are aware that this is action that will be taken. The latest Attendance Policy is on the school website along with the link to the Shropshire website outlining the penalties.

Overall federation attendance figures are above average:

Brockton	Church Preen	Wistanstow
2023-24 overall: 94.95% (National 92.8%)	2023-24 overall: 95.34 % (National 92.8%)	2023-24 overall: 94.56 % (National 92.8%)
Academic year to date: 94.46%	Academic year to date: 90.47% with flexi-school 93.56% without flexi school	Academic year to date: 90.14%

	<p><u>FIGURES</u></p> <p>ACTION:</p> <ul style="list-style-type: none"> • SHS minutes to be circulated to Governors. • EE to assist with H&S school visits by Kevin Jenkins
9.	<p>HEADTEACHERS REPORT</p> <p><u>EHT Report</u></p> <p>Challenges from Governors</p> <p><i>Regarding Staffing consistency at Wistanstow that has been an issue – are the SATS results going to reflect this?</i> <i>MH: Y6 have had much more consistent staffing this year and we are hoping this will reflect in the results.</i> <i>Are they heading the right direction?</i> <i>SP: There are a lot of gaps but we are working hard to fill those gaps.</i> <i>MH: We can see the progress being made but there is a lot to do.</i> <i>SP: We are running a SATS club which all Y6 children are attending and we are doing Maths boost after half term during school time for 5 children who have been identified as needing more support. Current Y5s have had more consistency and are a strong cohort.</i></p> <p><i>Can we talk about the EHT workload? Is this improving?</i> <i>MH: There has been an appointment of a catering assistant at Brockton who will also be taking on the 2 hour clerical post there after half term. We are already seeing workload improving from the catering post being filled, and once the clerical post starts we hope that will ease things further.</i></p> <p><i>Regarding the restructure at Brockton how are the dynamics in the school now?</i> <i>MH: I think this has been a really positive change for the school and staff are working well together – we are seeing very positive outcomes and have had a lot of support from the wider school community.</i></p> <p><i>Is the support from the wider school community tangible?</i> <i>MH: We have had lots of positive feedback from KS2 parents re: progress and how well the new structure is working.</i></p> <p><i>Regarding workload – how well are you (MH) able to balance being present on all 3 school?</i> <i>MH: Wistanstow haven't had enough support from me this academic year due to the other pressures in Brockton and Church Preen. With this new appointment at Brockton I hope to be able to get across to Wistanstow more often and offer support there.</i></p> <p><i>With an overall heavy workload for staff is there any answer to relieving that?</i> <i>MH: Our staff coverage is so thin that when 1 person is off it becomes very challenging.</i> <i>SA: If it is a significant challenge consistently then people find it hard to keep going.</i> <i>MH: When everyone is in we have systems processes that make it work. When someone is off it starts getting tricky.</i></p> <p><u>Headteacher and Head of School Reports</u></p> <p><u>Challenges from Governors</u></p> <p><i>Regarding the safeguarding referral at Brockton that is mentioned in the report has there been some movement with that?</i></p>

	<p><i>MH: We are getting a professionals meeting together and we have got some support. I have logged some suspensions which have not had any response from the council side about which is concerning and suggests their capacity has decreased. It is all recorded.</i></p> <p><i>(CF) Regarding the heating at Wistanstow I was there a few weeks ago and it was very cold on site.</i></p> <p><i>MH: We have been told we are on the list for new heating in the summer holidays this year – they have proposed putting in air source heat pumps.</i></p> <p><i>SA: Attendance at Wistanstow has dropped this year. Has this been accounted for?</i></p> <p><i>SP: Yes, we have had a lot of sickness plus some term time holidays.</i></p> <p><i>SA: Is the wrap around provision sustainable due to the cost?</i></p> <p><i>MH: It is and it isn't – if we don't provide it we may lose pupils. If we can staff it the new grant will make it more sustainable.</i></p>										
10.	<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> <table border="1"> <tr> <th>Governors' Core Function</th><th>Impact of governor involvement – What <u>improvements</u> have been secured to pupil outcomes, behaviour and safety, leadership and management?</th></tr> <tr> <td>Setting the vision and strategic direction of school</td><td>Strategic Priority Workshop held – looking at vision and missions of the schools and how these look from a communications perspective and on a practical level, both short term and long term. Staff/parents to be included in a validation exercise and subcommittees to meet to bring a full document to the FGB to consider.</td></tr> <tr> <td>Holding the head teacher to account for the school's educational performance</td><td>HTPM committee with new consultant met with EHT. Questions and challenges to EHT/HoS in Curriculum Committee and FGB. Governor visits to scrutinise practise.</td></tr> <tr> <td>Ensuring financial resources are well spent</td><td>Business Management Committee review of budgets.</td></tr> <tr> <td>Safeguarding</td><td>Safeguarding Audit complete at Brockton, Safeguarding and Health & Safety Committee to continue to review practises and scrutinise in school visits.</td></tr> </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	Strategic Priority Workshop held – looking at vision and missions of the schools and how these look from a communications perspective and on a practical level, both short term and long term. Staff/parents to be included in a validation exercise and subcommittees to meet to bring a full document to the FGB to consider.	Holding the head teacher to account for the school's educational performance	HTPM committee with new consultant met with EHT. Questions and challenges to EHT/HoS in Curriculum Committee and FGB. Governor visits to scrutinise practise.	Ensuring financial resources are well spent	Business Management Committee review of budgets.	Safeguarding	Safeguarding Audit complete at Brockton, Safeguarding and Health & Safety Committee to continue to review practises and scrutinise in school visits.
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11.	<p>SCHOOL DEVELOPMENT PLAN (SDP – UPDATE & REVIEW)</p> <p>Curriculum Committee to review</p>										
12.	<p><u>FINANCIAL / AUDIT MATTERS</u> Paper B</p> <p>12.1 <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 31st May 2025.</p>										

	<p>12.2 <u>Schools Financial Value Standard</u></p> <p>It was confirmed that the SFVS is to be reviewed by SH with MH and to be submitted to the Local Authority by the 31st March 2025.</p>
13.	<p>UPDATE ON ADDITIONAL DfE FUNDING</p> <p>Pupil Premium Eligibility and Funding Rates 2024 to 2025</p> <p>Increase of 1.35% for this year.</p>
14.	<p>DEVELOPMENT & TRAINING</p> <p>15.1 <u>Feedback and record training that governors have attended/impact of governor training</u></p> <ul style="list-style-type: none"> • SP & EE undertook DSL refresher training • EE attended a Governor Health & Safety webinar with Kevin Jenkins at Shropshire Council which was helpful to get an overview of Governor responsibilities. EE will be doing a review of Asthma/first aid and looking into a hazardous waste disposal. MH will be doing COSHH training soon which will also overlap with this. <p>15.2 <u>Review and identify any training needs of the governing body</u></p> <ul style="list-style-type: none"> • NGA webinar for new governors to be undertaken by RP/SA • All governors undertook safeguarding training in September 2024 <p>ACTION:</p> <ul style="list-style-type: none"> • NGA webinar for new governors to be undertaken by RP/SA
15.	<p>AUDIT</p> <p>16.1 Certificate of Presentation of Audited School Fund Accounts</p> <p>16.2 Annual Appointment of the School Fund Auditor</p> <p>Governors unanimously confirmed that these items should continue to be delegated to Business Management committee.</p>
16.	<p><u>VISIONING FOR THE FUTURE</u></p> <p><u>Strategic Priority Workshop (LB)</u></p> <ul style="list-style-type: none"> • The workshop discussed proposed visions/missions and SWOT analysis. • Governors looked at this and gave feedback which has been fed into the document that LB collated. • The next step is look at and flesh out what the strategic goals are going to be and what these look like in practice. • Sub-groups are needed to look at each goal: <ul style="list-style-type: none"> • Learning Environment CF/CE/LB/SA – meeting Thursday 6th March 7pm at CE's house • Local/regional visibility RP/LB/SJ (LF to be invited) – meeting 10th March 7pm venue TBC <p>Governors thanked LB for the work that she has put in so far – it is very appreciated.</p> <p>SA suggested adding the value of forgiveness to existing values. Governors discussed this and the potential to add this as an over arching value to be included along with the current values.</p> <p>Governors discussed ethos and whether with strong 'values' 'ethos' is needed as well.</p>

	<p>Governors agreed that the aim should be able to finish this process by the end of the academic year and that there should be a stakeholder exercise in the form of a parent survey.</p> <p>MH to consult with staff on some of the points. EE to speak to TA's when visiting schools.</p> <p><u>Website</u></p> <ul style="list-style-type: none"> • We have identified the website in the visioning exercise as critical for promoting the schools. Church Preen PTA have done a lot of work on this in the last 12 months. External companies have been approached re: template websites and they have advised that to get the website up and running in the summer we would need to instruct in the spring at the latest. • Funding: FOBS have ringfenced £1000 to put toward it. Church Preen PTA are to approach Wistanstow PTA re: support for funds. • The most expensive quote is £2500 to build the website and £300-£400 annual hosting fee. <p>Governors discussed whether some funds can be fund in the school budget and if further fundraising be done to support the annual fee.</p> <p>Governors agreed that MH can take the next steps to move towards outsourcing to an external supplier subject to PTA funding.</p> <p>Governors thanked LB again for all her work.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Put Church Preen PTA in touch with Wistanstow PTA. • SP to ask HM Charitable Trust if they would contribute to website funding. • Learning Environment Strategy Sub-Committee CF/CE/LB/SA to meet Thursday 6th March 7pm at CE's house • Local/regional visibility Strategy Sub-Committee RP/LB/SJ (LF to be invited) – meeting 10th March 7pm venue TBC • MH to consult with staff on some points of the strategy workshop. • EE to speak to TA's re strategy when visiting schools. • MH to take the next steps to move towards outsourcing to an external website supplier subject to PTA funding.
17.	<p>GOVERNANCE COMPLIANCE</p> <p>Governors are reminded of the legal requirement to publish and update:</p> <ul style="list-style-type: none"> • Review policies • Update GIAS • Update the School/Academy Website • Agree or amend the information they publish on each member of the governing body on the website each year • GDPR – appointment of DPO Rob Montgomery, Telford & Wrekin confirmed.
18.	<p>DATES AND TIMES OF GOVERNING BODY MEETINGS FOR 2024/2025</p> <p>Full Governing Body Meetings 11th June 4pm Wistanstow</p> <p>Business management Committee (TEAMS): Pre-budget meeting before May TBC 5th June 7PM</p>

	Curriculum Committee 27 th March 2025 Brockton 10 th July 2025 Wistanstow Safeguarding and Health & Safety Committee To follow CC dates
19.	ANY OTHER URGENT BUSINESS There were no items of any other urgent business to be considered.
Signed: _____ Chair of Governors Date: _____	
Meeting Ended: AM/PM	

ITEM NO	ACTION	TO BE COMPLETED BY
6.2	Governors to complete skills audit – LF to circulate	All who haven't completed/returned Audit
7.2	Governors to continue to book school visits	All
7.2	Maths follow up visit	CE/RP (joint visit)
7.2	SJ to give HTPM feedback at the next FGB	SJ
7.2	CE to look specifically at Pupil Premium assessment results using anonymised data and discuss with MH to scrutinise Pupil Premium spending and support.	CE/MH
8.1	SHS committee minutes to be circulated to Governors.	LFoster
8.1	EE to assist with H&S school visits by Kevin Jenkins	EE
15.2	NGA webinar or e-learning for new governors to be undertaken	SA/RP
16	Church Preen & Wistanstow PTA to be put in touch	LFoster
16	SP to ask HM Green Charitable Trust if they would contribute to website funding. 6	SP
16	Learning Environment Strategy Sub-Committee CF/CE/LB/SA to meet Thursday 6 th March 7pm at CE's house	CF/CE/LB/SA
16	Local/regional visibility Strategy Sub-Committee RP/LB/SJ (LF to be invited) to meet 10 th March 7pm venue TBC	RP/LB/SJ/LF
16	MH to consult with staff on some points of the strategy workshop	MH
16	EE to speak to TA's re strategy when visiting schools.	EE
16	MH to take the next steps to move towards outsourcing to an external website supplier subject to PTA funding.	MH