



Forest Edge Federation
Minutes of the Full Governors' Meeting
Tuesday 28th March 2023 5.00pm
held at Woolaston Primary School



Present:

Governors:

Nataline Bennett-Coleman (NBC)
 Amanda Cooper (AC)
 Natalie Fryer (NF)
 Emma Gomersall (EG)

Richard Heys (RH) Co-Chair
 Jo Kibble (JK)
 Jenny Lane (JL)

Clerk: Chrissie Hugill

		Action
22-23/70	<p>As agreed, Co-Chairs to alternate leading FGBs – RH to Chair this meeting.</p> <p>Welcome & Apologies Marion Evans – holiday Hannah Rowlands – school commitment Becky Stackhouse (BS) - illness Hazel Beeton (HB) – not present Helen Grimes – not present</p>	
22-23/71	<p>Declarations of Interest None</p>	
22-23/72	<p>Minutes of the meeting 13 Feb 2023 Minutes had been circulated prior to the meeting. Any actions will be covered at this meeting. Acceptance of Minutes: Proposed by JL Seconded by JK Approved unanimously. There were no matters arising</p>	
22-23/75 Out of order taken 1st	<p>Finance & Premises update Meeting held on 15th March virtually. Finance for each school is dealt with at alternate meetings – WPS at this meeting.</p> <ul style="list-style-type: none"> • PREMISES: TCofE Still awaiting news whether external works will be picked up by GCC. RH: should this matter be taken to a higher level to gain an answer? JB: Not really – informed it will now be April JL and JB to meet to talk through latest spec. for the toilets. JL and JB met re external works at the back of the school plus cleaning of gutters at both schools. • WPS: External inspection made for WPS and programme of works in hand • Photocopier: contracts for both schools: Neither were suitable for purpose or financially viable. TCofE: It was agreed to carry on with the current contract which is more expensive but in the long run value for money. It will be reviewed after 12 months, meanwhile new copiers installed now and working. WPS; Also new quotes, re-negotiated and have been approved for replacement copiers. 	

	<p>Renewal terms will be close together it may be able to marry both up and roll up together.</p> <ul style="list-style-type: none"> • FINANCE: • WPS update Finances not looking good following recent visit from AFO. Number on roll is falling (a little over 130), plus impact that pending salary increases for all staff will make on the budget. The situation had been discussed at length at committee level and shared with FGB. Discussed with FGB at length and recorded as a CONFIDENTIAL ITEM: • TCofE update To be discussed at next committee meeting 	
22-23/73	<p>Curriculum and Outcomes update Next meeting will be Fri 31st March 12 noon – 2pm. Virtual on Teams</p>	Clerk to set up Teams link
22-23/74	<p>People & Development update The last committee meeting was not quorate. Since Rev. David has resigned when a new Foundation governor is appointed, they may need to sit on this committee to enable the committee to be quorate. Discussions only took place. Governor visits were discussed. A reminder of the procedure and protocols including Do's and Don't's will be placed on the Sharepoint as an aide memoire. Further visits are due and govs agreed to implement this procedure. Finance and staffing at WPS was discussed. SEND review. HR and wellbeing</p>	Clerk NCB - History RH booked in for maths
22-23/76	<p>Headteacher's Report Reports circulated prior to the meeting All documents referred to are and will in future be on the Sharepoint file under the relevant meeting. Report This document will be on Sharepoint, accessible to all governors. This new layout will illustrate updates (dark and light fonts) since beginning of the year.</p> <ul style="list-style-type: none"> • SEND is working well across both schools, developed a functioning process across the schools. Both SENDCo's are using same format and streamlining. • PP children have been focussed; they mainly sit within SEND. • At WPS a key area of development has been Writing. EG has developed this and it is moving forward, based on a 3-week writing strategy. This programme is held as an example of good practice. • Teaching is good across both schools, evidenced in external visits. • New schemes in reading, maths and phonics introduced at TCofE with a few tweaks. • Using VIPERS reading skills • Leadership and management are very positive. LA advisors are impressed with procedures and progress. • Staff at both schools are working together successfully. • Semco's are working with SL to see how adaptations can be utilised. • Reading at both schools is a priority. 	



- Reading review at WPS already held, staff feeling confident at WPS .
- No spring data available yet (available in term 5)
- Behaviour & Attitudes: exemplary at both schools, recent inspection and visits of advisors were impressed. Lunchtimes at WPS are very calm, banning football on certain days has helped. TCofE are constantly reviewing this in conjunction with pupils.
- School values are being imbedded at both schools.
- School trips – detailed in the report.
- STEM visit in national science week.
- British values – is being taught across the schools.
- Overall effect- Autumn data evidenced schools are bucking the trend.
- At WPS much working with Sp & L referrals some completing NELI.
- Staff at the hubs are meeting regularly and a joint trip will be taking place.
- Assessments still being used in EYFS.
- Lots of additional phonics at both schools.
- Links are being made with the pre-school at Tutshill.

Attendance

Looking strong. Data is on Sharepoint.

- **WPS:** Breakdown to date
FSM 98%
Prev LAC 98% SEND 96% CP 99%
Overall 96% whole school attendance.
- **TCofE** Breakdown to date
FSM 95% SEND 94.35% Service pupils 94%
Overall, 95% whole school attendance

SEND review

Assessor was very impressed. Commented on strong paperwork, strong evidence. All very positive.

- **Website**

An in-depth review of both schools' websites has been conducted by the LA.

FGB may wish to consider an independent reviewer for policies every couple of years.

- **SIAMS**

Inspection took place on 14th March. Report to be published shortly. Outcome is at present confidential, but EHT expressed her pleasure at the initial feedback. EHT wished to express her sincere thanks Robyn Howells, RE lead at Tutshill for her sterling work in getting the school to a place of confidence. FGB expressed their thanks to all leaders. With special thanks to Robyn in the form of a gift. AC suggested a gift to all staff.

NCB to organise

22-23/77

Policies: including individual school and Federation Policies

SEND policy has been updated and is compliant with all legislation.

Proposed: JB

Seconded: AC

Approved unanimously.

22-23/78

Safeguarding



	<p>WPS Lots of TAF and Strat mtgs. Working closely with families before situations escalate. There has been another Early Help mtg and PEP mtgs</p>	
	<p>TCofE Had to use front door service and Community Social Workers. One MARF completed - DepHT was not happy with response from family.. Core group mtg held for child on CP., potentially moving school on Friday Physicality of each site has been reviewed by JB and determined no child is at risk on either site. JK: Are you finding when you need external help it is there? What about referrals? NF: I have put in a level 4 referral (highest level); informed by external agency further investigation is needed. EG stated there had been an issue at WPS recently but was unable to get support or contact from Early Help or MASH until after end of school day. JL quoted a referral made to CAMHS has taken 8 months. JK: Do we need to look at risks/pressures on the school's other pupils and staff? JL: There are some other avenues to look to for help and support, but time is of the essence in most cases. Use of Trailblazers is helping. RH agreed to talk this through with a local County Councillor he knows..</p>	
22-23/79	<p>SEND Covered in EHT's report</p>	
22-23/80	<p>Wellbeing Covered in EHT's report</p>	
22-23/81	<p>School Opening Hours</p> <ul style="list-style-type: none"> Government have instructed schools to restructure their opening hours to work 32.5 hours. LA pointed out the GB need to look at this. TCofE need to operate an additional 10 minutes per day. WPS need to operate an additional 15 minutes per day. JL has discussed with SLTs across the federation and it is clear the school timetables will both be different. Changes to be in place for September 2023. The impact is a financial problem. <p>Proposal for TCofE: Has a soft start 8.45 – 3.15 TAs are already paid from that time to prep classrooms. From September pupils and staff will start at the same time 8.45. There is no significant change, this is reducing soft time from 10 to 5 mins. Gates will open at 8.40 and pupils should be in class by 8.45am</p> <p>Proposal for WPS: Current start is 9am, TAs never had any prep time. SLT discussed at length and felt best plan is to add 15 mins at end of day ie. 3.30 finish. Alternative was to extend the morning session to 12.15 then lunch to 1.15 but there would implications on MDSAs. SLT are in favour of an extra 15 mins at the end of the day. JK: Does this affect any TAs working in the afternoon? JL: It would only affect the TA in Reception, who would be asked to work the extra 15 minutes.</p>	



