



THE PINNACLE SCHOOLS FEDERATION
Minutes of the Full Governing Body meeting
Monday 12th July 2021, 7pm. Via Microsoft Teams



NAME	Abrv	STATUS	Present	NAME	Abrv	STATUS	Present
Jill Bendeaux	JB	Foundation – Hawkesbury	✓	Deb Marriage	DM	Co-opted	A
Ellie Blanch	EB	Co-opted(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	Foundation – Iron Acton	A	Tom Wilmers	TW	Associate	✓
Sarah Godsell	SG	Local Authority	✓	Christine Wilson	CW	Staff Elected	✓
Ken Hull	KH	Co-opted	A	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

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"> Apologies received from Adam Dinham (family holiday), Ken Hull (illness) Deb Marriage (family commitments), Charlotte Murphy (Family commitments). <p>Quorum</p> <ul style="list-style-type: none"> The meeting was quorate.
2	<p>Declaration of Pecuniary and Business Interests</p> <p>CW – declared interest in item 9 on the agenda.</p>
3	<p>Minutes from Previous Meeting</p> <p>The Minutes from 24th May were reviewed and agreed.</p>
4	<p>Matters Arising</p> <p>Annual Governance Statement – ongoing – Action IC / SG</p> <p>Consultation on the Vision for the Federation – ongoing Action MR.</p> <p>Skills Audit – ongoing Action KB.</p> <p>All other actions have been completed or are discussed later in these minutes.</p>
5	<p>Headteacher’s Report</p> <p>The Headteacher’s report was shared on teams and included information on attendance through the year. Some questions have been raised in advance of the meeting:</p> <p>Please can I have an explanation of the 3 bullying issues mentioned? – the report highlighted that issues raised don’t always conclude that bullying <u>has</u> taken place. However, any reports of bullying are robustly and thoroughly investigated.</p> <p>The staff team concluded that 2 of the incidents reported were not bullying: these have arisen as a result of a misunderstanding. Information has been shared with the families who raised the concerns to explain the steps have been taken to reach this conclusion. The class teacher will continue to monitor and has also spoken to the families.</p> <p>The other incident has been confirmed as a bullying incident. A number of complicating factors are involved, including ACEs (Adverse Childhood Experiences). There have been a number of fall outs and staff have identified that these have become more targeted. These have been thoroughly investigated</p>

Signed by Chair:



	<p>and followed up. However, the parent has made a decision to move their child to another school. The parent has written to say that they are very happy with all the school has done, and are happy that nothing else could have been done. Parents of all the children have been very much involved. The child that is leaving has received a lot of support and it is sad that they are leaving.</p> <p>Can you give us reassurance that appropriate measures and strategies have been put in place to ensure it is not repeated and a victim leaving a class doesn't give the bullies a feeling that they have won? – I agree this is a very important point – we have taken it into consideration and it will be revisited as we go forward.</p> <p>Clearly a significant amount of wonderful work is happening in respect of supporting the children's mental health and equipping staff to do this, just wondering what support is currently in place to support the mental health of the staff? – MR had asked Staff for their thoughts on this. A lot is based on living out our Ethos - courage to care, enabling everyone to flourish. We try to be open, to listen, to take on board what staff have to say – when we set a deadline, we always ask staff to let us know if this will be problematic. We have regular meetings with staff – e.g. through the performance management cycle and this provides open conversation where we can identify areas that we can improve and avoids storing up issues. Teams at both schools offer support to each other. Sharing and collaborative work helps to reduce work load. Where we can, we give staff additional time for additional tasks. Throughout covid, wherever we can we have provided opportunities for staff to meet in person as we know how beneficial this can be.</p> <p>Do staff have access to the thrive app? – yes, the information about the app was shared with staff. Governors noted that monitoring is also a good opportunity to check in with staff.</p>
6	<p>SEND Report from SENCo</p> <p>The SEND report was shared on teams. A question was raised regarding the report: Would it be possible to have an explanation of "Compass Link Worker" please? – Every school is given a compass link worker who will help with areas such as informal case discussions, Early Help meetings, providing information and holding cluster meetings. CW will give some information to go on teams about the compass link worker. Action KB. <i>Post meeting note – the information shared by CW regarding Compass is now available on teams – FGB > 2020-21 > Term 6 > SEN Report.</i></p> <p>Does EHAP replace CAF and SAF? – yes – but the EHAP is much simpler than the SAF and we have been more successful with this.</p> <p>CW highlighted to Governors that SEND in a nutshell is a really important document for governors to be aware of as it highlights the priorities for SEN. It will be updated again in the Autumn. It will be shared with the SEN Link Governor but Governors asked for it to be shared amongst all Governors as it is updated. All Governors to review this document. Action ALL.</p>
7	<p>SEF judgements - update</p> <p>The SEF judgements were included in the HT report.</p> <p>EYFS and Personal development are two areas where we feel we are particularly strong and EYFS at HA has been identified as a possible outstanding.</p> <p>The EYFS team are working on further developing links with the local preschool and CW has further plans in place for this.</p> <p>SG highlighted an example of evidence from governor activity - the Pupil Conferencing that was completed on the Curriculum could provide some evidence of towards the personal development element - the children's' confidence to talk, the way that they recognised the importance of helping each other.</p> <p>If EYFS is outstanding at HA, are there opportunities to share the opportunities with IA? – yes, that is very valid and has been going on. There is no issue with the provision at IA but it is just not as developed – the staff are less experienced, and the new classroom has needed to be developed – we</p>



	<p>have plans to ensure that this will continue into next year. Staff have met to discuss curriculum and are also seeking to attain the Bristol Standard. Staff visit each school to gain ideas.</p> <p>You have mentioned some of the outstanding judgements – are there any areas that are more marginal? – 2 areas (Leadership and management and Quality of Education) were classed as RI at the last Ofsted inspection at HA. Both have improved significantly. In terms of the quality of education, we look at this in terms of what goes on in the classroom on a daily basis as well as over-arching things like the new curriculum. Staff at both schools have had a lot of extra things to do because of covid and hopefully in September we can return to our core purpose of educating children and ensuring that it is consistently as good as it can be. If we take a specific example of differentiation in lessons – we want this to be done as well and as much as it needs to be. On the whole these measures are very much in place and have improved at both schools but we want to just tighten on it a little further.</p>
8	<p>School Fund Audit Evidence of the audits of the school funds has been shared on teams. No further questions from Governors. Both forms need to be signed by the HT – Action KB.</p>
9	<p>Approval of additional spend at IA A document was shared on teams summarising 4 areas where additional spend was proposed. MR explained that the amount of payment from the maternity insurance cover has been confirmed, and this totals approx. £3.5k. CW left the meeting. MR discussed the 4 areas that were proposed:</p> <ol style="list-style-type: none"> <u>Additional TA in Barn Owls for Term 6</u> - Governors were previously asked to approve this in order that it could be implemented asap – this has been completed and has been very beneficial. <u>Proposal that leadership time of 0.5 days for CW remained in place</u> - this has been budgeted for the first term but the proposal is that it continues for the rest of the financial year. It makes sense as she has been working on it and has experience of this area in her teaching role Is this leadership time AND phonics or just one? – its both – she will lead on the programme. Governors agreed with the expenditure. <u>Ramp</u> – this amount of spend can be agreed by the Resources Committee but it is a point for all to note. It will improve wheelchair accessibility on the school site. Governors agreed. <u>Additional TA in Barn Owls for September to April.</u> Governors had been previously asked to approve this. The Post has not been filled due to a shortage of suitable candidates. However, we have also now had it confirmed that a child joining reception in September will have an EHCP and have full time 1:1 support. We are in the process of appointing for this post. We would like to see this settle in before we advertise again. So the school has to fund the first £6k of expenditure on the EHCP – had you already allowed for that? – no we hadn't and yes we do need to support the first £6k of expenditure (£3.5k this financial year). So it seems the additional maternity payment we received roughly balances out the EHCP support? - yes. We need to have the right staff in place for the child with the EHCP but the needs of the rest of the children still stand so shouldn't we still recruit the additional TA? – yes that's a good point but we also need to consider if 3 staff in a class of 15 children would be too much. The advice we have is that a child shouldn't be very strongly bonded to a single adult – it is important that the child with the 1:1 support has time with the class teacher as well as with their 1:1 TA. When the child is with the teacher, the 1:1 TA can take on other roles within the class. It feels that if the child has significant needs, we shouldn't assume that the 1:1 TA can provide any general support? – this is unknown and this is why we need to give it time to settle down and monitor the needs that the child has – this will be for just the first few weeks and we can then look to make a decision about whether or not we recruit or not. Governors agreed. CW returned to the meeting.



<p>10</p>	<p>Self Evaluation and Monitoring – feedback from Governors session on 7th July 2021</p> <p>IC updated Governors on the support that is to be taken forward with Dave Smith (DS): As agreed, Governors will work through a practical monitoring example with his support, this will include completing the monitoring form and its outputs.</p> <p>This was discussed in more detail during the Offsite meeting on the 7th. The use of catch up funding was suggested as the area that is monitored and worked through with DS. IC will look to get this booked in with DS but asked for a volunteer to support the process – KK and SG will lead. KK feels it could be beneficial to have more people involved as the process is developed. IC will discuss details with KK and SG separately. Governors are keen to put in place a robust monitoring framework that we can take forward next year. Action IC / KK / SG.</p> <p>IC reported that the off-site Governor day was very positive with lots of powerful conversations. Thank you to RT for chairing.</p> <p>A summary note is being prepared which IC will share. Key points:</p> <ul style="list-style-type: none"> • First year of Pinnacle was reviewed – we looked at what has gone well and where is there room for change / improvement. • Continuous headlines – what does the Federation stand for, what do we want to be known for. • Priorities for next year – progressive, inspirational, have an engaged community. <p>Governors can use the principles agreed at the session to hold the school to account and link into the SDP. The session will be a useful benchmark that we can look back to and move on from. We would like to hold similar events in the future – possibly every 6 months. Dates for these to be agreed along with the meeting dates for next year. Action KB.</p>
<p>11</p>	<p>Feedback from Committee Chairs – including headlines from T6 meetings</p> <p>Ethos</p> <p>JB highlighted some key points from the past year:</p> <ul style="list-style-type: none"> • Embedding the Vision and Values at the schools, and developing the vision for the Federation – this will continue into next year as the Federation Vision goes through consultation and is embedded. • In such a challenging year, it is impressive the way that RE teaching has continued. • Developing partnerships with the church community is a challenge for next year. • Work completed on the RSE Policy means we have a curriculum which will benefit pupils – the challenge next year will be to embed that. • Jill thanked the committee members for all their hard work. <p>Headlines from the most recent committee meeting were as follows:</p> <ul style="list-style-type: none"> • Community Engagement • British Values document developing. • Progress with RE teaching despite the impact of Covid. • Governors wanted to pass on a well done to the Staff and Mike for all that they have done to embed the Vision and Values over the year, and the positive impact this has had on the pupils. <p>Resources</p> <p>RT highlighted some key points:</p> <ul style="list-style-type: none"> • Our greatest challenge was also our greatest achievement - Balancing the budget at HA. Thank you to Mike Helen and the team for making this happen. • Appropriately funding the TA time despite the budgetary problems has been an achievement. • An upcoming challenge is the pupil numbers at Hawkesbury – we don't believe there is a problem but it isn't full and it would be better if it was full. • Thank you to all Resources Committee members. <p>The Headlines from the latest Resources meeting were as follows:</p>



	<ul style="list-style-type: none"> • Additional spend on Staffing to use capacity in IA budget for specific needs and Spend on TAs at HA • Benefits of the Federation are being recognised, and the economies of scale therein– e.g. through caretaker and premises costs, insurance. • Pupil numbers at HA and the need for governors to act as Ambassadors. <p>Standards</p> <p>KK highlighted some key points:</p> <ul style="list-style-type: none"> • Recognising each other’s strengths and using those strengths to form a cohesive and effective committee. • Despite the many restrictions, we have been able to do some monitoring – by email, online, phone conversations – checking in with subject leaders for example. • Finding out more about the new curriculum – particularly through the subject leads. • The input into the meetings from Curriculum leaders has been particularly useful – and will continue – it’s positive that it helps us to check in with them and build relationships with them. • Challenges have been not being able to meet face to face and the restrictions on monitoring (although MR and the team have been very helpful). • Looking to the future, it may be useful to have some further training to get to grips with Insight and data, and we are keen to develop monitoring further. <p>KK thanked the Governors who have been part of the Standards Committee. Headlines from the last meeting were as follows:</p> <ul style="list-style-type: none"> • Recognising the operational challenge for staff and governors on monitoring progress, amid a constantly changing landscape with new guidance. • Recognising achievement and benefit of the schools being EYFS early adopters • Website compliance check <p>EB noted that there is a place for online meetings and these may continue for some of the meetings we have in the future. It feels it has been a very productive year. Thank you and well done to everyone.</p>
12	<p>Planning for 2021/22</p> <p>Election of chair and vice chair – Governors had been asked to nominate (self nominations acceptable) candidates to the roles of Chair and Vice chair. A single nomination for Chair had been received for Iona Cooper. A single nomination for Vice chair had been received for Kathryn Kempster.</p> <p>Iona Cooper and Kathryn Kempster left the meeting.</p> <p>Due to the meeting taking place on Teams but observing the requirement for a secret ballot, in advance of the meeting Governors were asked to cast their votes for the candidates via email.</p> <p>The Clerk asked Governors to confirm their votes for Chair – confirmed. Iona Cooper was elected as chair with a total of 9 votes.</p> <p>Iona Cooper returned to the meeting.</p> <p>The Chair asked Governors to confirm their votes for Vice Chair – confirmed. Kathryn Kempster was elected as vice chair with a total of 10 votes.</p> <p>Kathryn Kempster returned to the meeting.</p> <p>Link Governors and Committee memberships</p> <p>IC asked for governors to let her know if they would like to change their Committee membership. KB to email governors not attending the meeting to ask them to confirm any considerations they would like taken into account. Action KB.</p> <p>A Skills Audit will take place in Term 1 to further confirm any changes that are required. Action KB.</p> <p>Proposed dates for meetings – to be shared by KB. Action KB. The schedule of holding FGB 2 weeks before the end of term works well and will continue.</p>
13	Policies



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	<ul style="list-style-type: none"> • Educational Visits Policy - ratified • Privacy Notices (x4 - Governors, Pupils, Staff and General) – ratified - can we hold only one licence? – each school has its own licence. But we have a single registration with Integra which has reduced our costs. Can we confirm the position with the Licence? – Action KB • SEND Policy - ratified • Staff Acceptable use Policy – ratified.
14	<p>Safeguarding Any issues are recorded and reviewed as appropriate. At this time of year, we are sharing information with preschools and secondary schools as pupils transition. No further issues to report.</p>
15	<p>AOB EB has received a letter from Bristol Diocese – they are looking to support links between schools, and encouraging discussions on partnerships and academies. Meeting to be held in term 1 / term 2. Action MR / IC / KB. JB and EB are stepping down from the Governor Board. Thank you for the enormous amount of work that you have both done in guiding the schools through all that they have been through. Everyone is extremely grateful and thanks you for all you have done.</p>
16	<p>Headlines</p> <ul style="list-style-type: none"> • SEND report. • Process for working with DS on monitoring. • New chair appointed • Plan for Committee and Link Governor Structure, including new governors. • Thank you to Mike and his team for the incredible work they have done. It's challenging to make it through any school year, but given covid and the first year of the Federation this feels even more significant. A big thank you to everyone for all that they have done.
17	<p>Date of Next meeting – 11th October 2021, 7pm, Hawkesbury Primary School</p>

Meeting Closed 20.38pm.

Action Checklist

WHO	ACTION	WHEN
SG / IC	Identify if Annual Governance Statement is to be produced.	30/09/21
MR	Prepare timetable for consultation on the Vision for the Federation	30/09/21
KB	Skills audit to be completed during T1	30/09/21
KB	Share information on the role of the Compass Link Worker	17/07/21
ALL	Review information in the SEND in a Nutshell document	30/09/21
KB	MR to sign School Fund Audit document	17/07/21
KK/IC/SG	Progress monitoring exercise with DS	11/10/21
KB	Share meeting dates for next year, including Governor "off-site" sessions	17/07/21
KB	Confirm need for each school to hold its own GDPR licence	11/10/21
KB/MR/IC	Respond to letter from Bristol Diocese regarding school partnerships	11/10/21

Signed by Chair: