

**THE PEAK FEDERATION GOVERNING BODY  
DRAFT MINUTES**

Date: 07/05/2024 6:00 pm – 8:00 pm

Chaired By: Christina Webster

Clerked By: Beccy Ibbotson (held at Grindleford Primary School)

<b>Committee Members:</b>	<b>Apologies for Absence:</b>
Edward Allaway	Neil Roden
Jen Chapman – joined remotely	John Irwin
Carolyn Downes	Tom Hodgson
Kate Gemmell	Holly Moore
Gordan Danks	
Christina Webster	
Cynthia Nettell	
Ben Carter	
Elizabeth Coe	

<b>Agenda Items:</b>	
<p><b>1. Welcome and apologies for absence</b></p> <p>Neil Roden sent his apologies – he is away. John Irwin sent his apologies – family commitments Tom Hodgson sent his apologies – work commitments Holly Moore sent her apologies – unwell. <b>All apologies RECEIVED AND ACCEPTED</b></p> <p><b><u>Meeting deemed quorate and opened at 6pm</u></b></p>	
<p><b>2. Election of Chair and Vice Chair</b></p> <p>Nothing to discuss</p>	
<p><b>3. Membership and Induction</b></p> <p>Nothing to discuss</p>	
<p><b>4. Declaration of interest any agenda items for this meeting</b></p> <p>EA declared that GPS have made an enquiry about a residential opportunity at Thornbridge where he is employed. He is not directly involved in the process.</p>	
<p><b>5. Any other urgent business</b></p> <p>None noted.</p>	
<p><b>6. Minutes of previous meeting and matters arising</b></p> <p>a. Minutes 2024_03_12 FGB – <b>RECEIVED AND APPROVED</b></p>	

<b>7. Governor Code of Conduct</b> Nothing to note.	
<b>8. Delegated responsibilities</b> Nothing to note.	
<b>9. Committee structure and appointments</b> Data protection link governor to be incorporate within the responsibilities of the safeguarding governors. EC (GPS) agreed to add Data Protection to her remit. <b>COMPLETE</b>	
<b>10. Staff appraisal arrangements</b> Delegated to Resources	
<b>11. Safeguarding Report</b> Data Protection Training – BC has been emailed the link to complete the Bitesize training course completed 7/5/24. <b>ACTIONED</b>	
<b>12. The school website</b> A working party consisting of KG, TH, EA, BI & CS will begin scoping phase after Easter with a target completion of end of the Summer Term. <b>ACTION to contact TH for available dates</b>  The school's mission statements and values to be reviewed. <b>This discussion was deferred until the Autumn Term 2024.</b>	
<b>13. Use of external sources of funding</b> Nothing to note.	
<b>14. Staff structure and organisation</b> Delegated to Resources  KG informed the governors that the response to the vacancy in Bamford has been low so the sentence 'not suitable for an ECT' has been removed from the advert.	
<b>15. Review policies</b> <ol style="list-style-type: none"> <li><b>Disaster Recovery Procedure and Plan / Cyber Response Plan – RECEIVED AND APPROVED</b></li> <li><b>Risk Protection Arrangement Cyber Response Plan - RECEIVED AND APPROVED</b></li> <li><b>DPIA Office 365 - RECEIVED AND APPROVED</b></li> <li><b>School Teachers Pay and Conditions Document September 2023 update March 2024 – RECEIVED AND APPROVED</b> Note: The only amendments made relate to an agreed recommendation of workload taskforce to re-insert an updated list of administrative tasks that teachers should not ordinarily be expected to carry out. Schools should note Annex 5 of the revised documentation and review the list of administrative tasks that teachers should not ordinarily be expected to carry out to ensure that they comply with the provisions of the revised STPCD 2023.</li> </ol>	

Note that the governors have looked at the list detailed in Annex 5 and agreed to the list but noted that teachers can undertake any of these tasks through personal choice. The opinion of the staff governor was sought before making the amendment and it was on her recommendation that staff often wish to work on displays etc providing it is not an exception.

- e. Working for us Booklet 2023-24 and Covering Letter – RECEIVED AND APPROVED
- f. School Support Staff Appraisal Policy TPF March 2024 – RECEIVED AND APPROVED
- g. Menopause Policy TPF March 2024 and Covering Letter (No Change) – RECEIVED AND APPROVED
- h. Smoking Policy DCC March 2024 – (No change) RECEIVED AND APPROVED
- i. Stress – Management of Stress Policy TPF March 2024 (No Change) – RECEIVED AND APPROVED
- j. TPF Extremism and radicalisation model policy for schools April 2024 – RECEIVED AND APPROVED
- k. DPIA Daily Pupil Attendance Data Project January 2024 – RECEIVED AND APPROVED
- l. GDPR suite of policies –
  - a. Addendum to Child Protection Policy 2024
  - b. Special Category Data Policy Document
  - c. Off Site Working 2024
  - d. AI Policy
  - e. Social Media Policy
  - f. Privacy Notice – School Governors
  - g. IT Security and Acceptable Use Policy
  - h. Bring Your Own Device Policy (BYOD)
  - i. Privacy Notice Pupil 2024
  - j. Privacy Notice the Workforce
  - k. Data Protection Policy 2024
  - l. Remote Learning Policy
  - m. Data Protection (DP) Framework for Schools
  - n. Record Retention and Deletion Policy
- RECEIVED AND APPROVED
- m. DPIA – IntraHealth Vaccination - RECEIVED AND APPROVED

GPS Staff to read and acknowledge the new GDPR suite of policies – COMPLETE

GPS Staff to read and acknowledge the new Safeguarding Portfolio - COMPLETE

BPS Staff to read and acknowledge the new GDPR suite of policies & Safeguarding Portfolio - ACTION CS

Curriculum policies to be streamlined the policies each summer term in preparation for the new academic year. The format will be standardised with an overarching statement of curriculum intent and subject detail below. DELEGATED TO CT&L COMMITTEE

#### 16. Governors' self evaluation and skills audit

Reviewed as part of FGB formation process.

#### 17. Governor training

<p>Cyber Training completed by CD, GD and CW on 16<sup>th</sup> April 2024, NR 25<sup>th</sup> April 2024, JI on 24<sup>th</sup> April 2024, CN on 1<sup>st</sup> May 2024.</p> <p>EA booked to complete training on the 22<sup>nd</sup> May 2024.</p> <p>EC, BC to complete training <b>ACTION</b></p>	
<p><b>18. School improvement priorities and plans</b></p> <p>HT confirmed that the work for the Enthuse project is now complete and all duties are discharged regarding the bursary payment.</p> <p>The Primary Quality Science Mark has been submitted for both schools.</p> <p>The works at GPS to refurbish the old staff room to provide a disability / intervention room is complete.</p>	
<p><b>19. Finance calendar</b></p> <p>a. <b>BPS Governor Report</b> - Approved by BPS Resources 2024_04_30 – <b>FGB RATIFIED</b></p> <p>[REDACTED]</p> <p>b. <b>GPS Budget</b> – Approved by GPS Resources 2024_04_25 – <b>FGB RATIFIED</b></p> <p>[REDACTED]</p>	
<p><b>20. Chair's report</b></p> <p>HT noted that the ongoing behavioural issues at both schools have been discussed at length with the Chair.</p>	
<p><b>21. Headteacher's report</b></p> <p>HT Performance management process - The LA have not confirmed who will be taking on this responsibility. Governors discussed that they do have the right to go outside of the LA and bring in an independent body. This could be a costly solution and the number of people offering the service are low. It was agreed that no action will be taken until the LA have confirmed an appointment.</p> <p>Governors are aware that this needs to be in place before November and a review needs to be completed before the end of the Summer term. <b>ONGOING</b></p> <p>HT has each requested a formal job description <b>COMPLETE</b></p> <p>[REDACTED]</p> <p>DHT (BPS) has each requested a formal job description and appointment letter. <b>COMPLETE</b></p> <p>HT confirmed that the data will be available to governors in 6 weeks time.</p> <p>Behaviour and SEN continue to be an issue at both schools along with the movement of children and the impact on the finances. It was noted that it was difficult to put plans in place when funding is temporary.</p>	

<p>Movement on the curriculum provision has been positive with great improvement being seen in music, computing and French.</p> <p>Both schools are about to submit their Sports Mark application (BPS Platinum and GPS Gold)</p> <p>No GDPR issues have been reported since the last report.</p> <p>[REDACTED]</p>	
<p><b>22. Correspondence</b></p> <p>None received.</p>	
<p><b>23. Committee reports</b></p> <p>a. Minutes BPS RESOURCES 2024_04_30 – RECEIVED AND APPROVED</p> <p>b. Minutes GPS RESOURCES 2024_04_25 – RECEIVED AND APPROVED</p> <p>c. Minutes TLC 2024_03_19 – RECEIVED AND APPROVED</p>	
<p><b>24. Governor visits</b></p> <p>EA to visit school to observe Science at GPS with Holly Moore</p> <p>CD to visit to observe Computing at BPS and meet with Rob</p> <p>Governors SAT visits and observations scheduled for week commencing May 13<sup>th</sup></p> <p>Monday 13<sup>th</sup> JI BPS, CD GPS</p> <p>Tuesday 14<sup>th</sup> GD BPS, EA GPS</p> <p>Wednesday 15<sup>th</sup> GD BPS, CD GPS</p> <p>Thursday 16<sup>th</sup> CW BPS, NR GPS.</p> <p>CW short listing for BPS teacher vacancy Thursday 16<sup>th</sup> May</p> <p>CW BPS teacher recruitment panel Monday 20<sup>th</sup> May and Tuesday 21<sup>st</sup> May</p>	
<p><b>25. Planning for next meetings</b></p> <p>Dates to be decided at the next meeting for the next academic year. Suggested Tuesdays for FGB meetings. ONGOING</p>	
<p><b>26. A.O.B</b></p> <p>Cynthia Nettell tendered her resignation from the board with effect of the end of the academic year. The board thanked Cynthia for her dedication and work whilst on the board.</p> <p>LA Governor recruitment process to be commenced and clarification sought if Christina is still registered as a LA governor – ACTION BI</p> <p>EC confirmed that Councillor Sutton has confirmed that there is a £500.00 fund available that the school can apply for. Areas for this spend to be explored ACTION BI</p> <p>BC informed the governors that a Village Community Fund had been established in Grindleford where the funds of The Goat and the Carnival were being placed. It is an opportunity for the school to make a bid for funding. More information to be gained. ACTION BC</p>	
<p><b>27. What have we achieved tonight?</b></p> <p>Achieved further clarity that the federation is working and moving forward.</p> <p>Curriculum areas are being developed and deepened in both schools.</p>	

<p>Noted and understood the financial issues the schools continue to face due to SEN and movement of pupils.</p> <p>Ensured that both schools and the Federation are GDPR compliant.</p> <p>Approved federation policies which demonstrates cost and time efficiency.</p> <p><b><u>7.15pm Meeting Closed</u></b></p>	
<p><b>SUMMARY OF KEY POINTS TO BE NOTED BY THE GOVERNING BODY:</b></p>	

Minutes recorded as FGB month year/ minute number e.g. FGBMay24/1

**Agreed Date of Next Meeting:** Wednesday 10<sup>th</sup> July 2024 6pm BPS