



**THE PINNACLE SCHOOLS FEDERATION**  
 Minutes of the Full Governing Body meeting  
 Monday 28<sup>th</sup> March 2022, 7pm.  
 Hawkesbury Primary School



NAME	Abrv	STATUS	Present	NAME	Abrv	STATUS	Present
Alec Bryant	AB	Co-opted	A	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	A	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: 7.05pm**

1	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>IC welcomed everyone to the meeting.</li> </ul> <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>Apologies received from Alec Bryant (illness) and Adam Dinham (work commitments).</li> </ul> <p><b>Quorum</b></p> <ul style="list-style-type: none"> <li>The meeting was quorate.</li> </ul>
2	<p><b>Declaration of Pecuniary and Business Interests</b></p> <p>None declared</p>
3	<p><b>Minutes from Previous Meeting</b></p> <p>The Minutes from 7<sup>th</sup> February 2022 were reviewed and agreed.</p>
4	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>Governor to attend staff meeting to discuss monitoring with staff – This has been completed by KK. Positive feedback was received from staff – for example on the pre-visit form, and all staff were reminded that the monitoring programme can be flexible to accommodate workload and other requirements.</li> <li>Consider feasibility of completing a full school Pupil Survey –MR and CW are in the process of identifying questions and tailoring them to age groups.</li> <li>Diocese Growth and Sustainability Policy – IC confirm arrangements for completing questionnaire by early term 6. IC is looking for a volunteer! IC to progress. <b>Action IC.</b></li> </ul> <p>All other actions are completed or discussed later in this agenda.</p>
5	<p><b>Headteacher's Report</b></p> <p>The Headteacher's report had been shared on teams in advance of the meeting and some questions raised. MR provided responses during the meeting as follows:</p> <p><b>Equalities incident - what is the impact of any actions taken as a result of this incident?</b> – it has been a single child involved in the incidents mentioned. There have been a number of</p>



actions including working alongside parents. Over time we hope that the child will develop respect for everyone and understand that it is not acceptable to say certain things. Further actions (e.g. mentoring) is also planned and we hope to see the benefits of this.

**Is there a sense of the impact that this behaviour is having on the rest of the class particularly in the run up to SATS?** – any more challenging behaviour can have a negative impact. However, it is important children are enabled to remember that within school and beyond they will encounter behaviour that they won't understand. We have changed our strategy for dealing with incidents so that they impacts less on the class.

**Attendance remains key and hopefully school subscription to EWS should support improved attendance. Do you anticipate that % attendance will increase through the year and be in line with 2021 percentages?** - We have used the EWS in the past and we feel that changes they have made will be make this service more impactful now. It feels positive there is support for families available and the schools feel this extra layer of support is necessary. The impact of covid is hard to predict but it is also hard to make a direct comparison between 2021 and 2022 – we used to record covid absences as an X, but now they are recorded as an I. Prior to covid, attendance was 97% at IA 96.6% at HA, whereas the schools are between 93-94% now. So we are unlikely to meet last year's rates.

**Will the school feedback policy require adjusting as a result of reviewing the approach to delivering effective feedback (review due Dec 2022)?** Yes. We have staff meeting next week and will then be confirming our approach, from which the Policy can be finalised. **Action KB / MR**

**What was the parent uptake for the better behaviours parent sessions?** –5 parents attended at HA, and 7 at IA.

**Were these parents from a range of year groups?** - yes, although more from reception to year 4.

#### Children in Care (CiC) report

In the past we had a nil return. This year we have a child at IA who is within the remit of the Policy. Additional funding is received by the LA and by the school for Children in Care. The school has benefitted from support from the LA in the form of training.

Does that money continue? – yes – and we will continue to use this where the need is greatest. Virtual School has provided very beneficial support.

**What does Virtual School mean?** – this is a group of people who support children who are in care, or post in care. They support schools and keep a watchful eye on the child(ren).

**Is the written version of this report available to Governors?** – it wasn't shared in advance of the meeting, but can be shared. **Action KB.**

Review of Equality Objectives – these were set last year and are reviewed every 4 years. MR summarised some key progress under each of the objectives:



	<p><b>Objective 1</b> - To develop wider cultural awareness and celebrate diversity through a rich range of experience, both in and beyond school. Various training sessions have been carried out to equip staff with the language, confidence and resources they need. Our Curriculum celebrates diversity. The schools have worked towards the “Wire” Award (Widening Inclusivity in Religious Education). MR has attended further training provided by the LA which focuses on equalities matters. Next steps include making use of the Curriculum audit tool.</p> <p><b>Objective 2</b> - to identify and challenge all stereotypes and discrimination through the curriculum - we have introduced the “no outsiders” projects at both schools, and make use of the equalities reporting form that the LA has produced. Any equalities incidents are reported to the LA via this form, and to Governors via the HT report. Our next steps are to embed our approach via the involvement of parents, and a further focus on KS1.</p> <p><b>Objective 3</b> - to accelerate progress and narrow the attainment gap for those receiving pupil premium funding in all year groups through high expectations and improving quality first teaching. This is very much linked to our PP strategy. We are now confident that we have good or better teaching in all year groups and have made use of the catch up funding. We continue to work to ensure we encourage good attendance. Monitoring has recently been undertaken on PP. Some time with our CSP has been spent reviewing and developing our PP documentation.</p> <p><b>Is there anything that the school could do to draw more information from children about their different backgrounds?</b> – yes, a lot of the work we do is designed to do that. We have people who are good at championing those groups. We have a focus on them when we do monitoring and ensure they are represented.</p> <p><b>Does this include families from a range of backgrounds – can we draw on the experiences those children will have?</b> – yes and that will also fit with our languages curriculum – from lower down the school we expose children to a range of languages. We are keen to do more of this.</p> <p><b>Do the schools recognise that there is merit in recognising diversity within groups?</b> –the no outsiders programme and jigsaw very much allow us to recognise this. These tools also help staff to facilitate children to feel confident to voice differences that they experience at home.</p>
6	<p><b>LA Review – Governance Actions</b></p> <p>RT summarised. Much positive feedback on Governance was received at the recent LA review. A file had been shared on teams to remind Governors of the actions suggested at the LA review, which were as follows:</p> <ul style="list-style-type: none"> <li>- Prepare an Ofsted “grab pack” to include summary information on areas such as pupil premium, sports premium and covid catch up – KB will prepare a new channel for this to go on teams. <b>Action KB.</b></li> <li>- Build on the excellent work already completed on the Governor monitoring procedure and schedule to ensure that this is adopted by all Governors – this has been developed within the monitoring programme.</li> <li>- Ensure policy reviews are strategic in their focus – reminder that the role of the Governor is strategic and that the full detail of the procedure doesn’t always need to be reviewed. Governors can also consider elements of Policies during monitoring.</li> <li>- Continue to build the succession plan to future proof the Governing Board. Actions are in place to look at this.</li> </ul> <p>RT reported the LA representatives were happy with what the Governing Board are doing, and we need to look to maintain this.</p>
7	<p><b>Feedback from Governor-Parent information session at Hawkesbury</b></p>



	<p>2 meetings were held on 14<sup>th</sup> March – one in school at 2.30pm, and an online one at 7pm. Following the meetings, IC shared a summary document with Governors. In advance of this FGB meeting, a document that it is proposed will be shared with Parents has been available for Governors to view on teams.</p> <p>IC commented that there was reasonable attendance by parents and it felt important to show an open door to be talking about any issues – parents want to feel those issues are explored and feel that something is being done. Being listened to is really important.</p> <p><b>Do we need a document to go to parents?</b> – yes, the document that is on teams will be shared with parents. <b>Action KB / IC.</b></p> <p>We need to ensure that we have a proportionate response –it’s important to capture the fact that overall the feedback is really positive. Outside of the meeting, adhoc feedback has suggested that some parents didn’t attend the meeting because they thought it was only for parents who wanted to report issues.</p> <p>There is some confusion about the role of Governors and it is hoped that the actions will help with this.</p>
8	<p><b>Monitoring</b></p> <ul style="list-style-type: none"> <li>- Key findings from recent monitoring - KK summarised – SEND monitoring and EYFS monitoring has been completed. Noted that HA have lost their ELSA Teaching Assistant. However, additional training for a new practitioner will start in Sept 22. Governors should continue to monitor phonics. Noted that minutes from meetings and the HT report can be a useful source of information when monitoring.</li> <li>- Overview of key monitoring activity for the term – strong monitoring has been completed. More data will come in term 4, which can provide a focus for the monitoring in year 5. Governors need to continue to ensure monitoring is completed as per the schedule. DM had highlighted it would be useful for Governors to highlight any headlines to be reported to committees / FGB. <b>Action ALL.</b> Committees need to continue to monitor that the necessary monitoring is completed.</li> <li>- Monitoring schedules will be displayed in the staff room to ensure staff have a visual reminder and can contact Governors if the workload feels too high. <b>Action KK / KB.</b></li> <li>- L&amp;M section of the FDP – JG has reviewed the document, and this has subsequently been reviewed by MR and IC. Will be shared with Governors. <b>Action KB / JG.</b></li> <li>- Review of L&amp;M section of SEF – MR is reviewing the SEF. JG has contributed. New format will be agreed. Governors have input into the current version – new version will be shared once it is ready. <b>Action MR</b></li> </ul>
9	<p><b>Federation Aims</b></p> <p>The Ethos Committee had discussed the possibility of developing aims for the Federation. These would sit with our Federation Vision - Striving for the Pinnacle in our schools and our communities. Some ideas for aims were proposed as follows:</p> <ul style="list-style-type: none"> <li>- To enable all to aim high in every aspect of school life – should this include the word school?</li> <li>- To enable a culture of learning without limits</li> <li>- To enable a collaborative approach amongst all members of the school community</li> </ul> <p>Suggestion that an aim should be added which recognises the Christian distinctiveness of our schools.</p> <p><b>Has this been shared with parents?</b> – the Vision has been consulted on with Parents but not the Aims. No comments were received regarding the Vision.</p> <p>Governors are asked to provide any additional comments. <b>Action ALL.</b></p> <p>The aims will be finalised at the next Ethos Meeting (13<sup>th</sup> June) and shared at FGB (11<sup>th</sup> July). <b>Action KB / JG.</b></p>
10	<p><b>Feedback from Training Session – Ofsted Preparation -</b></p>



	<p>JG highlighted a very useful training course that she had attended. Summary has been provided on teams.</p> <p>Noted that the Equality objectives should be shared on teams, and be included in the Ofsted Grab Pack - <b>Action KB.</b></p> <p><b>You mentioned prevent – can we have more info on this?</b> Yes, this will be covered as part of safeguarding / KCSIE.</p> <p><b>Do we need to consider prevent training for Governors?</b> – this will be part of safeguarding training, and specific prevent training is also available on line.</p> <p>The training course also highlighted the importance of parent surveys – we want to avoid any surprises when Ofsted come.</p> <p><b>Should we use the Ofsted parent view questionnaire?</b> – yes, we have recently done this. Results were shared at Standards Committee.</p>
11	<p><b>SFVS Approval</b></p> <p>RT summarised – one return is completed for each school each year. It is a self evaluation tool comprising of 30 questions. Answers to the questions generate actions. The return for each school has been approved by Resources. RT asked for any questions from FGB.</p> <p><b>Are the Actions shared with the Board?</b> – they will be monitored via the Resources Committee.</p> <p>SFVS documents approved by FGB.</p>
12	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>● <b>Online safety</b> <ul style="list-style-type: none"> <li>○ <b>Does it make reference to online relationships and how children know sites are safe?</b> – it talks about how we embed this into the curriculum. We know that the the filtering system works – following a recent incident, Integra provided us with the necessary information, in a timely manner and this is reflected by the Policy.</li> <li>○ <b>It talks about an online safety lead. Do we have this in place?</b> – yes the Designated Safeguarding Lead takes this role on, in partnership with the Computing lead.</li> <li>○ <b>Does it reflect the safeguarding audit?</b> – not specifically – <b>do we need it to?</b> – yes, we can add this in.</li> </ul> </li> </ul> <p><b>Policy will come back to next FGB. Governor comments by end of week 1 t5 – Friday 29<sup>th</sup> April.</b></p> <p><b>Action ALL.</b></p> <ul style="list-style-type: none"> <li>● <b>Assessment</b> - ratified</li> <li>● <b>Code of Conduct (Staff)</b> - ratified</li> <li>● <b>Designated teacher for LAC and PLAC</b> - ratified</li> <li>● <b>Grievance Procedure</b> - ratified</li> <li>● <b>Positive Behaviour</b> - ratified</li> </ul>
13	<p><b>Approval of Spend – Ratification of spend on Absence Insurance</b></p> <p>Information had been shared via email to allow new Absence Insurance Policies to be in place within the required timescale. The information has also been shared on teams in advance of this meeting. Governor feedback noted that one of the quotes for IA was slightly cheaper: preferred supplier was contacted and asked to match this quote which they did. Chosen supplier is Education Mutual. Governors ratified the decision.</p>
14	<p><b>Safeguarding Updates including Safeguarding Audit–</b></p>



	<p>The Safeguarding Audit had been completed and reviewed by MR and DM. The audit consists of 109 questions, the results of these feed into the Action Plan.</p> <p>DM highlighted that Safeguarding training for Governors would be required.</p> <p><b>Who is the LADO?</b> – this role is undertaken by Tina Wilson at South Glos. However, there are other contacts within the school / federation that can be used before it is progressed to this level.</p> <p>Safeguarding contacts will be included in the grab pack. <b>Action KB.</b></p> <p>IA has purchased the CPOMS online recording system to replace the paper-based system.</p> <p><b>So do we have a paper based system at HA?</b> – Yes, both schools have a paper based system at the moment.</p> <p><b>Why has CPOMS not been purchased at HA too?</b> Last year 47 concerns were raised at IA and the paper-based system, although an effective system, was becoming harder to manage. CPOMS makes it easier to find all of the information for a particular child. The logic for purchasing this is needs based. HA budget is more stretched but we need to ensure the perception isn't that we aren't not spending safeguarding at one school. We can demonstrate that the systems we have in place do work – the numbers at HA are much lower (5) so are easier to manage. It is a robust paperwork system. We would need to change it if the numbers changed.</p> <p><b>Does CPOMS provide info to social worker?</b> – No, it can be used to alert staff. It gives a whole picture in one place, a chronology and a commentary. We have that information in paper form, but due to the number of cases at IA it feels appropriate to move to an online system.</p> <p><b>Can we get a special rate across the Federation?</b> – no because the schools have separate DofE numbers.</p> <p>The Actions identified by the Audit will be shared with Governors and made available as part of the "Grab Pack". <b>Action KB</b></p> <p>IC highlighted the Integra T5 and T6 training schedule. This includes safeguarding training on June 15<sup>th</sup>. All Governors encouraged to attend, due to KCSIE requirement that is likely to require all Governors to have received safeguarding training from September. <b>Action ALL.</b></p>
15	<p><b>Mental Health and Wellbeing –</b></p> <p>A Staff survey had been carried out online. A summary of results from the survey had been shared with Governors on teams. SG suggested the next step was to link the responses back to the Action Plan. Governors noted it was positive that the majority of Staff seem to know what to do and who to seek support from – this has been shared in an email to staff, and information is displayed in both staff rooms. However, Governors felt there could be messages to reiterate the signposting information shared so far.</p> <p><b>Can we recognise individual responses to the survey?</b> – no the survey was anonymous.</p> <p><b>But it feels like we want to support some of the individual responses?</b> – unfortunately we cannot identify individuals so we need to make sure everyone is aware of the support that is available, including for example support staff. Agreed that this could be done at support staff meetings, and also when the weekly plan is shared. <b>Action MR.</b></p> <p><b>Individuals may not be able to talk to people within the workplace – is there any external support?</b> - Yes and this signposting has been shared. We have also spent time during the Inset Day on Mental Health First Aid.</p> <p><b>It seems like there could be an action around providing training for staff?</b>– yes, we can pick up on this in the action plan.</p> <p><b>When you do staff induction, does this get mentioned?</b> – yes – it will come through the H&amp;S section.</p>



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	Feedback will be provided to staff – this will include a summary of key results, information about items being included in the Action Plan as a result of the survey and signposting information. <b>Action SG/CW/KB.</b>
16	<p><b>Committee Headlines –</b>  <u>Standards Committee</u></p> <ul style="list-style-type: none"> <li>• Interventions – high need for mental health and wellbeing interventions and the resourcing of these at both schools. Catch up funding will stop before Easter.</li> <li>• Feedback from parent engagement</li> <li>• Parental questionnaire.</li> </ul> <p><u>Resources Committee</u></p> <ul style="list-style-type: none"> <li>• ASC and BCs review.</li> <li>• SFVS approval.</li> </ul> <p><u>Ethos Committee</u></p> <ul style="list-style-type: none"> <li>• Courageous Advocacy</li> <li>• Vision and Aims for the Federation</li> <li>• Monitoring</li> <li>• SIAMS SEF</li> </ul>
17	<p><b>AOB</b></p> <p>IC raised that a proposal had been received for a prayer to open and close meetings and asked Governors for their views on this. Governors agreed that there should be an opportunity for prayer or reflection at meetings, and this will be included at the start of meetings if someone in attendance is comfortable to lead.</p> <p>JS has noted that she will stand down as a Governor at the end of the school year. A resignation has also been received from Adam Dinham with effect immediately. Father Malcolm is looking to address the vacancies that this creates.</p> <p>KB had received interest from a Hawkesbury resident in becoming an Associate Governor. KB and KK will meet with him on April 29<sup>th</sup>.</p>
18	<p><b>Headlines</b></p> <ul style="list-style-type: none"> <li>• Mental Health and Well Being – staff survey feedback and actions.</li> <li>• Safeguarding Audit – including Governor training requirements.</li> <li>• Consultation on Federation Aims.</li> </ul>
19	<b>Date of Next meeting 23<sup>rd</sup> May 2022, Iron Acton Primary School</b>

**Meeting Closed 20.55**

**Action Checklist**

WHO	ACTION	WHEN
MR	Case studies and data from other schools in the hub to be used at next PP monitoring – <b>ongoing</b>	23/5/22
IC	Seek a volunteer to oversee the Diocese questionnaire on Growth and Sustainability.	23/5/22

Signed by Chair:



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KB/MR	Amendments to Feedback Policy following staff meeting and review	23/5/22
KB	Children in care report to be shared with Governors	23/5/22
KB	Create Ofsted “grab pack” on teams	23/5/22
KB/IC	Parent-Governor session feedback document to be shared with Parents	8/4/22
KK/KB	Monitoring schedule to be displayed in staff rooms	8/4/22
KB/JG	L&M section of the FDP to be shared with Governors.	8/4/22
MR	Format of L&M section of SEF to be reviewed, and shared with Governors so that content can be added.	23/5/22
ALL	Provide any comments on Federation Aims	23/5/22
KB/JB	Federation Aims to be finalised at next Ethos Committee, ready for review at term 6 FGB.	23/5/22
KB	Share report of Equality Objectives	8/4/22
ALL	All Governors to provide comments on Online Safety Policy by 29 <sup>th</sup> April	29/4/22
ALL	All Governors to consider attending Safeguarding Training on 15 <sup>th</sup> June.	8/4/22
KB	Share Safeguarding Action plan with Governors and make available as part of the “grab pack”.	8/4/22
MR	Share information regarding MHWB support via the weekly plan	8/4/22
SG/CW/ KB	As follow up to staff MHWB survey, agree items to be included in the MHWB Action Plan and share feedback report with staff.	8/4/22
KB	Agendas to include opportunity for prayer or reflection at the start of meetings	8/4/22