

**Forest Edge Federation
Full Governor's Meeting**

Monday 20th June 2022 5.30pm held at Woolaston School

Governors:

Hazel Beeton (HB)	Parent Governor
Amanda Cooper (AC)	Staff Governor
Marion Evans (ME)	LA Governor,
Jo Kibble (JK)	Parent Governor
Jenny Lane (JL)	Executive Headteacher

Clerk:

Chrissie Hugill

Apologies:

Rev David Treharne (DT)

Minutes

		Action														
21-22/01	<p>Welcome & Apologies Rev. David - accepted</p>															
21-22/02	<p>Clerk read out the appointment of Marion Evans as Local Authority Governor appointed by GCC</p> <ul style="list-style-type: none"> • Appointment as Governors <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Executive Headteacher</td> <td>Jenny Lane</td> </tr> <tr> <td>LA Governor</td> <td>Marion Evans</td> </tr> <tr> <td>2 x Foundation Governors</td> <td>Rev. David Treharne</td> </tr> <tr> <td></td> <td><i>Vacancy</i></td> </tr> <tr> <td>2 x Parent Governors</td> <td>Hazel Beeton</td> </tr> <tr> <td></td> <td>Jo Kibble</td> </tr> <tr> <td>1 x Staff Governor</td> <td>Amanda Cooper</td> </tr> </table>	Executive Headteacher	Jenny Lane	LA Governor	Marion Evans	2 x Foundation Governors	Rev. David Treharne		<i>Vacancy</i>	2 x Parent Governors	Hazel Beeton		Jo Kibble	1 x Staff Governor	Amanda Cooper	
Executive Headteacher	Jenny Lane															
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21-22/03	<p>Election of Temporary Chair Marion Evans, nominated by AC was unanimously elected Temporary Chair for the meeting</p>															
21-22/04	<p>Declarations of Interest None</p>															
21-22/05	<p>Appointment of up to 5 Co-opted Governors The Board had met prior to this meeting to assess the Expressions of Interest received. It was unanimously agreed to invite and appoint Rebecca Stackhouse James Bradbury Richard Heys To join as Co-opted Governors Two vacancies remain. Co-opted governors were invited to join the meeting and welcomed by the Temporary Chair.</p>															
21-22/06	<p>Election of Chair It was proposed that Marion Evans and Richard Heys are appointed Co-Chair for the first term of office for the new Board. Proposed by JB Seconded by AC Unanimously carried.</p> <p>Election of Vice Chair</p>															

James Bradbury
Nominated by AC
Seconded by JL
No further nominations – carried unanimously.

ME continued as Chair for this meeting.
It was agreed to continue to seek suitable candidates as co-opted governors

The new board agreed to offer 3 associate posts
Emma Gomersall – Deputy HT at Woolaston
Natalie Fryer – Deputy HT at Tutshill
Simon Gair – Independent strategies
The Board agreed there should be a clear purpose and definition to the role for each individual associate member. The skills the associates bring to the GB will be considered when seeking to fill the two vacancies of Co-opted governors.
Emma and Natalie joined the meeting and were welcomed by the Chair. SG had already offered apologies for the meeting – should he be elected.

21-22/07 **Additional LA Governor**

There is no appointment of an additional LA Governor as WPS is no longer considered a school with concerns. Fran Cinderey, previously an LA governor was invited to join in a Co-opted role, however she has declined due to other commitments.

Letter of thanks to FC for her support in the past- Clerk

21-22/08 **Acceptance of Instrument of Government**

A copy of the Instrument was circulated and copies will be sent to each member of the Board.
Its acceptance was proposed:
Proposer: RH
Seconder: JB
Carried unanimously

21-22/09 **Acceptance of Closure Reports**

HT's report SEF, SFVS, 3-year plan SDP and Data all submitted
WPS has submitted a closing report.
Contains statutory details, ofsted reports, basic info on financial position, summaries around staffing, NOR 153, estate details, key challenges, substantial purchases of IT purchases in 2019.
Finally, wishing the federation well

Tutshill: verbal report, written report to follow
NOR 213 (over PAN), Ofsted reports, Finances looking good.
3 year plan in place. Staffing – full complement, with a maternity cover secured.
Estates: There has been some new build; school inherited the playing field, left in a will
There is a green agenda.
Improvements to toilets for Y1 and Y2 but could be cost prohibitive, alternative build may restrict Y2 class slightly internally but would be cost effective. There are problems with drainage.

To follow

WPS has a demountable building that has reached its sell-by date.

Both sites have had visits from Andy Hale, Property Services. In comparison with other schools, WPS and TCofE are in good condition

21-22/10 **Policies for replacement with Federation-wide policies**

Signing-off of all existing policies will continue until new policies are in place.

JL and SG have met to discuss priority policies for replacement with Federation-wide policies where possible.

Not merging English and Maths as both schools deliver the subject differently. Ratification will be purely at committee level only statutory federation policies will come to board level. It is hoped all to be in place by start of the new school year.

21-22/11 **Establishment of Committees**

- **Curriculum & Outcomes**

Jenny Lane
Hazel Beeton (EYFS)
Amanda Cooper
David Treharne (Christian ethics)
Beccy Stackhouse (SEND)
Richard Heys (Chair?) (Maths)

- **People & Development**

Jenny Lane
Marion Evans (Chair?)
David Treharne
Simon Gair?
Richard Heys (temporary until further co-opted governors
With relevant skills-set appointed)

- **Finance & Premises**

Jenny Lane
James Bradbury (Chair?)
Jo Kibble (Vice-chair?)
Richard Heys
Simon Gair?

Election of Committee Chairs and Vice-Chairs to take place at first meeting. Governors with specialist leads highlighted.

It was agreed to enable attendance, committees to look at viability of hybrid meetings

JL suggested timetable for meetings to be considered:

- Beginning of term; a governor visit to both schools
- Mid-term committee meeting
- End of term a full FB

Core subject will need to be on site visits, but some could be conducted virtually or hybrid.

Ofsted main push is curriculum not teaching and learning.

Key to this working is being in schools and high visibility at all times.

To offer flexibility to governors, hybrid meetings will be a possibility.

Question:

JK: How do governors arrange visits to each school?

JL: Contact the school admin via email; office@.....

EG: Is it possible for governors to have access to Insight (data) rather than print up a large document?

JL: To investigate

A FGB meeting before the end of term to set dates for the forthcoming year.

For a seamless handover it is proposed to have a link set up between previous governors on each board to the new one.

JL/Clerk

21-22/12 **Any other business**

- ME to contact St. Briavels for collaborative agreement should it be needed
- Email addresses may need a new domain.
- Merge Sharepoint so all governors have a new access point
- Logo for the federation; JL has some drafts which will be circulated
- Signage at each school and website illustrating the federation.
- Current clerk to remain in place until end of the academic year. JL expressed her thanks to the Clerk. As yet, no responses to job adverts for the post. May have to consider an agency specialising in clerking for governing boards.

ME

JL

JL

JL

JL

JL

7.55-8.00pm

Meeting Closed at **19.28**

Date of next meeting **18th July 17.00hrs** venue **Tutshill School**

DRAFT