



Full Governing Board Meeting

Tuesday 13th December 2022 at 4pm
The Federation of Boldmere Schools

Present:

Mr Greg Bloom (Co-opted **Chair**) (GB)
Mr Carl Glasgow (Executive Head Teacher) (EHT)
Mrs Samantha Kenny (Co-opted Head of Infants) (SK)
Mr Jeremy Merckel (Co-opted) (JM)
Mrs Karen Welch (Co-opted Acting Head of Juniors) (KW)
Ms Roxy Willis (Co-opted) (RW)
Mr Dan Mortiboys (Local Authority **Vice Chair**) (DM)
Mrs Holly Birkett (Associate Governor) (HB)
Ms Tara Morton (New Associate) TM
Ms N Justice-Dean (Parent Governor) NJD
Ms T Whittier (Associate Governor) TW

In Attendance: Mrs Cordell O'Neill Clerk

Apologies:

Mrs N Arkinstall (Co-opted) (NA)
Miss Ema Jackson (Staff) (EJ)
Mrs Laura Shergold (Parent) (LS)
Mrs Ann Darby (Associate) (AD)

Item:	Agenda Items:	Action by:
1.	Welcome and Apologies The Chair welcomed governors to the meeting. Apologies were received and accepted from NA, EJ, LS, and AD.	
2.	Declarations of Interest The Chair asked governors if there were any declarations of interest to be declared either pecuniary or non-pecuniary. There were no declarations declared.	
3.	Urgent Additional Items The EHT would be providing feedback on the Governance newsletter produced by JM and LS, which had been shared with the school community well in advance of this FGB meeting.	
4.	Membership Update The Chair reported on the following membership updates: <ul style="list-style-type: none">A H&S Link Governor was required, and nominations were required from all members of the GB. The Clerk reported on the following Training that was on offer with SIPS - Health and Safety Governor training on 1st March 2023 at 10.00 – 13.00.	Clerk share with TM

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	<p>Associate Governor, Tara Morton nominated herself to the role of H&S Link Governor.</p> <p>Hol asked the Associate Governor if she would also be the EYFS Link Governor, due to her experience, the roles would be supported by the school and training provided.</p> <p>It was agreed by TM, to be the link Governor role in both H&S and EYFS. All governors present agreed with this action.</p> <ul style="list-style-type: none">• The LA Governor role D Mortiboys terms of office had come to an end, the appropriate forms had been completed and the Clerk and D Mortiboys were waiting for a response. <p>There was nothing further to report.</p>																			
5.	<p>Minutes of the Previous Meeting and matters arising of 29th September 2022</p> <p>Governors referred to the minutes of the previous meeting held on 29th September 2022 having been previously circulated.</p> <p>The EHT highlighted the following amendments:</p> <ul style="list-style-type: none">• Page 1 – Align all governors names in attendance• Page 4 - Amend, busy bees to Busy Bodies.• Page 5 – Gov’s no apostrophe• Page 6 - first bullet, should read, being not been• Page 7 - Mrs N Arkinstall (Spelling)• Page 10 - Continue Face-to-face. <p>Agreed subject to the above amendments, minutes to be signed as a true and accurate record by the Chair and presented to the EHT for storing in school.</p>	Clerk																		
	<p>Matters Arising:</p> <table><tr><th>Item No.</th><th>Action</th></tr><tr><td>4</td><td>Declaration of Interest forms to be collated and Clerk to complete matrix return to school - Completed</td></tr><tr><td>6</td><td>The Chair asked for a paper moving forward on money saved already by the non-replacement of staff – Finance Meeting completed</td></tr><tr><td>6</td><td>A summary of the financial position to be circulated to the FGB - Completed</td></tr><tr><td>6</td><td>A proposal on the Nursery changes- Agenda</td></tr><tr><td>6</td><td>Set up a working party to meet the first week in November. Thursday 3rd November 2022 at 4pm was agreed by all governors. Clerk to circulate invitation. EHT/Chair to consider the agenda - Completed</td></tr><tr><td>7</td><td>Clerk to amend the minutes 7.7.22, also share the dissatisfaction with SIPS and ensure in the event of this happening again, would receive robust minutes. Completed</td></tr><tr><td>8</td><td>Website Requirements – JM to review the governor area of the school Website - Completed</td></tr><tr><td>8</td><td>Attendance data from 2021/2022 to be advertised online (School website) - Completed</td></tr></table>	Item No.	Action	4	Declaration of Interest forms to be collated and Clerk to complete matrix return to school - Completed	6	The Chair asked for a paper moving forward on money saved already by the non-replacement of staff – Finance Meeting completed	6	A summary of the financial position to be circulated to the FGB - Completed	6	A proposal on the Nursery changes- Agenda	6	Set up a working party to meet the first week in November. Thursday 3 rd November 2022 at 4pm was agreed by all governors. Clerk to circulate invitation. EHT/Chair to consider the agenda - Completed	7	Clerk to amend the minutes 7.7.22, also share the dissatisfaction with SIPS and ensure in the event of this happening again, would receive robust minutes. Completed	8	Website Requirements – JM to review the governor area of the school Website - Completed	8	Attendance data from 2021/2022 to be advertised online (School website) - Completed	
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	8	Governors encouraged to carry out training shared. Governors encouraged to complete Safeguarding training - Completed		All	
	9	Share training records with Link Governor in training - Completed		Clerk	
	9	Review the FGB Skills audit to view missing skills for future governor To be discussed next meeting		EHT/Chair	
	9	All governors to complete the Self Evaluation form of the FGB and EHT/Chair would review and report on the findings – Roxy to complete as Link Training Governor		EHT/Chair	
	9	FGB to complete Safer Recruitment training and Clerk to enquire costs – Hays online - Completed		Clerk	
	10	Clerk to make changes to Virtual Attendance Policy and circulate - Completed		Clerk	
	12	Pedagogy focus and explain to governors and provide an understanding of Acronyms used - Clerk to share with Karen - Completed		SLT	
	12	Make changes to the Boldmere Pledge as suggested and share widely – Completed		SLT	
	13	FGB to evaluate the self-evaluation forms next FGB as above		EHT and Chair	
	15	The governing board and SLT to review the admissions policy - Agenda		SLT/FGB	
6.	<p>Receive Committee Minutes <u>Education and Standards 30.11.22</u> In the absence of the Chair of Education and Standards, the EHT reported on the following salient points - The E&S committee welcomed T Whittier to the meeting, curriculum provision was the main area for discussion, individual data in school was reported, the lowest 20% in relation to attendance was discussed and raised as a concern and was currently being addressed.</p> <p><i>The Chair referred to how attendance of pupils was challenging, under the current circumstances of winter illnesses and asked how situation was with staffing.</i></p> <p>The EHT reported how the school was managing the staffing levels in-house, the week before was reported as challenging from a sickness perspective, staff were covering, however, other work had a knock-on effect. <i>The Chair asked if Strep A had been highlighted to the community and staff.</i> The EHT confirmed the information had been circulated along with the DfE and Education Department/newsletters.</p> <p>T Morton apologised for not attending the last meeting, an email was sent during the meeting. Apologies were accepted by the Governing Board.</p> <p><u>FFPH&S 15.11.22</u> In the absence of the Chair of FFPH&S (arrived later in the meeting), the EHT reported on the following salient points: - A finance agenda would be discussed at this meeting and would cover most of the discussions from the Finance Committee. The school continued to manage the finances with a 'careful eye'. Significant staffing changes were reported and discussed for 2023.</p>				

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	<p>The Sports Premium/Pupil Premium strategy (Impact Statement) was highlighted and published on the website, governors were made aware of the strategy and impact statement.</p> <p>The use of the national tutoring funding was highlighted, in the juniors, the allocation of expenditure, was used to carry out the tutoring at lunchtimes and in the main, after school by teachers at school whom had volunteered, and the same practice would take place this year.</p> <p>However, the school had been told by the DfE that they may claw back some of the previously allocated funding, and this was currently under review. Which may change the way the school use the national Funding in future. The claw back would be taken out of next year's allocation. Moving forward, the funding provision was 60% funding from DfE and 40% Boldmere.</p> <p>The Infants utilised the funding differently by using a known supply, which also prevented children from remaining after school as interventions were carried out in school time, which was reported as age appropriate.</p> <p><i>The Chair highlighted Tara Morton's commitment to EYFS and H&S roles, which may result in her attending both meetings if available, the EHT confirmed his support to liaise with TM for H&S and it was decided to remain the same.</i></p> <p><u>FFPH&S 30.11.22 EO Meeting NOTES</u></p> <p>The Extra ordinary meeting notes were emailed to all governors on the 11th of November 2022. The notes included the actions that are being taken to date to manage the anticipated in-year and cumulative deficit.</p> <p>The Chair confirmed actions had been put in place to support the financial situation, such as, a hold on recruitment and a cut in resources. These would continue until the foreseeable future.</p>	
7.	<p>Data Update</p> <p><u>Infant data Drop</u></p> <p>The Hol reported on the data drop which had been finished on 12th December 2022.</p> <ul style="list-style-type: none"> • Nursery children – all expected were presented in the nursery column. • All children's results met the expected, however 3 children were significantly below, 1 was currently awaiting EHCP and the other monitored on the SEN register. Only reporting on 28 children compared to 52 normally, • EYFS reception – expected were highlighted, 90 cohort, data was not too dissimilar to usual years, 1 class were not school ready, due to an impact to covid and extra support was provided to that cohort. Particular attention has been given to the one class. <p><i>The Chair highlighted there was 1 child above in reception, the Hol confirmed there was, and she was exceeding.</i></p> <ul style="list-style-type: none"> • Year ½ - There was a few children reported as below expected, due to covid legacy. • Writing was discussed and was reported on the school improvement plan and the school was expecting the data presented to improve. <p><i>Governors asked for the banding to be explained,</i> the Hol explained the banding and</p>	

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reported how, target tracker set up the banding, reference, 40-60 was the 'old money', the reference to band was the year, for example, band 1 was year 1, expected level. It was reported in Year 2 there were still 3 children working in the EYFS curriculum, the provision was still play base/continuous provision.

The chair asked if the figures included BIB.

The HoI, reported on the BIB results which were not included above.

- 3 tables were included, due to the overlap, 1st table presented the data and their ability. The Giraffe class was reported as lower than mainstream in all areas assessed. Year 1 children and year 2 children from the BIB were presented and working at reception level or below.

A governor asked for clarification on Reception children and asked if less of those children should be affected by covid.

The HoI reported a lack in development of social skills and preschool interaction skills. The outcomes at the end of the year would affect how the school manage staffing and undertake interventions.

The Chair highlighted the improvement in Maths (74% to 75%) compared to Reading.

The HoI reported on the schools increased focus to Maths last year. The maths lessons were twice a day and interventions were in place. The writing data, there was not enough evidence until the end of the year, whereas Maths there was enough evidence. The skill for sounds supports reading and time was required in school to support that. There were a few extra parent readers attending school to support, shared reading and phonics reading was continuing in school.

The EHT added, Maths was a strong subject to teach remotely, however writing and reading, was not as strong on a remote lesson basis, and added how explicit skills were hard for parents/teachers to teach remotely.

A governor asked when a reading challenge was taking place in school for all years, had that made an impact to the data.

The HoI felt it made a difference to their enjoyment, however not to the data.

Junior

The HoJ reported all documents were posted on the GovernorHub and highlighted the following salient points:

- The format had changed, and this way of presenting would be continued.
- Historic data would now be shown and measured against in terms of progress.
- Expect the figures to increase by the end of the year, following time and interventions.
- The intentions for improvement would be highlighted, following the review.
- Governors were asked to take confidence that the school was reviewing the children's data. All the data included the BIB; however, the school was considering separating.

It was confirmed that HS was the higher standard, following a governor's question.

A governor asked for clarification on Greater Depth and if any children were reported

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	<p>as greater depth from the data. The HoJ confirmed, there was no Greater Depth reported.</p> <p>It was reported by HoJ, Pupil Progress meetings previously were with individual teachers, that had been changed to meetings with the whole year group, and identify all 90 children on track, expected etc and these would be highlighted with a wider conversation. Rock Stars (Class based) was highlighted, as that may be taught by another teacher.</p> <p>The Chair highlighted the improvement in year 4 boys and asked for further information.</p> <p>HoJ replied, rare to have it this way round however depends on the cohort. Identifying the children individually would be carried out to narrow the gap. The Chair was impressed with the way the data was presented and to be able to see the progression.</p> <p>The EHT reported from an attainment perspective, the year 6 outcomes were based upon and end of year SATS test. Teaching assessments were taken into consideration. These were carried out 5 months in advance and outcomes are encouraging.</p> <p>There were no further questions.</p>	
8.	<p>Ofsted</p> <p>Following the Ofsted training on 30th November with the external advisor (Josie Leese), the EHT reported on a further meeting scheduled for Thursday 12th January 2023 for the parent community, to make them aware of the education inspection framework. Governors highlighted a graph that was shown in the past, demonstrating the report and work of Ofsted. The EHT confirmed that would be highlighted at the above meeting. It was important to engage with parents and if governors were available, they were invited to attend at 5.30pm.</p> <p>A lengthy discussion between governors took place and highlighted the following salient points:</p> <ul style="list-style-type: none"> • Information on 'Frequently asked questions' for parents was encouraged. • Allow the parents to ask questions and reflect. • A summary of the evening to be shared to parents that were not able to attend, would be beneficial. • Governor involvement would support the translation and sending the message out to the community. • The process of Ofsted also needed to be explained to parents. • Collating questions prior to the event. • To make the school improvement plan accessible. • Communication was important between the school and parents, capture the common questions and signpost links. <p>It was confirmed the parent representative meeting was scheduled for 10th February 2023.</p> <p>There were no further questions.</p>	<p>Governors</p> <p>EHT</p>

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9.	<p>Funding school budgets</p> <p>The EHT and Chair of Finance, highlighted the following salient points:</p> <ul style="list-style-type: none"> • Monthly current update in terms of expenditure was reported, the cumulative surplus had increased by £18,303 therefor the deficit in year had been reduced by £18,303. • The Juniors, cumulative surplus had increased by £10,982 and can see they had generated an additional £30,000 savings across the two schools. • Governors were asked to reflect on the last FGB meeting, where, £414,000 deficit was reported, that deficit had now been reduced in year to £200,000. <p><i>Governors asked what the claw back in school percentage was currently standing at.</i></p> <p>The EHT reported, the school was identifying previously at 7% clawback/saving in school budget allocation to reduce anticipated deficit, considering the new spending announcement, it was highlighted how the new percentage was approximately 4%. However the new funding announcement, only places funding back to a level of 2010 funding, the school need to utilise the funding moving forward. The 4% would cover all areas such as teacher pay rises and energy costs. The EHT and Chair of Finance would review the staffing structure soon.</p> <ul style="list-style-type: none"> • The school would save some money in year, due to staffing shifts, A member of the BIB staff was reducing their days from 5 to 4. • Where there was a request from a member of staff to reduce their days/hours, that would remain as reduced on a permanent basis. • Staffing for September had been addressed and impacts discussed. Scenarios were provided and pros and cons discussed. Fixed term contracts would be reviewed in line with all funding streams received. <p><i>Governors congratulated the school for the claw back of £200,000.</i></p> <p><i>There were no further questions.</i></p>	
10.	<p><i>Academisation</i></p> <p>The EHT reported on the white paper 2022 that set out its ambition to see every school in England in a MAT or in the process of joining one by 2030. The proposed school bill, which would have implemented key parts of the Government's programme, was subsequently withdrawn, in the face of widespread opposition. The Government still wants all schools to be in large MATs, overseen by government in a top-down model, which may have its' advantages as we move forward.</p> <p>Schools, governors, and local authorities should be aware that academisation was not inevitable and that there are only limited ways in which Department for Education (DfE) officials can attempt to force schools to join MATs. The process of possibly converting all current LA maintained schools would take years, so it is prudent for schools to take their time with this decision and explore all possibilities with rigour.</p> <p>Boldmere had early conversations with consortiums, however there would be no rush.</p> <p><i>There were no further questions.</i></p>	

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11.	<p>Performance Management Exec HT HOS</p> <p>The chair reported Performance Management of Exec HT and HOS had taken place. The Chair Greg Bloom, Dan Mortiboys and Mrs N Arkinstall supported the process with the support from the external advisor Nikki Bell. The Governors congratulated all staff for their achievements and meeting their targets exceptionally well. It was reported how robust targets had been set for 2022/2023.</p> <p>There were no further questions.</p>	
12.	<p>GDPR</p> <p>The EHT reported there was nothing to report in terms of breaches. <i>The privacy policy notices needed to be reviewed and included on the next agenda.</i></p> <p>The EHT reported on Cyber security, the school commissioned an IT expert, to be responsible for all cyber security. From a DfE perspective the school was secure. <i>The policies would need to be reviewed and highlighted in reception.</i></p>	Clerk/EHT
13.	<p>Present the Inventory Audit Report (Juniors)</p> <p>The EHT reported on the Inventory Audit that had taken place. As they were a Federation of schools any practices for improvement identified were likely to include the Infants. The city produce the action plan, the school complete the officer responsible and the agreed implementation date.</p> <p>The Gifts and Hospitality policy was completed, and the audit of inventory was completed, following the above audit.</p> <p>There were no further questions.</p>	
14.	<p>Gifts and Hospitality register</p> <p>The EHT reported a nil return of Gifts and Hospitality and it was noted how the cost of gift amount to report on had increased to £28.</p> <p>There were no further questions.</p>	
15	<p>Safeguarding</p> <p>A meeting had been scheduled between the Safeguarding Link Governor and HoI and HoJ for 13th January 2023.</p> <p>The EHT highlighted on the newsletter that had been circulated from a safeguarding perspective.</p> <p>The HoJ confirmed a concern with email addresses, to have separate emails for DSL and anti-bullying email addresses. <i>Governors commented how communication was important.</i></p> <p>There were no further questions.</p>	
16.	<p>Greener Governance</p> <p>The Clerk highlighted the NGA's Greener Governance campaign, which aimed to ensure all schools and trusts had a strategy for their contribution to environmental</p>	

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	<p>sustainability and to equip governing boards to play their role in overseeing this work. In the annual governance survey 2022 only 41% of schools and trusts had acted on environmental sustainability.</p> <p>The governing board were asked to make the Greener Governance pledge and the following salient points were raised:</p> <ul style="list-style-type: none"> • reduce carbon emissions at your school or trust; by travelling to school by foot, Local governors confirmed they had travelled to school by foot and cycled when necessary. • To place the school's contribution to environmental sustainability on the agenda. • GovernorHub was used to save on paper. • A hybrid approach to meetings was available, however the GB preferred to meet in person. <p>The EHT added, the recent allocation of Devolved capital funding was ring fenced on making the school greener and to demonstrate that.</p> <p>There were no further questions.</p>	
17.	<p>Governor Training Visits</p> <p>The next scheduled governor training visit meeting was scheduled for 15th March 2023 at 9.30am, following the Education and Standards committee Meeting.</p> <p>The Training Link Governor was actioning the skills audit matrix.</p> <p>There were no further questions.</p>	
18.	<p>Parent rep meetings Feedback</p> <p>The HoJ reported on the recent Parent Rep Meeting and highlighted the following salient points:</p> <ul style="list-style-type: none"> • A positive meeting, which was challenging and constructive. • The school children photographer was reported as an extortionate cost. The group would consider a parent professional photographer to support the school moving forward. • General enquiries email at school had been discussed and solutions put forward, amendments were made, and trials had commenced. • Sustainability of the group would be the actions commented the HoJ. 	

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20.	LA Items The Clerk had circulated information on Equality and Questionnaires for Ofsted. <i>Governors welcomed the information from the Clerk.</i>	
21.	AOB The EHT highlighted how the Governor Finance Letter was circulated, thanks to Laura Shergold and Jeremy Merkel for writing the FGB newsletter. Feedback was positive and governors needed to be mindful and supportive of the current financial situation. It was reported how parents were positive and welcomed the communication. The short timescale for the requirement of monies was highlighted and parents asked for a longer notification period. The letter to parents was well received. The Vice Chair, Dan Mortiboys, reported on his change in personal circumstances to his job role and expressed his concerns to commitment of times and dates to the role of Vice Chair to the FGB and Chair of Finance. DM would like to continue to act as a LA Governor. Governors were asked to consider these roles for future meetings. The Chair highlighted Succession Planning discussions at future meetings and for all governors to consider this and contact the Chair of FGB. The Chair thanked Dan Mortiboys for his time and support within the role of Vice chair of FGB and Chair of the Finance Committee.	Governors
22.	Date and time of Next Meeting The date and time of the next meeting: FFPHS Committee – 14 th February 2023 at 8am E & S Committee – 15 th March 2023 at 8am, followed by the Governor Training visit at 9.30am. FGB meeting was scheduled for 3 rd May 2023.	

With there being no further business, the Chair closed the meeting at 6.15pm and thanked governors for their attendance.

ACTIONS:

Item No.	Action	By Whom
4	Clerk to set up training with SIPS for H & S Governor role T Morton	Clerk
5	Clerk to amend minutes from September with minor changes and circulate	Clerk
8	Ofsted – Governors were invited to attend the meeting for discussions with Parents relating to Ofsted awareness on Wednesday 11th January 2023	Governors
8	Ofsted – support to be considered by a questions and answers list for parents.	EHT
12	Privacy Policies Notices to be reviewed and displayed in reception	EHT
19	Governors to review the policies highlighted above and the clerk to include on the next agenda for approval	Governors and Clerk
21	Governors to consider the role of Vice Chair of the FGB and Chair of Finance roles	Governors

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