



THE PINNACLE SCHOOLS FEDERATION
Minutes of the Full Governing Body meeting
Monday 11th October 2021, 7pm.



NAME	Abrv	STATUS	Present	NAME	Abrv	STATUS	Present
Alec Bryant	AB	Co-opted	✓	Charlotte Murphy	CM	Parent Elected	✓
Ben Clarke	BC	Co-opted	✓	Mike Riches	MR	Executive Headteacher	✓
Iona Cooper	IC	Parent Elected	✓	Jo Strange	JS	Foundation Iron Acton	✓
Adam Dinham	AD	Foundation – Iron Acton	✓	Rob Taylor	RT	Co-opted	✓
Julie Gardener	JG	Foundation - Hawkesbury	✓	Tom Wilmers	TW	Associate Member	✓
Sarah Godsell	SG	Local Authority	✓	Christine Wilson	CW	Staff Elected	✓
Revd Dave Jones	DJ	Associate Member	✓	Vacancy		Hawkesbury Ex-officio	
Kathryn Kempster	KK	Co-opted	✓				
Deb Marriage	DM	Co-opted	✓	Kate Bashford	KB	Clerk to Governors	✓

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

Meeting Opened: 19.07

1	<p>Welcome</p> <ul style="list-style-type: none"> IC welcomed everyone to the meeting. DJ and JG introduced themselves. <p>Apologies</p> <ul style="list-style-type: none"> No apologies received. <p>Quorum</p> <ul style="list-style-type: none"> The meeting was quorate.
2	<p>Declaration of Pecuniary and Business Interests</p> <p>MR, CW and AB declared interest in item 11 on the agenda.</p>
3	<p>Minutes from Previous Meeting</p> <p>The Minutes from 12th July 2021 were reviewed and agreed.</p>
4	<p>Matters Arising</p> <p>Identify if Annual Governance Statement is to be produced – IC and SG will discuss further and follow up. This may be more appropriate towards the end of the academic year. To be included on Agenda for Term 5 – Action KB.</p> <p>Prepare timetable for consultation on the Vision for the Federation – this follows on from the work completed last year. MR reported that consultation will start later this term following the first Ethos Meeting.</p> <p>Review information in the SEND in a Nutshell document – reminder that Governors should be aware of this important document. To be shared again with Governors. Action KB.</p> <p>Share meeting dates for next year, including Governor “off-site” sessions – KB to confirm by sending via email. Action KB.</p> <p>Confirm need for each school to hold its own GDPR licence – 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>No questions had been received in advance of the meeting.</p> <p>Governors thanked Mike for a very comprehensive report. A number of questions that Governors had in mind had been answered by the report.</p>

Signed by Chair:

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	<p>Self evaluation judgements – we have discussed this should be one of the key areas of challenge. How do the measures that have been discussed elsewhere in the report particularly link to these evaluations? – the activities mentioned earlier in the report tend to be measures that consolidate where we are but it does help us move towards outstanding. We are always looking for ways to improve but at the same time we also need to be effective at taking on board new things – e.g. the new EYFS curriculum – the latter doesn’t always lead to a change in the judgements but it is obviously still important that we do it effectively. The information given in the report about activities that have gone on in school helps to give evidence of where we are.</p> <p>A lot of the impacts are in the past, but some are future items – can you be more specific about when and how certain measures will happen? – yes, perhaps some of the items could remain on the report and be added to as we see their impact. This could help to capture more evidence. It was agreed that where the impact has already been identified, this helps to capture some excellent evidence. Where it is identified that for example “we hope this will happen” we need to capture that as evidence or reflect on what actually did happen. E.g. Curriculum – impact on standards is yet to be seen – this could be a good example of something we follow up.</p> <p>Is the child mentioned now at Pathways? – there was a meeting this morning where it was confirmed that the child has a place. We are waiting confirmation of the start date.</p> <p>Does this mean they will come off our roll? – a child at pathways will be dual registered, as it is designed that the child will be there for a fixed period. However, the child is in year 6 and unfortunately, despite trying, we don’t feel we can meet their needs. The child would need an EHCP to return to school.</p> <p>You mention a member of staff is on an Informal Support Programme - when did this start and when did it finish? – it started at beginning of term, and the process is at half way point so we anticipate finishing it very early next term. We have been liaising with HR throughout and we have seen some progress. The next step of the ISP is to hopefully see more progress. We will continue to gather evidence so that we know what the next steps will be.</p> <p>You mention that Jenny Violette from the English Hub visited both schools. Was there any feedback that can be shared with Governors? – Jenny visits IA a number of times a year, whereas HA was a one off visit commissioned by Andrew Best: this produced a much more in depth report. A summary of this report could be shared. Action MR / CW. She was happy with the cohesiveness of teaching phonics throughout EYFS and KS1. It was a significant shift forward.</p> <p>I have heard good feedback from the parent reading sessions. Was this just at HA? Yes and an additional session has been scheduled to meet demand. They will also be run at IA. There have also been some phonics information sessions.</p> <p>Given what we have seen in the past, what has the level of engagement been at the two schools? – for the EYFS phonics sessions 12 out of 13 parents attended at HA, 8 out of 15 at IA.</p>
6	<p>Review of Committees and Roles</p> <p>IC introduced. A Skills Audit has been completed which illustrates many strengths across the Board. A summary will be shared on teams. To ensure we continue to have a strong Governing Board it would be positive if we could recruit Associate Members. Action ALL.</p> <p>IC highlighted that we have some roles to fill: Safeguarding - DM has offered to take on this roll. This was agreed. RE Link Governor – JG agreed to accept this role. EYFS Link Governor – JG agreed to accept this role. TW left the meeting. Governors unanimously voted TW as a Co-opted governor. TW returned to the meeting.</p>



	<p>Standards has lost some committee members and would like to recruit an additional member to ensure that quorate can be met at each meeting and to help with the review and challenge of data. A governor could move from another Committee, or could act on two committees. Governors discussed possibilities but the final outcome will be discussed with individual Governors by IC. Action IC.</p>
7	<p>Agree Priorities for the Coming year</p> <p><u>Monitoring programme</u> – KK provided an update. Governors have been working to ensure effective monitoring is in place, and this is something that we have focused on with Dave Smith (DS) – our Challenge and Support Partner (CSP). Information from the original training that was completed for Governors in April is still available on teams (see General > Files > Monitoring Training 1st April). Since this training, KK and SG have been working with DS to look at a specific example of monitoring – the use of catch up funding. This identified the importance of asking the right questions - DS tweaked suggested questions and developed the pre-visit form to ensure the right questions are asked and the right evidence collected. The monitoring exercise was then completed by KK and SG with staff in school, and with DS observing. This was a very productive exercise. SG and KK have produced a monitoring report - this will be shared with DS before it is shared with staff for further feedback.</p> <p>KK highlighted some other points:</p> <ul style="list-style-type: none"> • Important to note that lots of evidence is already available in teams – for example in HT report. Governors can reduce the amount of evidence that teachers need to produce by making the most of the information that is already there. • Asking teachers for case studies is a great way of collecting evidence. • Doubling up when carrying out monitoring can enrich the monitoring process as it captures different perspectives - we need to be mindful of time commitments but we can all see the benefits of working together, particularly in the future as the monitoring schedule becomes established. e.g. Pupil premium monitoring could be useful if a governor from standards and also resources . <p>Governors now need to agree the next steps – we have 0.5 days of time from DS to support us. Some Governors (TW, IC, RT, JG, CM, DM and JS) would like to join a monitoring exercise similar to that completed by KK and SG. Also proposed that there should be a 1 hour summary session at the end which as many governors as possible would join (via teams). This could cover key messages regarding monitoring, but it was also asked if this could make reference to questions to ask of HT report. KK will progress with DS. Action KK.</p> <p>Another next step is to ensure we have an effective Monitoring Schedule in place. This will be determined by the Federation Development Plan (FDP) - (the School Development Plan has been replaced).</p> <p>Governors highlighted that in some cases, it could be appropriate to schedule the monitoring to fit with other activities in the school – e.g. when a Review had occurred or data received. In some cases, this will be difficult to predict but where possible, monitoring visits will take into account foreseeable timetables or schedules. If specific evidence wasn't available at the time of the visit, notes will be made in the monitoring report to highlight information that should be available at the next visit.</p> <p><u>Federation Development Plan</u></p> <p>MR introduced this by sharing a powerpoint document (available on teams). The 4 Ofsted priorities for HA and 2 Ofsted priorities for IA will be embedded in the FDP. There are 4 focus areas: Curriculum, quality of teaching and learning, personal development behaviour and attitudes, leadership and management.</p> <p>MR identified that Governors need to add success criteria / milestones to the Leadership and Management Section. Action KK. Link Governors are assigned to each area where there is a priority.</p>



	<p>When will FDP go onto teams? Will be shared asap, once milestones are received from KK. Action MR / KB.</p> <p><u>CSP Programme</u> –</p> <ul style="list-style-type: none"> • Total of 3 days per school + 1 – 1.5 days ELS visit + other time allocated by LA for Hawkesbury • ½ day per school for HT performance management • 1 day per school for peer enquiry model • ½ day per school for subject leader development • Remaining 1 day per school to allocate <p><u>Self-evaluation Form</u> – to be discussed at Term 2 meeting –Action KB</p>
8	<p>Academies Discussion A letter from Bristol Diocese has been shared on teams. IC will arrange meeting with Diocese to feedback. Action IC Can academisation apply to us, given our Federation status – yes, lots of schools across the country have academised but it isn't common within the South Glos area due to the level of support received from the LA. Do we want to academise? – Governors unanimously agreed that the schools do not wish to form an academy.</p>
9	<p>SIAMS Update Information has been shared on teams. Letter to be discussed in more detail at Ethos Committee.</p>
10	<p>Arrangements for Pay Panel IC asked for volunteers to attend the Pay Panel. JS, BC and RT will join. Meeting will take place at 9am on Thursday 14th October via teams. KB to send link.</p>
11	<p>Feedback from HT PM MR, CW and AB left meeting. See confidential minutes. MR, CW and AB re-joined meeting.</p>
12	<p>Register of Interests and Information for Website IC summarised that Pecuniary Interest forms have been completed by all Governors. This information will be shared on the website (N.B. Governor contact details are not available on the website). At the moment, the Acceptable Use Policy states that full names will not appear alongside a Governor photo. However, names of Governors do appear elsewhere on the website (e.g. in minutes). Governors were asked if they were happy for their name to appear with their photo – Governors agreed yes. Acceptable use Policy to be amended at next review – Action KB.</p>
13	<p>Policies</p> <ul style="list-style-type: none"> • Governor Code of Conduct – ratified. Governors to email KB to agree to adhere to the Code. • Instrument of Government for the Pinnacle Schools Federation - ratified • Governor Standing Orders – ratified. <p>Health and Safety Policy - This is based on the Integra model policy but don't we use Delegated Services now? - yes, the Integra Policy was much more relevant and a better fit so we have used that one. So the Integra one is more appropriate? – yes. Policy ratified.</p>



	<ul style="list-style-type: none"> • Children with Health needs who cannot attend school Policy - ratified • Allegations of Abuse against Staff Policy – ratified. <p>Policy schedule to be shared on teams. Action KB.</p>
14	<p>Safeguarding - – to include Governor Safeguarding Training and Safe Recruitment Training for Governors</p> <p>MR highlighted that staff received Safeguarding training on the Inset Day. This included an update on KCSIE, a presentation on sexual violence and harassment in schools and the Staff Code of Conduct. In addition, the Safeguarding Action Plan has been updated to reflect progress that has been made.</p> <p>KCSIE Part 1 – Governors should particularly note that para 44 – covers mental health and this perhaps should be referred to in monitoring.</p> <p>Governors considered whether a member of the Resources Committee should receive Safer Recruitment training but Governors decided this was not necessary as a number of Governors have received training.</p> <p>Safeguarding awareness training is available through Governor services - TW and KK may consider attending. DM will attend in-depth training in November.</p> <p>The latest version of KCSIE will be shared with Governors who will confirm that they have read it.</p> <p>Action KB / ALL</p>
15	<p>Committee Headlines – <u>Standards Committee</u></p> <ul style="list-style-type: none"> • Data • Plans for monitoring. • Future Plans - Developing the monitoring programme, SEF – completion, More in-depth scrutiny of data • Accountability of the Standards Committee. <p><u>Resources Committee</u></p> <ul style="list-style-type: none"> • Pupil numbers. • Review of PAN. • Review of budget issues at HA. Committee has identified we need a fuller review of the budget. RT will commence discussion on email for review at next meeting.
15	<p>AOB</p> <p>From an Ofsted perspective, if the Financial Position of an establishment is not as stable as it should be, will that cause a problem? – no.</p> <p>Do staff need more support from Governors with receiving feedback from parents? – MR hopes that the proposed Parent Council will help to address this.</p> <p>Has there been success in recruiting parents to this? – partial. The recruitment process is ongoing.</p> <p>Where does the issue of “engagement” sit? – the Ethos Committee have been tasked with doing this. Governors agreed it feels this is an important part of our schools and suggested that the Committee could include a review of events that are well attended - e.g. Harvest at IA, HU5k at HA, and also consider different ways to capture feedback, including numbers attending different events.</p>
16	<p>Headlines</p> <ul style="list-style-type: none"> • FDP and monitoring schedule • Safeguarding. • Welcome to new governors, review of roles and responsibilities.



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17 | **Date of Next meeting – 6th December 2021, 7pm, Iron Acton Primary School**
Meeting Closed 21.05.

Action Checklist

WHO	ACTION	WHEN
KB	Annual Governance Statement to be added to T5 agenda.	18/10/21
KB / ALL	Send in a nutshell document to be shared with Governors via email for all Governors to read.	18/10/21
KB	Can we have a single GDPR Licence across both schools – to be confirmed.	06/12/21
MR / CW	Provide to Governors a summary of the report submitted by Jenny Violette from the English Hub.	06/12/21
ALL	Consider need to recruit Associate Governors – please inform KB of any interest	06/12/21
IC	Additional Governor required for the Standards Committee. IC to discuss with Governors.	06/12/21
KK	Agree arrangements with DS for next steps with the monitoring programme / use of the rest of DS's time with Governors.	06/12/21
KK	Provide success criteria / milestones for the Leadership and Management section of the FDP.	05/11/21
MR / KB	FDP to be shared on teams.	05/11/21
KB	SEF to be included on T2 agenda	06/12/21
IC	Feedback to Bristol Diocese on academisation discussion	06/12/21
KB	Policy schedule to be shared on teams	05/11/21
KB / ALL	KCSIE to be shared with Governors via email for all Governors to read part I.	06/12/21