

Forest Edge Federation Governing Board Annual General Meeting Wednesday 7<sup>th</sup> September 2022 5.00pm held at Woolaston Primary School



Present: **Governors**: Amanda Cooper (AC) Emma Gomersall (EG) Hannah Rowlands (HR)

Natalie Fryer (NF) Jenny Lane (JL)

Clerk: Chrissie Hugill

- Apologies: James Bradbury -business Jo Kibble (JK) - illness Simon Gair (SG) – family reasons B. Stackhouse (RS) - child care
- Not present: Hazel Beeton (HB) Rev David Treharne (DT)

## Minutes

	Minutes	
		Action
22-23/01	Welcome & Apologies	
	Clerk welcomed those present. Apologies read out and accepted	
22-23/02	Election of Chair	
	It was agreed to continue with Co-Chairs	
	Marion Evans and Richard Heys were nominated	
	AC proposed	
	JL seconded	
	Unanimously carried.	
	It was agreed that meeting would be chaired alternately: ME would	
	chair the AGM	
22-23/03	Election of Vice Chair	
	James Bradbury	
	Nominated by RH	
	Seconded by JL	
/- /	Unanimously carried.	
22-23/04	Declarations of Interest	
	There were none.	
	All those present were asked to complete a Business of Interests	
	form (previously circulated by email and paper copies available at	
00.00/05	the meeting)	
22-23/05	Adoption of Code of Conduct	
	The document had been circulated prior to the meeting. There	
	were no amendments or alterations.	
	Acceptance proposed by RH	
	Seconded by AC	
	Unanimously carried Signed by co-chairs	
22-23/06	Adoption of Standing Orders	
22-23/00	The document had been circulated prior to the meeting. Amend to	
	read: item 1 point 1.1 chair or co-chair	
	Proposed by RH with above amendment	
	Seconded by ME with above amendment	
	Approved and signed by co-chairs	
22-23/07	Agree and adoption of Terms of Reference for Committees	
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	Previously circulated prior to the meeting. Each Terms of Reference for Committee required minor spelling amendments and typographical errors. Headteacher Executive Headteacher Rapid Action Plan change to School Development Plan Changes of titles made: Business becomes Finance & Premises Education becomes Curriculum & Outcomes Human Resources becomes People & Development	
22-23/08	Curriculum & Outcomes Terms of Reference to include a named governor responsible for Safeguarding. Safeguarding gov to be appointed at first FGB meeting <b>Confidentiality form</b>	Add to agenda 17 Oct 2022
	All governors are required to complete this form. Copies of the form were signed and handed to the Clerk by those present.	
22-23/09	Agreement Committees and membership Draft document detailing committee membership circulated prior to the meeting. JL took those present through responsibilities of each committee and possible meeting dates. Curric & Outcomes	
	Robyn Howells – SIAMS JL & EG – Pupil Premium Hannah Williams – SEND	
	NF – Teaching and learning EG – Assessment	
	People & Dev	
	Helen Grimes is a possibility to join the committee Additional Foundation Governor – Clerk to enquire with Rev. David if an appointment has been made JL to publish the list of committee members on schools' websites.	Clerk to ask DT
22-23/10	All present, were in favour Agree and approve policies	
	Three policies require full FGB approval. Behaviour, Complaints and Safeguarding.	
	Draft policies had been circulated prior to the meeting. JL has added all policies circulated in draft form on schools' websites until they receive approval from the FGB	
	It was agreed that policies requiring approval by committees prior to FGB approval are also added to the websites as a sign of intent and will be brought to FGB after the new committees have	
	approved them. Three policies looked in turn. JL called policies up on-screen, typographical errors were amended, minor changes made: Change governing body to governing board.	
	<b>Complaints policy:</b> Change governing body to governing board, Refer to 'at the schools' rather than naming individual school Change Headteacher to Executive Headteacher	
	Advise complainant to contact chair@woolaston or chair@tutshill RH proposed the approval of this policy	
	ME seconded Approved unanimously	
	Behaviour policy:	

	Typographical errors were amended, minor changes made Change music teacher to peripatetic teacher ME proposed the approval of this policy AC seconded Approved unanimously	
	<b>Safeguarding policy:</b> Typographical errors were amended, minor changes made. Name of Safeguarding governor was added RH proposed the approval of this policy AC seconded Approved unanimously	
	Antibullying, Managing Difficult Visitors plus Charging and Remissions Policies. It was agreed this should be adopted. RH proposed the approval of this policy AC seconded	
22-23/10	Approved unanimously Agree schedule of meetings Schedule of meeting accepted and approved subject to committee chairs confirming actual date of committee meetings. Day or evening meetings; in person, virtual or hybrid. RH: Suggested that members of the GB do a tour of Tutshill School at the next FGB	Tour c schoo
22-23/11	<ul> <li>Any other business</li> <li>JL received a phone call re a complaint of bullying (WPS) JL detailed the complaint to those present and explained the procedure had been followed correctly in accordance with the LA. Complainant went straight to Ofsted, JL received a call from HMI first day of term regarding this complaint. HMI confirmed there would be no further action re this complaint, parent would be advised of their findings.</li> <li>HMI advised JL he had taken a look at the school (WPS) website and recommended a governor to check on website to ensure it is up to date.</li> <li>With pending Ofsted in mind;</li> <li>JL recommends Visits to be arranged with subject leaders asap Record keeping is checked and prioritised</li> <li>Ensure Safeguarding procedures and Bullying policies are implemented</li> <li>JL confirmed Everything is available on Sharepoint for governors Enquiries in hand for a Forest Edge email address</li> <li>Date to be set for an additional curriculum mtg to be decided.</li> <li>Meeting Closed at 19.04</li> <li>Date of next FGB meeting: 17<sup>th</sup> October 2022. 18.00pm</li> <li>Venue: Tutshill C of E Primary School</li> </ul>	

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