



Forest Edge Federation
Minutes of the Full Governor's Meeting
 Monday 18th July 2022 5.00pm held at Tutshill CofE School



Present:

Governors:

Hazel Beeton (HB)
 Amanda Cooper (AC)
 Marion Evans (ME) Co-Chair
 Natalie Fryer (NF)
 Emma Gomersall (EG)

Richard Heys (RH) Co-Chair
 Jo Kibble (JK)
 Jenny Lane (JL)
 Becky Stackhouse (RS) virtual
 Rev David Treharne (DT)

Also Present:

Helen Grimes observer
 Hannah Rowlands

Apologies:

James Bradbury (JB)

Not present:

Revd David Treharne (DT)
 Simon Gair (SG)

Clerk:

Chrissie Hugill virtual

Action

As agreed at the inaugural meeting, Co-Chairs would alternate leading the FGBs – RH to Chair this meeting.

21-22/13	Welcome & Apologies JB – other commitment – apology accepted	
21-22/14	Declarations of Interest There were none	
21-22/15	Co-opted governor vacancy Hannah Rowlands has expressed an interest to stand as a Co-opted governor, following discussions with JL. Proposed: JL Seconded: HB Unanimously carried. Hannah joined the meeting.	
21-22/16	Minutes of the inaugural meeting 20 June 2022 Minutes of the meeting on 19 June had been circulated prior to the meeting. Minutes agreed and approved Proposed: ME Seconded: AC Carried unanimously Actions from the meeting <ol style="list-style-type: none"> 1. Letter of thanks sent Fran Cinderey 2. Reciprocal co-operation when required at governor level eg exclusion or complaints panels with St. Briavels - Response was enthusiastic; suggestion there could be shared training sessions etc Proposed: HB seconded: RH Carried unanimously. 3. JL confirmed all governors are set up on Woolaston Sharepoint and have access. All FEF policies will be stored on Woolaston Sharepoint. 4. Email addresses for all governors to be set up as a priority in September. Associate governors EG and NF will retain their relevant school email addresses. 5. Both school websites to be streamlined with a Federation page 6. Logo and signage for the Federation is needed to streamline the two websites. Simon Jones (Sophie's husband) is designing a federation logo 	

	<p>7. Signage: An addition to be fixed to the existing signs stating school is part of the Forest Edge Federation.</p> <p>8. JL to Interview for a Clerk during the summer holidays.</p> <p>9. ME stated the diocese are in the process of appointing a second foundation governor</p> <p>10. SG agreed to be an Associate Governor</p>	
21-22/17	<p>Curriculum outcomes</p> <p>JL has been updating ToRs for the 3 committees. These are based on WPS's ToRs.</p> <p>Draft copies were circulated to those present for Curriculum Outcomes, Finance and Premises and People & Development. Main item being the function of each committee.</p> <p>It was decided governors should examine these documents and sent any comments back to JL in 2 weeks' time.</p> <p><i>NF left the meeting at 5.45</i></p> <p>JL to email to committee chairs who will then collect and collate changes etc and return to JL</p> <p>Hannah Rowlands will join C & O committee</p> <p>Helen Grimes to join People & Development.</p> <p>JK pointed out these documents might need to be personalised relevant to each committee.</p>	JL email to committee chairs
21-22/18	<p>People & Development</p> <p>Staffing: In September both schools will be adequately staffed.</p> <p>TCoE: Have appointed 2 teachers to job share</p> <p>WPS: SBM has resigned. No other vacancies.</p> <p>JL to investigate whether the role of SBM could straggle both schools. However, WPS cannot financially support two full time office personnel, with NOR dropping to 138 in September at WPS there may be the need to re-vamp the office staff.</p> <p>1 maternity leave at TCoE returning shortly.</p>	
21-22/19	<p>Finance and Premises</p> <p>At budget mtgs held the HT's salary has been shared 50-50. Item for future discussion is does larger school pay a larger proportionate amount. Finance committee to look at this.</p> <p>WPS has decreased in numbers year on year, but on a positive note there are more children coming in than expected. Interest expressed for 6 pupils who may join WPS in-year. When October census figures are available it may require F & P to look at class structure and possibly go down to 5 classes at WPS.</p> <p>Analysis of leavers: 4 had moved to Lydney others re-located, couple of complaints via Ofsted, involving parents.</p> <p>Discussion ensued regarding communication or lack of, perceived by some parents between school and parents. Methods of communication to be revisited e.g. Tapestry, Dojo for class teacher to parent, general communication Newsletters, google polls etc.</p> <p>Other enquiries via the school office.</p> <p>Possibility of formulating a procedure to deal with complaints.</p> <p>Action items for agenda for committee's first meeting:</p> <ol style="list-style-type: none"> 1. class structure for WPS, 2. advertising, spreading the news for EYFS at WPS 3. Vacancy for SBM 4. Apportioning EHTs time to each school 	JB to add to agenda
21-22/20	<p>Headteacher's Report</p> <p>JL anticipates a visit from Ofsted in the Autumn for WPS.</p>	

Project group for WPS met last Thursday. School is going in the right direction; curriculum is coming together; in Sept it will be in a far more coherent situation. Main concentration on maths and English, followed by computing and PSHE subjects with schemes that are working. History, science and music have been worked on this term. Only WPS data analysed at the moment, EYFS has maintained a good level of working since 2019 - 81% working at level.

Phonics screening in Y1 was 96% 2019 and same this year as well. WRI tracker, currently in EYFS 88% are on track 88% in Y1 82% in Y2. All those not on track are SEN, 1 pupil in Y2 will be leaving to attend specialist provision. Reading, Writing and Maths were externally moderated at WPS this year and what we said was very positive. Both schools worked together and WPS data benefitted TCoE. All pupils Y2 would have been the most disrupted across the board due to Covid. Data does not match 2019. 2022 data shows 17 pupils (1 of whom going to specialist provision) so relates to 16. Writing only 59% at expected standard, In Reading 76% are at expected. Maths 82% are at expected. School needs to unpick what is happening about writing, similar picture at TCoE. This demonstrates the dip in remote learning.

Sp & Punctuation is a problem in WPS; need more work in this area. Though some children are just weeks away from being at an acceptable standard.

For PP children at both schools a new tracker will be added.

Separating PP from non SEN.. PP who are non SEN are doing well. Maths greater depth in Y2 was better than previous years.

The scheme of work at WPS is working well and probably on a par TCoE

WPS: KS2: SATs Reading 72% Writing 80% Maths 80%.

Overall 42% working at greater depth. Y2 and Y6 know what they got and this will go in the newsletter. Annual Governors Report will highlight this. WPS nailed 2019 data.

Everything is going in the right direction.

At WPS writing will remain a big focus.

TCoE data: In EYFS 77% good level of development

There are more children on My Plans at TCoE; identifying at EYFS is difficult.

BS is acting as a parent ambassador and has been helping parents with their questions

BS: stated all new parents have no idea how to get help, it is a long process and BS is making them aware it may seem drawn out.

TCoE Y1 phonics was 86%

KS2 data

79% working at the expected level Sp & Punct. Reading was 79% Writing was 76% and Maths 77%

JL expressed how proud she is of what staff have achieved.

Plan to concentrate on Writing at WPS and TCoE to concentrate on Maths

Data circulated to those present. This will not be presented in this format in future.

The internal data matches the external data. This will be sent to the LA and released at the end of August. Validated data will be available in October. National figures may change as some schools have not received their papers (not affected WPS nor TCoE).

	In future only one document encompassing all the data.	
21-22/21	<p>Policies SG working behind the screens, revamping policies to combine for use at both schools. All are available on Sharepoint. Only Attendance and Safeguarding so far have been done. All will all stay on this one forum,</p>	
21-22/22	<p>Safeguarding No referrals made at either school. 2 PEP meetings across both schools 1 CP plan at each school SEND reviews have been set. SENDCos have met for both schools and from September will be working together to draw a report together for FGB TCoE are purchasing a safeguarding package similar to WPS.</p> <p>Gen Qs RH: Does the new board have a Safeguarding Officer? JK: Are children struggling to get into schools? JL: Not enough to make it a group. 1 child has not returned since February, every endeavour made to get this child back at school. Other families where we gradually increase the time in schools, this has had knock on effect on those who don't have issues. A lot of it is parental anxieties not necessarily the children. HR: stated this is very similar at secondary school level. There has been a high level of holiday requests submitted. 8 children at WPS and 12 at TCoE not in. A flexi agreement with one family at WPS on attendance. WPS had a barrier to learn historically, but in September we will be back on track. There are no persistent absentees. Plan to have lots of meetings, encouraging children to arrive on time, leading up fining etc. Any holidays taken will be fined. Attendance policy has always been there but not implemented. Phased starts during Covid has not helped.</p>	
21-22/23	<p>SEND Incorporated in item 21-22/22</p>	
21-22/24	<p>Forthcoming meetings Last week of each term FGB Proposal to trial the following: Terms 1, 3 and 5 on Mondays at 6pm Terms 2, 4 and 6 on Tuesdays at 5pm Committees to organise themselves and aim for mid-point of each term for their meetings. Proposed initial meeting for Finance & Premises and Curriculum Outcomes to be arranged for week commencing 26th September. People & Development: week commencing 3rd October Visits to schools to be organised by committees.</p>	<p>JB and. Chairs of CO and P & D to organise those.</p> <p>JL + Clerk to set dates</p>
21-22/24	<p>Any other Business Bespoke training for governors of federated boards. JL to circulate</p>	JL
	<p>Meeting Closed at 19.21 Date of next meeting AGM 7th September at 5pm. Venue Woolaston School</p>	

Signed _____ Date _____
Chair