



THE PINNACLE SCHOOLS FEDERATION
 Minutes of the Full Governing Body meeting
 Monday 1st February 2021, 7pm. Via Microsoft Teams



| NAME | Abrv | STATUS | Present | NAME | Abrv | STATUS | Present |
|------------------|------|-------------------------|---------|------------------|------|-----------------------|---------|
| Jill Bendeaux | JB | Foundation – Hawkesbury | ✓ | Deb Marriage | DM | Co-opted | ✓ |
| Ellie Blanch | EB | Co-opted(Chair) | ✓ | Charlotte Murphy | CM | Parent Elected | ✓ |
| 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 | Foundation – Iron Acton | ✓ | Tom Wilmers | TW | Associate | ✓ |
| 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: 19.04

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| 1 | <p>Welcome</p> <ul style="list-style-type: none"> EB welcomed everyone to the meeting. <p>Apologies</p> <ul style="list-style-type: none"> KH joining late due to appointment. <p>Quorum</p> <ul style="list-style-type: none"> The meeting was quorate. |
| 2 | <p>Declaration of Pecuniary and Business Interests</p> <p>None declared.</p> |
| 3 | <p>Minutes from Previous Meeting</p> <p>Minutes from 7th December were reviewed and agreed.</p> <p>Point 6 – it is up to the Full Governing Body to make a decision. To be amended. Action KB.</p> |
| 4 | <p>Matters Arising</p> <p>All actions have been completed or are discussed later in these minutes.</p> |
| 5 | <p>Headteacher's Report</p> <p>The HT report had been shared in advance of the meeting on Teams and questions submitted by Governors. Responses to questions were also shared on teams in advance of the meeting.</p> <p>MR shared some updates:</p> <ul style="list-style-type: none"> Admissions numbers – both schools have received an additional first choice application – this now means we have 17 1st choice applications for IA, and 14 for HA, (the figures from HA do not include admissions from pupils living in Gloucestershire, which usually increase numbers) so it's looking really positive. Children currently attending school – we are seeing a gentle increase on a weekly basis. This is mainly from families we have concerns about or who are now falling within the vulnerable criteria. This week there are 4 extra at IA and 2 more at HA. Remote learning – the task group meeting with the LA raised the question of how remote learning and teaching is being monitored, and how MR is supporting staff with their teaching. MR has carried out monitoring via Google classroom. MR feels very positive about what is going on: it feels |

Signed by Chair:

FGB Meeting 1st February 2021

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as though the work that is being set is very appropriate, as is the frequency, and it fits the guidance that has been issued by the school.

CM – commented that parents have been complimentary about the work that has been set in terms of the quality of work and the teaching. JB also commented that she has received feedback on the high quality of the work that has been sent home, and the appropriateness. TW also commented that he has received very positive feedback, particularly on the quality and frequency of the live lessons.

EB commented that it is important as governors that we continue to monitor the remote learning – as parents and as governors.

Other than MR going into lessons – how do we as Governors undertake monitoring during lockdown? – Particularly as Ofsted visits are starting.

KH joined the meeting

This is a really good point, and also we need to think about monitoring feedback?

Do we need to survey parents? Or can we do ask some questions of pupils? It is important to do this regardless of Ofsted.

KK – regarding capturing parent’s views – **how can we go about that? Do we interview some parents?** – we do have notes from the Hawkesbury Parents-Governors meetings which will be shared later in this meeting.

CW commented that subject leaders monitoring is still ongoing: this gives a more formal reporting method.

SG flagged the resources available on the NGA website for monitoring the remote learning offer.

CW and MR will interview some children. **Action MR / CW**

Governors agreed that while access to school is limited, we need an effective way to capture any monitoring information – this could be feedback from parents, comments, triangulation and other evidence. All feedback should be submitted to KB who will record in a log that will also be available on teams – governors can add to the log or continue to email info to KB. **Action ALL.**

This should include positive and negative elements. JB reminded all governors that any negative comments should be passed immediately to the School for immediate action.

- We have been invited to participate in a LA project for schools in Financial Difficulty: this involves the HT an SBM from another school scrutinising our Finances. HP and MR are happy to do this, and Andrew Best has endorsed that it would be a good idea.
- SEF judgements – these have been shared - MR asked if Governors are happy with these – do we need to look at this further? – how can we triangulate it? How can we document this? This will be added to the next FGB Agenda. **Action KB.**
Governors noted that at the moment, for some, it can be hard to find the opportunity to access all of the information that is shared on teams: this is an impact of the lockdown and increased workloads due to Covid, home-schooling etc. KB will trial additional signposting to documents – for example when meeting documents are shared on teams. Governors to confirm to KB preferred email address for this correspondence. **Action ALL**
- MR highlighted he has shared an Impact Log – this was in relation to a question about the contribution that governors should be making to this document. EB has contributed to this, but more contributions would be welcome. **Action ALL.** Also to be revisited at Standards Committee and next FGB - **Action KB**
- Vision and Values – Governors need to decide if we are going to have a separate V&V for the Federation. To be developed via Ethos Committee. **Action JB / KB**

AD highlighted that this month is LGBT history month – MR will discuss with CW. AD signposted to Stonewall website. **Action CW / MR.**



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| | <p>Regarding Parent Feedback - Do we need to do a survey of parents? – EB suggested we should try and do this through the parents-governors meetings at both schools – if one was held at IA after half term, this will help to give us feedback over the course of the lockdown period. CM will build a survey if the need is there. RT feels that a survey after half term would be a good idea. KK – can the school website be used to share pupil and parent comments? Can we do this in the form of a “you said.....we did.....” document? EB to review, with involvement from CM if necessary. Action EB / CM</p> |
| 6 | <p>Feedback from Parents-Governors meeting IM summarised:</p> <ul style="list-style-type: none"> • Parents from a good range of year groups attended – approximately 16 parents, with some others also submitting questions in advance. • Remote learning was working really well for lots of people – although it is difficult to please all of the people all of time – but parents were encouraged to keep sending in their feedback – some feel the online learning is too much and others said they wanted more. • Feedback was therefore given to school of the need to highlight additional optional tasks, but also to highlight more essential tasks. Governors were keen to very much give a message of parents know their children best, and should use their discretion on the amount of work that is done. • Communication – the perpetual question about how we communicate was discussed – some parents will complain that we over communicate, others don’t agree. We will continue to take on board the feedback, and continue to ask parents for their opinion. • One key area was parents understanding of Curious City – one action was that we have another session to review Curious City. • Question about school values and vision – parents aren’t seeing how that impacts on the wider school life – agreed this was partly down to Covid, but work needs to continue to embed that. We need to be constantly signposting to the Vision and Values. <p>SG commented that there are knowledge progression sheets in the Jigsaw PSHE online materials, it may be worth looking at some of the content of these that link with both school's values and help parents to see what the values 'look like' or how they are acted out in everyday life. SG can work with CW if required.</p> <p>Regarding Optional work – prior to lockdown we had the homework jigsaw – could this be used for optional work? --yes</p> <p>A parent at the meeting, speaking on behalf of someone else, suggested they felt that not all vulnerable children were being identified and addressed – this was taken up after the meeting with MR and CW, and followed up with the family in question. All families have been carefully considered and those identified as vulnerable have been offered a place through an individual invitation. The family in question had been offered a place.</p> <p>The school has gone above and beyond the Government guidance for supporting vulnerable children. CW highlighted the support provided to Vulnerable children is being constantly reviewed.</p> <p>Should the parent-governor session become a regular event? – yes, previous to the Federation (and Covid), this had been done at IA and yes it should be done again in the future. A written summary of the meeting will be shared on Teams. Action EB / JB. An equivalent meeting will be set up at Iron Acton for after half term Action EB.</p> |
| 7 | <p>Update from Futures Sub-Committee KK summarised a Proposal Document from the Futures Sub-Committee that discussed a Foundation Stage Unit at Hawkesbury School.</p> <p>See confidential minutes.</p> |



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| 8 | <p>Approval of Whiteboard Spend We have been happy with Ionet and Sedgemoor in the past. Governors approved purchase with Sedgemoor.</p> |
| 9 | <p>Policies Finance - ratified Governor Expenses - ratified Whistleblowing – states that it applies to Teachers and Employees but not governors – it does apply to governors. KB to feedback to LA. Action KB. <i>Post meeting note – HR highlighted that the Policy also applies to all volunteers.</i></p> |
| 10 | <p>Safeguarding A summary of Safeguarding measures implemented during lockdown had been shared on Teams. Mark Dee has visited school to review. Feedback from his meeting will be shared in the future. A questionnaire has also been issued to staff. Further measures will be explored on the inset day on the 22nd Feb. There are reminders going to pupils about Esafety but do we need to remind parents too? – Reminders about the language that should be used in chats – a gentle reminder MR – yes – Agree – this can feature in the newsletter. Action MR.</p> |
| 11 | <p>Committee Headlines Due to lockdown, Ethos and Standards Committee Meetings had been postponed. Resources</p> <ul style="list-style-type: none"> • Expenditure should be at 75% - but is at 70% and 66% which is obviously positive. • Recognised that Breakfast Club and After School Club are losing money. They are not commercially viable at the moment due to Covid, and will be subject to ongoing review. • Reception numbers for Sept 21 <p>With respect to Breakfast Club – when does the decision get made about them staying open? – they are current closed & staff are furloughed. It will be reviewed by September as to what we do next.</p> |
| 12 | <p>AOB RT wanted to highlight what a good job the schools staff are doing - the schools are having such a positive impact for our children. JS has undergone training regarding wellbeing – not just because of covid, wellbeing should be very high on the agenda for Governors. It’s a very important part of us being effective in our jobs. Some food for thought:</p> <ul style="list-style-type: none"> • How do we address this without making more work for staff. • How do we monitor and evaluate • There is a mountain we have to get through – there is a stigma to saying “help, I’m struggling” but we have to address that • Therefore wellbeing should be an item that is regularly part of FGB – but we need to make sure that it is meaningful. • How can we help staff, without adding to their workload?? <p>The fact that this is being discussed highlights that this is being thought about and that staff are supported. Appreciate people whenever you can! EB thanked all staff for their hardwork.</p> |
| 13 | <p>Headlines</p> <ul style="list-style-type: none"> • Proposal from Futures Committee. • Parent communication – exploring ideas of effective communication to ensure parents receive information |



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| | <ul style="list-style-type: none"> Monitoring during lockdown – logging feedback and how we move this forward further. Decision to look at activity for LGBT history month. |
| 14 | Date of Next meeting – 22 nd March 2021 7pm Via Microsoft teams. |

Meeting Closed 8.29pm.

Action Checklist

| WHO | ACTION | WHEN |
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| KB | Point 6 of previous minutes to be amended | 5/2/21 |
| CW / MR | Interview children regarding lockdown learning | 5/2/21 |
| ALL | Governors to feed monitoring evidence and feedback into log collated by KB | Ongoing |
| KB | SEF judgements – to be added to next FGB agenda | 22/03/21 |
| ALL | Governors to confirm to KB preferred email address for alerts | 05/02/21 |
| ALL | Impact log – comments welcome before further discussion at term 4 standards | 09/03/21 |
| KB | Add Federation Vision and Values to next Ethos Agenda | 15/03/21 |
| CW / MR | Review resources available and activities for LGBT History month | 28/02/21 |
| EB / CM | Parent feedback – questionnaire to be considered | 22/03/21 |
| EB / JB | Share feedback from Hawkesbury Parents-Governors meeting | 05/02/21 |
| EB | Arrange parents-governors meeting for Iron Acton | 22/03/21 |
| KB | Share information on FSU's with all governors | 05/02/21 |
| KB | Confirm scope of whistleblowing policy | 05/02/21 |
| MR | Reminders about e-safety / chat language to appear in this week's newsletter | 05/02/21 |