



Full Governing Board Meeting

Thursday 29th September 2022 at 4pm
The Federation of Boldmere Schools

Present: Mr Greg Bloom (Co-opted **Chair**) (GB)
Mr Carl Glasgow (Executive Head Teacher) (EHT)
Miss Ema Jackson (Staff) (EJ)
Mrs Samantha Kenny (Co-opted Head of Infants) (SK)
Mr Matt Sadler (Co-opted) Head of Juniors) (MS)

Mr Dan Mortiboys (Local Authority **Vice Chair**) (DM)
Mrs Laura Shergold (Parent) (LS)
Mrs N Arkinstall (Co-opted) (NA)

In Attendance: Mrs Holly Birkett (Associate) (HB)
Ms Cordell O'Neill (Clerk)
Mrs Ann Darby (Associate) (AD)
Ms Tara Morton (Associate) TM
Mrs Karen Welch (Associate) (KW)
Ms Becky Dewsbury (School Business Manager) (BD)
Ms Roxy Willis (Co-opted) (RW)
Mr Jeremy Merckel (Co-opted) (JM)

Apologies: Mrs C Engers (Co-opted) (CE) (Resigning 29.9.22)

Not In Attendance:

Item:	Agenda Items:	Action by:
1.	<p>Appointment of Chair and Vice Chair</p> <p>The Governance Professional asked Governors for nominations for the election of Chair. A nomination was received and it was:</p> <p>Resolved that Greg Bloom be elected as Chair until the first meeting of the next academic year.</p> <p>The Governance Professional asked for nominations for the election of Vice-Chair. A nomination was received and it was:</p> <p>Resolved that Dan Mortiboys be elected as Vice-Chair until the first meeting of the next academic year.</p>	

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2.	Confirmation of the Governance Professional 2021/2022 It was confirmed that the clerking service would be provided by SIPS Education for the 2021/22 academic year. Resolved that the clerking service be provided by SIPS Education for the academic year 2021/22.	
3.	Welcome and Apologies In the absence of the Chair, the Vice Chair welcomed governors to the meeting, apologies were received and accepted from NA, KW and BD. AD was recorded as not in attendance.	
4.	Declarations of Interest The Chair asked members if there were any declarations of interest to be declared either pecuniary or non-pecuniary. There were no declarations declared. Bring back matrix next FGB	Clerk
5.	Urgent Additional Items The following urgent additional items were recorded: ACADAMisation	EHT
6.	Finance Update Paper from Dan and information from Carl Adequate reserves coming in Deep dive wasn't there We went through We would again in September Carl and Becky Appropriate cumulative deficit leaves us Fgb needs to identify an issue, dan challenge We need to get financial position shared to all Staffing figures were so different anne said challenge Circulating analysis important 90% of the budget anne said on staffing, Carl said, dan wrote a letter to oracle, oracle has not done what it has done for 5 months, still not working, false accounting further info needs to be shared. Challenges raft of resignations from school ? matt said. Accuracy of the info from DBS followed up yes dans words. Full FGB sees the position FFPHS be clear of the position Pressures face can not control Clearly understand the utilities, anne said the funded staff pay rise. Utilities have increased massively Action to take, what are you disagreeing on, dan said balance the books, we need to balance as if not will grow and grow. Staffing if the best resource as carl said covid legacy last some time and repair will take money	

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As governors there will be industrial action iots around educational funding
Utilities, rise costs food, transport, buildings for products, as we decide on , if you cut
staffing, fight for that as in efficient children will be effected dramatically.

You will get more children in early years.long term problems need to be funded now.
The GB need to actively do something Greg said, last resort would be the staff,
polictial side is to engage with MPs how we are an outstanding school, departments
will be cut rather than get it, things we can do to challenge.
I,portant we do here and now that make a difference this year.
Active decisions.

Local schools case studies, a governor said, a previous school, experience invaluable,
MPs news last night HT taking about pay increase, imoacted on the school budget
we placed 3% in the finances so covered that.

Matt experience from his school, 5 years ago, falling pupil numbers reason, LA
authority, we did go into deficit, carried through LA, drew attention, world didn't stop

Nicky so if we were to all actions things LA get away with it.
Stopped recruitmrnt carl said unless safeguardin element
Statutory purpose - recriotment
Over pan increase he pan
4 day per week, white paper said not allowed.
Nursery provision not functioning low numbers, need to actively recruit nursery
provisions, starting sept offeriong FT, can that be bought forward, carl said based on
efficiency of numbers, if easter have to consider staffing it catch 22
Cant be until September good to see a proposal gred said.

Losing staff from natural wastage we wont cover
Maternity cover covered internally
Heavy in terms of well paid teachers and replace with lower paid not UPS
Staff turnover not gone anywhere due to covid.
If an ect went then we would need to recruit. If the staff bare minimum, statutory
guidance, naturally support staff we woluld look at.

Make some decisions, greg said, when hours asked to reduce we are saying
permanent and not replacing, summary what money have we saved what reduction
and expenditure that had.

Can we justify what we are spending now benchmarking out there, Dan said this, the
FGB need to be sure they have expenditure in the right place.

Look at other schools benchmark, quality assurance.
Sam said SLT, gave a scenario of cuts the school currently making and imopacts to the
staff would be detrimental that were left and staff fazzled.

Make hard decisions in staffing and natural leavers, if 80-90% staffing budgetd

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	<p>Generate income through PAN and nursery Get the message out there promote Sam and matt were in discussions Need parent body, Dan said if we don't do something, academy change</p> <p>Don't we need to understand where we have gone wrong a governor said as we must have made mistakes.</p> <p>We haven't its utilities and costs, pay award costs that are different.</p> <p>Political Dans report he reads out Item 6 referenced</p> <p>Reliable information is required for the governors to be able to see where we went wrong etc. different from what someone is telling us.</p> <p>Nicki said budget was better than we thought cant trust the data. We still have out the exercise a good thing out of it Working party Everybody – make decisions</p> <p>Information to be bought one sided sheet baseline figures and controbles and uncontrobles</p> <p>Set a date – 1st week November Thursday 3rd 4pm arranged, cordell invite out boldmere Greg and dan to do the agenda. All govenros think about ways school can generate ioncome</p> <p>Draft a message consortium suggestion Consortium was discussed. Schools collective, Consortium in a weeks timre \ the hT propose a draft Govenrros could rally the parents too draft Parents voice same The whole community behind this Discuss at parent representation meeting</p>	
7.	<p>Minutes of the Previous Meeting, confidential minutes and matters arising of 7th July 2022</p> <p>Governors referred to the minutes of the previous meeting and confidential minutes held on 7th July 2022 having being previously circulated. <i>It was,</i></p> <p>Lots of amendments and lengthy discussion, minutes received late from previous clerk. Can initials be in, GDPR, Ofsted, approached playground, chose to remain anonymous</p>	

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	<p>How much info do you go into parents</p> <p>Nice to get feedback representation meeting, help with what message we are putting out next week, utilities has gone up equivalent to two teachers. Is a way</p> <p>AGREED: as a true and accurate record and would be signed by the Chair.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> The matters were not arisen. 	ALL/EHT
8.	<p>Review:</p> <p><u>Business Interests</u></p> <p>Governors were asked to complete their annual business interest form and return to the Governance Professional.</p> <p><u>Code of Conduct</u></p> <p>Having been previously circulated, governors agreed to adopt the Code of Conduct. It was</p> <p><i>Resolved</i> that the Code of Conduct be adopted.</p> <p><u>Website Requirements</u></p> <p>The Governance Professional highlighted the DfE guidance and reminded governors of the information schools and academies were required to publish on their websites.</p> <p>The Governance Professional confirmed that the attendance data for 2020/2021 had been forwarded to the HT and the Chair, to be published on the school website</p> <p>Jes tasked to do it check website</p> <p><u>Governor contact details</u></p> <p>Governors were asked to complete and return the Governor Contact Details form to the Governance Professional. Governors were asked to inform the Governance Professional of any subsequent in-year changes and ensure they were uploaded to GovernorHub.</p> <p><u>NGA Skills Audit</u></p> <p>Governors were asked to complete and return the NGA Skills Audit form to the Governance Professional.</p> <p>Governor training Governorhub to update and show the list already</p> <p>Explain what happened audit yesterday</p> <p>Safeguarding – Hays training share the link, transferable skills</p>	
9.	<p>Review Governing Board membership and Terms of Reference</p> <p><u>Review membership</u></p> <p>D Mortiboys LA Governor 10.2.23 continue to take on the LA role message LA ,I will speak with the LA about your role.</p> <p>Parent Governor Vacancy</p>	

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Mrs H Birkett Associate 05.06.23
 Two others but July NA and GB
 Laura happy to be a co-opted governor as long as she stays in the parent governors
 C Engers Resigned, 29.9.22 Vacancy Co-opted vacancy, safeguarding governor she was
 Lost Pete Parent vacancy advertised this week

Greg sits on an education committee he will move to finance committee
 Proposals coming across,

Voted
 A Co-opted holly co-opted, co-opted direct replacement Chrissy have 1 parent governor to
 governing board safeguarding Governor.

Laura will remain parental

Holly educational
 3 votes for Laura to come as a co-opted vacancy
 Greg said a plan for future he will do this year and like to train someone next year.
 Succession plan for next year.

Associate governor make them a co-opted governor.

Read out all the people coming to an end 2023

Instrument of Governance circulated
 12 members matches your GB Committee

Review committee structure and agree membership
 The Governance Professional referred to the Governing Board Membership and Terms
 of Reference, having been circulated in advance of the meeting. A review of the current
 document took place on a page-by-page basis and the following was agreed/noted:

Finance and Facilities and Premises, H&S Committee
 Terms of Reference agreed. Membership as follows:
 Mr C Glasgow, Mr D Mortiboys, Mrs A Darby (with voting rights), , Mrs S Kenny, Mrs K
 Welch, Mrs R Willis. Greg Morgan

Resolved that Mr D Mortiboys be elected Chair of the FFPH&S Committee until the first
 meeting of next academic year.

Education and Standards Committee
 Terms of Reference agreed. Membership as follows:
 Mrs N Arkinstall, Mrs H Birkett (with voting rights), , Mr C Glasgow, Miss E Jackson,
 Mrs S Kenny, Mr J Merckel, Mrs K Welch, Mrs L Shergold

Resolved that Mrs N Arkinstall be elected Chair of the Education and Standards
 Committee until the first meeting of next academic year.

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	<p>Executive Head Teacher and Heads of School Appraisal Terms of Reference agreed. Membership as follows: Mr G Bloom, Nicky Arkinstall, Mr D Mortiboys 24th November</p> <p>The Governance Professional provided advice regarding committee members and recommended the Vice Chair not to sit on the committee; reasons to the recommendations were provided. Discussions took place and governors agreed the Vice Chair could be appointed to the committee for the autumn term due to his skills and HT appraisal training. The Chair suggested reviewing the skills of the governing board with a view to appointing another governor in the new academic year.</p> <p><i>Following discussions governors agreed Nicky Bell would continue to be the external advisor. The Chair advised governors of her previous employment with the school and governors were satisfied with this declaration of interest and to appoint NB.</i></p> <p>Items Delegated to an Individual(s) Delegation of expenditure and virements, disposal of surplus stock, delegation of Suspension, approval for Expenditure and Appointment of Staff agreed as outlined in the Terms of Reference.</p> <p><i>Resolved</i> to adopt the Governing Board Membership and Terms of Reference.</p> <p><u>Agreement of Executive Head Teacher virement and expenditure limit</u> The EHT sought approval from the governing board to increase his virement and expenditure limit. <i>A governor challenged the spends limit and recommendations were made that if the EHT were absent for a long period of time the Chair should be notified of spend limits to be assessed in line with governance.</i></p> <p><i>Resolved</i> that the FFPH&S Committee approve expenditure and virements of sums of £15,000.01 and sums below that amount be delegated to the Executive Head Teacher.</p> <p><u>Review Special Responsibility Governors</u> The following was agreed: Safeguarding/Child Protection Governor – Holly Birkett SEN Governor and LAC Governor - Mrs N Arkinstall Health, Wellbeing and Safety Governor – TBC outcome ballot parent vote Safer Recruitment Trained Governor - Mr C Glasgow; Mrs S Kenny, Nicki, Matt, Greg would like to do it Karen Welch Dan Laura Shergold Link training Governor - Mrs R Willis Cordell to share Communications Governor - Mr J Merckel; Mrs L Shergold</p> <p>Review Associate Members Positions and Voting Rights</p> <p>Succession Planning (Chair to report)</p>	
10.	Agreement of draft Virtual Attendance	Governance

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	<p>Having being previously circulated ahead of the meeting, the EHT made recommendations to the draft policy. The policy would be updated and circulated for governor's approval.</p> <p>Greg, reviewed advice chair advice the clerk who will inform the school/Chair can attend if required</p> <p>Virtual attendance only under special circumstances. At least 50% attending face to face.</p>	Professional
11.	<p>2022/2023 Meeting Schedule Dates</p> <p>The Governance Professional referred to the 2022/2023 meeting schedule, having been circulated in advance of the meeting. The Chair confirmed all meetings would continue to be face to face where possible.</p> <p>Resolved to receive and note.</p> <p>Can we change the finance date for Dan</p>	
12.	<p>Review schools' vision and ethos</p> <p>The EHT confirmed it would form part of the Governor professional development session meeting which was scheduled to take place.</p> <p>School Improvement Plans –</p> <p>Sam presented SIP and also the The Boldmere Pledge</p> <p>every year Sam went through the SIP</p> <p>2022/2024</p> <p>In the quality of education there is nothing about reading, Sam said we have phonics and not this time as we didn't feel necessary as maintained.</p> <p>Currently 2022-2023 changing to 2022/2024 governors said working document and can it be bought back annually anyway.</p> <p>Area 1, Area 2 area 3 Area 4 and was presented in detail</p> <p>NPQ national profession qualifications a governor asked</p> <p>Matt said junior targets SIP presented,</p> <p>Key targets</p> <p>5 quality education</p> <p>35 children with EAL</p> <p>Others to be added</p> <p>Have you had to take anyone access protocol, if they have been out of school for fair access protocol, No the school was over the plan and they still can but that's an argument.</p> <p>Went through the targets Matt did. Behaviour attitude , leadership and management leadership structure particular subject leaders, carry knowledge for the subjects.</p> <p>Ensuring leadership sustainable</p>	

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	<p>Greg said nice to d=see disadvantage in there, challenge</p> <p>Pedagogy nice to understand this what you look for in a classroom, earluy evaluation and comments</p> <p>The Boldmere Pledge</p> <p>Matt said uploaded – trying to capture the positive things as a school, and the pledge we offer as the children move through the school. Ofsted loved it, governors section continuing to do their core functions, carry out their fundctions, laura said can it be shared to parents, yes</p> <p>Governors were pleased</p> <p>Ratify these with addition</p>	
13.	<p>Governing Board Self-Evaluation</p> <p>The EHT confirmed it would form part of the Governor professional development session meeting which was scheduled to take place.</p> <p>Governors challenged and further discussed concerns regarding quoracy at Committee and FGB meetings. The Chair highlighted the need to incorporate resilience into the board in line with succession planning, noting the need to include Associate Governors. The Chair agreed to work with the EHT to review all parent governor applications to see if there were any skills required to further strengthen the board.</p> <p>The Chair advised the scheduled “governor learning walks” would review Covid catch up funding and how intervention was being delivered in the schools.</p> <p>Self Evaluation Tool shared</p> <p>Audit tool</p>	Chair/EHT
14.	Chair Urgent Actions	
15.	<p>School Admission Agreements including agreement of PAN</p> <p>The EHT advised the schools current pupil admission number (PAN) was currently 90 per year group and 52 part time place Nursery (26 am and 26 pm).</p> <p>Changing the admissions policy on the back of PAN, need to review the admissions policy.</p> <p>Agreement we are going over pan in the juniors</p> <p>The EHT provided an update to the number of appeals which had been received.</p> <p>Following a question from the Chair, the EHT gave an update to school meals.</p>	
16.	<p>KS2 Data Update</p> <p>Uploaded further data Matt Said</p> <p>Camparison to national and will talk through standards commit</p>	Awaiting national Averages MS

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	<p>69% combined figure reading writing mathe combined is now 70%</p> <p>2 came back successful,</p> <p>KS2 data was reporting expecting standard, 2nd score highest scores as a figure, this time round we have the highest stabdrard figure</p> <p>Boys goys break down grey is no national data yet</p> <p>Under tables commentsb strehgths from the data, happy to take questions further taklk more in committee</p> <p>RoxyWillis</p> <p>Laura Shergold</p> <p>Tara Morton</p> <p>6.00pm</p>	
17.	<p>Early Career Teachers</p> <p>Karen brief update</p> <p>2 ECT plus 1 – mentors were presented , policy is ratified and make a note going with Arthur terry they were different body so gone with them using serviced for education staying with them 2 year programme and easier</p>	MS to update Governorhub report
18.	<p>Review PoliciesThe following policies had been circulated ahead of the meeting for consideration:</p> <ul style="list-style-type: none"> • Safeguarding Policy C Engers change to Holly Birkett • Whistleblowing Policy, Same as beofe no change • No Platform Policy Sameas before no change • EAL Policy • Virtual Policy <p>APPROVE and ADOPT the above list of policies</p>	
19.	GDPR nothing to report	
20.	<p>Safeguarding KSCIE questions</p> <p>The EHT requested governors read the Keeping Children Safe in Education link. He reminded governors to update their records on GovernorHub to state they had read it, noting they would form part of Ofsted inspections.</p> <p>KSCIE Quiz</p>	All Governors
21.	<p>Governor Training and Visits</p> <p>S & G S Training and SIPS Training</p>	All Governors

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	<p>30th November training 9.15am Wednesday after the E & S Training Impact on Governance, morning only with josy external advisor</p> <p>Governors not been in aschool for some time,can we squeeze a walk around asked by the Chair</p> <p>If a governor wants to c ome and watch emma classroom in advance let them know</p>	
22.	<p>LA Circulars or Items for Information</p> <p>There following items were circulated for information:</p> <ul style="list-style-type: none"> • SIPS Training • KCSIE • <u>GOV.UK - School attendance: guidance for schools (Updated 04/08/22)</u> • <u>GOV.UK - Keeping children safe in education (Updated 01/09/22)</u> • <u>GOV.UK - Understanding your data: a guide for school governors and academy trustees (Updated 01/09/22)</u> • <u>GOV.UK - School suspensions and permanent exclusions (Updated 01/09/22)</u> • <u>GOV.UK – Improving attendance: Good practice for schools and multi-academy trusts (Updated 25/08/22)</u> • <u>https://educationhub.blog.gov.uk/2022/09/02/back-to-school-week-everything-you-need-to-know-about-school-attendance/</u> • Greener Governance <u>Greener Governance campaign - National Governance Association (nga.org.uk)</u> • Uniform details 	
23.	<p>Any Other Business</p> <p>Residential 83 kids going on year 6 residential Castle willousley castle, day trip to matlock risk assessed. Full RA complete.</p> <p>Acadmamidationm</p> <p>M at dan attended an meeting pragmatic approach, Monday, not selling us anything excelsior academy was there she was only talkkking about positive nature</p>	
24.	<p>Date and time of Next Meeting</p> <ul style="list-style-type: none"> • Tuesday 13th December 2022 4pm <p>Finance 15.11.22 8.00am</p> <p>E & S 30.11.22 8am</p>	

With There being no further business, the Chair closed the meeting at 5.55pm and thanked governors for their attendance.

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ACTIONS:

Item No.	Action	By Who
5	Governance CPD PDF slides to be circulated for governor's information.	EHT
6	All governors to complete Safer Recruitment and GDPR training	All governors
9	Virtual attendance policy to be updated and circulated for governor's approval	Governance Professional
12	The Chair agreed to work with the EHT to review all parent governor applications to see if there were any skills required to further strengthen the board.	Chair/EHT
16	Standing item to be updated	Governance Professional
17	Governors to ensure they have read KCSIE and update GovernorHub	All governors
18	Governors encouraged to arrange governor visits to school	All governors
21	Governor bio to be updated on the school website/School's newsletter to be circulated.	LS/JM

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