

THE PEAK FEDERATION GOVERNING BODY MINUTES

Date: 08-07-2025 Time: 4:30pm

Chaired By: Neil Roden

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

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

Agenda Items:	
<p>1. Welcome and apologies for absence</p> <p>Beccy Ibbotson is not on rota to attend this meeting.</p> <p>Christina Webster has sent her apologies- Received and Approved</p> <p>Clive Rockliff sent his apologies due to family emergency – Received and Approved</p> <p>Ben Carter – Not expected to attend – Received and Approved</p> <p><u>Meeting deemed quorate and opened at 16:30</u></p> <p>Meeting commenced with training which continued until 17:00 – Jen Chapman and Kate Gemmell arrived at 16:45 (they have both already completed the training)</p>	
<p>2. Membership and Induction</p> <p>a. Carolyn Downs confirmed this is her last meeting. This leaves a vacancy for a coopted governor on the board from September.</p> <p>b. Ben Carter has tendered his resignation. This will leave a vacancy for a Parent Governor from September.</p>	

The governors discussed whether to hold elections for parent governor now or in September. It was agreed to hold them in September due to timeframes and to include new parents.

A discussion around Parent Governors was held.

The current board comprises 2 x parent governors, with no stipulation that there should be 1 from each school. Initially it was seen as very important to the parents of both schools, that there was a governor from each school. The question as to whether we should make this more formal has been raised with governor support. Their response was that "You could make this your preference but in the future you might have no nominations from one school so it is best leaving it open".

Governors agreed that they would prefer to not add this stipulation to the Instrument of Governance.

CD asked if the board could only put the notice out initially to Grindleford parents as an informal preference.

UPDATE – Thank you to Beccy Ibbotson for checking with Governor Support:

Following advice from Governor Support regarding the election and appointment of a new parent governor they have advised that unless it is written into the Instrument of Governance that the board consists of a parent governor from each school then the election process must be put across the federation.

My understanding is that at Tuesday's meeting this is not something that you would like to put in the Instrument of Governance.

Therefore, if you are in agreement, when the process starts in September parents across both schools will be asked to apply.

Please note that Parent Governors are elected by other parents at the school. Any parent, or carer, of a registered pupil at the school at the time of election is eligible to stand for election as a parent governor. Parent governors may continue to hold office until the end of their term of office even if their child leaves the school. Schools must make every reasonable effort to fill parent governor vacancies through elections. However, the Regulations make provision for the governing board to appoint parent governors if not enough parents stand for election. Governing boards may only appoint as a parent governor a parent who has, in their opinion, the skills to contribute to effective governance and the success of the school. Maintained school governing boards now have the power to remove parent governors from the governing board during their term of office.

Please could you let me know your thoughts and if you would like us to proceed with a federation election.

Action - FGB

NR has identified a parent who he thinks would be willing to put themselves forward as parent governor. He will approach them Action NR

Governors are aware that if 2 parents put themselves forward, then one could be approached as a co-opted governor. They were reminded that this would be based on the skills audit.	
3. Election of Chair and Vice Chair Not required	
4. Declaration of interest any agenda items for this meeting Tom Hodgson - Website	
5. Declaration of Interest and Form A Completion Not required.	
6. Any other urgent business Nothing to add.	
7. Minutes of previous meeting and matters arising a. Minutes 2025_03_15 FGB Received and Approved 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. EC said he may come to the Parish Council meeting, and if so, she will ask him – Action Ongoing EC c. KG informed the governors that she the bid for the Ogden Society in conjunction with EYAM Primary has been successful. This is a prestigious physics award and will fund training and resources for the next 2 years. The day-to-day management will be done by Eyam. COMPLETE d. Grindleford School fundraising – 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). NR suggested a 200 club is easier to administrate. Action Ongoing NR	
8. Correspondence a. Governor Newsletter Summer Term - Received and Acknowledged	
9. Data Protection and Cyber Security This training is a requirement of our insurance. Governors were thanked for their time and attention. https://www.ncsc.gov.uk/information/cyber-security-training-schools Watched during the meeting (as agreed GPS Resources 07-05-25) 16:30-17:00 Training COMPLETED by Carolyn Downes	

<p>Gordan Danks Elizabeth Coe John Irwin Tom Hodgson Neil Roden Bridget Hanley</p> <p>Christina Webster – COMPLETED outside of the meeting</p> <p>Action – STILL TO COMPLETE Clive Rockliff</p>	
<p>10. Finance/Budget</p> <p>a. 8302021_2021SSFGovernorReport20250625 – Bamford Governor Report – Sent to BPS Resources. [REDACTED] - Received and Ratified</p> <p>b. 8302106_2106SSFGovernorReport20250627 - Grindleford Governor Report – Sent to GPS Resources. [REDACTED] [REDACTED] Received and Ratified</p> <p>c. SEN funding details GPS - Received and Ratified</p>	
<p>11. Safeguarding report</p> <p>Included in HT report.</p>	
<p>12. The school website</p> <p>A brief update was given. Good progress is being made. Continue with new website- Ongoing Action TH, BI, CS</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.</p> <p>School logos. Thank you to Tom for drafting an initial design for Bamford. KG has made the decision to keep the existing logo for the time being. KG showed the proposed GPS logo, which was well received by Governors. It was suggested that an adaptation be created for BPS. The Governors discussed whether a Federation logo is required and concluded yes, it is. It was agreed that the GPS logo be adapted to fulfil this requirement too. Action JC / Anna Crease</p>	
<p>13. Use of external sources of funding</p> <p>a. BPS Sports Premium Return – Received and Approved</p> <p>b. GPS Sports Premium Return – Received and Approved</p>	
<p>14. Review policies</p>	

<p>All Staff to read and acknowledge Safeguarding Portfolio after approval</p> <ul style="list-style-type: none"> a. GPS safeguarding portfolio March 2025 (Responses) _ May 2025 - Received and Approved b. BPS safeguarding portfolio March 2025 (Responses) _ June 2025 - Received and Approved c. GDPR Suite of Policies - Received and Approved d. TPF DOJO DPIA v1.2 2005 - Received and Approved e. TPF DPIA IntraHealth Vaccination v1.2- Received and Approved f. TPF DPIA Maths circle Times Table Rockstars Numbots- Received and Approved g. TPF DPIA Renaissance V2.2 May 2025- Received and Approved h. TPF Teachers Appraisal Policy – June 2025 -Received and Approved i. TPF Maternity, Paternity, Adoption and Parental Leave Schemes – June 2025 -Received and Approved j. TPF Redundancy and Restructure Policy and Procedure – June 2025 -Received and Approved k. TPF Redundancy and Restructure Advice and Guidance Nov 2017 – Confirmed current June 2025- Received and Approved l. Working for us booklet 24-25 - Received and Approved m. 3D Printing in Schools – Managing the Risk – June 2025- Received and Approved n. TPF School Visits Policy- Received and Approved 	
<p>15. Governors’ self evaluation and skills audit</p> <p>Governor skills audit (BC) – Outstanding action removed. The skills audit will be completed again next Acc Yr.</p>	
<p>16. School improvement priorities and plans</p> <p>Federation SIP See EHT Report for summary New SIP to be produced for September 2025 reflecting changes to Ofsted Inspection Framework (Due September 2025)</p>	
<p>17. Chair’s report</p> <p>Nothing to report</p>	
<p>18. Headteacher’s report</p> <ul style="list-style-type: none"> a. Bamford Juniper Benchmark Report – Sent to CT&L. Received and Ratified <p>EHT Report to Governors July 2025 Individual schools attendance data Federation Data Summary Federation CPD Log Letter to education secretary – education inspection reform Received and Approved</p>	

KG gave a verbal summary of the report and SATs report and commentary:

- The Federation has been successful in its bid to join the EEF Literacy Tree/Writing Roots trail. Training will be held on Wednesday 3rd September in the morning. Governors are invited to attend. Please let Carol know if you would like lunch ordering. CS to invite CW
COMPLETE
- The Government are keen for schools to offer wrap around care. Bamford are in the Breakfast Club trial which is going very well. Grindleford were offered funding for after school on Fridays only – this was declined as it would be operationally unachievable.
- The Government are also keen to utilise unused space in schools to offer nursery provision. However, schools must prove local demand in order to win funding to re-purpose the space to meet guidelines. Neither school is currently eligible. KG is meeting with sufficiency teams to review. School is not willing to go into competition with existing PVI.
- Bamford solar project. DCC have failed to provide roof load capacity. School will pay for structural survey to move this project on.
- Schools are seeing reducing numbers – especially apparent at GPS this year. BPS less of an impact as current Y6 cohort is small.

[REDACTED]

- HM & AC are undertaking SENCO training to strengthen support at GPS.
- SATS results in on the morning of the meeting. KG is delighted to report excellent results from both schools to governors. The results are even better than anticipated and reflect the dedication of the team working with the children.
- Approaches to reading are working. Results in SPAG, maths & science are well above national average.

[REDACTED]

- EY have also done well and are anticipated to be in line with national averages.
- Phonics – both schools have done well with 100% achieving by the end of yr2

[REDACTED]

Governors offered a vote of thanks to staff at both schools.

19. Committee reports

- a. Minutes BPS RESOURCES 2025_05_06 **Received and Approved**
- b. DRAFT Minutes BPS RESOURCES 2025_07_08 **Received and Approved**
- c. Minutes GPS RESOURCES 2025_05_07 **Received and Approved**
- d. DRAFT Minutes GPS RESOURCES 2025_07_02 **Received and Approved**
- e. Minutes CT&L 2025_05_06 **Received and Approved**

f. Minutes CT&L2025_07_01 Received and Approved	
<p>20. Governor visits</p> <p>Jl completed a SATs paper inspection GPS – Wednesday 7th May 2025 CD completed SAT invigilation visit GPS – Wednesday 14th May 2025 BH completed SAT invigilation visit GPS – Thursday 15th May 2025 Jl completed a SATs paper inspection BPS – Tuesday 6th May 2025 GD completed SAT invigilation visit BPS – Monday 12th May 2025 GD completed SAT invigilation visit BPS – Tuesday 13th May 2025 GD completed SAT invigilation visit BPS – Wednesday 14th May 2025 GD completed SAT invigilation visit BPS – Thursday 15th May 2025 TH met CS & BI to map new website – Tuesday 17th June 2025 CW completed a subject scrutiny in Art & DT at BPS – Tuesday 1st July 2025 EC completed a Safeguarding visit - Taken to GPS Resources.</p> <p>Thank you all.</p> <p>GD agreed to complete a H&S visit to BPS before the end of term – Action GD</p>	
<p>21. Governor training</p> <p><u>Safeguarding Training (BC)</u> – Outstanding action removed. Training will be done again for all in Sept/Oct.</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>Bridget Hanley & Clive Rockcliff – Governor Training COMPLETE</p>	
<p>22. Planning for next meetings</p> <p>Dates for next year FGB Meetings 14th October 2025 (GPS) 27th January 2026 (BPS) – EC sends apologies 24th March 2026 (GPS) 14th July 2026 (BPS) – Provisional</p> <p>Resources dates have been agreed with the committee in each school</p> <p>CT&L dates to be emailed – Action JC</p>	
<p>23. A.O.B</p> <p>EC shared information regarding a Peer Mediation in Schools initiative. She will send the details to KG Action EC</p> <p>NR told the board that he is happy to continue as Chair of Governors for another year but will stand down as chair Sept 2026.</p>	

<p>The governors and KG expressed their thanks to Carolyn Downes for all her dedication and contribution to the board over the years. Flowers and chocolates were presented.</p>	
<p>24. What have we achieved tonight?</p> <ul style="list-style-type: none"> • Cyber Training undertaken • Agreed dates for next year FGB meetings • Confirmed the writing scheme for next year • Reviewed the financials of both schools and confirmed they are in a solid position • Reviewed results – congratulations to the staff at both schools for bringing the children along • Congratulated the Federation staff on collegiate working and creative team collaboration. <p><u>Meeting Closed 18:00</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. FGBMar25/1

Agreed Date of Next Meeting: 14th October 2025 at GPS

Approved a true account of this meeting

Meeting Chair

Date