

THE PEAK FEDERATION GOVERNING BODY MINUTES

Date: 15/10/2024 5:00 pm

Chaired By: Christina Webster

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

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

Agenda Items:	
<p>1. Welcome and apologies for absence</p> <p>Carol Stoddart not on rota to attend this meeting.</p> <p>Apologies received from NR due to personal reasons – Received and approved</p> <p>Apologies received from BC due to work commitments – Received and approved</p> <p><u>Meeting deemed quorate and opened at 5.01pm</u></p>	
<p>2. Membership and Induction</p> <p>a. LA Governor recruitment process - LA Governor application has been formally nominated by the Local Authority for Christina Webster. The Governing Board considered the appointment and unanimously voted in favour of the appointment onto the board as the LA named governor - Actioned</p> <p>b. Vacancy for Co-opted Governor from September.</p> <p>KG informed the FGB that she has approached Jonathon Stanlake but at this time he is unable to provide commitment to the hours required.</p> <p>Bridget Hanley was proposed for the position – she has expressed an interest.</p> <p>KG detailed her experience and the qualities she would bring to the board and how it fits into the Skills Matrix – KG declared a relationship. She knows and has worked with BH for many years as part of the HT cluster and BH mentored her during her National Professional Qualification for Headship – Governors considered the application and</p>	

<p>unanimously voted in favour of the appointment – BI to inform Governor Support - Actioned</p> <p>The governors had a discussion regarding approaching several people in the village who have SEN experience with a view of them joining the board if a vacancy becomes available. The governors are keen to explore this and develop some succession planning - Ongoing</p> <p>GD joined the meeting at 5.11pm.</p>	
<p>3. Election of Chair and Vice Chair The clerk facilitated the election of chair and vice chair.</p> <p>Nominations were requested in advance and governors were advised that no nominations would be taken on the night. Nominations received: Neil Roden for the Chair position and Christina Webster for Vice Chair position.</p> <p>Neil Roden was nominated for the Chair position by KG. This was seconded by JI. The full governing board voted unanimously in favour of the appointment.</p> <p>Christina Webster was nominated for the Vice Chair position by EC. This was seconded by CD. The full governing board voted unanimously in favour of the appointment.</p> <p>In NR's absence CW took over chairing the meeting.</p>	
<p>4. Declaration of interest any agenda items for this meeting</p> <p>Tom Hodgson – the school and federation websites Kate Gemmell – declared that her son is completing some outdoor cleaning of the yards and general maintenance.</p>	
<p>5. Declaration of Interest and Form A Completion a. KG Form A – Received and approved</p> <p>NR, CW, EC, TH, EA, CD, EC, GB forms received JI Declaration of Interest form received</p> <p>Outstanding JI (form A) and BC (both forms) Action ongoing</p>	
<p>6. Any other urgent business None noted.</p>	
<p>7. Minutes of previous meeting and matters arising</p> <p>Minutes 2024_07_10 FGB - Received and approved</p>	
<p>8. Correspondence a. Governor - Autumn Term Training Programme 2024 – Received and acknowledged Governors to contact the Clerks if they are interested in any training courses.</p>	

<p>9. Data Protection and Cyber Security All staff have completed the GDPR update training. GDPR and Cyber Security training completed by CW Cyber Security completed by JI and TH (3/7/24) Phishing training completed by EC</p>	
<p>10. Finance/Budget</p> <p>a. BPS Governor Report - Approved by BPS Resources 2024_09_24 – RECEIVED AND RATIFIED</p> <p>b. GPS Governor Report – Approved by GPS Resources 2024_10_02 RECEIVED AND RATIFIED</p> <p>[REDACTED]</p> <p>[REDACTED]. Finances for both schools at year end budget was better than expected. These trends are not unique to our schools. Both DCC patch officers felt both schools were being prudent and demonstrated good budgeting.</p> <p>Budgets demonstrate the savings that have been made through federation.</p>	
<p>11. Safeguarding report</p> <p>Governors raised concerns around “furries” and directed to website Let’s Talk About Furies - Safer Schools (oursaferschools.co.uk)</p> <p>KG has completed some research and although useful neither school have seen any SG issues in this area. Knowledge noted if an issue arises.</p>	
<p>12. The school website</p> <p>It was agreed that the website is an important marketing tool and should be a priority. It was agreed to move forward with the design and launch of the website using the existing mission statements and values. Action - TH, BI & CS – TH to advise availability - Ongoing</p> <p>KG and AC have discussed looking at the GPS mission statement and values. AC was looking into this area – Ongoing</p>	
<p>13. Use of external sources of funding</p> <p>BPS Pupil Premium – Received and approved BPS Sports Premium - Received and approved GPS Pupil Premium – Received and approved GPS Sports Premium - 2023 – 2024 Actioned & Approved at Resources 1/7/24</p>	
<p>14. Review policies</p> <p>a. Home School Agreement – Governors questioned the reference to he/she in the document. Agreed to change to they/their – Actioned - Received and approved</p> <p>b. Instrument of Government – Received and approved</p>	

<p>c. Governor Handbook – The governors unanimously voted EG as the named SEN governor and Bridget Hanley as the named Literacy Writing Governor - Received and approved Roles were assigned with reference to the skills audit. Governors assigned roles in line with their areas of expertise.</p> <p>d. KCSIE 2024 – Received and approved</p> <p>e. KCSIE 2024 Part 1 – Received and acknowledged by all staff</p> <p>f. Behaviour in Schools – Advice for headteachers and school staff – Received and approved</p> <p>g. Behaviour Leaflet 2024 – 2025 – Received and approved</p> <p>h. SEND Policy – The governors unanimously voted EC as the named SEN governor – Received and approved</p> <p>i. Website SEND Statement –Received and approved</p> <p>j. Attendance and Punctuality Policy –Received and approved</p> <p>k. Guide to parents Working Together to improve school attendance - Received and approved</p> <p>l. Summary Table of Responsibilities for School Attendance Aug 2024 - Received and approved</p> <p>m. Workflow – Attendance Process - Received and approved</p> <p>n. Workflow holiday Process - Received and approved</p> <p>o. Working together to improve school attendance Received and approved</p> <p>p. Behaviour Policy – policy has gone to the legal team for review – Ongoing Governors discussed that once approved this needs to be launched to parents.</p> <p>BPS Staff to read and acknowledge the new GDPR suite of policies & Safeguarding Portfolio - ONGOING</p>	
<p>15. Governors’ self evaluation and skills audit</p> <p>Governor skills audit – completed by CW, JI, GD, EA, NR JC, EC, CD. ACTION TH, BC</p>	
<p>16. School improvement priorities and plans</p> <p>a. Record of visit report Steve Ford 5/3/24 - Received and acknowledged</p> <p>Governors noted the complement to KG within the report.</p>	
<p>17. Chair’s report</p> <p>Received and approved.</p>	
<p>18. Headteacher’s report</p> <p>[REDACTED]</p> <ul style="list-style-type: none"> EHT Report October 2024 – KG ran through the report and apologised for the late addition. <p>Governors commented on the improvement of the results reported. Noted that these have been redacted for GPS due to the low number in the cohort.</p> <p>Governors acknowledge the input and hard work of all the staff to achieve these results.</p>	I
<p>19. Committee reports</p>	

<p>a. Minutes BPS RESOURCES 2024_09_24 – Received and approved</p> <p>b. Minutes GPS RESOURCES 2024_10_02 – Received and approved</p> <p>c. Teaching, Learning and Curriculum – Meeting date agreed Tuesday 19th November 4.30pm Grindleford</p> <p>A discussion was had regarding the change to the school meals programme. DCC Catering have terminated all school contracts. We are waiting for details of the costings to be issued.</p> <p>A meeting date of Tuesday 12th November 2024 2.15pm – 3.30pm at Bamford / virtual was set to look at the options for the future to safeguard the school dinner provision and both the schools for the future - Ongoing</p>	
<p>20. Governor visits</p> <p>EC visited KG on Friday 11th October 2024 (SG, Attendance and behaviour audit)</p> <p>GD visited KG on 3rd October 2024 (First Aid and Fire Risk Review)</p> <p>TH completed offsite visits to swimming on the 16/9/24 and tennis on the 11/10/24.</p> <p>CW visited JC to discuss SEN 3/10/24</p>	
<p>21. Governor training</p> <p>Safeguarding Training – CD completed 16/9/24, NR, JI, TH, GD, CW & EA completed 25/9/24</p> <p>Action – EC, BC</p> <p>Governor Strategic Briefing Wednesday 6th November – JC and CD to attend</p>	
<p>22. Planning for next meetings</p> <p>Meeting date to be set to discuss pupil numbers and recruitment – Update – CW meeting with BC on 18/10/24 – Outcome to be feedback to FGB - Ongoing</p> <p>[REDACTED]</p> <p>Governors noted the marketing processes that have been completed. GPS have launched a Facebook page which is being actively used, a new banner has been placed on the railings to advertise the school, an advert has been published in the Peak Advertiser celebrating the EIS success and we have reached out to preschool to develop links.</p> <p>It was noted that the successful data and Ofsted result demonstrate how good the school is. GPS are suffering due to being on the border of several secondary schools. Governors acknowledged that there is a variety of reasons for children leaving which are out of their control.</p> <p>Information to be gathered detailing the number of children leaving and the reason so that a full analysis can be completed (going back two years to see if a trend can be identified) – Action BI and CS</p> <p>It was noted that new children on role are traveling a larger distance due to the offerings of the schools (travelling from Chesterfield, Sheffield and Matlock).</p>	
<p>23. A.O.B</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. No response received EC to chase – Ongoing</p> <p>It was confirmed that the Village Community Fund is still in the concept stage and is still evolving. The idea is for the funds of The Goat and the Carnival to be combined. Once complete the school will have the opportunity to make a bid for funding.</p> <p>A discussion was held regarding the MUGA in Grindleford and if there were plans to refurbish the area so that school could use the space.</p> <p>Update – Steve Benn the Secretary for the GPFA has been in touch and confirmed that they are looking at funding for resurfacing and repairing the electrics but this is very much in its early stages. Estimates in 2023 for the work required ranged from £55,000 for respraying the surface to £75,000 for renewing it. This is well beyond the funds held by the GPFA. He welcomed the opportunity to talk to school about the schools needs and how they can be accommodated in the short and long term - Ongoing</p> <p>KG informed governors that Performance Management for all teachers in both schools has been completed. As part of the process teachers have been observing each other. Feedback on this new approach has been very positive and this has helped to map how the curriculum is being delivered across the schools. The next step is for teachers to observe teaching at the other school.</p> <p>I [REDACTED]</p> <p>A new system called the EHC Hub data base is being used for the EHC process. Both KG and JC have completed the training. It was noted that the new system has numerous flaws and is resulting in more work.</p> <p>[REDACTED]</p>	
<p>24. What have we achieved tonight?</p> <p>Received and agreed key policies and procedures</p> <p>Agreed that the website redesign is a priority and is an important marketing tool</p> <p>Strategic meeting to be held to look at falling numbers and reasons</p> <p>Appointed a Chair and Vice Chair to the board</p> <p>Completed the recruitment of a new coopted governor so the board has no vacancies</p> <p>Demonstrated how the federation is sharing best practice</p> <p>Acknowledge and reviewed staff development</p> <p>Looked at the succession planning of the governing body</p> <p><u>6.55pm Meeting Closed</u></p>	
<p>SUMMARY OF KEY POINTS TO BE NOTED BY THE GOVERNING BODY:</p>	

Minutes recorded as FGB month year/ minute number e.g. FGBOct24/1

Agreed Date of Next Meeting: Tuesday 14th January 18:00-20:00 Bamford Primary School

Approved a true account of this meeting

Meeting Chair

Date