



THE PINNACLE SCHOOLS FEDERATION
Minutes of the Full Governing Body meeting
1st September 2020. 6.20pm. Via Microsoft Teams



NAME	Abrv.	STATUS	Present	NAME	Abrv.	STATUS	Present
Jill Bendeaux	JB	Foundation – Hawkesbury	✓	Deb Marriage	DM	Co-opted	✓
Ellie Blanch	EB	Parent Elected Iron Acton (Chair)	✓	Charlotte Murphy	CM	Parent Elected	A
Alec Bryant	AB	Co-opted	✓	Mike Riches	MR	Executive Headteacher	✓
Ben Clarke	BC	Co-opted	✓	Jo Strange	JS	Foundation Iron Acton	✓
Iona Cooper	IC	Parent Elected	✓	Rob Taylor	RT	Co-opted	✓
Adam Dinham	AD	Associate Governor	A	Tom Wilmers	TW	Associate Governor	✓
Sarah Godsell	SG	Local Authority	✓	Christine Wilson	CW	Staff Elected	✓
Ken Hull	KH	Co-opted	✓	Vacancy		Hawkesbury Ex-officio	
Kathryn Kempster	KK	Co-opted	✓	Kate Bashford	KB	Clerk to Governors	✓

✓ = Attended, A = Absent with Apologies, X = absent no apology

Meeting Opened: 18.25

1	<p>Welcome</p> <p>Apologies</p> <ul style="list-style-type: none"> Apologies received from AD (work commitments) and CM (family illness). Apologies accepted. <p>Quorum</p> <ul style="list-style-type: none"> The meeting was quorate.
2	<p>Election of Co-opted and Associate Governors</p> <p>IC and CM have been elected to the Federation as Parent Governors, and CW elected as Staff Governor. Sarah Godsell has been appointed as Local Authority Governor. Jill Bendeaux has been appointed as Foundation Governor by Gloucester Diocese and Jo Strange has been appointed as Ex-officio governor by Bristol Diocese. These individuals had asked EB to join them to form a working party to complete a Skills Audit and identify Co-opted and Associate Governors.</p> <p>The following Governors had been proposed by the Federation Working Party as Co-opted Governors:</p> <p>Ellie Blanch Alec Bryant Ben Clarke Ken Hull Kathryn Kempster Deb Marriage Rob Taylor</p> <p>The Governors already appointed to the Federation agreed that they would co-opt these individuals onto the Governing Board.</p> <p>The following Governors had been proposed by the Federation Working Party as Associate Governors:</p> <p>Adam Dinham (pending approval from Bristol Diocese as Foundation Governor Tom Wilmers The Governors previously appointed to the Federation agreed that AD and TW would be appointed as Associate Governors.</p>
3	<p>Election of Chair</p> <p>The Clerk has received a nomination for Ellie Blanch to be elected as Chair. EB was unanimously appointed at Chair.</p>

Signed by Chair:

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4	<p>Election of Vice chair The Clerk has received a nomination for Iona Cooper to be elected as Vice Chair. IC was unanimously appointed as Vice Chair.</p>
5	<p>Declaration of Pecuniary and Business Interests</p> <ul style="list-style-type: none"> • None declared.
6	<p>Agree Code of Conduct The NGA Code of Conduct was shared in advance of the meeting. IC asked if there was any fixed requirements for the number of meetings that should be attended. EB explained that it was expected that Governors would attend all meetings, and that any apologies should be given to the Chair and Clerk in advance. Governors accepted that there was an expectation that Governors would attend all meetings.</p> <p>All governors to email KB to confirm that they have read and accept the Code of Conduct. Action ALL</p>
7	<p>Agree Committee Structure and Membership A proposal for the Committee Structure, membership and link governors had been shared in advance of the meeting. EB explained the document had been prepared with the working party, based on feedback from the Skills Audit. In the past, a governor has sat on more than one Committee and it is possible for that to continue. EB asked for Comments. JB suggested another Governor from Hawkesbury could be added to the Standards and Achievement Committee. <i>Will MR attend all Committee Meetings? – yes.</i> SG agreed that another Governor from Hawkesbury on the Standards and Achievement Committee would be a good idea. RT agreed that that Committee could have additional Governors, but he also felt that Governors should also develop to be Governors of the Federation and not represent just one school. EB offered to have 1-2-1 meetings with individual governors to find out in a bit more detail the areas that governors were interested in and would like to develop. Action EB / ALL MR feels that AB skills would be well used on the Ethos Committee. AB agreed and EB agreed this could be taken on board. KH has previously been involved in the Standards committee at Hawkesbury. IC and KK voiced their support of KH joining the standards committee.</p> <p>Frequency of meetings: FGB – once per term was proposed. Governors agreed. EB asked if Mondays at 7pm worked for everyone – this was agreed as a good time. Committee meetings – agreed for once per term, pprox.. 2 weeks before FGB.</p> <p>EB will review Committee Structure document and share with Governors. Action EB. Committee members should meet informally asap to agree times of meetings, name of Committees. Action ALL.</p>
8	<p>Agree appointment of Head Teacher’s Performance Management Group and Pay Panel Governors</p> <p>RT explained the Pay Panel consists of 3 governors, who receive information from the HT about teachers’ performance and decide whether or not to agree the recommended pay increase. EB asked for volunteers to join this Panel – BC, IC and JB volunteered.</p> <p>HT performance Management Group – these Governors meet with Schools Improvement Advisor 2-3</p>



	times a year. EB asked for volunteers to join the panel – RT, EB and KK volunteered.
9	<p>Discharge reports and Inventories</p> <p>A report had been shared with Governors in advance of the meeting. MR talked through the report and Inventories and asked for any comments or questions.</p> <p>TW asked about gaps for Link Governors. EB suggested that the Link Governor / Monitoring roles will be reviewed once we are clearer about the Priorities for the school. The main priority for the time being will be the return to school. Once we are in a position to move forward, further monitoring roles will be allocated. This will also follow the 1-2-1's with EB and Governors.</p> <p>TW has offered to take on a role(s) relating to H&S and / or Premises.</p>
10	<p>School Improvement Priorities for each school</p> <p>A document detailing the SDP priorities for the next 3 years had been shared with governors. These had been discussed with staff from both schools at today's INSET day. These were based on feedback from Ofsted and SIAMS inspections, and analysis of work that have become evident over the past year.</p> <p>This information will be put into a more detailed document, which provides an Action Plan in each area. The feedback from Staff was positive, and individual staff are allocated to areas where required – e.g. CW = SEND, Ben Brown = Better Behaviours project.</p> <p><i>Do we anticipate significant behaviour problems with the return to school?</i> No, and both schools generally have good behaviour.</p> <p>South Glos ran the Better behaviour Project with other schools in the area. At that time, it was felt it wasn't an appropriate time for our schools to take part in the project but we are now looking to develop it and it is a better time to do it now. A book called "When the Adults Change, Everything Changes" was a key part of that project. Each member of staff has now read that book. AB and Ben Brown will take the lead on it within the schools.</p> <p><i>Will the more detailed Action Plans be shared with Governors?</i> – yes, they will be shared at our next FGB. KB to add to Agenda Action KB.</p> <p>This will then allow us to identify where Link Governors are required.</p>
11	<p>The Return to School including Risk Assessments, Wellbeing and Safeguarding</p> <p>Risk Assessments have been shared with Governors: we have detailed Risk Assessments to ensure that everyone is as safe as possible. These will be reviewed every 2 weeks to ensure that any changes required are implemented.</p> <p>The Risk Assessment is a Statutory Document. The Equalities impact assessment is also a requirement and has been completed for a member of staff who is pregnant.</p> <p><i>There is no mention of Face-coverings in the document: it is appreciated that they won't be worn in teaching settings, but have they been considered for non-teaching settings – e.g in the staff room or other areas?</i> Face-coverings haven't been considered because this isn't required by Government guidance. However, if prospective parents for the reception 2021 intake want to visit the school, they will be asked to wear facemasks. With staff, for example on today's inset day we used measures such as arranging seating to ensure we met Social Distancing requirements. We also have restrictions on numbers in certain rooms (e.g. the Staff room) and have staggered break-times and lunchtimes to reduce "congestion" in certain rooms. We very much understand that we need to think about staff to staff transmission, as well as between children. We are also taking steps to reduce staff moving between classes – teachers will not be taking a different bubble for example as part of an After School club.</p> <p>Safeguarding training took place this afternoon as part of the Inset Day which provided a helpful</p>



	<p>opportunity for discussion. Staff also talked about the internal arrangements we have for safeguarding, with particular reference to the return to school and the impact of the last few months – with regard to the way this may impact on children’s behaviour and the needs that may arise over the coming weeks. The Well-being of children and staff is going to become more and more high profile and important across both of the schools. We want to make sure we are as tuned in as possible to wellbeing.</p> <p>SG highlighted training is available for Governors on Mental Health and Well-being in schools via Integra. 6.30pm, online, next Tuesday.</p> <p>KCSIE update has been completed, and this will be discussed in detail at the next meeting. Action KB. <i>Are there any concerns about the return to school?</i> MR reported that no concerns had been shared with the school. A letter has been shared with Parents about the arrangements that will be in place, and while some questions were asked, no significant concerns have been raised by parents. <i>Have any parents commented that their children won’t be returning?</i> – no, but unfortunately some children will be unable to attend due to quarantine requirements.</p> <p>MR reported that the majority of staff were in school today. No concerns were raised. CW has received feedback from new parents who were very positive about the information that had been received from school.</p>
12	<p>Dates for future meetings KB shared the dates for FGB’s for the year, based on a pattern of the FGB being held 2 weeks before the end of term on Mondays at 7pm. <i>Do the meetings fit with the budget requirements?</i> – we can keep an eye on this once we know about the Finance Officer’s availability. <i>Are there any clashes with Parents Evenings? – can we try to make sure this the FGB doesn’t take place in the same week as Governor meetings?</i> – The Parents evenings will be in the same week at both schools – this will be in week 2 of terms 2 and 4 and therefore won’t fall in the same week as the FGB.</p>
13	<p>AOB Letter from South Glos – A letter has been received from Schools Finance Team at South Glos regarding Hawkesbury’s budget submission. MR explained that Hawkesbury is a school in financial difficulty, but a Plan has been submitted to recover a deficit budget. We have been asked to submit a new deficit recovery plan to “make the books balance”. The letter highlighted that we will be given support from a Finance Officer and will hear from them during September. When we set the 2019-20 budget, in the 3 year plan a £49k deficit was forecast for the current financial year (2020-21), but this was reduced to £6k in the actual budget for 2020-21. However, for the next 2 years we still have a deficit budget so we still need to look at this. <i>Was the 3 year plan previously worked on by the Integra team as well?</i> – yes. EB asked Governors be kept up to date. MR agreed. Action MR</p> <p>Sharing of Contact Details – KB explained that IT are in the process of establishing a “team” and @pinnacleschools.org email addresses for the new Governing Board. In the meantime, personal contact details may be used, and KB asked for any governors who wouldn’t be happy to share contact details to please let her know asap. Action ALL.</p> <p><i>Will Committee meetings be clerked?</i> – yes BC flagged that documents from IA need to be archived appropriately. Needs to be added to next Agenda – Action KB.</p>
14	<p>Date of Next meeting Monday 12th October, 7pm. Via Microsoft teams.</p>

Meeting Closed 19.32



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Action Checklist

WHO	ACTION	WHEN
ALL	All governors to email KB to confirm that they have read and accept the Code of Conduct.	30/09/20
EB / ALL	EB to hold meetings with Governors individually to find out more information on the areas they would like to be involved in.	12/10/20
EB	Review and share with all Governors the Committee Structure document	15/09/20
ALL	Governors forming committees to meet informally to decide on Committee name, meeting time etc.	30/09/20
KB	SDP action plans, KCSIE update and archiving of records of previous GBs to be included on Agenda for 12/10/20	12/10/20
MR	Keep Governors informed of progress with Deficit Recovery plan to be agreed for Hawkesbury	30/09/20
ALL	Governors who do NOT wish to share contact details to advise the Clerk asap	15/09/20