

# THE PEAK FEDERATION GOVERNING BODY MINUTES

Date: 10/07/2024 6:00 pm

Chaired By: Neil Roden

Clerked By: Carol Stoddart (held at Bamford Primary School)

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

Agenda Items:	
<p><b>1. Welcome and apologies for absence</b></p> <p>Jen Chapman has sent apologies. She has a family commitment. <b>Approved</b> Christina Webster has sent apologies. She is unwell. <b>Approved</b> John Irwin has sent apologies. She is unwell. <b>Approved</b></p> <p>Beccy Ibbotson not on rota to attend this meeting.</p> <p><b><u>Meeting deemed quorate and opened at 18:07</u></b></p>	
<p><b>2. Membership and Induction</b></p> <p>LA Governor recruitment process - Christina has submitted paperwork to register as a LA governor – <b>ONGOING</b></p> <p>Vacancy for Co-opted Governor from September. Governor skills audit to be completed. <b>ACTION – SEPTEMBER- see item 13</b></p>	
<p><b>3. Declaration of interest any agenda items for this meeting</b></p> <p>Tom Hodgson – The school and federation websites Tom Hodgson – The BPS grounds (work completed as approved by BPS Resources committee)</p>	

<p><b>4. Any other urgent business</b></p> <p>Bamford Primary School was closed on Wednesday 4<sup>th</sup> July due to a major water leak resulting in the water being turned off all day to facilitate repairs. Approval granted by CW. Juniors were given the opportunity to spend the afternoon at the Rec playing tennis.</p> <p>RECEIVED AND APPROVED</p>	
<p><b>5. Minutes of previous meeting and matters arising</b></p> <p>a. Minutes 2024_05_07 FGB - RECEIVED AND APPROVED</p>	
<p><b>6. Correspondence</b></p> <p>[REDACTED]</p> <p>a. Email received from Bridget Phillipson, Secretary of State for Education 08-07-2024 – RECEIVED</p> <p>Governors welcomed the email.</p> <p>EC explained that Bridget Phillipson has been the shadow Education Minister for a long time. KG has registered for the open meeting that has been arranged with Ms Phillipson.</p>	
<p><b>7. Data Protection and Cyber Security</b></p> <p>EA advised that there has been an issue discovered with MS Teams. If someone leaves a meeting, they can still see the chat.</p> <p>EA sent information to CS, who has forwarded it to Data Protection Team. COMPLETE</p>	
<p><b>8. Finance/Budget</b></p> <p>a. BPS Governor Report - Approved by BPS Resources 2024_07_02 - RECEIVED AND RATIFIED</p> <p>b. GPS Governor Report – Approved by GPS Resources 2024_07_01 RECEIVED AND RATIFIED</p> <p>Both schools are currently operating a budget deficit and are using reserved funds. KG noted that the LA patch officers are not currently concerned about either school's financial position, and other schools are operating on a larger deficit, or with lower reserves.</p> <p>Both schools will continue to spend prudently.</p> <p>KG explained that the Governors agreed during the BPS Resources Committee Meeting that Bamford will continue to support the Federation however possible, whilst remaining within the bounds of the Federation agreement to operate separate budgets.</p> <p>[REDACTED]</p> <p>EC asked if staff may be shared.</p>	

<p><b>9. Safeguarding report</b></p> <p>a. <b>BPS All Risks with mini-bus coach RA Sept 2024</b> - Approved by BPS Resources 2024_07_02 – <b>RECEIVED AND RATIFIED</b></p> <p>b. <b>GPS All Risks with mini-bus coach RA Sept 2024</b>– Approved by GPS Resources 2024_07_01 – <b>RECEIVED AND RATIFIED</b></p> <p>c. <b>Medical-diet-safeguarding-standard.</b> <b>RECEIVED AND APPROVED</b></p> <p>d. <b>GPS Health and Safety Well-being Audit</b> - <b>RECEIVED AND RATIFIED</b></p> <p>e. <b>BPS Health and Safety Well-being Audit</b> CS confirmed this has been sent to H&amp;S dept.- <b>RECEIVED AND RATIFIED</b></p> <p><b>[REDACTED]</b></p> <p>CS gave a verbal report of the lockdown incident at BPS, what went well, what could be improved upon &amp; lessons learnt.</p> <p><b>Governors raised concerns around “furries”</b> and directed to website <a href="https://oursaferschools.co.uk">Let’s Talk About Furies - Safer Schools (oursaferschools.co.uk)</a> <b>ACTION: KG</b></p>	
<p><b>10. The school website</b></p> <p>A working party consisting of KG, TH, EA, BI &amp; CS began scoping phase with a target completion of end of the Summer Term. Meeting completed on Wednesday 05/06/24. Next stage – to map the new sites – Autumn term. <b>– ONGOING</b></p> <p>The school's mission statements and values to be reviewed. This discussion was deferred until the Autumn Term 2024.</p> <p><b>The Governors agree that the website is a valuable marketing tool and it is important to send time to get it right.</b> BPS have seen several parental enquires who cite the children’s video as being a valuable “child’s voice”</p>	
<p><b>11. Use of external sources of funding</b></p> <p>BPS Pupil Premium BPS Sports Premium GPS Pupil Premium GPS Sports Premium</p> <p>It is a requirement to provide a detailed breakdown of the spending of these funds. They cannot be used to pay for standard teaching. Sports Premium can be used to purchase sports leadership and to subsidise access to adventurous sports such as those experienced on residential trips.</p> <p>To be sent for approval via email and chairs approval.</p>	

<p>To be published by end July.</p> <p><b>ACTION KG/CS/BI</b></p>	
<p><b>12. Review policies</b></p> <ul style="list-style-type: none"> <li>a. Lockdown Procedures – RECEIVED &amp; APPROVED</li> <li>b. Extremism and Radicalisation Policy (updated April 2024) – RECEIVED &amp; APPROVED</li> <li>c. School Visits Policy – RECEIVED &amp; APPROVED</li> <li>d. Class Dojo – Note to add to DPIA – RECEIVED &amp; APPROVED</li> <li>e. School Leases – RECEIVED &amp; APPROVED</li> <li>f. NEW POLICY - Attendance and Punctuality Policy July 2024 Vo1 – RECEIVED &amp; APPROVED</li> </ul> <p>[REDACTED]</p> <ul style="list-style-type: none"> <li>g. Attendance – DfE 2024 Guidance – FAQ's – RECEIVED &amp; APPROVED</li> <li>h. Attendance – Heads Letter 2024 – RECEIVED &amp; APPROVED</li> <li>i. Attendance – Letter to Parents and Carers – RECEIVED &amp; APPROVED</li> <li>j. Attendance – Poster for School – RECEIVED &amp; APPROVED</li> </ul> <p>BPS Staff to read and acknowledge the new GDPR suite of policies &amp; Safeguarding Portfolio - <b>ONGOING</b></p>	
<p><b>13. Governors' self evaluation and skills audit</b></p> <p>Reviewed in January as part of FGB formation process. To be updated Sept 2024. <b>ACTION SEPTEMBER BI/CS</b></p>	
<p><b>14. School improvement priorities and plans</b></p> <p>Data will impact upon the priorities for the coming year.</p> <ul style="list-style-type: none"> <li>- Attendance</li> <li>- Behaviour</li> <li>- Well-being and personal development</li> <li>- SEND</li> <li>- Curriculum development</li> </ul>	
<p><b>15. Chair's report</b></p> <p>NR has a parent newsletter to go out to parents <b>COMPLETE</b></p>	
<p><b>16. Headteacher's report</b></p> <ul style="list-style-type: none"> <li>• HT Performance management process - Governors are aware that this needs to be in place before November and a review needs to be completed before the end of September. UPDATE - Letter received on the 3/7/24 advising that the new link advisor from September 2024 will be Charlotte Newton-Wall. <b>ONGOING</b></li> </ul>	

<p>KG gave a verbal report.</p> <ul style="list-style-type: none"> <li>• KG advised the KS1 SATS are not being reported. They have still been done in school, but in a more relaxed way.</li> <li>• Multiplication is being prioritised as a sound grounding in this area is very important for future achievement.</li> <li>• One GDPR issue – BPS Ex-parent had sight of DoJo school Story. This was reported via GDPRiS and has been closed as minor breach. DP for Schools have sent update item 12d to DoJo DPIA in response. – <b>RECEIVED &amp; APPROVED</b></li> </ul> <p>██</p> <ul style="list-style-type: none"> <li>a. <b>BPS EYFS Analysis</b> (From CT&amp;L Committee) – <b>RECEIVED &amp; APPROVED</b></li> <li>b. <b>GPS EYFS Analysis</b> (From CT&amp;L Committee) – <b>RECEIVED &amp; APPROVED</b></li> <li>c. <b>The Peak Federation 2024 – Data Outcomes End Key Stage Summary</b> – <b>RECEIVED, SCRUTINISED AND APPROVED</b></li> </ul> <p>Late additions – KS2 data released 09/07/2024</p> <p>The data remains confidential as the cohort is low and therefore individual children would potentially be identifiable.</p> <p>The full data was made available to the Governors. The Governors scrutinised the data.</p> <p>The results in both schools for all KS tests have been good. The intake at both schools has seen a low level of “school ready” children (due to Covid and intake from abroad). Efforts put into securing EY learning is paying dividends and good progress has been made. Phonics was noted as showing excellent results.</p>	
<p><b>17. Derbyshire Leadership Conference 2024</b> Declined this year</p>	
<p><b>18. Committee reports</b></p> <ul style="list-style-type: none"> <li>a. <b>Minutes BPS RESOURCES</b> 2024_04_30 – <b>RECEIVED &amp; APPROVED</b></li> <li>b. <b>Minutes GPS RESOURCES</b> 2024_04_25 – <b>RECEIVED &amp; APPROVED</b></li> <li>c. <b>DRAFT Minutes BPS RESOURCES</b> 2024_07_02 – <b>RECEIVED &amp; APPROVED</b></li> <li>d. <b>DRAFT Minutes GPS RESOURCES</b> 2024_07_01 – <b>RECEIVED &amp; APPROVED</b></li> <li>e. <b>Minutes TLC</b> 2024_06_06 – <b>RECEIVED &amp; APPROVED</b></li> <li>f. <b>Minutes TLC</b> 2024_07_04 – <b>RECEIVED &amp; APPROVED</b></li> </ul>	
<p><b>19. Governor visits</b> EA visited to observe Science at GPS with Holly Moore on Monday 20/05/24 CD visited to observe Computing at BPS and meet with Rob Friend Tuesday 02/07/24 TH visited to review damage caused by water ingress in BPS lower school with Carol Stoddart</p>	

<p>TH visited to review site with Carol Stoddart during safeguarding incident at BPS 07/06/2024  To note: Staff at BPS appreciated the support given by Tom during this incident.  GD visited during mains water leak at BPS 03/07/2024  To note: Staff at BPS appreciated the visit by Gordan and call from Christina during this incident.  Several Governors attended during SATS week, and both schools were audited and sessions were observed.  To Note – this is greatly appreciated by both schools.</p>	
<p><b>20. Governor training</b></p> <p>Cyber Training completed by  EC 21/05/24, EA 22/05/24, TH 03/07/24</p> <p>BC to complete training <b>ACTION BC</b></p>	
<p><b>21. 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.  PROPOSAL: <b>– RECEIVED &amp; APPROVED</b>  18:00-20:00  Tues 15th October 2024 (GPS)  Tues 14th Jan 2025 (BPS)  Tues 25th March 2025 (Budget) (GPS)  Tues 15th July 2025 (BPS)</p> <p>The Governors requested a smaller meeting in September to discuss pupil numbers and recruitment. – <b>SEE ITEM22</b></p>	
<p><b>22. A.O.B</b></p> <p>Cynthia Nettell tended 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.  Cynthia has served as a Governor at Grindleford and now The Peak Federation for 8 years, and has brought a wealth of experience from her 60 years in education. KG gave special thanks for her steer and guidance.</p> <p>EC confirmed that Councillor Sutton has confirmed that there is a £500.00 fund available that the school can apply for. Councillor Sutton has been approached for some storage units for the music room. <b>ONGOING</b></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. <b>ACTION BC</b></p> <p><b>BC expressed concerns about declining pupil numbers and raised it as a legitimate parental concern</b>  A general discussion was held around the larger issue of the viability and future village schools. It was noted that Derbyshire favour the village school model. Some other counties, such as Surrey have moved to an Infants/Juniors model.  Locally there is a falling birth rate in the valley and lack of affordable homes.</p>	

<p>EC asked if there is potential to add a specialist SEN unit to increase numbers. KG said not, due to space and facilities.</p> <p>It was agreed that this is a strategic and operational issue and that the concern is valid and worthy of further discussion.</p> <p>All agreed to timetable this to a separate meeting in September.</p> <p><b>ACTION – to follow up BI/CS</b></p> <p>Feedback from BPS parental questionnaire – Annual feedback collected from Bamford each June.</p> <p>Parents told us:</p> <p><i>We wish there were more clubs</i></p> <p>What we have done about it:</p> <p>We have reviewed our After School Club offer for September to include more clubs for infant pupils, with a wider range of activities.</p> <p><i>We feel that there is not enough communication about the curriculum</i></p> <p>What we have done about it:</p> <p>We have improved the consistency of our class termly newsletters for next year. Class website pages and curriculum offer and learning expectations for each year group will be updated on the website ready for the Autumn term.</p> <p><i>It is disappointing that there has not been more progress with the forest school site.</i></p> <p>What we have done about it:</p> <p>This has been far more complicated than anticipated. We thank everyone who has been working behind the scenes to try to resolve it. One of the issues is that schools are not legally allowed to take out leases on land. We are still working towards a solution. We have confirmed with the local council that we are still engaged with this. We are waiting for the local council to come back to us and we will update you in the newsletters when we have further information.</p>	
<p><b>23. What have we achieved tonight?</b></p> <ul style="list-style-type: none"> <li>• Scrutinised Data</li> <li>• Noted priorities for next year</li> <li>• Reviewed the financial positions of both schools</li> <li>• Taken on board parental feedback</li> <li>• Discussed safeguarding</li> </ul> <p><b><u>19:28pm Meeting Closed</u></b></p>	
<p><b>SUMMARY OF KEY POINTS TO BE NOTED BY THE GOVERNING BODY:</b></p>	

**Agreed Date of Next Meeting:** Tuesday 15<sup>th</sup> October 18:00-20:00 Grindleford Primary School

**Approved a true account of this meeting**

**Meeting Chair**

**Date**