

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	✓
Jan Conner	JC	Foundation Iron Acton	✓	Malcolm Strange	JS	Iron Acton Ex-officio	✓
Iona Cooper	IC	Parent Elected	✓	Rob Taylor	RT	Co-opted	✓
Julie Gardener	JG	Foundation - Hawkesbury	✓	Tom Wilmers	TW	Co-opted	A
Sarah Godsell	SG	Local Authority	✓	Christine Wilson	CW	Staff Elected	✓
Kathryn Kempster	KK	Co-opted	✓	David Wylde	DW	Associate	A
Deb Marriage	DM	Co-opted	✓	Vacancy		Hawkesbury Ex-officio	
Charlotte Murphy	CM	Parent Elected	A	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 Jan Conner and Father Malcolm Strange. <p>Apologies</p> <ul style="list-style-type: none"> Apologies received and accepted from David Wylde (holiday), Tom Wilmers and 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>AB and CW declared an interest in items 10 and 11 of the agenda.</p>
3	<p>Minutes from Previous Meeting</p> <p>The Minutes from 11th July 2022 were reviewed and agreed.</p>
4	<p>Matters Arising</p> <ul style="list-style-type: none"> Federation Aims to be rolled out in terms 1 and 2 – the aims have been shared with parents and staff. No comments received to date. What does “rolled out” look like in practice? – the schools will begin to use them, and in-bed them. Advise JG of any matters from the school monitoring scheduled which should feed into the Governor Monitoring Schedule – the two schedules have been cross referenced. No issues at this stage. All Governors to review their training needs and book onto Governor Services Courses if appropriate – IC reminded governors of the list of training courses that is part of the Thursday email. Feedback from training courses can be shared in the dedicated form. <p>All other actions are complete or discussed later in these minutes.</p>

5

Headteacher's Report

The Headteacher's report had been shared on teams in advance of the meeting. MR provided 2 updates to the report:

- Prospective parent show round at HA today which may result in a new starter if their house move is successful.
- Jemma Halstead (reception teacher) will be leaving HA at the end of this year, having worked at the school for 11 years. An advert has been prepared and will be publicised this week.

Questions had been raised by Governors to which MR gave responses in the meeting as follows:

- **Can we be confident that there is a process that captures any 'not happy with school' intelligence/insights (as and when this may be the case) to be able to critique these, to see if (and that's a BIG IF) there is anything that needs to be investigated further?** The EHT always tries to meet with parents and hear their concerns – any concerns will be captured in a specific feedback form. Follow up meetings will be held where appropriate. In some cases, despite working alongside the parents their expectations became unreasonable and it is not possible to meet their requirements. In one case, the family met with a governor to provide feedback.

So is that now the process? Will this be done for all leavers? – it can be. It can be difficult to capture this information if for example the family move schools during the summer holidays.

It's also interesting to note that although we have talked a lot about children leaving Hawkesbury, a similar number of children have left IA. But also interesting to note a greater variety of reasons.

Governors considered whether it would be worth reviewing the number of in-year starters at each school – however this is always reported in the HT report for each FGB.

- **Great to see attendance rising, and for children in the identified vulnerable groups too. Have noted the part time attendance of one child implications at Hawkesbury – thinking that without that complication, % might be closer to 93%??** The child started part time schooling this academic year. If taken out, overall attendance becomes 96.5%. So it is increased but still not as high as we would like it to be. The two schools in the Federation have a slightly different attendance target which takes into account the demographic whilst being ambitious for all pupils. **When will the child return to full time attendance?** – its working well at the moment. We will keep it under review.
- **I noted the number of in year leavers since September 2018 at the two schools. As a new Governor I'm keen to understand what is being done to ensure that we are maintaining numbers and attracting (and retaining) pupils at the schools? Apologies if this is something that has come up previously.** See notes above. We hope that the move from RI to good will help with this. This will hopefully change people's perceptions of the school. It is regularly an item at Resources Committee and the school looks at measures to increase visibility through, for example, banners and articles in the local press. There are fewer circulars to focus on at HA. **Is it worth mentioning in IA articles that HA is a partner school?** – yes, this is a good idea.
- **What actions are being put into place to address catering to the needs of learners in mixed groups classes?** The schools have a lot of measures in place – for example using TAs who are highly skilled in what they do, (e.g. recent phonics training), staff ensure learning is well matched to individual needs (staff know children really well and build lesson structures to meet all needs), resources are available for mixed aged classes and we use

these, our curriculum is structured to understand starting points before moving onto new learning. “Archimedes” is a new resource for teaching maths which is very suited to mixed aged classes. We are also considering staggered starts for specific pieces of work. Training for assessing writing has recently been completed – this helps with tracking progress of skills and how to link between the year groups. It takes extra thought but it is something our teachers are very well tuned into. It is a skill and the schools look at it as part of their monitoring.

- **There was a recent parent enquiry about the recent SATS results for Maths asking for more information about the HU higher standard for Maths as compared to the South Glos and England 2019 results. When will the 2022 results be available and how does the HU higher standard for Maths compare?** This isn't clear at the moment: it isn't available as part of the online data that we have access to – this is being checked regularly. Small pupil numbers mean that there will be zig zags in the data. We need to build a picture by looking at progress measures and consider cohort starting points.
- **How did it compare with the target?** – outcomes were inline with predictions. However, progress was slightly less for maths than reading and writing. The project we have with the Boolean maths hub will look to address this. One of our Maths leads is leaving and so we will consider this as we review our approach to teaching maths.
- **Pupil Absence for PP children last year 2021-22 is high at 40% at HA and significantly above LA. What strategies are currently being deployed to ensure PP attendance is above 90% this academic year?** Out of the 10 children, 1 was recently new to the school and therefore as a % their absence was high. One other child struggled to have a full week's attendance. For this child, further support was being sought from medical professionals along with support for the family: family circumstances had contributed to absence rates and visits to the home were made to encourage as high attendance as possible. There were clear stories behind the children. In all such cases we would follow our attendance policy as closely as possible.
- **Unauthorised holiday at IA... have fixed penalty notices been used?** – no. Is this something governors would like to pursue?
What is our view on this as a Governing Body? – governors discussed and comments were as follows:
 - o doesn't encourage better attendance, just creates bad feeling.
 - o Is there any evidence to suggest it would improve the situation? – no.
 - o It doesn't feel it is a proven strategy. It could put the parent community off engaging.
 - o But it can be a deterrent, once word gets around.
 - o We need to allow for more positive enforcement about attendance – e.g. through the recent newsletter. We want to celebrate those with higher attendance.
 - o We need to consider those with medical needs – people with genuine health problems shouldn't be unfairly disadvantaged.
 - o The fine is very small in comparison to what the family save on the cost of the holiday.
 - o The time the child misses from school can sometimes never be got back – for example missing the first 2 weeks of term can have a real impact.**Are the unauthorised holidays exclusively PP children?** – no.

	<p>Governors agreed further discussion on the use of fixed penalty notices would take place at Standards Committee. Action KB.</p> <ul style="list-style-type: none"> - Is there any National attendance data available for 2021-22 in order to compare to National as well as LA? If so, how does HA and IA data compare? No, this data is not available yet – we may need to wait until March 2023. The average in 2019 was 95.4%. - Speech and Language screening: was this at both schools? Yes How do this year's EYFS cohort compare in the area on entry to previous years? – The schools have completed the national baseline focusing on English and maths. The cohort at HA is weaker than the last couple of years. The schools will also complete their own baseline which has a wider remit. We will know a little more after that. We have seen a general decline in speech and language, and elements of behaviour. - What percentage of PP pupils have taken up the offer for group and individual music tuition? There are some pupils at each school but we are looking to increase this.
6	<p>Priorities for the coming year, including FDP, Monitoring Programme, SEF completion, CSP programme</p> <p>KK confirmed the “name” of the plan – FDP – Federation Development Plan. This will be used instead of SDP, FIP etc.</p> <p>The FDP consists of 2 documents – Part A and Part B. Important to note that these are working documents which will change and evolve over time. A reference to Courageous Advocacy may be added. The priorities in the FDP can now be cross referenced with the Governor Monitoring Plan.</p> <p>Action JG.</p> <p>It’s important for Governors to have an accurate picture of the school through robust monitoring and accurate self evaluation. This should triangulate with other evidence.</p> <p>JG listed to Governors the priorities for the FDP.</p> <p>It sounds like a lot? – is that number normal? – yes, its not unusual.</p> <p>Can you prioritise that many areas? – responsibility for the priorities is shared. As a federation they are a priority but senior leaders won’t be responsible for all of the priorities. For example there are some areas that can be picked up in Subject Lead plans and areas that are fed into Performance Management. It’s part of a 3 year plan.</p> <p>Do we need anything specifically for SEN? – this comes through other areas and milestones.</p> <p>So are some of those partly developed? – yes – some areas are already being embedded.</p> <p>Do the priorities roll up into a fewer number of categories? – yes – e.g. curriculum, healthy lifestyles,</p> <p>Are they realistic? – yes, and I feel the schools need to be working on these things.</p> <p>It would be useful to understand where we are with implementing, embedding etc. This will impact on our questions during monitoring. Is it obvious when we look at the FDP? – yes, particularly when you refer to part B. It will be useful if governors have an understanding of that.</p> <p>Governors to familiarise themselves with the FDP and Monitoring Programme. Action ALL.</p> <p>CSP programme – Dave Smith has done an initial visit to IA and will visit HA next Tuesday. The Schools can then choose how the rest of the time is spent. This is reflected in the FDP. Work will include looking at Quality Monitoring – we want to get into the nitty gritty of areas like book scrutiny.</p> <p>In addition, the Leadership programme with hub schools includes Peer Enquiry – this will review at Science at IA this term. It’s a really useful validation of the school’s judgements.</p>



THE PINNACLE SCHOOLS FEDERATION
Minutes of the Full Governing Body meeting
Monday 10th October 2022, 7pm.
Hawkesbury Primary School



<p>7</p>	<p>Academies Discussion</p> <p>Information has been shared on teams about Academisation.</p> <p>So how do the schools prepare / think about this? – reviewing the video on teams is a useful area to do this. Governors feel it is a watching brief at the moment.</p> <p>The Local Authority Maintained Architecture Board (MAB)– has meetings all through the year which Governors can attend and provides updates on Academisation.</p> <p>MR has been contacted by a new MAT in the south west – the Leaf Trust – this is developing in South Gloucestershire. The CEO has asked if he could present to Governors and could attend FGB.</p> <p>How many church schools are in the Leaf Trust? – this isn’t known.</p> <p>Governors need to be aware that the Diocese of Gloucester has a different approach to the Diocese of Bristol regarding the structure of MAT.</p> <p>Is it worth speaking to other schools in the local area? – there are a number of other possible MATS: the diocese of Bristol has set up a MAT, the Local Authority is considering establishing one, and there are other providers.</p> <p>Important to remember that MATs should be about stronger and weaker schools working together.</p> <p>MS is trying to arrange for Liz Townend to visit the schools in the Fromside Benefice – governors will be invited to attend this once it is arranged.</p> <p>Actions:</p> <p>MR will ask the CEO of the Leaf Trust to present to a future FGB. (Term 2 if possible). Action MR (other MAT providers will also be asked to share information with Governors as these become available).</p> <p>JG will investigate training opportunities with Gloucester Diocese Action JG.</p>
<p>8</p>	<p>Changes to School Hours</p> <p>Parents and other stakeholders had been consulted on a change to school hours at HA from January 2023. This proposed the school day running from 8.30am to 3pm to meet the minimum number of hours (32.5 per week) proposed by the Government. Comments had been received in response to the Consultation and shared on teams with Governors. The majority were positive, some asked questions and 1 was against the proposal.</p> <p>Responses from staff will be shared after the meeting Action MR.</p> <p>The main questions were around what the extra time would be used for, and whether there would be extra playtimes. It was good to be asked those questions. The detail of how the time will spent will be down to the discretion of the teachers.</p> <p>IC asked Governor for feedback on the hours, and asked should the new hours be adopted from January 2023. Governors agreed that from January 2023, school hours at Hawkesbury will be 8.30-3.00pm.</p> <p>A letter will be prepared and shared with parents on Friday to convey this information. Action KB.</p> <p>A Governor-Parent session will also be held at HA to answer any further questions. This will take place on 7th November – 1 session at 2.30pm, (at School – RT and KK to attend) and 1 session at 7pm (online – SG and IC to attend). Other topics may be raised by parents as well.</p> <p>No changes were considered for IA at this stage. An extra 10 minutes per day will need to be added to the day: this is likely to be added to the start of the day.</p> <p>Do children at HA have homework as well? – yes they do.</p> <p>Noted that Governors should consider the feedback when the homework policy is reviewed.</p>

9	<p>Update on After School Club (ASC) at Hawkesbury</p> <p>RT summarised the current position. The ASC at Hawkesbury is currently run by a parent committee. The Resources Committee had discussed proposals to bring the provision in house. Information from ASC had been shared with school and passed to HR for review. The results of this review are pending. Currently the number of children who attend will not support the costs associated with it, and the Schools Finance Officer has been asked to review the financial position.</p> <p>It is important that discussion and decision making by Governors doesn't delay the implementation process.</p> <p>Governors agreed that there isn't enough information available at this stage to make an "in principle" decision. Once all this information is available, an EFGB will be held to make a final decision. Action MR/KB.</p>
10	<p>Feedback from Pay Panel.</p> <p>See confidential minutes.</p>
11	<p>Feedback from HT PM.</p> <p>See confidential minutes.</p>
12	<p>Feedback from review of Delegation Limited by Resources Committee</p> <p>A summary of delegated limits had been shared on teams. RT introduced that they had been reviewed at Resources Committee.</p> <p>Staff have confirmed the system works.</p> <p>Governors had no further questions and agreed the limits.</p>
13	<p>School Fund Audit</p> <p>The School Fund at each school has been audited. Results of the audits had been shared with Governors on teams. No questions from Governors.</p>
14	<p>Register of Interests and Information for Website</p> <p>Governors had been asked to complete a Pecuniary Interest Form.</p> <p>This had been used to compile a summary of information for the website, which was shared with Governors on teams. Governors have also been asked to update their bio for the website by 21/10/22.</p> <p>Action ALL.</p> <p>Information on the website will be updated. Action KB.</p>
15	<p>Policies</p> <ul style="list-style-type: none"> • Allegations of Abuse against Staff Policy - ratified • Bullying and Harassment Procedure for Staff - ratified • Child Protection policy - ratified • Children with Health needs who cannot attend school Policy – move to 2 yearly review. Ratified. • Complaints Policy - ratified • Governor Code of Conduct – Governors were asked to comment on a minimum number of training courses that should be attended by each Governor but agreed a specific number is not appropriate – the number should be dependent on role on the GB, and stage as a Governor. Governors are motivated to address their needs. Governors discussed the need to attend Safeguarding training: all governors should attend this regardless of training received elsewhere. When SG attends the course this week, she will ask Governor services how often Governors should receive the training.

	<p>Action SG. This will be reflected in the Code of Conduct. All Governors are required to read and adopt the Code of Conduct and email KB to confirm they have done so. Action ALL</p> <ul style="list-style-type: none"> • Governor Standing Orders - ratified • Governor Visits Policy – ratified • Health and Safety Policy - ratified • Instrument of Government for the Pinnacle Schools Federation - ratified • School Fund Mission Statement - ratified • School Uniform Policy - ratified
<p>16</p>	<p>Safeguarding Update DM provided an update.</p> <ul style="list-style-type: none"> - There are 2 EHAPS in place at HA, and 3 at IA. - Safeguarding monitoring will take place next term, which will include a review of the single central record. - Integra came to staff meeting to talk about online safety. - Schools now buy into Safeguarding Pro – this includes a weekly email - Both schools continue to use the NSPCC pants campaign - Unique Voice will be visiting the schools in November as part of antibullying week. - Request that the newsletter mentions that parents can challenge safeguarding decisions. Action MR. <p>How is CPOMS going? – it is being very well used at IA. It has been really useful and very helpful that we had it implemented this year. We are also using it for Behaviour at IA. However it still feels that it isn't needed at HA.</p>
<p>17</p>	<p>Committee Headlines</p> <p>Resources Committee</p> <ul style="list-style-type: none"> • Change in school hours at HA – increasing socialisation and classroom contact time is positive • ASC at HA – does FGB need to consider an “in principle” proposal. • Pupil premium increase at IA to 25% of pupils. • Pupil numbers at HA are at 83, PAN agreed to continue at 15 in both establishments. <p>Standards Committee</p> <ul style="list-style-type: none"> • Computing subject leads talk. • Data • Curriculum review
<p>18</p>	<p>AOB</p> <p>SG noted a previous action to share committee achievements with parents: Committee chairs are asked to provide a summary to KB for inclusion in the newsletter. SG also suggested that an introduction to new governors could be provided. Action RT/KK/JG/LR/DW/JC/MS.</p> <p>See confidential minutes.</p> <p>MR raised the current position in Barn Owls (reception class at IA). – additional support is required for this class and this will have an impact on the budget: there is a very high level of need and the children are struggling to settle. Some people have been redeployed within the school but a more permanent solution is required.</p>

	<p>What kind of training will be provided? – the SEN Cluster are providing some training, and this will be needed at both schools. This will take place in November. We have some plans in place and are well supported by parents. CW is applying for some transition funding to help support the costs. Governors agreed that support was required immediately and that the budget issues would be dealt with at a later date.</p> <p>Did you anticipate these issues? – no, not as serious as this.</p> <p>So you are aware of the Exclusion Policy and there may come a time when you need to consider a fixed period exclusion? – yes.</p> <p>You shouldn't be afraid to implement those. You will need to judge that as professionals, but the safety of all children is paramount.</p> <p>DM reported that ActonAid have identified £500 for Christmas Parcels. Money will come into school and the school will decide what to do with the money. MS highlighted that further support is available from a planned Comfort and Joy appeal and the church. The school will give careful consideration as to how the money is distributed.</p> <p>Governors provided feedback to the Clerk and thanked her for her work.</p>
19	<p>Headlines and impact from this meeting</p> <ul style="list-style-type: none"> - The agreement of the Federation Development Plan (FDP) – this is central to what the schools do. - Decision on changes to school hours at HA. - Agreement to provide additional resource at IA where staff have identified it is needed. - The Governor monitoring programme is having a real impact on the schools. - Governors met and held a beneficial “off site” – session.
21	<p>Date of Next meeting 5th December 2022, Hawkesbury Primary School</p>

Meeting Closed 21.15

Action Checklist

WHO	ACTION	WHEN
KB	Fixed penalty notices to be discussed by Standards Committee	14/11/22
JG	FDP Priorities to be added to Governor Monitoring programme	21/10/22
ALL	All Governors to familiarise themselves with FDP and Governor Monitoring Programme	05/12/22
MR	Request CEO of leaf trust to attend FGB	05/12/22
JG	Investigate Academisation training available from Gloucester Diocese.	05/12/22
MR	School hours Consultation responses from staff to be shared with Governors	21/10/22
KB	Letter to be sent to parents informing them of decision on school hours, and providing information on the governor information sessions on 7 th Nov.	14/10/22
KB/MR	On receiving information about ASC from HR and Schools Finance Officer, EFGB to be scheduled.	05/12/22



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ALL	All governors to review / prepare bio for website	21/10/22
KB	Make updates to websites	05/12/22
KB	Amend code of conduct regarding training requirements	21/10/22
SG	At Safeguarding training course, ask for details about frequency of training	14/10/22
ALL	All Governors to read Code of Conduct and confirm to KB.	05/12/22
MR	To confirm in newsletter that Parents can challenge a safeguarding decision	05/12/22
KK/RT/J G	Provide summary of achievements to KB	21/10/22
JC/MS/L R/DW	Provide an introduction to appear in the newsletter	31/10/22
KB	New governor intros and summary of committee achievements to appear in newsletters.	05/12/22