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Forest Edge Federation Minutes of the Full Governors' Meeting Tuesday 18th July 2023 5.00pm held at Woolaston Primary School



D	held at Woolaston Primary School		
Present:			
Governo	rnors: Nataline Bennett-Coleman (NBC)Richard Heys (RH) Co-CAmanda Cooper (AC)Jenny Lane (JL)Marion Evans (ME) Co-ChairEmma Gomersall (EG)James Bradbury (JB)Robin Riordan (RR)Natalie Fryer (NF) 5.15Jo Kibble (JK)Amanda Cooper (AC)5.15		nair
Clerk:	Chrissie Hugill		
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As agree d 22-23/85	s agreed, Co-Chairs to alternate leading FGBs – RH to Chair this meeting. 2-23/85 Welcome & Apologies		Action
22-23/03		Helen Grimes (HG)	
		Becky Stackhouse (RS)	
22-23/86	Declarations of Interest		
	There were none		
22-23/87	Minutes of the meeting 22 May 2023		
	Minutes had been circulated prior t	to the meeting.	
	Matters arising: None	-	
	Acceptance of Minutes:		
	Proposed: ME Seconded by: JL	Approved unanimously.	
22-23/88	Curriculum & Outcomes update		
	Verbal update given by RH – Chair of c	committee. (Minutes available	
	on SharePoint).		
	Very good meeting held on 7 th July at WPS.		
	Federation has purchased GLOSSI (Glos improvement service), Chair		
	explained the advantages of this service.		
	Subject leadership discussed in detail,		
	how this will be implemented across the		
	Acceptance of Committee minutes prop and approved by committee members		
22-23/89	People & Development update	present	
22-23/09	Verbal update given by ME – Chair of c	committee	
	Meeting held on 11 th July at WPS looke		
	the next year.	so at staning at both schools for	
	JL confirmed 25 places confirmed for R	Reception at WPS in September	
	all places taken at TCofE. Some parel		
	changed to WPS. One parent has chose		
	after Ofsted report went live.		
	TCofE		
	Staff: all returning in Sept so back	on track.	
	• WPS		
	Teaching staff: With falling number	rs there is the need to restructure	
	classes down to 5 but no need for	a redundancy as a member of	
	teaching staff has gained a post clo	oser to home and handed in her	
	resignation.		
	General		
	Update on non-teaching staff:		
	Each school has a F/T Admin Officer who is also		
			1
	Attendance Officer.		
	Attendance Officer. Site Maintenance: 		

	 WPS is covered on ad hoc basis, TCofE covered with basic maintenance. New role to be created to lead across both sites for legionellosis checks, PAT testing etc 30 hrs/week - 52 weeks per annum. Current staff prepared to stay in post if necessary and assist handover when new appointment is made. Collaborative leadership discussed. New structure to be confirmed to FGB. SharePoint and Teams will be used extensively. Staff CPD Purchasing training plans (see C & O minute 22-23/88) Flexible working policy and how to be applied- ongoing. Safeguarding: WPS - none TCoE – 1 item being investigated I poor attender. No medical evidence to support reason why not in school. JL pointed out pupils are no longer classed as 'missing education' but 'children absent in education'. Strategies are put in place eg P/T timetables There is a significant increase in home education across the county. 	
	Gov Qs	
	RR: do figures exclude the home educated? JL: Yes, they do.	
	NBC: Was the TCofE child a good attender before Covid?	
	JL: No.	
	Policies Committee to review policies relevant to P & D – 3 times per year	
	there will deep dive on each policy.	
	Recruitment of governors. Helen Grimes has been removed from the FGB due to	
	nonattendance in the last 6 months.	
	2 governors retiring from the Board (Co-opted and Parent)	
	recruitment to take place in the new academic year for 2 Co-opted	
	and 1 Parent.	
	Gov Comments:	
	FGB need to go out into the community to seek candidates – assess any particular skills needed.	
	RH will talk to local parish councils.	
22-23/90	Finance & Premises update	
	Verbal update given by JB – Chair of committee. Meeting on 5 th July TCoE (including Premises)	
	 First pre-contract talk re toilets refurbishment has been held. 	
	It appears all the pre-work has been done. New drainage to be	
	installed in front of the busy beehive, new canopy, guttering etc.	
	KS2 toilets: Knocking through KS2 classrooms to create new KS2 tailets with a modification to KS1 tailets. Work starts 21 lulu	
	toilets with a modification to KS1 toilets. Work starts 31 July- planned finish date 6th Sept but contingency in place to use other	
	rooms. This will be paid for out of Section 106 funding.	
	Site Manager will deal with daily meetings.	
	JB agreed to drop in to see how things are going throughout the	
	holiday.	
	 Fencing: on boundary with school neighbour – quotations to be sought New owner of neighbouring property has requested 	
	sought. New owner of neighbouring property has requested, access into the field and wants the school to remove the 5-bar	
	gate. JL confirmed he has access but must go round the other way	

	and should not need to come through school site due to the	
	Safeguarding requirements. It is thought he doesn't realise the	
	access has changed. When land was gifted to school access was	
	 changed. Conversations taking place with GCC and Diocese to 	
	resolve the matter.	
	 Photocopier: invoicing queries have been resolved. 	
	 Plan to purchase laptops – ongoing discussions and negotiations 	
	with the remote team to get them.	
	WPS (including Premises)	
	 Cracking sound from the glazed roof in the hall (ongoing problem 	
	for a number of years) GCC are potentially going to replace it,	
	though school may have to pay 25% of the cost.	
	 Photocopiers are up and running (in both schools) though no 	
	internet connection in the hub at WPS – still to be sorted. Trunking	
	needs re-instating.	
	 With a reduction to 5 classes budget adjusted accordingly. 	
	 The original School House was queried where it is on the school 	
	site and how it is funded. School receives a payment from GCC	
	but pay out to the diocese for the use of the building.	
	Accounts for both schools	
	Both sets of school accounts are quite straightforward.	
	 Teachers pay award: Offer has been made of 6.5% funded pay 	
	award	
	• WPS: Area Finance Officer (AFO) visited recently. JL discussed	
	the financial implications of the restructuring down to 5 classes and	
	a resignation from teaching staff. Due to these changes, it was	
	agreed that the end of year budget is no longer -£160K but	
	predicted carry- over of £50K	
	 TCofE: Predicted bottom line is £110K carry-over. 	
	 AFO commented positively on the rigorous work carried out on both 	
	budgets by the FGB.	
	GQ's	
	RH: Going down to 5 classes at WPS, how will the spare room be	
	used?	
	JL: As an intervention and learning space; with 3 EHCP pupils we	
	also need a breakout space. Could also be used for before and	
	after school clubs rather than one of the in-use classrooms, but	
	maybe a little on the small side.	
	 Energy audit being implemented and put in place as soon as 	
	possible.	
	 Concern was expressed that the F & P committee will be two 	
	members down when RH and JK finish their terms of office.	
22-23/91	Headteacher's Report	
22 20/01	Paperwork for all govs to read has been posted on SharePoint.	
	SEND	
	 SENDCo's work together across the federation. Report shared 	
	with Board on whiteboard for JL to take the meeting through the	
	detail. Action plan is developed from the SDP.	
	Priorities and achievements are shown for the benefit and use by	
	all staff and FGB. The impact is proving very successful.	
	Achievements are shown and the joint action plans.	
	Questions posed: What difference has it made? what do staff need	
	to improve?	
	SEND: Expected pupils in new year:	
	WPS: 3 x possible EHCPs	
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	 TCoE: Some will, on entry, need 'My Plans' JL took those present through the changes to the structure of support for SEND pupils i.e. funding/hours etc. By 2024 EHCPs will only be allocated for extreme needs. Full SEND review is planned over the next 12 months or so. Attendance Across the federation attendance is good TCoE: Only 1 pupil who is persistent poor attender. RS (School Attendance Officer) has been asked to provide more detailed data relating to absentees in general. There were a number of holiday requests made during the year. WPS there are a few less persistent absentees but some are on p/t timetable. There were 5 holiday requests. Process put in place is to hold Attendance Improvement Meetings (AIM) with parents by Attendance Officers. Impact has been huge; now only one pupil persistently late with a TCofE pupil and another one having only 1 day absent. GQs RR: What is the process, do you report to the LA? JL: Yes, we do The process is in the attendance policy to follow and implement. Data Data for the federation shared with the meeting. (all information is available on SharePoint), including Phonics, KS1 and KS2 Both schools use Insight as a data tracker. 	RS
	JL took the meeting through the very good results.	
	Gov comment RH: Well done to all concerned.	
22-23/92	 Policies (Including individual school and Federation Policies) None scheduled to be reviewed 	
22-23/93	Safeguarding	
22-23/94	Covered in P & D report SEND	
22-23/94	Covered in Headteacher's report	
22-23/95	Wellbeing	
	Sharing workload and work practice is all detailed on SharePoint for the Governors. It will reduce people working independently and it is hoped this will improve people's wellbeing. CDP will also support staff. The school insurance policy is there to assist staff needing leave. WPS staff pleased that Ofsted has been successfully completed. TCoE, having had a SIAMS are now moving into an Ofsted inspection year. Curriculum evaluation document is on SharePoint. This will evaluate, prioritise and put key points in place and timeframe. Governor comment: AC – generally staff are happy. TCofE staff appreciated the flowers (SIAMS) and WPS have chocolates. AC suggested as a reward; possibly staff could have a half day off in recognition of all the effort that has gone in. A way to say thank you.	
	Development of relationships to work together from each school is working well.	
22-23/96	Governor visits None	

22-23/82	Strategic Plan	
	Work from the plan is progressing well with many achievements.	
	Further objectives for committees will be developed in September.	
	Estates work might need also need to be added to the plan.	
22-23/83	Any other business	
	JL expressed her congratulations to Mrs Fryer on completion of her	
	masters degree.	
	ME expressed sincere thanks to Richard Heys and Jo Kibble for their	
	sterling work and support of both schools during the time they have	
	been Governors and especially through the inception of the federation.	
22-23/84	Meeting Closed at 6.30pm	
	Date of next meeting: AGM Thurs 14 th Sept	
	Time: 5 – 6pm	

Signed_____

Date _____

Colour coding: Governor questions Comments/answers Governor comments