



Forest Edge Federation
Minutes of the Full Governors' Meeting
Monday 17th October 2022 6.00pm
 held at Tutshill CofE School



Present:

Governors:

Hazel Beeton (HB)	Helen Grimes (HG) virtual
James Bradbury (JB)	Richard Heys (RH) Co-Chair
Nataline Bennett-Coleman (NBC)	Jo Kibble (JK)
Amanda Cooper (AC)	Jenny Lane (JL)
Marion Evans (ME) Co-Chair	Hannah Rowlands (HR)
Natalie Fryer (NF)	Becky Stackhouse (RS)
Emma Gomersall (EG)	Rev David Treharne (DT)

Clerk: Chrissie Hugill

Apologies:

Not present: Simon Gair (SG)

		Action
As agreed, Co-Chairs to alternate leading FGBs – RH to Chair this meeting.		
22-23/25	Welcome & Apologies There were no apologies	
22-23/26	Declarations of Interest There were none. JL pointed out NBC teaches at WPS.	
22-23/27	Minutes of the meeting 18 July 2022 Minutes previously circulated Proposed by AC Seconded by ME Approved unanimously There were no matters arising	
22-23/28	SIAMS - taken out of order on agenda as DT has another commitment at 19.30 TCoE staff member Robyn Howells led a twilight session based on Christian distinctiveness and how it leads into school life. Comments: RH: Very well presented and good materials NBC: Excellent session, brilliant delivery. Collective worship tomorrow at TCoE school. Reminder: there is a National SIAMS update on 3 rd November. DT: It was an extremely helpful introduction to Christian distinctiveness. JL: Taking these values to the federation is benefitting standards, behaviour etc at WPS JB: Will the slides be made available to govs who did not attend? And will they be enough to bring us up to date? JL: Slides used in the session will be distributed to governors and were detailed. Governors can re-visit for any clarification needed.	
22-23/29	Curriculum and Outcomes update Draft minutes of 30 th Sept circulated prior to the meeting TORs for the committee were approved. Allocation of Core subjects were covered. RH - Maths HB – English HR - Science BS - SEND Volunteers sought for Foundation subjects:	

	<p>History - NBC PE - JB Geography - JK Art - NBC RE – DT Languages – (French) HR. JL explained what is involved in a governor monitoring visit. Gov to contact the school office to arrange a visit, following the visit present a completed visit form to the Clerk. Three visits to each school in an academic year. Circulate list to govts and copy to staff.</p>	<p>JL/Clerk to circulate</p>
<p>22-23/30</p>	<p>People & Development update ME stated a meeting took place beginning of October; some items are confidential and as such Chair will give a verbal update to FGB meetings.</p> <ul style="list-style-type: none"> • TOR was approved and signed. • Surveys are planned to both parents and staff. First parent survey will take place in Nov and a second at the beginning of Term 5 First survey will cover both transition in year groups as well as induction to school in Reception. Some core questions will cover bullying, safeguarding and behaviour as well as communication. Same survey will go to both schools, but parents will be asked state which school their child attends. Staff survey will cover a variety of opinions particularly the coming together as two schools; wellbeing, communications etc. Staff survey will take a similar timeline as the parent survey. It will be directed to all staff. Should governors have any suggested questions to add, contact ME and RH to include them. <p>GQ: JK: will it be collected year by year group or as a whole? ME: As this is the first one of these there is no benchmark – but as the systems progresses it is hoped a pattern emerges.</p> <ul style="list-style-type: none"> • Performance Management Policy has been updated and will be used across the federation. • Planning for the future how to manage going forward with falling NORs • Wellbeing of staff – staff will be asked if they want flu jabs to be organised by school • General update on Safeguarding in the schools and behaviour in general at both schools. <p>GQ: JK: Is bullying at either school making children feeling unsafe? RH: Explained the last Ofsted for WPS had raised some issues in this area. EG explained there is an outdoor area, amphitheatre style with trees, MDSAs give this particular attention at lunchtimes, since then there has been a huge drive on positive behaviour. More equipment has been purchased to encourage positive play. DT: Are there any issues with staff particularly the GB need to be aware of?</p>	

RH: This is the reason the staff survey will be directed as their wellbeing.

JL: Staff very much aware of the GB involvement and do feel valued.

JL stated WGSP has money leftover this year. She has asked that it is refunded to schools to be spent on staff directly.

NF: Asked that questions on staff survey are piloted correctly to get the answers and importantly then deal with any issues.

The P & D committee are aware that governors' wellbeing is also to be considered with possibly two Ofsted and a SIAMS inspection in the next year or so.

22-23/31

Finance and Premises update

JB stated the committee has not met yet. He has received an update from EHT re. both schools:

- **TCoE**

Mrs Sam Cross School Office Manager has completed reconciliations

She will shortly be working across both sites; and going forward for an SBM (School Business Manager) qualification. Both schools have F/T administrators.

Toilets: Situated between Y1 and Y2. One toilet down against compliancy requirements.

A couple of suggestions put forward; GCC proposal was not acceptable to school. School proposal is awaiting approval by GCC, decision due shortly. This would increase the number of toilets. Money would come from Section 106 allocation.

Problems with the Reception class roof and drainage. When it rains the floor floods.

Monies available from Section 106 will pay for the toilets and additional necessary works for Reception class. Decision needed asap.

GQ

AC: Will both sets of toilets be done?

JB: Yes.

RH: Queried how the school had managed to get 106 monies allocated?

JL: Explained that the school had been specifically named by the developers for funding.

NF: Was this not originally earmarked for a Reception play area?

JL: But Reception needs toilets. School needs big make savings on the toilets to be able to complete Reception. School will be needing to cancel previous plans for site development just to be able to afford these items given cost increases.

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WPS

School is still reliant on GCC for financial procedures until Mrs Cross is available across both schools.

New boards installed and decoration carried out. Greatly improved the look throughout the school and working environment for staff and pupils.

Rest of IT equipment needs to be brought up to scratch.

RH: Pointed out the Elliot building housing EYFS is well past its sell by date. Heating in this building to be improved in half term.

HR: Asked is there any IT sponsorship that may be available?

RH: Investigations are in hand but if anyone has contacts for grants etc contact EHT

HB: Do you have a wish list for WPS?

JL: Yes, and the successful application from the Wind Turbine project is paying for heating in the Elliott building.

- IT Audit is booked in autumn 2. To include additions to iPads, stylus, microphones etc. PTA has contributed towards costs of £3,5K. JL suggests spending what there is left in the budget to ensure building standards remain high then GCC will have to fund anything else.
- Staffing structures will be looked at in light of decreasing numbers when reviewing next year's budget.
- JB to do site audit.

Budget for the current year included 30% increase to reflect energy costs.

Possible teaching salary increase of 5%

Possible increase of £1,892 per support staff member pro-rata increase.

HR: Stated unions may be balloting teachers for strike action.

P & D committee have staffing high on their agenda, particularly at WPS.

RH reminded govs of confidentiality regarding the situation.

22-23/32

Headteacher's Report

The new style SDP incorporating both schools had been circulated prior to meeting.

Long term priorities for the schools are shown; it is a working document that changes constantly.

Any school improvement support received is also included.

There are whole federation priorities with individual school priorities shown.

Colour sequence is:

White boxes – both schools

Blue boxes – TCoE

Peach boxes – WPS

JL took the meeting through the SDP expanding any item where necessary

JL has observed all staff across the Federation bar one.

It is very positive that there have been many governor visits to each school.

Leadership and management in both schools has improved and will be successful.

There is a push for better behaviour at both schools and it is improving. MDSAs are receiving additional training at both schools.

Personal development of pupils, school council, eco council, global ambassadors, all having a positive impact at both schools.

Trips and visits are being planned

Enrichment activities are at both schools. However, only 1 PP child attends after school club at WPS, need to find out why.

EYFS teams have met and had a successful session.

Both outside areas at the schools will be enhanced and improved.

Book-looks are showing a strong improvement.

RH reminds governors to look at their specific areas in advance of their visits.

22-23/33

Federation Policies

Safeguarding Policy already circulated with one additional item.

Proposed by JL

22-23/34	<p>Seconded by AC Unanimously approved. <i>Rev DT left 19.29</i></p> <p>Safeguarding ME reported she had visited TCoE 8th October and visits WPS on Friday looking at all aspects of the environment</p> <ul style="list-style-type: none"> • TCoE Generally safe apart from the floor in Reception is a concern. Toilets are smelly. Children were promptly checked by staff when they began running around. Breaktime behaviour is not brilliant. Clothing worn at lunchtime needs to be standardised. ME satisfied all training and checks are up to date in line with the Safeguarding audit. • WPS Same checks will be carried out next week. <p>JL Confirmed: Safeguarding audit at both sites been requested of GCC on 23rd and 30th Nov. Includes:</p> <ul style="list-style-type: none"> • SSR • Staff information • DBS checks • Teacher qualifications • Policy, practice, impact <p>TCoE now uses the My Concern online recording package. Staff at both schools have had updated training KCSIE No referrals made at either site 1 TAC meeting at TCoE 1 PEP mtg at WPS School site issues:</p> <ul style="list-style-type: none"> • Part a fence at W PS is wobbly needs attention. • There is a gap under fence at TCoE thought to have been done by an animal. 	
22-23/35	<p>SEND BS is due to meet with SENDCO at WPs in November. Had attended network meeting with SENDCOs from both schools recently. Outcome was that all ASD referrals will now be made from schools not GPs. This is a national change.</p>	
22-23/36	<p>Attendance JL confirmed Attendance officers are: BS at TCoE and Helen Wellington (HW) at WPS. Attendance is between 95-97% at both schools. Recent census has identified persistent absentees between 16 – 20% Data to be analysed. In-depth analysis will be circulated to FGB. JL and BS attended briefing in Cheltenham; high priority is absenteeism. Parental responsibility to advise schools if a child is absent and why. Leave only to be requested in exceptional circumstances – leave for holidays will not be granted. Any permissions for part time attendance should be short term only. New categories in guidance to be issued are;</p>	

	<ul style="list-style-type: none"> • persistent absenteeism less than 90% • severely persistent less than 50% <p>ME: Are there any offenders at either school? JL: Yes, there are GCC confirmed penalty charge notices so far this year countywide is 147 (previous year 22), this is across both primary and secondary schools. EHT will issue penalty charges via the LA for any holiday taken. Persistent lateness usually involves the same pupils/families. BS and HW will work in conjunction on a project to analyse data. HR: Are either or both schools above national average? JL: Just slightly.</p>	
22-23/37	<p>Gov training and school visits Template for school visits has been circulated. Clerk to send copies of previous visits to enable govs to track actions of the previous gov visits. AC: Took those present through her recent visit.</p>	Clerk to circulate
22-23/37	<p>3-year strategy 3-year strategy to be discussed at a later meeting. RH went to course for MATs for church schools. Gov strategy wants all schools in a <u>strong</u> MAT by 2030. Thought to be approx. 7,500 pupils. Unlikely the scale of this number will ever happen in this area. HR: Is this just primary or could it include secondary schools? RH: Both primary and secondary</p>	Add this item to next agenda
22-23/38	<p>Any other Business There was none</p>	
	<p>Meeting Closed at 20.01 Date of next meeting: Tues 13th December at 5pm. Venue Woolaston School</p>	

Signed _____

Date _____