



**Forest Edge Federation**  
**Minutes of the Full Governors' Meeting**  
**Monday 13<sup>th</sup> February 2023 6.00pm**  
**held at Tutshill CofE Primary School**



Present:

**Governors:**

Hazel Beeton (HB)	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 (BS)
Emma Gomersall (EG)	Rev David Treharne (DT)

**Clerk:** Chrissie Hugill

		Action
22-23/54	<p><b>As agreed, Co-Chairs to alternate leading FGBs – RH to Chair this meeting.</b></p> <p><b>Welcome &amp; Apologies</b>            James Bradbury – childcare            Helen Grimes</p>	
22-23/55	<p><b>Declarations of Interest</b>            None</p>	
22-23/56	<p><b>Minutes of the meeting 13 Dec 2022</b>            Minutes had been circulated prior to the meeting.            Any actions will be covered at this meeting.            Acceptance of Minutes:                Proposed By A Cooper                Seconded By H Beeton            Approved Unanimously            JL has spoken to Glyn Jones re estates work.</p>	
22-23/57	<p><b>Curriculum and Outcomes update</b>            Only 3 governors in attendance (JL, AC and RH) therefore not quorate but an informal meeting ensued re. data, policies and EYFS governor visits.            Data just received was IDSR for KS1 (KS2 already received) Overall the document stated nothing significant to report.</p> <ul style="list-style-type: none"> <li>• <b>TCofE</b>              Data all positive; attainment in writing significantly above and in highest 20% of all schools. Writing also significantly above. School in lowest 20% for absence</li> <li>• <b>WPS</b>              Similar figures to TCofE but not as significant a jump in writing as TCofE              Historically teacher assessment from KS1 to KS2 has come through high. Current assessment process has been improved and is now more accurate. External moderation confirmed judgements              Previously had been in the higher level of absence for vulnerable children, now shown in the lowest 20%</li> </ul> <p style="color: green;">RH commented: The GB should not be shy of explaining historically data was over estimated. Improved moderation and sharing data across schools shows a good solid performance.</p> <p>Governors felt the federation process has enabled both schools to work forward together and it is not simply one school leading the way for the other.            Still awaiting final validated figures and data e.g., Pupil Premium.            Policies were discussed and will be put forward for ratification at the next C and O meeting.</p>	

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22-23/58	<p>Gov visits: see item 22-23/65.</p> <p><b>People &amp; Development update</b>          Committee meeting held 30 January. Agenda items were:</p> <ul style="list-style-type: none"> <li>• <b>Policies</b> for Grievance, Gifts and Hospitality, Intimate Care. It was agreed the GB would not vary from GCC template policies which cover all aspects and are robust.</li> <li>• <b>Update on staffing</b>            Some TA vacancies on both sites.            WPS 1 appointment has been made at WPS. WPS post will be re-advertised.            TCofE Panel not particularly impressed with applicants.            Qualifications on paper were not coming through with some candidates</li> <li>• <b>Senior staff training</b> was discussed involving advanced training.</li> <li>• <b>Succession planning.</b>            At the time of federation there had been some enquiries to TCofE regarding joining the GB. Enquirers were informed they would be contacted once the new GB was established. Also, interest shown from some parents at WPS shortly before Federation.            It was decided these would be contacted with a view to Associate Governorship as a prelude to joining the full board at some stage.</li> <li>• <b>Parent and Staff surveys</b> were discussed in great detail. See EHT report 22-23/60</li> <li>• <b>Safeguarding and SEND</b> verbal update by JL</li> <li>• <b>Wellbeing.</b> Issues were discussed</li> <li>• JL recorded congratulations to NF who has submitted the first part of her Masters</li> </ul>	
22-23/59	<p><b>Finance &amp; Premises update</b>            RH, JK, JB and JL attended committee meeting on 10<sup>th</sup> February. It is agreed dealing with finance charts for both schools is a dense task; it has been decided to drill deep on each school in alternate term.            Nevertheless, budgets for both schools will be affected by pay awards but there is a good spread across both budgets.            Government have made funding available to all schools. Green funding grant to come – £14K for TCofE and £13 for WPS            Finance comm propose to pool the money (DFC grant) to fund a survey on both schools. That will give the GB something to move forward with and try to tackle the big items            JK stated some parents at TCofE are experienced in obtaining grants for schools and they have offered their help.            RH stated the GB need to take this offer up.            These parents (3 very knowledgeable) will help the FEF to apply for grants.</p> <ul style="list-style-type: none"> <li>• <b>WPS update</b>            Drains need a good clean            Budget is much tighter originally forecast.</li> <li>• <b>TCofE update</b>            Budget is being kept together with a small variety of changes. Still waiting on toilets, drainage etc.            New flooring planned for KS1            Drain need a good clean same as WPS            Awaiting news from GCC – bid made through capital funding.            Latest correspondence from GCC is on drains. Bid is going through capital funding. It had been hoped this would go through, leaving 106 funding for toilets refurb.. But drainage is a priority.</li> </ul>	<p>JL to pursue</p>



Costs could be £200K and work would be done in the summer holidays.

JK: Has any preliminary work been done?

NF: Yes some

JL stated the new floor is coming in KS1 toilets

**Financial update affecting both schools:**

Biggest item is salaries. Budgets will have to peel back on surplus expected

Pooling funds to try and get building work across the two schools should be beneficial, TCofE will pay the bills and WPS will fund their portion.

- Photocopier contracts:  
WPS contract has ended and TCofE has almost finished. TCofE current contract has an £18K exit clause.  
JB has been investigating options. Proposal is to move off current contract with Provider to a new contract and it will give the GB 12 months to assess. All machines are 4 - 5 years old.

**GQs and comments.**

Impact on future budgets:

JK: Do schools know yet the number of applications for primary admission?

JL: Yes, but this information is confidential at present. Initial figures show the numbers of interest expressed exceed places at both schools.

TCofE will have a high sibling ratio for primary admission in Sept 22

JL stated Beachley barracks closing in the near future will not affect TCofE – possibly lose only one or two further up the school at WPS.

WPS might be a single reception class next academic year but could necessitate bulge Y1/2 year.

RS stated it appears that Federation is selling the schools to parents. Open Days at both schools have been very positive.

22-23/60

**Headteacher's Report**

Reports circulated prior to the meeting including data, parent and staff surveys and attendance.

- Data – for both schools already circulated prior to the meeting  
JL and EG look at internal data through NFER and Can-do maths to present this report.

JL took the meeting through this; starting at entry base figures through. Isolating Pupil Premium, SEND etc showing trends to be investigated with Class Teachers.

JK stated she was impressed with presentation and clarity of data.

JL explained new email addresses to be circulated for the federation as well as link for governors to access Insight (data package) all anonymised.

**GQs**

HR: Will this be used to talk to each member of staff about individual pupils?

JL: Yes

JK: Have you had to train CTs to use this software?

JL: Yes

HR: Do you have access arrangements

JL: Yes, we have readers, extra time, scribes (but very rarely needed) pupils with an EHCP has additional time allocated.

Sometimes access arrangement is a breakout room.



HR: Do these pupils have these on day to day basis?

JL: Yes

RH: On the tables there is High, Middle and Lower prior attainers for Y4 and Y6 TCofE only; what about other years?

JL: To investigate why no WPS marked up but confirmed no data for other years due to Covid.- There was no external testing for Y5

• **Survey**

Discussed in detail by the P and D committee. Sub-sections will be issued to GB relevant committees.

Parent:

Main over-riding issue was communication. School and GB to revisit communication to parents and how to get info and responses are distributed.

School offices will be emailing info, dates etc. but need to get staff to funnel communication more clearly.

Parents need to be told politely and encouraged to look at the website.

*JK: admits parents are not pro-active at looking at the schools' websites.*

Overall parents feel happy with caring attitude towards parents. Many parents commented on lack of school trips. This is the result of cost mainly, but early planning is imperative by CTs plus difficulty getting coaches for a whole day.

**Staff survey**

JL met with staff who she felt needed a one-to-one response and those involved were satisfied with the outcome.

• **Attendance**

RS (TCofE) and HW (WPS) complete weekly attendance monitoring. Data circulated prior to meeting. Investigated into PP, vulnerable pupils etc. Any child with less than 90% on a termly basis is investigated. Some families have been referred to the LA who have issued penalty notices for children at both schools. Some parents were not happy but parents are begrudgingly accepting the situation and attendance is improving. Lateness has diminished. WPS does not have problems with lateness. No groups are below the national average for attendance. Both schools each have a pupil each for attends on a P/T basis.

• **SEND**

Report circulated from Mrs Williams, SENDCo at TCofE.  
Mrs Madurasinghe SENDCo at WPS will circulate a report for next FGB

22-23/61

**Policies: including individual school and Federation Policies**

Policies as circulated at December all approved apart from amendment regarding group photos in e-Safety policy– raised by AC – e safety.

Proposed by ME: All policies Included amendments are approved  
Seconded by DT

Unanimously approved

22-23/62

**Safeguarding**

Safeguarding audit – at both sites carried out. Not circulated to all GB due to confidentiality.

No red flags. Very few actions other than to ensure governors update their training regularly.

Audit recommended SCR review in 12 months for both schools this is maximum time permitted – there were no items needing checking.

**WPS**

JL to amend



	<p>Enquiries have had to be made re. advice regarding on some children. Staff continuing PEP meetings with families The site is safe.</p>	
	<p><b>TCofE</b> JL had to prepare paperwork re a court case with a family. No MASH involvement. Now using My Concern package to record incidents.</p>	
22-23/63	<p><b>SEND</b> RS met with Mrs Madurasinghe SENDCo at WPS via Teams. RS stated lots of similarities between both schools. Mrs Madurasinghe confirmed a number of pupils have closed the gap at WPS from SEND to non-SEND. Twilight held at WPS for both schools, led by both SENDCo's – very positive Vacancies: 2 TAs required for EHCPs at WPS SM has met with the Under 5s group re. transition in Sept 22 where there is a 4 potential EHCPs coming through prior to new intake.</p>	
22-23/64	<p><b>Wellbeing</b></p> <ul style="list-style-type: none"> <li>JL: reported some staff at both sites are experiencing personal life crises, we need to be aware of this. ME: <i>Have they got access to counselling?</i> JL: <i>Yes, they have</i></li> </ul>	
22-23/65	<p><b>Governor Visits</b></p> <ul style="list-style-type: none"> <li>HB – has made EYFS visits to both schools. Very impressed with both. Reports circulated. Looked at the outdoor areas at each site. Both schools hoping to put more resources in.</li> <li>RH and ME have met with JL to review her objectives.</li> <li>HR has carried out a visit re. Pupil Premium; report to be written up Both schools appear to be implementing support for PP appropriately.</li> </ul>	
22-23/66	<p><b>3-year strategy</b> RH presented an initial draft of the strategy. ME JL and RH had prepared the document. GB to read and discuss: Consolidate What are its uses? 2<sup>nd</sup> phase delivery 3<sup>rd</sup> implementation This to be added to next FGB agenda to sign off at next meeting. Key action: under prop 7 need to look at governance model. <i>NBC stated govs need to come forward with ideas and ways of moving forward</i> NF stated she is prepared to join a planning committee to implement same.</p>	<p>Add 3yr strategy to next FGB Agenda</p>
22-23/67	<p><b>Succession planning</b> Contact to be made to those who made original enquiries about joining the GB</p>	<p>Clerk</p>
22-23/68	<p><b>Any other business</b> Is it possible to make all FGB meetings 5 – 7pm? Agreed, this will be implemented from next meeting.</p>	
22-23/69	<p>Meeting Closed at 20.10 Date of next meeting: Tues <b>28<sup>th</sup> March at 5pm.</b> Venue <b>Woolaston School</b></p>	

Signed 

Date 28/3/23

