

THE EDGE SCHOOLS' FEDERATION
FULL GOVERNING BODY MEETING
BROCKTON PRIMARY SCHOOL
Thursday 7th March 2024 6.30 PM

TYPE OF MEETING	FULL GOVERNORS MEETING	FACE TO FACE
PRESENT	Simon James – Chair (SJ) Steve Hall – Vice Chair (SH) Laura Furniss (LF) Carole Fenton (CF) Tony Davies (TD)	Marilyn Hunt - Executive Headteacher (MH) Caroline Beford (CB) Catherine Egleton (CE) Elle Evans (EE) Richard Rhodes (RR)
CLERK	Lydia Foster (LFoster)	
IN ATTENDANCE	Steve Alston (SA)	Associate Members: Sue Phillips (SP)
QUORUM	Number: 6 QUORATE: YES	
<p>Welcome from CoG The following was noted:</p> <ul style="list-style-type: none"> - Thanks to MH for her hard work, especially over the past few months. Her professionalism and good communication is much appreciated and a credit to the Federation. The Governors want to express their support. - Thanks to LFoster for her support of MH & the governors. - Thanks to SP for all she has taken on and her positivity. 		
1	APOLOGIES	
	Received from: Kate Stone Reason: Travelling Consent: Yes	
2.	DECLARATION OF ANY OTHER URGENT BUSINESS	
	<ul style="list-style-type: none"> - SIAMS inspection - Brockton Primary School Trip 	
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	

	<p>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.</p> <p>The following was noted: Governors' agreed that there were no changes necessary.</p>
<p>4.</p>	<p>GOVERNING BODY MEMBERSHIP</p> <p>4.1 Governing Body Vacancies</p> <ul style="list-style-type: none"> - A resignation has been received from Kate Stone. She is unable to attend as often as she would like due to travel. - Steve Hall has moved to the position of LA Governor as per governors agreement in the Autumn FGB 18.10.23. - The option of moving SJ into a co-opted position was discussed. CF proposed. Seconded by LF. Unanimously agreed by Governors. - The governors discussed the opportunity for Steve Alston to join the GB in a co-opted role. EE proposed. Seconded by RR. Unanimously agreed by Governors. - Governors were reminded that there is now a vacancy for a parent governor, and the term for parent/staff governor is coming up in September, with elections to be held in the summer term. These will be advertised throughout the Federation after Easter. <p>ACTION: LFoster/MH to advertise parent/staff of elections after Easter</p>
<p>5.</p>	<p>TO REPORT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR OF THE GOVERNING BODY IN CASES OF URGENCY</p> <p>The following action taken on the grounds of urgency was reported:</p> <p>SJ, SH, MH met with the LA on the 22nd of February 2024. This was a confidential meeting and is noted for the minutes.</p>
<p>6.</p>	<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 18.10.2023 were approved and signed as being a correct record.</p> <p>6.2 Matters arising from the minutes</p> <p>The following matters arising from the minutes of the previous meeting, not being dealt with elsewhere on the agenda, were raised:-</p>

ACTION SHEET			
ITEM NO	ACTION	TO BE COMPLETED BY	UPDATE
5.2	Any governors absent from the meeting to sign and return a copy of the code of conduct.	TD/KS	Complete
5.1	SH to be put forward for LA nomination	Lfoster	Complete (appointment in process)
7.2	Governors to complete pen portraits	All governors who haven't yet returned one	Nearly complete (2 left)
7.2	Review policies	LFoster/MH	In progress
8.1	Flexi-schooling provision to be included on the website (for Church Preen)	MH/LFoster	Complete
9.3	LFoster to send out an email to book in link governor visits	Lfoster	Complete
11	SJ to populate GRISI with link visit feedback and share with governors	SJ	Ongoing
14	MH to meet with RR for cross federation feedback re: attendance	RR/MH	Complete
15	MH/SP to start Music Development Plan	MH/SP	To be passed to Federation Music Lead to develop when they start in the Autumn Term
16	Lfoster to re-request filtering and monitoring standards from T&W IT services and escalate if needed	Lfoster	Complete
17			

7. TO RECEIVE REPORTS/MINUTES

7.1

Business Management Committee (SH)

A verbal report of a meeting held on 06.03.24 was received and considered.

Particular points discussed were:-

- 2 new potential Flexi-school pupils at Church Preen and the potential for Flexi-school to help boost numbers.
- Church Preen will finish the year with approx. £3k deficit.

- Brockton will be in surplus at the end of 24-25 based on changes going through at the moment.
- Wistanstow had new computers approved for purchase.
- A finance manual for use of admins/EHT/HoS was approved and adopted.

Terms of reference:

The establishment, existing terms of reference, constitution and membership of committees were considered and it was agreed that the following changes be made:

Increase in EHT spending approval to £5k.

Curriculum Committee (CE)

Minutes of a meeting held on 29.11.23 were received and considered. A copy has been placed in the minute book.

Particular points discussed were:-

Church Preen:

- History curriculum has been re-written by SP with the aim to deliver a more in-depth curriculum.

Wistanstow:

- Flexi-pupil is doing well, achieving as expected, child is settled and parent happy.
- There is a new reading lead in place.
- Parent volunteers have started reading with children.
- Maths is a particular focus – maths leads have met with an external advisor.
- Lower aged classes are showing progress and discrete grammar lessons are helping.

Brockton:

- Ofsted had commented on the strength of reading and it has been noted staff have shown a willingness to move forward.
- Writing has shown improvement.
- Cross federation moderation has been helpful in improving standards.
- SEND is a focus for classroom observations.

7.2 Reports from Governors

Safeguarding (LF)

Meeting between LF & SP at Church Preen in December 2023.

Particular points noted were:-

- There was a sign-in system being fitted upon arrival.

- Safeguarding audit has been completed.
- LF looked at prohibition in teaching checks on the SCR – most are done but it is ongoing and SP will follow up.
- Policies are shared and on the website.
- PSHE assemblies are taking place talking about speaking to trusted adults about any concerns.
- Computing lessons are covering staying safe online.
- Communication with parents – information is being shared with parents about keeping children safe online.

Pupil voice

Points to note:

- Children commented on visitors not wearing badges which made them feel unsure or afraid.

MH – This has now changed with the new sign-in app, all visitors have badges with their picture.

- There are concerns around screen time at home, with children giving examples such as:
Playing games with adult ratings, sneaking their phone to bed and watching youtube live streams, no restrictions in place or children knowing how to remove them when they are in place.

ACTION: LF recommended a parent survey to see how children are using the internet at home and for school to communicate systems that you can use to monitor children more closely.

EE - We have put in a couple more PSHE lessons with the children re: online safety

CE – Is there a concern around pornography?

SP – We aren't aware of that. It is more gaming that they are watching.

Early Years (LF)

- It was a brief visit as the curriculum was not in place at that point.
- Ongoing contact from Rebecca Williams at Church Preen shows a lot of work is going into the new curriculum.

ACTION: Link Governors to book their visits in, priority to Wistanstow and then Church Preen (pending Ofsted) followed by Brockton.

8. HEADTEACHER'S REPORT

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

EHT report (MH)

- CPOMS is working well to report incidents and share information
- Completed section 11 audits have been saved with the link governor
- Brockton has a new behaviour management policy which means more incidents are being reported. Where there are several referrals for one pupil early help is now involved. LA have declined to assist with another pupil.
- Wistanstow has an ongoing early help case – currently working 1:1 with parent.
- At Brockton there were incidents of name calling which were dealt with.
- The ELSA support has been very successful across the Federation and is making a big difference.

RR - Why is there sometimes an incident but no parent contacted?

MH - It's not always appropriate – it might be part of a chain of incidents or something that is ongoing.

LF – What is the severity of behaviour to need reporting to parents?

MH – If we get to a 'red' in the structured behaviour management process we will contact parents.

LF- Is that teachers deciding that?

MH- It all goes through me at Brockton, or SP at Church Preen/Wistanstow. Church Preen/Wistanstow have different behaviour policy.

SH – Is the new Brockton behaviour policy reducing what is needing to go onto CPOMS?

MH – If a warning has been given we are now often seeing an improvement and there is not a need to record. The visual of the card system works well at Brockton and the children have responded to it.

- John Rowe will be increasing levels of monitoring at Brockton
- MH and Catherine Cowper (SENDCo) went to London for the launch of the SEND review and there will be peer mentoring with schools in Northamptonshire and Essex.

SH – Are these schools similar?

MH – No very different. It will be good to see something different and get new ideas.

- Rebecca Williams is working on a curriculum project to standardise the curriculum across the Federation. KS1 is nearly finished.
- The newsletters are sent bi-weekly. Church Preen and Brockton pay some additional time for the newsletter. It is time consuming and it is worth giving consideration to give some additional hours for this at Wistanstow.

LF – Could we do a parent survey to see who is reading it?

MH – We could.

- Communications have moved from parentmail to scholarpack, which has been successful and feedback has been positive. There are

more options to send text messages is urgent communications are needed.

Brockton report (MH)

- The new French teacher has been a success and the standard of French across the Federation has skyrocketed.
- Tegan Pinches has now trained to PE level 5 and ran a very successful federation event.

Church Preen (SP)

- This week parents have advised 2 pupils are moving out of the area.
- A positive flexi-school visit will hopefully mean another 2 pupils joining.

SH – Are we happy with the state of the changing rooms at Williams Brooks for swimming?

SP – They are clean when we have been.

LF – I think it depends on the day of the week you go.

SP – we will keep an eye on it, thank you.

- 1 child has long term absence affecting attendance figures – they are getting support and starting to get involved in after school activities and making progress.

Wistanstow (SP)

- The new curriculum is taking a while to embed and for staff to adjust, as it is a very different way of working, but it is making progress.

CB – Where are we with the long term absence staff member?

SP – We are exploring a phased return to work after Easter

A copy of the report has been placed in the minute book.

9. THE GOVERNING BODY’S ROLE IN SCHOOL IMPROVEMENT

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.

Governors’ Core Function	Impact of governor involvement – What improvements have been secured to pupil outcomes, behaviour and safety, leadership and management?
Setting the vision and strategic direction of school	<ul style="list-style-type: none"> - Governors have met and made decisions around structure and budgets to safeguard the future of the schools and federation.

	Holding the head teacher to account for the school's educational performance	- HTPM committee met in the Autumn Term
	Ensuring financial resources are well spent	- BMC is closely monitoring budgets and spending, questioning where required and asking for further information to ensure value for money.
	Safeguarding	- Safeguarding Governor has met with HoS and received the safeguarding audits for all schools. All governors have completed safeguarding training (SA
10.	<p><u>FINANCIAL / AUDIT MATTERS</u></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 30th June 2024.</p> <p>12.2 <u>Schools Financial Value Standard</u></p> <p>It was confirmed that the SFVS had been reviewed by Business Management Committee and submitted to the Local Authority by the 31st March 2024.</p>	
11.	<p>UPDATE ON ADDITIONAL DfE FUNDING</p> <ul style="list-style-type: none"> • Recovery Premium Funding • National Tutoring Programme • Pupil Premium Eligibility and Funding Rates 2024 to 2025 <p>This is useful funding to support pupil premium pupils with activities etc. <i>SH – Do we need to remind parents about pupil premium?</i> <i>MH – We do send out information before each census and it is the newsletters.</i></p>	
12.	<p>DEVELOPMENT AND TTRAINING</p> <p>13.1 <u>Feedback and record impact of governor training</u></p> <ul style="list-style-type: none"> - TD undertook NGA New Governor Training in Feb 2024. - LF participated in the Safeguarding Network briefing in the Autumn Term 2023. <p>13.2 <u>Review and identify any training needs of the governing body</u></p>	

	<ul style="list-style-type: none"> - All governors were requested to complete a skills audit to help identify any gaps. <p>ACTION: LFoster to send out the skills audit for governors to complete over the Easter break.</p>
13.	<p>SAFEGUARDING / HEALTH & SAFETY</p> <ul style="list-style-type: none"> • Site security audit 2023-24 – EE will meet with SP and feedback to FGB in the summer term. New ID cards/lanyards are expected with the start of the new photocopier lease. • Health and safety checks are booked in with the new Shropshire H&S representative for the summer term • Governor responsible for safeguarding has been involved in the completion of the audit with the DSL / Head teacher. <p>ACTION: EE to meet with SP and feedback re: site security/H&S</p>
14.	<p>AUDIT</p> <p>16.1 Certificate of Presentation of Audited School Fund Accounts</p> <p><u>Brockton Primary School 2022-2023</u> 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 the required certificate of presentation.</p> <p><u>Wistanstow Primary School 2021-2022 & 2022-2023</u> 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 the required certificate of presentation.</p> <p>16.2 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>
17.	<p>VISIONING FOR THE FUTURE (SJ)</p>

	<p>It was proposed an in person extra-ordinary meeting be held in the coming months to look at strategy/budgets/scenarios over the next 4/5 years.</p> <p>ACTION: SJ/MH to look at dates for meeting</p>
<p>18.</p>	<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 • Length of School Day • School Uniform • Update GIAS • 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 <p><i>LF – Is the new website going ahead?</i> <i>SJ – It has been paused whilst we have been looking at structures and budgets.</i></p> <p>Governors further discussed the new website and points noted are:</p> <ul style="list-style-type: none"> - Research shows parents are looking for a website that shows happy smiling children. - Feedback received from a parent in the catchment who sent their children to another school was that they looked at the current school website and it wasn't very good. - Considerations need to be made around spending. <p>SJ shared a video put together by the company in the process of creating a new website for the Federation. The video was well received by Governors and there was a consensus that it was well put together.</p> <p>ACTION: SJ/SH/MH to consider going ahead with the new website.</p>
<p>19.</p>	<p>DATES AND TIMES OF GOVERNING BODY MEETINGS FOR 2023/2024</p> <p>The governing body agreed the following meeting dates:</p> <ul style="list-style-type: none"> • Summer 2024 - 13th June 2024
<p>22.</p>	<p>ANY OTHER URGENT BUSINESS</p> <p>The items tabled and listed under 3 above were considered</p>

- Wistanstow SIAMS Inspection
This was delayed as HoS was not available.
- Brockton Primary School Trip to Snowdonia.
This was discussed and noted in a confidential minute.
Governors did not ratify the trip at this time and it was agreed that Brockton would join Church Preen and Wistanstow for a trip to Oakerwood this year.

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

Meeting Ended: 9.45PM