



**The Federation of Fountains Earth and St
Cuthbert's C of E Primary Schools**
Minutes of the FGB Meeting
Monday 12th July 2021



Governing Body Core Functions

Ensure the vision, ethos and strategic direction of the school is clearly defined
Ensure the Headteacher performs her responsibilities for the educational performance of the school
Ensure the sound, proper and effective use of the school's financial resources

Present: L Franklin, D Hall, S Leeming, G Lewis, R Light (CofG), J Metcalfe, D Rogers & N Thornber

In Attendance: A Lumley (Clerk) & N Wilkinson (DHT), also C Caswell & A Strzeszewski (Base Leaders/DSL) for item 15a

Meeting opened at: 6.00pm via ZOOM

Number	Item	Action
15a	<p>DSL's Presentation – b/f to allow DSL's to leave afterwards NT introduced the DSL's – C Caswell at GH and A Strzeszewski at STC and apologies from S Aldridge at FE. This is to share what their role is on the DSL team and that they all work across the three schools monitoring the different areas.</p> <p>CC and AS explained that they check the websites for the 1st month safeguarding monitoring. They check mandatory information – having a website is not statutory but if you do have one it is important that it is up to date with all the necessary mandatory information. Compliance in areas such as Sports and Pupil Premium is checked. Covid Catch up has also been added.</p> <p>They explained that they check each school's website to cross reference and check that policies add information is up to date. It is important that the website create a good impression for prospective parents, Ofsted, and anyone visiting the website. It is a first impression and we must ensure that we are compliant.</p> <p>Both websites are now compliant.</p> <p>The DSL's feedback to each other with their findings from the 1st of the month checks and as base leaders we feedback any actions to staff, and on day-to-day basis any safeguarding issues, we work together as a team collaboratively.</p> <p>NW – reviews attendance which also feeds in to safeguarding, looking at persistent absenteeism comparing boys with girls, Pupil Premium/non PP and SEN/nonSEN. We are looking for patterns such as is it always a certain that a child is absent. Letters are sent home for regular offenders. We support families to ensure that the children's attendance improves. Then we look at next steps, legalities, Early Help etc. Minutes late are tracked as there is a large cohort of children that are regularly at least 10 mins late. It is looking at the safeguarding of if they are not in school then where are they and chasing</p>	

	<p>up and ensuring the children are safe.</p> <p>Behaviour is recorded on CPOMS showing monthly analysis of bullying incidents and negative behaviour incidents, inline with the KCSIE document. Areas such as: Derogatory and sexualised language Internal and External Exclusions Racist incidents/bullying Homophobic bullying Sexist bullying Disability bullying In line with the new KCSIE we will also be looking at socio and economic bullying. Look at negative behaviour incidents which range from the last couple of months from pupil-on-pupil violence, pupil on staff violence, swearing, sexualised language, damaging property, refusal to do as requested, disrupting lessons. This is all tracked behaviour at individual pupil level.</p> <p>An individual behaviour plan is in place for one child, three outside agencies are involved, we have also met with parents. It is important that we don't just track behaviour and note incidents but that we also have a plan. This is then followed up to see the impact of the actions. Everything is logged and up to date.</p> <p>NT explained that she also does the referrals to the S's, for the welfare side, looking at cases with outside agencies such as social workers, child protection agencies, Child in Need or Team Around the Family. Currently there are 3 at STC which involves interaction with social workers and police which needs to be logged, factual and up to date. Gov Q: SL has a document to fill in which needs a lot of that detail could we meet to go through this? Action: SL will contact NW</p> <p>The 1st of the month checks pick up things that could possibly be missed, they ensure that issues are dealt with, and ensure that this continues. Gov comment: thank you to everyone for all their hard work regarding these checks, the DSL's safeguarding emails are very helpful and informative, plus all the work that AL has done with the HR and SCR. It makes it easier to Quality Assure and know what is happening in school on a weekly basis.</p> <p>CC and AS left at 6:15pm</p>	<p>SL/NW</p>
<p>1</p>	<p>Membership of Meetings JM has handed in her notice as staff governor and will finish at the end of the summer term.</p> <p>AH has resigned with immediate effect due to work commitments.</p> <p>DR would like to continue as a co-opted governor.</p> <p>This now needs to be formally ratified and agreed by the governing body. All governors agreed to Daniel Roger's appointment as a co-opted governor.</p> <p>SL has now been accepted as a local authority governor and this now needs to be formally ratified and agreed by the governing body. All governors agreed to Sharon Leeming's appointment as the local authority governor.</p>	

	JM was thanked for her time and hard work on the governing body.	
2	<p>Election of Chair and Vice Chair</p> <p>Election of Chair After discussion RL agreed and nominated himself for the position as chair of governors until the new federation in January 2022. He agreed that he would continue until Jan 22 but that as he has done it for 4 years then someone else should be elected to position at the point of federation. All governors agreed to this election via a show of hands for the CofG position. Proposed by: G Lewis Seconded by: D Hall</p> <p>Election of Vice Chair After discussion DR agreed and nominated himself for the position of vice chair of governors until the new federation in January 2022. All governors agreed to this election via a show of hands for the vice chair position. Proposed by: R Light Seconded by: G Lewis</p>	
3	<p>Approval of Terms of Reference All governors have previously been sent copies of all the terms of reference listed: Complaints Complaints Appeals Pupil Discipline Staff Dismissal Staff Dismissal Appeals</p> <p>It was agreed to combine the Resource Committee within the FGB meetings from September.</p> <p>All governors agreed and approved the terms of reference listed. Action: RL will sign at the school office. Action: AL will put Resources in to FGB Tof R.</p> <p>Governor Q: Are we going to be able to, and have the time to, scrutinise the finance and budgets comprehensively within the FGB meetings? CofG: Yes, that was my concern that we would not be able to scrutinise sufficiently. Clerk: At GH they manage to cover the finance premises and budgets within the FGB meetings. Gov comment: Perhaps we could try it and then separate again if it isn't working when the three schools are federated. Gov comment: We did struggle this term to hold the Resources as we were not quorate so perhaps to join would alleviate that problem. Gov Q: I am in favour, but do GH hold more meetings than we do? A: No, once per half term the same.</p> <p>HT Comment: The reason that the meetings were put in to one meeting is so that all governors have all the information.</p>	<p>RL AL</p>
4	<p>Agree Committees and Membership for Autumn Term Complaints – RL, GL, SL Complaints Appeals – DR, DH, LF</p>	

	Pupil Discipline – DR, GL, SL Staff Dismissal – RL, DH, LF Staff Dismissal Appeals - DR, GL, SL	
5	<p>Welcome, Introductions and Opening Remarks Everyone was welcomed to the meeting and reminded of the core functions of the governing body which are:</p> <p>Ensure the vision, ethos and strategic direction of the school is clearly defined Ensure the Headteacher performs her responsibilities for the educational performance of the school Ensure the sound, proper and effective use of the school’s financial resources</p>	
6	<p>Apologies and Consent to Absence: S Goodall – apologies accepted.</p>	
7	<p>Reminder about the essential need for confidentiality and declaration of interests: Pecuniary or non-pecuniary and at appropriate times.</p> <p>No declarations for the meeting pecuniary or non-pecuniary.</p> <p>Action: Governors were reminded that business interest forms would need to be signed as soon as possible at the school office in September.</p>	FGB
8	<p>To identify any confidential items to be excluded from the publicly available minutes</p> <p>Agenda items 12, 13, 16 & May Monitoring Report from agenda item 19.</p>	
9	<p>Identification of any other urgent business previously notified to the Chair</p> <p>Non received.</p>	
10	<p>Approve the minutes of the FGB meeting on 24 May 2021 Minutes were approved as a true record of the meetings, signed by the C of G and filed in school. Action: due to covid restrictions these meetings were via zoom and the C of G will need to physically sign the minutes at the office asap.</p>	RL
11	<p>Matters Arising – monitoring of actions 1 RL contacted DR. 2 The minutes were signed. 3 GL/DR were contacted, and the Quality Assurance calendar was sent out. governor visits to school have now resumed this will be discussed further in the agenda. 12 SL is now sending governors they weekly safeguarding information email and DSL’s are also sending safeguarding information emails to the governors. 1st of the month safeguarding checks will be covered under safeguarding on this agenda.</p> <p>School Bus update – AL informed the governors that policies can be added onto the school bus platform. They will need two to three governors as approvers and the rest of the governors will be classed as readers.</p>	

	<p>Unfortunately, each school will need to be logged in separately and policy is approved separately for each school. School Bus are looking into this issue for Federations.</p> <p>Action: RL and GL agreed to be approvers.</p> <p>The self-assessment document is further in this agenda.</p> <p>RL informed the governors that he had received a very positive email from AS - base leader at STC.</p> <p>NT asked the chair to send the email from AS - it is important that all correspondence is recorded find systems and processes are in place.</p> <p>Action: RL I will forward the email to all governors the HT and the Clerk.</p>	<p>RL/GL/AL</p> <p>RL</p>
School Improvement		
12	<p>Verbal Report from the headteacher – See confidential minutes for some information</p> <p>Including:</p> <p>Update on the SPIP (School Priority Improvement Plan) action plan and summer term action plan Governor monitoring for QA (this includes safeguarding and behaviour)</p> <p>Attendance report</p> <p>Behaviour Report (including SEMH provision)</p> <p>The HT Asked if the safeguarding governor could cover her governor safeguarding visits and safeguarding update at this point rather than within agenda items 14 & 15.</p> <p>See Confidential minutes for further information.</p> <p>Actions from quality assurance calendar:</p> <p>SL's QA monitoring has overseen the SCR and checking DSL's have completed the work required. The KCSIE updated document will be sent out in September. All staff and governors will need to read and sign to confirm. The reports from the DSL's will be available on SharePoint.</p> <p>SL said that she had not had chance to speak to AS regarding the move of Year 5/6 class to the oak classroom.</p> <p>HT - the move of furniture will now be completed during the next two weeks and will be in place ready to teach from oak classroom in September. There has been lost learning due to the distance of the walk after breaks to the classroom. children and staff are isolated in the current classroom and the base leader needs to be within the body of the school so that he is visible and accessible.</p> <p>The offices are also being switched around this again is to improve safeguarding. all visitors will be more visible to the reception and business manager and the new intercom video system will also make things easier and improve safeguarding.</p> <p>SL met with NW last week to discuss SEN/FSM/PP regarding what is happening to date and what we are doing. NW presented the data to SL at that meeting.</p>	

	<p>Action: SL will put together a monitoring report from the visit.</p> <p>See confidential minutes for further information.</p> <p>Pupil numbers at STC including children in nursery is 80 pupils, 46 male and 34 female. There are some families that have left but we also have new families starting in September.</p> <p>Pupil numbers at FE is 11 in September. There is a family looking to move with two age 6 pupils.</p> <p>Staffing We have appointed:</p> <p>A full time HLTA for the SEMH hub who will work with the inclusion team.</p> <p>Someone who will work at the breakfast and after school club plus also MSA.</p> <p>A GTA SEN to support part time and currently some additional supply.</p> <p>A teacher FTE .4 to work two days each week in the Year 3/4 Class.</p> <p>Induction will be given to these new members of staff, and they will be doing all the safeguarding training at the beginning of next term.</p> <p>Pupil progress meetings are taking place for the new member of staff with Rachel Thomas.</p> <p>Attendance Below 90% is considered persistent absentee, welfare would report to Ofsted. There is a pattern at STC with persistent absence. We are above average with the highest percent being a PP child. We have launched a whole school display with 98% as a goal, this will flag up class attendance and those with the highest attendance will have non uniform days to encourage good attendance. This will be launched in the newsletter and a letter home to parents. We will hopefully see the impact in September, and this will be monitored through the 1st of the month checks.</p> <p>Gov comment: There is a lot of work going on and lots of ideas, but I feel uncomfortable that way would flag up to the entire class an individual's poor attendance when this is clearly an issue with parents not the child and would inflict lots of peer pressure on that child.</p> <p>NW: No one is named it is class attendance on the whole.</p> <p>Gov comment: No one would need to be named, the class would know who it is.</p> <p>Gov comment: I would be worried about flagging up individuals', attendance is parents' fault, and it would not be good to make it harder on children. It would seem to undermine our Christian ethos and the work we are putting in with the CHAMPS.</p> <p>NW: Things like this have been proven to work and it is our duty to improve attendance. We have researched what has been put in place at other schools to improve attendance and these are some of the things that have worked and improved attendance.</p> <p>Gov comment: Attendance is a parent responsibly and focusing on the children perhaps incites a blame culture.</p> <p>NW: I agree with the younger children but as they move towards Yr 5/6 it does help to let them have the responsibility and set them up for later life.</p>	<p>SL</p>
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	<p>Gov Comment: It is important for them to have a degree of responsibility, but I don't feel flagging it up in front of the whole class is right and does not fit with our Christian ethos.</p> <p>HT: Perhaps it is something we could try for a term and see what happens. If attendance is not as good as it could be we have to do something about it and perhaps it will show what we are doing about it and what we can do to improve and what impact it has had on the data and pupil reviews.</p> <p>Governor comment: Yes, I agree we could try it for a term and also research other schools and size of schools and the impact that they have had.</p> <p>Action: NT & NW provide data next FGB.</p> <p>Action: Agenda item next FGB meeting.</p> <p>AL gave a verbal update on actions from the H&S annual inspection reports –</p> <p>See confidential minutes for further information.</p> <p>The governors thanked Nicola for her verbal report.</p>	<p>NT/NW AL</p> <p>AL</p>
13	<p>SEF–</p> <p>Some data has not yet come in therefore the SEF will be looked at the autumn meeting when we can look at each strand together.</p> <p>Action: Agenda item autumn meeting.</p>	AL
14	<p>Governors Visits to School – Summer Term</p> <p>Monitoring forms need to come through to AL if they have not done so already.</p> <p>Action: Governors to complete and send monitoring forms</p> <p>Action: RL to send in his monitoring forms.</p> <p>The Quality Assurance calendar will be done for the autumn term so that monitoring visits can be completed in line with the QA calendar.</p> <p>RL still to complete the health and safety visit at FE.</p> <p>SL has covered her visit earlier in the meeting.</p>	FGB RL
15	<p>Safeguarding</p> <p>a) DSL's presentation completed at the beginning of the meeting</p> <p>b) Governor Update – completed during HT Report</p> <p>Action: SL will put on SharePoint the Andrew Hall and Casper NSPCC safeguarding info.</p> <p>Action: Governors will need to read the new KCSIE in September and sign to say that they have read it.</p>	SL FGB
16	<p>Federation Update–</p> <p>Consultation documents are confidential until sent out in September.</p> <p>All governors have received the consultation documents regarding the federation with GH and have had the opportunity to reply. SB from the Diocese sent a couple of tweaks and LF sent a couple of amendments.</p> <p>Gov Q: It mentions the forming of the new governing body in the documentation – what is the process for the elections and forming the FGB?</p>	

	<p>The federation process was explained by the clerk. Consultation letter goes out followed by the consultation period. FGB's meet separately beginning of Nov to formally decide to federation following the consultation period. Parent governor elections LA governor appointed Foundation governors appointed Staff governor election</p> <p>All this takes place November and December. After that a conversation about Co-opted governors, they can be advertised locally and appointed at the first FGB after the first federation meeting.</p> <p>All governors agreed to the documentation and dates set to move forward with the federation process. 13/9 – Consultation document sent to stakeholders 15/10 – Closing date for responses</p> <p>28/9 – Glasshouses stakeholder meeting at 6pm 29/9 – Federation Fountains Earth/St Cuthbert's meeting at 6pm</p>	
17	<p>Governor Training: Antonia proud has apologised for not delivering the safeguarding training and we'll rearrange.</p> <p>Action: Contact will be made with Antonia proud to rearrange as soon as possible.</p>	AL/RL
18	<p>Governor Self-Assessment Update Triangulation of evidence from SIAMS and Ofsted, Leadership and Management and Assessment and Outcomes.</p> <p>SL has started her sections but not completed. With the new systems there need to be discussions around safeguarding.</p> <p>Pupil Premium, Attendance and Behaviour done work but need figures for data.</p> <p>Action: NW can send national comparisons, but it will be out of date due to the lockdown and no assessments.</p> <p>It is a live document which will be amended as we go along so it will be on-going for autumn term.</p> <p>Action: On next full governing body meeting</p> <p>Governor Q: Is Charlotte Holstein still PE lead? HT: FE it is Sam Aldridge and at STC it is a combination or Charlotte with Connor Caswell's support.</p>	<p>Governors to complete their area</p> <p>AL</p>
Finance/Premises		
19	<p>Finance/Premises update</p> <p>See confidential minutes for some information</p> <p>The resource meeting this term has not happened due to not being quorate.</p>	

	<p>the decision has now been made to incorporate resource within FGB meetings from September. The minutes of the previous resource meeting were approved, will be signed as a true record by the chair of resource as soon as possible at the school office. Action: GL to sign at the office asap.</p> <p>Statutory Policies approved: Charging and Remissions Budget Management Governors approved the policies.</p> <p>Governors were also given the Security policy.</p> <p>May Monitoring has been given to governors. No changes to previous and the next monitoring will be in October with new staffing in, this will form the basis of the Revised Budget. Monitoring Report forms part of confidential minutes.</p> <p>See confidential minutes for further information.</p>	GL
Standing Items		
20	<p>Policies and documents Complaints – errors regarding name of school/s need to be altered. P4 SL governor name needs adding.</p> <p>Staff Code of Conduct – NT asked the governors if they prefer tattoos covered or not as this needs to be detailed in the policy and she would like governors to make this decision. Gov Q: Do most people cover their tattoos? Gov Q: Is it appropriate for NT to decide on a case-by-case basis? Governor Comment: We cannot decide what people wear however body art that would be deemed offensive as a Christian School would not be appropriate. After discussion governors agreed that tattoos may remain uncovered if they were not deemed offensive. DSL supervision and RSE also approved.</p>	
21	<p>What impact have we had today on the achievement of pupils in our school? The safeguarding improvements have made a huge impact. Attendance discussions will make future impact. Management systems. Meeting objectives when inspected Pupil voice is now positive. Analysis of incidents STC in May 53 incidents logged in to CPOMS and in June 19 were logged. This shows the impact the Behaviour Policy and CHAMPS has had.</p> <p>What impact have we had today on our Christian Ethos and Vision? The discussion around tattoos has shown that we as a Christian School Federation have respected differences unshown inclusion. The SEMH unit that we are establishing provides nurture provision. Safeguarding also comes under the umbrella of Christian ethos and allowing children to flourish and have a voice.</p>	

	<p>Gov Q: Have we had feedback from parents? HT A: A questionnaire will be sent out to parents next term. We have had comments from visitors such as the school feels calm, we have also bought guestbooks for comments to be left.</p>	
22	<p>Close of meeting, dates, and times of next meetings. TBC – Clerks will consult with the SDC committee and consultation period.</p>	
<p>Meeting closed at: 7.50pm</p>		