



THE PINNACLE SCHOOLS FEDERATION
Minutes of the Full Governing Body meeting
Monday 23rd May 2022, 7pm.
Hawkesbury Primary School



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

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

Meeting Opened: 7.03pm

1	<p>Welcome</p> <ul style="list-style-type: none"> IC welcomed everyone to the meeting. <p>Apologies</p> <ul style="list-style-type: none"> Apologies received from JG (holiday) and CM. <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>The Minutes from 28th March 2022 were reviewed and agreed.</p>
4	<p>Feedback on Monitoring Project from Dave Smith, CSP.</p> <p>Dave Smith (DS) joined the meeting via Teams in order to provide feedback on the training for effective monitoring programme. Some key points from DS:</p> <ul style="list-style-type: none"> The Monitoring programme demonstrates the key focus and links well to the Governors' statutory responsibilities and elements of the Federation Improvement Plan (FIP). The programme is an excellent tool – DS has shared with a colleague and asked Governors if the template could be used as an example of best practice. The Plan should refer to HT performance panel and could make numerical references to the FIP. <p>Action KK /KB</p> <ul style="list-style-type: none"> Noted that the hyperlinks to the reports make it clear – but it needs to be completed for all. Have ALL visits taken place? – they need to be uploaded? Action KK / KB Pre-visit proforma examples - these were some good examples. Governors need to ensure the quality is maintained. Questions – “how do we know” and “can you show me” are key questions in asking for evidence. Challenge leaders to provide the evidence. Be relentless in doing that.



	<ul style="list-style-type: none"> • Make sure the leaders you are visiting do not have to produce additional documentation. A few notes / bullet points is fine but they shouldn't be preparing written reports for the monitoring. Governors need to do the reporting and use the information that teachers already have available. • Make sure the language used doesn't suggest that Governors are making judgements. For example use language such as "Leaders report that", "leaders shared that", "leaders provided data that showed"..... show the reader that it's NOT the Governor who made the judgement, it's the subject leader providing the information. • Consider a self-evaluation impact log in different areas. This would comprise a single sided summary of statutory requirements, monitoring & monitoring, evidence, Policies seen, what difference has that made – e.g. on school decisions. This would sit alongside the impact log – possibly one for each committee. • Always remember to hold leader for account for the IMPACT of their actions, rather than the completion of them. What difference does it make to pupil outcomes – wellbeing, enjoyment of school etc. • Validate the rationale on why school has made a decision. <p>A copy of the presentation from DS was added to teams following the meeting.</p>
<p>5</p>	<p>Matters Arising</p> <p>MR - Case studies and data from other schools in the hub to be used at next PP monitoring – started and ongoing.</p> <p>KB/MR - Amendments to Feedback Policy following staff meeting and review – this is being finalised.</p> <p>Action MR.</p> <p>MR - Format of L&M section of SEF to be reviewed, and shared with Governors so that content can be added. Ongoing. To be reviewed term 6. Action KB / MR</p> <p>ALL - Provide any comments on Federation Aims KB to share on separate email. Action KB.</p> <p>All other actions are completed or discussed later in this agenda.</p>
<p>6</p>	<p>Headteacher's Report</p> <p>The Headteacher's report had been shared on teams in advance of the meeting. MR provided some updates as follows:</p> <ul style="list-style-type: none"> • There was a strong field of candidates for the new teacher vacancy at IA. The panel successfully appointed a new teacher. However, the school has received a further resignation from the year 3/4 teacher at IA. The role has been advertised. • We now also have attendance figures from the Local Authority (LA). For overall attendance, HA is just above the LA average, IA is just below the LA average. Attendance of children in receipt of Free School Meals at both schools is just above the LA average. Attendance of SEN children at both schools is just below the LA average. • Data for Persistent Absence is also available. At HA, 13% of pupils have less than 90% attendance. At IA, this is 16%. The LA average is 18.6%. • Broken weeks data overall is 6% at IA. The LA average is 17.1%. <p>What do you mean by broken weeks? – for example if you have a Friday off, that's a broken week. Each week any children with less than 95% attendance are highlighted to MR.</p> <p>A number of questions were received regarding the HT report. MR answered these in the meeting as follows:</p> <ol style="list-style-type: none"> 1. What support is available (from South Glos or otherwise) to support new pupils who have No English or English as an additional language? Is there adequate capacity within school to support these new pupils through any trauma they may have experienced? A recent Staff meeting was attended by a parent who has graduated in counselling and has a Ukrainian Family staying with her.



	<p>We will use our existing Mental Health and Wellbeing (MHWB) materials to support pupils and also have some support from the LA. Alex Stanforth from Bristol City Council who has expertise in this area is visiting in June to support school and families. TAs have been redeployed to provide support. Staff are giving the new pupils time to assimilate things and settle in, and then we will review.</p> <ol style="list-style-type: none"> 2. Art of Brilliance training - what impact will this training have on pupils? – This has just started and is about helping children to be their best self. It covers issues such as positivity and motivation as they move to secondary school. It includes Video lessons for now with follow up lessons once they have moved to year 7. It also includes resources for parents. 3. Are there any new initiatives in place to entice pupils to join Hawkesbury and boost pupil numbers, particularly in reception? – one area we want to work on is the Showrounds – we want to gear these back up after covid. We want these to be as inviting and as positive as possible. We have new flyers which will be shared at local preschools and visit them to speak to parents. The website is also undergoing review. SG commented that the Birth rate is dropping so many schools are struggling to fill spaces. The subject is regularly discussed at Resources Committee. 4. Did Anna Holmes need to resign from IA after school club to make the finances work or was that unrelated? She chose to resign when she heard that the hours of the second member of staff were going to be different. We have a new structure in place which is working well. 5. What is the % of pupils that have school meals vs packed lunches at both schools? 81% School Meals at HA, 59% School meals at IA. It will be interesting to see if this changes following recent changes to the provision at IA. Feedback suggests the provision has already improved. 6. Since Chloe Patten has joined Iron Acton has there been an improvement in the quality of teaching within that class? Has this had an impact on pupil progress? – The Mentor programme we have in place allows for additional monitoring. We have seen a big improvement in behaviour, and attitude for learning is much improved so it feels we are in a better position. Expectations are much higher. Feedback from Jenny Violette (English hub) is also positive. 7. Which ideas from the feedback approach at the Oxfordshire school are being considered? How will these be trialled and the impact assessed? This visit was made as part of work completed with Di Pardoe. The school in Oxfordshire uses a no written feedback approach, on the basis that verbal feedback is more effective. It was very beneficial to see the impact this has had in practice. How do they record the feedback? – they do feedback groups who will correct a child’s work together. It has helped children embrace their own learning significantly. If we were to ask what impact that is having – when we look at written comments that teachers have provided at our schools, we’re not sure that it is impactful. Any changes we implement would need to be reflected in the feedback Policy. There was also lots of discussion about professional presentation checks which we will look to embrace. It was a very useful visit. 8. Last term in the HT report Personal Development was rated "Good/Outstanding" for both schools but this has gone back down to just "Good" - what changed? – When MR did the parent questionnaire it was one of the least well answered questions with more parents agreeing rather than strongly agreeing. If parents can’t see what we are doing, then we need to reconsider this based on the wording that is given with the judgements, hence the change in rating.
7	<p>Federation next steps – CW left the meeting. See Confidential Minutes CW returned to the meeting.</p> <p>Education White paper IC introduced. A summary of the white paper has been shared on Teams. Some elements of this fit with the Diocese questionnaire for IA which asks questions on the sustainability of school and academisation</p>



	<p>– the questionnaire still needs completing. JS, DJ and MR volunteered to complete the questionnaire.</p> <p>Action MR / JS /DJ</p> <p>Do we need to consider this as a forum? – it feels like we need to take this seriously as part of our strategic planning? Next year the LA are running a series of meetings which could provide more information. IC proposed that Governors who wish to become involved in this or who find interest in it through reading around the subject should feedback at FGB or contact her direct. Action ALL Governors will also need to consider requirements relating to school hours included in the Paper.</p> <p>Where do we stand with school hours? We are 30 minutes short per day at HA, and 10 minutes short per day at IA. The White Paper recommends any changes are in place by September 2023. The process of changing hours will include consultation with parents and staff. There will be cost implications and HR would need to be involved.</p> <p>So do we need to start a consultation process? – MR will provide an Action Plan to Governors on the implications of changes in school day hours. Action MR. To be discussed in Term 6. If urgent actions or decisions need to be made, MR will share this with Governors.</p> <p>Governors noted that the white paper may not be approved. However, all other schools in the hub have longer school days already and changes to hours don't just have to be as a result of the white paper. Governors asked MR to consider equity across the 2 schools, and implications on areas such as ASC.</p>
8	<p>Budget for Ratification</p> <p>Schools Finance Advisor has met with MR and Helen Parry and agreed the budgets for the schools. There is a balanced budget for each school. The budgets were fully reviewed by the Resources Committee last week, and the Committee are recommending that the budget is adopted. Budget ratified.</p>
9	<p>Review of Feedback Actions</p> <p>A summary of actions from the LA review, Governor off site review, Governor-parent session at HA and the staff MHWB questionnaire had been prepared and summarised on teams.</p> <p>Can we adapt this and potentially use this as the document that Dave Smith was looking for as an impact log? – yes, we could add an extra column.</p> <p>Governors noted that some actions are outstanding. The Monitoring programme for 2022-23 will be completed by JG and KK</p> <p>Have we sufficiently challenged leaders on children who have left and their reasons for leaving? – Governors agreed that a review would be undertaken. KK will undertake additional review.</p> <p>What is the outcome for that? – can we categorise the reasons for leaving? – e.g. 90% left because they moved house. This could then be shared in Gov newsletter.</p> <p>In future, for any children leaving a reason will need to be given in the HT report so that Governors can effectively challenge.</p> <p>Actions will be further discussed at the next governor offsite meeting. Action IC.</p>
10	<p>SDP</p> <p>MR provided update.</p> <p>4 key areas which continue from this year:</p> <ul style="list-style-type: none"> - Develop an ambitious enriching and inclusive curriculum. - Providing consistently high quality teaching and learning. - Providing consistently high quality leadership - Personal development, behaviour, attitudes and wellbeing. <p>Summary document will be shared on teams. Action KB.</p>



11	<p>Monitoring</p> <p>Each monitoring report identifies “next steps”. These have been summarised in a single document which was shared by KK. Governors can use this as a prompt before completing monitoring. SG, CM and IC visited schools during SATS week to review the administration. They commented that the atmosphere was very kind, relaxed and supportive. Everyone was very aware of their responsibilities and it was being very well run.</p> <p>KK noted that CW has a big role within the MHWB action plan and we perhaps need to consider a group to take this on – this could be formed from parents, governors, staff and children. This could be considered across the 2 schools. Standards Committee to review how this can be taken forward in Term 6. Action KB.</p>
12	<p>Succession Planning</p> <p>IC noted that 2 people had expressed an interest in joining the Governing Board: Lizzie Reynolds is a parent of children at HA school, and David Wylde is a resident of Hawkesbury. Considering the needs of the Board, Governors decided they would like to co-opt Lizzie Reynolds and invite David Wylde to join as an Associate. KB to progress. Action KB.</p>
13	<p>Accessibility Plan update</p> <p>MR and CW have carried out an assessment at IA. The key area for development is to increase the physical access to the area at the front of the school. Other areas of the Accessibility Plan development are to focus on Curriculum language – particularly around EAL.</p>
14	<p>Policies</p> <p>RSE Policy – ratified. Online Safety Policy - ratified</p>
15	<p>Approval of Spend – carpet purchase for Hawkesbury</p> <p>3 proposals had been obtained and shared on teams. Governors agreed the work should be awarded to Reg Woodman.</p>
16	<p>Safeguarding Update</p> <p>DM provided an update and some key points were:</p> <ul style="list-style-type: none"> • CPOMs is up and running at IA and reports are beginning to come through. • EHAPS – (Early Help and Assessment) are in place for 2 families at HA, and 3 families at IA. The Educational Welfare worker is also working with one family. • Online safety training has been identified as a need. • Safeguarding training plan is undergoing further development. • A number of governors are attending the Governor Safeguarding Training session on 15th June. • DM will meet MR early in June to review the safeguarding action plan. <p>KB to confirm requirements for Governor safeguarding training, to confirm if Governors who have received training at work meet any necessary criteria. Action KB.</p>
17	<p>MHWB Update – CW and SG have met and identified actions and areas of strength.</p>



	<p>There was a focus on whether staff have sufficient information to enable them to access resources – this has been developed through a number of initiatives.</p> <p>Aim to re-do the staff MHWB survey during Term 6 and further courses for staff are being considered. For KS2 children, the “One Goal” MHWB sessions have been completed and MHWB champions will be trained soon.</p>
18	<p>Committee Headlines – <u>Resources Committee</u></p> <ul style="list-style-type: none"> Increasing Pupil numbers at HA. This is partly due to Ukrainian families, and we don’t know how long they will stay with us for – it presents challenges as well. Budget – HA is no longer a school in financial difficulty. New teacher appointed (at IA). <p><u>Standards Committee</u></p> <ul style="list-style-type: none"> Intention to continue existing TA hours at Hawkesbury in the new academic year. Curriculum implementation is secure – Governors should consider what difference will be seen in monitoring now that staff are building on their experiences of teaching it. Data – keeping an eye via progress matrix on dips in progress. Success of catch up interventions
19	<p>AOB</p> <p>NGA – KB reminded Governors that we have membership of NGA and this can help to provide updates as well as access to resources and guidance.</p>
20	<p>Headlines</p> <ul style="list-style-type: none"> Quality of Governor Monitoring – The Governor monitoring programme developed by the Federation has been used as an example of best practice following independent review. Budgets – Governors ratified the Budgets for both schools. Both schools have a balanced budget. Parent – Governor feed-back sessions – a session has been completed at Hawkesbury and a session will take place at Iron Acton later this week. Governors are working to address the actions raised. <p>Impact of the last term:</p> <p>Robust framework for monitoring is having an impact in supporting staff. Staff feel we have a strong governing body. Governors are more visible to staff and Governors feel more connected – a cohesive team. There is a good team ethos in this room.</p>
21	<p>Date of Next meeting 11th July 2022, Hawkesbury Primary School</p>

Meeting Closed 20.55

Action Checklist

WHO	ACTION	WHEN
KK/KB	Update monitoring programme with recommendations from Dave Smith.	11/7/22
MR	L&M section of SEF to be reviewed and shared with Governors	11/7/22
KB	Share information on Federation aims via email.	27/5/22

Signed by Chair:



THE PINNACLE SCHOOLS FEDERATION
Minutes of the Full Governing Body meeting
Monday 23rd May 2022, 7pm.
Hawkesbury Primary School



MR/IC	Update Governors with any feedback from the St Andrews Governing Board	11/7/22
MR/JS/ DJ	Complete Diocese questionnaire	11/7/22
ALL	Governors to contact IC if interested in forming a group / doing research into academisation.	11/7/22
MR	Prepare an Action Plan on all issues associated with changes to school hours.	11/7/22
IC	Finalise arrangements for offsite meeting on 23 rd June	27/5/22
KB	Share SDP summary on teams	27/5/22
KB	Progress introduction of new Governors onto the Governing Board.	11/7/22
KB	Confirm requirements for Governor Safeguarding training	27/5/22