



THE PINNACLE SCHOOLS FEDERATION
 Minutes of the Full Governing Body meeting
 Monday 17th July 2022, 7pm.
 Hawkesbury Primary School



NAME	Abrv	STATUS	Present	NAME	Abrv	STATUS	Present
Alec Bryant	AB	Co-opted	✓	Mike Riches	MR	Executive Headteacher	✓
Ben Clarke	BC	Co-opted	✓	Lizzie Reynolds	LR	Co-opted	✓
Iona Cooper	IC	Parent Elected	✓	Jo Strange	JS	Foundation Iron Acton	✓
Julie Gardener	JG	Foundation - Hawkesbury	✓	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	✓	David Wylde	DW	Associate	✓
Deb Marriage	DM	Co-opted	✓	Vacancy		Hawkesbury Ex-officio	
Charlotte Murphy	CM	Parent Elected	✓	Kate Bashford	KB	Clerk to Governors	✓

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

Meeting Opened: 7.05pm

1	<p>Welcome</p> <ul style="list-style-type: none"> IC welcomed everyone to the meeting, including new governors Lizzie Reynolds and David Wylde. <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>None declared</p>
3	<p>Minutes from Previous Meeting</p> <p>The Minutes from 23rd May 2022 were reviewed and agreed.</p>
4	<p>Matters Arising</p> <p>MR/IC Update Governors with any feedback from the St Andrews Governing Board – IC reminded Governors that at the last FGB, there had been a request from St Andrews School (Cromhall) for CW to provide input. Following their FGB, it has now been agreed that CW will be working 0.5 days in a SEN role for term 1, and for terms 2-6 in a HT role for 1 day a week. There is an impact on both schools in the Federation from this: some of CW roles have been redistributed to other staff – e.g. PP, English project, mental health, and some teaching hours have been taken on by the job share.</p> <p>All other actions are complete or discussed later in these minutes.</p>
5	<p>Headteacher's Report</p> <p>The Headteacher's report had been shared on teams in advance of the meeting. Questions had been raised by Governors to which MR gave responses in the meeting as follows:</p> <p>Who is Olga Shulianska? – Olga has come from Ukraine to stay with a family in IA. She has volunteered to help at school and will be spending 2 mornings a week at HA. HA school has been told there will be</p>

Signed by Chair:



THE PINNACLE SCHOOLS FEDERATION

Minutes of the Full Governing Body meeting

Monday 17th July 2022, 7pm.

Hawkesbury Primary School



additional funding for the Ukrainian children who have joined school. This will be spent on additional support via TAs and possibly Olga too.

L&M next steps: Develop subject leader monitoring opportunities further to develop accountability and responsibility for standards in subjects. What is already in place for subject leader monitoring and how will this be developed? – monitoring is linked to the school’s SDP and SL Action Plan. Some training with Dave Smith has supported this.

So is this on a rolling programme? – yes. The amount of monitoring has increased and we are now looking at the quality of this. MR has been very impressed with SLs and how they are getting to grips with their subject area.

Rearrange the IA early years visit and feedback to Governors...I believe this visit was postponed from April? External/LA verification of strengths and areas for improvement is invaluable. Has this now been rescheduled as it could feed into subject lead action plan for 2022/23? – the LA met with CW and JH (HA early years team) earlier this year. Illness meant the visit at IA didn’t go ahead. School has asked her to rearrange the visit.

Equalities incident - Is this since the previous report? Is this therefore another incident? Is it by the same Y6 as previous incidents? If there is a repetition of behaviour is the policy robust enough to eliminate the behaviour? Should some other form of intervention have taken place? Are we sending an issue on, when really we should have dealt with this to give this pupil the best start in their new setting? The equalities incident should have been in the HA data, not IA therefore this wasn’t a repeat of a previous incident. This has been discussed with the pupil and family.

Christian Aid 'opportunity' - Both schools? How was opportunity presented and what was the uptake if this was 'opportunity'? How do you consider this enhanced knowledge of the charity informs their living as part of a global community? This is part of the Global Neighbours project and Courageous Advocacy. Part of this was through assemblies during Christian Aid week for which material was provided by Christian Aid. We would like to do more work in this area. MR highlighted to Governors that it was important for the schools to support a range of charities whose values aligned with the schools’.

Online safety incident - The Online safety incident did take place at IA. It was picked up by the filters on the IT system and the matter was dealt with by the pupil and their parent. Work with the class also took place to remind children of appropriate use of laptops.

Behaviour – there has been some more challenging behaviour at both schools recently. Staff see this as a long term impact of the pandemic – children don’t seem to have the same stamina that they had before the pandemic. It feels the children aren’t as tolerant of each other as they used to be, particularly towards the end of term. We have welcomed new children to the schools and these can present their own challenges – we can adapt our approach to support these children. Where appropriate further advice is sought – e.g. from Senior Senco - to ensure the right strategies are in place. Further staff training is also planned. ELSA and the concept of “zones of regulation” (successfully implemented at IA) will both be used at both schools next year.

Is there anything that governors should be considering for next year? What more can Governors do to support with the integration of new pupils and sometimes challenging behaviour? – there may be a need to consider additional TA resource at HA.

Do you feel you currently have enough staff in place to provide adequate support? – there can be times when the number of staff is reduced at the school – for example if a member of staff is attending training. Staff are very good at working as a team and helping out, but additional resource may need to



	<p>be considered to ensure adequate support is provided for the child and that the school and classroom maintains an inclusive approach.</p> <p>Data</p> <p>MR shared the latest data that had been received by the school. This included the results of KS2 SATS tests.</p> <ul style="list-style-type: none"> Standards Committee had discussed KS1 and EYFS data. For EYFS, the “good level of development” terminology is soon to be changed. Y1 phonics – the data for IA is lower than we would like. Some children were only just below the “32” score. The new teacher is having a positive impact here. At both schools children who have 35 or below will continue to be monitored and receive interventions. <p>Do Ofsted take context for some pupils into account? – they will not review data once they are in school. They may use it in preparation of the visit. We could give them information about the children during their visit.</p> <ul style="list-style-type: none"> KS1 reading – staff feel the KS1 cohort has been most significantly impacted by covid. A couple of extra months teaching would have had a notable impact on the children and on the data - more children would have reached the standards. IA has undergone external moderation. KK has reviewed some year 2 books – the progression was very clear in all of the books. So whilst the data is not as strong as the schools would like it to be, it is accurate and we can show progress. <p>Have you seen this as a trend with other schools? – at the moment we only have KS2 data.</p> <ul style="list-style-type: none"> KS2 reading includes national and hub averages. Staff are very pleased with the data. In reading, HA has moved from 53% at expected in 2019 to 86% at expected this year. It feels very positive that the data is strong against the hub and national data. <p>Have you looked at it against the median? – no not yet – we will have to see if that data is available. Progress measures aren’t available currently but these will be looked at in the future.</p> <ul style="list-style-type: none"> Writing is also looking very positive at both schools. SPAG – improvement at HA from 47% at expected in 2019 to 79% in 2022, and very strong data for IA. The schools are pleased with the data for maths, although we would like to have more children reaching greater depth: one paper is being re-marked. KS2 combined RWM – Government white paper targets this to be 90% or above by 2030 – at HA it is 79% this year, and IA 81%. These are significantly above the national averages. Given the interruption to learning, these feel remarkable? – yes, we are very pleased with them.
6	<p>SEND Report</p> <p>CW had prepared a report (which had been shared on teams) and highlighted some key points:</p> <ul style="list-style-type: none"> 12% SEN children across the Federation. 3 pupils at IA have EHCPs, with the possibility of 2 more in September. No EHCPs at HA, but 1 is currently being considered. EHCP impacts on the finance of the school as we are required to contribute £6k of financial support. There are 3 pupils with EHAPs – Early Help Plans - these provide additional support through regular meetings and review. Both schools access support via the cluster – for example Speech & Language assessments. This support is very valuable. Interventions – central government has provided funding for catch up funding – this has been used in different ways across the two schools. We have seen that the responsive intervention has had a greater impact on a wider range of subjects.



	<ul style="list-style-type: none"> • Some catch up funding will continue next year but only for children who are in receipt of free school meals. • Monitoring and pupil conferencing has been completed. Pupils could articulate how the interventions supported their learning successfully. • Next year we hope to have an SEN review in the autumn term. <p>Governors thanked CW for the report.</p>
<p>7</p>	<p>Federation Aims</p> <p>Following discussions at FGB, Aims of the Federation had been discussed by Ethos Committee. JG shared the proposed aims, which are:</p> <ul style="list-style-type: none"> • To aim high in every aspect of school life. • To have a culture of learning without limits • To take a collaborative approach across the school community • To further develop and uphold our Christian Distinctiveness, weaving it into all aspects of school life. <p>Governors agreed the aims should be adopted. These will be progressed with other stakeholders in the autumn terms. Action MR.</p>
<p>8</p>	<p>Summary of Impact of changes to school hours –</p> <p>MR had prepared a summary document which outlines key points and considerations. This had been shared on teams. The requirements is that by Sept 2023, there must be 32.5 hours in the school week. The LA have advised we need to talk about this with staff and parents.</p> <p>Governors discussed some key points:</p> <ul style="list-style-type: none"> • There have been some questions from parents: the timescale were too tight to implement it from this September, but next September is too far away. The schools will look to consult in September, with a change to school hours being effective from January. • The reasons for it not happening at the Federation schools from September may need to be communicated to parents. Governors noted that the additional hours don't actually mandate an increase in teaching time. • Feedback from parent council suggested that some parents think it is a good idea, but there are advantages to the current finish time of 2.30pm at HA as this enables children to access other activities. • Good communication will be a key part of the consultation. This could include sharing information about costs, although Governors noted that it is necessary to increase school hours. • Following the consultation, further information can be brought to FGB in Term 1. Action KB. • This is going to be a difficult change which will impact all stakeholders in the schools. We need to communicate as frequently and helpfully as we can. <p>The paper shared with Governors presents one option – will more than one option be presented in the consultation? – it doesn't feel that we could start the day any earlier at HA, so we could only really extend the end of the day. IA has more flexibility. Ideally the schools would have similar finish times. Governors noted that too many choices may be divisive, but parents will be asked for comments.</p> <p>Will you share with parents how it will impact on the structure of the school day? – yes, we can do.</p> <p>Should we consider synchronising school days? – This has been considered but it feels like this would be too disruptive.</p> <p>Once the new structure has been worked out, could this be discussed at Resources Committee? – yes, - and this will include cost implications. Action KB.</p>



	<p>Do we know how the amount of teaching hours compares to other schools? – they are the same for our 2 schools. 32.5 is apparently currently the national average but the number of actual teaching hours varies.</p>
<p>9</p>	<p>Receive Annual Health and Safety Report This had been prepared by the School Business Manager and RT, and reviewed by the Resources Committee. RT highlighted some key points: overall, the number of incidents are higher than last year due to the reduced hours in school last year as a result of covid. The majority of these incidents relate to play – and the Federation recognises that play is an important part of learning. Conclusion that the schools remain a safe place for pupils to learn and staff to work. No further questions from Governors.</p>
<p>10</p>	<p>Feedback from Committee Chairs, including headlines from Term 6 meetings</p> <p>Ethos Feedback for the year - monitoring is well established, giving a clear picture of some key areas – including Christian Distinctiveness, Collective worship, RE, newsletters, pupil conferencing etc. Challenges – number on the committee and limited people to undertake the monitoring. Headlines from meeting:</p> <ul style="list-style-type: none"> • Federation Aims • SMSC Audit • Global neighbours award. • Success of monitoring completed by the Committee during the year. <p>Standards Feedback for the year – the amount and quality of monitoring that has taken place is a big achievement – this has provided a clear picture of the curriculum, PP children and safeguarding. We understand the narrative of the Curriculum. Challenges – number on the committee but also time – in terms of the amount of monitoring we want to fit in. Next steps include ensuring actions identified in the monitoring to date are taken forward. The monitoring schedule now allows the reports to be clearly tracked. Headlines from meeting:</p> <ul style="list-style-type: none"> • Reading data – specifically for year 2 – this cohort has the greatest impact of lockdown restrictions, and this will continue to be a focus for support as they move into KS2. • SDP – priorities for next year. • Home school agreement. <p>Resources See confidential minutes</p>
<p>11</p>	<p>Planning for 2022/23</p> <p>Election of Chair and Vice chair Governors had been asked to provide nominations for the chair and vice chair role. For chair, nominations had been received for Iona Cooper For vice chair, nominations had been received for Kathryn Kempster. IC and KK were invited to address Governors. IC noted that due to their family relocation, consideration should be given to succession planning for a chair. It is possible that this could come through a joint chair role. All Governors were asked to consider their interest in the chair, co-chair or vice chair roles.</p> <p>Action ALL</p>



	<p>IC left the meeting. The Clerk asked Governors to vote on the appointment of Iona Cooper as chair. IC was unanimously appointed as Chair. IC returned to the meeting. IC asked Governors to vote on the appointment of Kathryn Kempster as vice chair. KK was unanimously appointed as Vice Chair. KK returned to the meeting.</p> <p>Link Governors and Committee memberships IC discussed the Committee arrangements for next year. Link Roles are to be confirmed following agreement of the monitoring programme.</p> <p>Arrangements for Pay Panel and HT PM. HT Performance Management</p> <ul style="list-style-type: none"> • Meet with CSP – scheduled for 14th September 2022 3pm, plus one other mid-point review. • Iona Cooper, Rob Taylor, Kathryn Kempster, Tom Wilmers. <p>Pay panel</p> <ul style="list-style-type: none"> • Meets twice p.a. once HT has carried out staff performance management • Members: Ben Clarke, David Wylde, Julie Gardener. <p>KB to set up meeting for Paypanel for early October. Action KB.</p>
<p>12</p>	<p>Monitoring JG and KK have met to discuss the monitoring programme for 2022-23. An overview document was shared with Governors. Governors discussed priority areas. There is a possibility that SL will visit Standards Committee and that some areas can be combined – for example Art and DT. Is there anything that we aren't monitoring now that we need to consider? – the schedule reflects the changing priorities of the schools and content of the FDP. Do we need to consider the school monitoring plans – through Subject Leads for example – MR will advise JG of any considerations. Action MR. Governors were reminded that Monitoring can be done via emails and phone calls – it doesn't need to be a meeting. SL talks at Standards to be agreed – Action JG, MR and KB.</p>
<p>13</p>	<p>Policies Parent Acceptable Use Policy – ratified. SEND Policy - ratified</p>
<p>14</p>	<p>Safeguarding Update DM and MR have met to complete monitoring. The SCR and Safeguarding Action Plan were reviewed. Further online safety training planned for September. Arrangements for ELSA delivery at HA is to be agreed. Schools looking at introducing coloured lanyards for visitors. Currently 5 children in the Federation have EHAPs, no children have child protection plans, and no children have child in need plans.</p>



	<p>Further to some of the discussions about behaviour earlier in the meeting, if a child is removed from a classroom, do we have a Policy in place that covers how the welfare of the child is maintained and appropriate supervision given? – yes this will be covered in the risk assessment.</p> <p>Do we have a way for teachers or other adults to summon help? – yes, at HA we have a card system and a phone in every classroom.</p> <p>Is that the same in IA? – it is slightly different in IA. There are not phones in every classroom but there are more staff and the building is more compact. We don't have the card system but could consider implementing that Action MR. Most classrooms at IA have 3 adults.</p>
<p>15</p>	<p>MHWP Update – SG highlighted some key developments.</p> <ul style="list-style-type: none"> • Revisit of Staff survey postponed to avoid additional pressure on staff in Term 6. • Consideration given to signposting and making sure it is visible to all staff, not just in the staffroom. • Children have taken part in one goal training – to become mental health champions. This will be developed. AB is going to take this on at HA. • CW shared a video following on from the training. • As she moves to her new role, CW plans to build a team to develop MHWP through the federation.
<p>16</p>	<p>AOB</p> <p>Request from After School Club (ASC) at Hawkesbury – ASC have asked for a reduction in school hire fees. It was not clear how much of a reduction or for how long a discount would apply. Governors concluded that further to earlier conversations regarding ASC, it feels appropriate that this will be raised as part of other discussions with the ASC chairperson.</p> <p>Training – all Governors are reminded of the importance of undertaking training. The Thursday email from Governor services highlights forthcoming training courses. This year, Governors will not be asked to complete a full Skills Audit, but will be asked to consider any areas that they would like to undertake training and enlist on courses as appropriate. Action ALL.</p>
<p>17</p>	<p>Headlines and impact from this meeting</p> <ul style="list-style-type: none"> • Monitoring and link governor updates – including the plan for 2022-23 which aligns with the Development Plan for the Federation. • SEND and H&S reports • Agreement to Federation Aims • KS2 outcomes – strong data • Elections <p>Please could Committee chairs send achievements from the year to Sarah for sharing with Parents – Action SG, JG, KK, RT.</p> <p>Governors passed a particular thanks to Staff and thanked them for all their hard work. The meeting closed with a prayer.</p>
<p>21</p>	<p>Date of Next meeting 10th October 2022, Iron Acton Primary School</p>

Meeting Closed 21.10



THE PINNACLE SCHOOLS FEDERATION
Minutes of the Full Governing Body meeting
Monday 17th July 2022, 7pm.
Hawkesbury Primary School



Action Checklist

WHO	ACTION	WHEN
MR	Federation Aims to be rolled out in terms 1 and 2.	5/12/22
KB	Change to school hours to be included on Resources and FGB agendas in T1.	10/10/22
ALL	All Governors to consider succession planning of the Chair's role.	10/10/22
KB	Pay Panel meeting to be scheduled for early October	10/10/22
MR	Advise JG of any matters from the school monitoring scheduled which should feed into the Governor Monitoring Schedule.	10/10/22
KB/MR/ JG	Subject Lead talks at Standards Meetings to be agreed for next year.	27/9/22
MR	Consider need to introduce cards to summon help at IA	10/10/22
ALL	All Governors to review their training needs and book onto Governor Services Courses if appropriate	10/10/22
SG/JG/K K/RT	Committee achievements to be passed to SG in order that they can be shared with parents.	21/7/22