

# THE PEAK FEDERATION GOVERNING BODY MINUTES

**Date: 25/3/25 Time: 5pm**

Chaired By: Neil Roden

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

<b>Committee Members:</b>	<b>Apologies for Absence:</b>
Jen Chapman	Tom Hodgson
Carolyn Downes	Ben Carter
Kate Gemmell	
Gordan Danks	
Elizabeth Coe	
John Irwin (joined virtually)	
Tom Hodgson	
Holly Moore	
Christina Webster (Vice Chair)	
Neil Roden (Chair)	
Clive Rockliff	
Ben Carter	
Bridget Hanley	

<b>Agenda Items:</b>	
<p><b>1. Welcome and apologies for absence</b></p> <p>Carol Stoddart is not on rota to attend this meeting.</p> <p>Tom Hodgson has sent his apologies due to having another commitment – Received and Acknowledged</p> <p>No communication or apologies for absence received from Ben Carter.</p> <p>Ben has indicated that he has recently changed jobs and has evening work commitments, therefore apologies accepted</p> <p><b><u>Meeting deemed quorate and opened at 5.02pm</u></b></p>	
<p><b>2. Membership and Induction</b></p> <p>a. <u>Warm welcome extended to new Governor, Clive Rockliff</u></p> <p>All paperwork and DBS have been completed.</p> <p>Governor support has been informed of the appointment and SCR and GIAS updated.</p> <p>Skill audit has been completed and shared with governors – <b>Actioned</b></p>	
<p><b>3. Election of Chair and Vice Chair</b></p> <p>Not required</p>	
<p><b>4. Declaration of interest any agenda items for this meeting</b></p>	

None declared.	
<b>5. Declaration of Interest and Form A Completion</b>  CR and BH Declaration of Interest forms – <b>Received and Approved</b>	
<b>6. Any other urgent business</b> KG informed the governors that she had been part of an interview today along with the HT of Eyam Primary School with the Ogden Society. If successful it would mean supported Science resources and training for the federation. We will be informed if we were successful next week. KG to inform Governors – <b>Ongoing</b>	
<b>7. Minutes of previous meeting and matters arising</b>  a. <b>Redacted Minutes 2025_01_14 FGB</b> – <b>Received and Approved</b>  b. EC confirmed that Councillor Sutton has confirmed that there is a £500.00 fund available. Councillor Sutton has been approached for some storage units for the music room. Councillor Sutton reported that he had not received the original email request, email resent on 22/1/25 – <b>Ongoing</b>  c. Grindleford Goat Charity - Once complete the school will have the opportunity to make a bid for funding. – Action with GPS Resources (£750 bid to be put in)  d. Grindleford MUGA. There is no plan to replace the surface due to funding – Closed  Governors expressed their thanks to the parents and staff that contributed to the success of the recent Grindleford Gallop. A special thank you was passed to Beccy.  Catering contract has been extended for another year – See Resources minutes – Closed	
<b>8. Correspondence</b> a. Elective Home Education – Parent Information – <b>Received and Acknowledged</b> b. Elective Home Education letter from DCC 17/01/25 - <b>Received and Acknowledged</b> c. Governor Newsletter Spring Term 2025 - <b>Received and Acknowledged</b>	
<b>9. Data Protection and Cyber Security</b> a. TPF Wonde DPIA – <b>Received and Approved</b>	
<b>10. Finance/Budget</b>  a. BPS Governor Report 09/01/25 – <b>Received and Approved</b> b. GPS Governor Report 17/1/25 – <b>Received and Approved</b> c. BPS Governor Report 5/3/25 Annex 1 and 5 – <b>Received and Approved</b> To be signed and sent to Patch Officer - <b>Action</b> d. BPS Staffing Information – <b>Received and Approved</b>  A discussion was held in regard to the financial situation at the two schools.	

<div data-bbox="108 185 1390 383" data-label="Text"><p>[REDACTED]</p></div> <div data-bbox="108 421 1382 651" data-label="Text"><p>[REDACTED]</p></div> <p>Noted that both Patch Officers have been very helpful and continue to look at each individual school needs.</p>	
<p><b>11. Safeguarding report</b></p> <p>a. Report on DfE Attendance Webinar 28/01/25 - <b>Received and Acknowledged</b></p> <p>It was noted that at both schools there has been upward trajectory in attendance and a downward trend in severely persistent absence.</p>	
<p><b>12. The school website</b></p> <p>Agree and achieve a new launch date- <b>Action TH/KG</b> Continue with new website- <b>Action TH, BI, CS</b></p> <p>a. Email retaining domain names 17/01/25 – <b>Received and Acknowledged</b></p> <p>TPF vision and values. Views have been collected from parents, pupils (pupils voice completed) and staff. A shared mission statement is being looked at being developed but each school will have specific values. Each school asked the children to design a new logo for their school. These have been collated, and the next process is for them to be used to produce a graphic design. It was suggested to contact Sheffield Hallam graphic design students - <b>Action JC / Anna Crease</b></p> <p>Noted that shared Citizenship values have been set and shared across the federation.</p>	
<p><b>13. Use of external sources of funding</b></p> <p>KG has applied to N Power for a solar panel grant for BPS (GPS already has solar panels) - this was declined. Two grants successfully received for £5000.00 and a further £1000.00 via PTFA. PTFA have committed to help fundraise for the remaining amount needed.</p>	
<p><b>14. Review policies</b></p> <p>a. Safeguarding Portfolio – <b>Received and Approved</b> b. SEN and disabilities guidance for school governing boards – updated 3/2/25 - <b>Received and Approved</b></p>	

<p>A discussion was held that DCC are reviewing the idea of reintroducing an Early Help Service.</p> <p>Governors were informed that the DCC Head of Inclusion has recently resigned, and a new person has been appointed. It is an area that is being monitored and reviewed so that we are aware of the impact these changes may have on the schools / federation.</p> <p>All Staff to read and acknowledge Safeguarding Portfolio after approval - <b>Action</b></p>	
<p><b>15. Governors' self evaluation and skills audit</b></p> <p>Governor skills audit – confirmed completed by CR. <b>Action BC</b></p>	
<p><b>16. School improvement priorities and plans</b></p> <p>Federation SIP - <b>Action KG</b></p> <p>A discussion was held in regard to the SIP. KG and CR met to work on the format of the SIP and agreed a simplified version. KG talked through the sections and the changes, developments and investments that are being put in place to meet the targets. A review of the priorities was discussed. The document needs to be updated with the latest data and then will be shared with the governors.</p>	
<p><b>17. Chair's report</b></p> <p>Nothing additional to report.</p>	
<p><b>18. Headteacher's report</b></p> <p>Verbal report. Full written report provided at the last meeting.</p> <p>Attendance information, staff training and enrichment activities for GPS and BPS - <b>Received and Acknowledged</b></p> <p>It was agreed that the new reports from the DfE will be used moving forwards, and the HT Reports will refer to the report for Attendance Data.</p> <p>JC shared that the EBSA (Emotionally based School Avoidance) technique and toolkit has been used to structure a support plan where a child was struggling to access school.</p>	
<p><b>19. Committee reports</b></p> <ul style="list-style-type: none"> <li>a. Minutes BPS RESOURCES 2025_02_04 – <b>Received and approved</b></li> <li>b. Minutes GPS RESOURCES 2025_01_29 – <b>Received and approved</b></li> <li>c. Minutes CT&amp;L 2025_01_28 – <b>Received and approved</b></li> <li>d. Minutes CT&amp;L 2025_03_25 – <b>Received and approved</b></li> <li>e. Minutes GPS RESOURCES 2025_03_12 – <b>Received and approved</b></li> <li>f. Minutes BPS RESOURCES 2025_03_14 – <b>Received and approved</b></li> </ul>	
<p><b>20. Governor visits</b></p> <p>CR visited Bamford Primary School on Tuesday 21/1/25</p>	
<p><b>21. Governor training</b></p>	

<p><u>Safeguarding Training</u> – Action BC</p> <p><u>Governor - Autumn Term Training Programme SPRING 2025</u> – Governors to contact the Clerks if they are interested in any training courses. Action ongoing</p> <p><u>Next Governor Strategic Briefing 12<sup>th</sup> March 2025 (5:30-7pm)</u> – JC was unable to attend due to internet issues.</p>	
<p><b>22. Planning for next meetings</b></p> <p>[REDACTED] a request has been made to move the next FGB meeting to Tuesday 8<sup>th</sup> July 2025 @ 4.30pm (currently scheduled for Tuesday 15<sup>th</sup> July 2025 @ 6pm) - Received and approved</p> <p>CW sent her apologies for 8<sup>th</sup> July 2025.</p> <p>SAT Results to be included in the meeting – Ongoing</p>	
<p><b>23. A.O.B</b></p> <p>[REDACTED] delegate full authority for the staffing structure moving forwards which may include taking decisions to restructure and / or alter the staffing numbers in line with changing needs to the Resources Committees. This is due to timeline considerations and their responsibility for finance and HR. The [REDACTED]</p> <p>Due to holidays and other commitments NR is unable to be part of the GPS staffing committee. It was proposed that the committee will consist of JI, CD, KG and GD – Received and approved</p> <p>BH – left the meeting @ 18:17</p> <p>b. <u>School fundraising</u> – NR has been approached by parish councillor with the suggestion of re-instating a fund raising initiative whereby members of the community regularly donate to school (the suggestion related specifically to GPS). It was agreed that it could be a good idea, but that it should be reviewed mindfully and with caution. NR agreed to reflect and explore the possibility. Action NR</p> <p>c. CD informed the board that she will be tending her resignation at the end of this academic year. The governors and KG expressed their thanks for all her dedication and contribution to the board over the years. This will leave a vacancy for a coopted governor on the board. To be discussed at the next meeting - Ongoing</p>	
<p><b>24. What have we achieved tonight?</b></p> <ul style="list-style-type: none"> <li>• Ensured the safeguarding of the pupils by reviewing the SG portfolio</li> <li>• Identified where the federation board should focus their attention in the short to medium term</li> <li>• Looked at the changes that are happening at DCC and the potential impact on the schools / federation</li> <li>• Reviewed the attendance figures at both schools and strategies to make improvements</li> </ul>	

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Agreed the financial documents for 2025 – 2026 for BPS</li> </ul> <p>[REDACTED]</p> |  |
| <p><u>Meeting Closed 18.24</u></p>   |  |
| <p>SUMMARY OF KEY POINTS TO BE NOTED BY THE GOVERNING BODY:</p>  |  |

**Meeting Closed 18.24**

**SUMMARY OF KEY POINTS TO BE NOTED BY THE GOVERNING BODY:**

Minutes recorded as FGB month year/ minute number e.g. FGBMar25/1

**Agreed Date of Next Meeting:** Tuesday 8<sup>th</sup> July 2025 16:30:18:30 Bamford Primary School

Approved a true account of this meeting

## Meeting Chair

Date \_\_\_\_\_