

**THE PEAK FEDERATION GOVERNING BODY**  
**DRAFT MINUTES**

**Date: 14-10-2025 Time: 5pm**

Chaired By: Neil Roden

Clerked By: Carol Stoddart (held via Teams due to circulating virus)

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

<b>Agenda Items:</b>	
<p><b>1. Welcome and apologies for absence</b></p> <p>Beccy Ibbotson as Carol Stoddart has very kindly agreed to clerk this meeting.          Thanks to Beccy for collating the papers.</p>	
<p><b><u>Meeting deemed quorate and opened at 17:10</u></b></p> <p>Some committee members struggled to join the meeting.          John Irwin, Holly Moore &amp; Jeremy Scholes joined at 17:20 (Meeting reverted to Item 3)</p>	
<p><b>2. Membership and Induction</b></p> <p>a. Vacancy for a Parent Governor from September – the board extended a warm welcome to Jeremy Scholes who was elected by the parent body on 22/9/25 with a term of 4 years expiring on 21/9/29</p> <p>Governors are aware that if 2 parents had 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. We only got one nomination.</p> <p>b. Vacancy for Co-opted Governor from September - The governors asked for the skills audit to be completed to identify gaps. <b>Action Clerks (Item 15)</b>          Governors were asked to think about potential co-opted Governors. <b>Action Governors</b></p>	

### 3. Election of Chair and Vice Chair

The clerk facilitated the election of chair and vice chair.

Nominations were requested in advance and governors were advised that no nominations would be taken on the night.

Nominations received:

Neil Roden was nominated for the Chair position by Kate Gemmell. This was seconded by Tom Hodgson. The full governing board voted unanimously in favour of the appointment.

Christina Webster was nominated for the Vice Chair position by Kate Gemmell. This was seconded by Tom Hodgson. The full governing board voted unanimously in favour of the appointment.

Neil Roden took over chairing the meeting.

### 4. Declaration of interest any agenda items for this meeting

Tom Hodgson - Website

### 5. Declaration of Interest and Form A Completion

a. All GPS and BPS staff Form A's complete

Governor Form A complete - GD, JI, CW, NR, KG, HM, JC, CR, BH, TH

Action – EC

<https://forms.office.com/e/it2Uwtq7LE>

b. All GPS and BPS staff completed Declaration of pecuniary and personal interest

Governors Declaration of pecuniary and personal interest completed – KG, HM, JC, GD, JI, CW, NR, CR, BH, TH

Action – EC

<https://forms.office.com/e/1P5pwmbNiW>

### 6. Any other urgent business

Flexi Schooling proposal. KG gave background and summary. BPS & GPS have not accepted requests to date. However, it is felt that a couple of children will benefit from alternative provision/flexi schooling to support their needs. It is felt this can be met with a limited flexi-school approach for a maximum of 2 sessions per week. It will be considered for children with EHCP 4 or 5 only and will enable inclusion for children who have specific SEN needs. Received and Approved

### 7. Minutes of previous meeting and matters arising

a. Minutes 2025\_07\_08 FGB Received and Approved

<p>b. Confirmation of funding bid approval and receipt of [REDACTED] from Cllr Ripton and Cllr O'Brien (confirmed at GPS Resources 07/05/25) – <b>Received and Approved</b></p> <p>c. Grindleford School fundraising – suggestion of re-instatating a fund-raising initiative whereby members of the community regularly donate to school (the suggestion related specifically to GPS). NR suggested a zoo club is easier to administrate. Discussed at GPS Resources 01/10/25 - Agreed to put to PTFA to administer if they feel it is viable - <b>Closed</b></p>	
<p><b>8. Correspondence</b></p> <p>a. Email from Governor Support regarding governor contact details – <b>Received and Acknowledged</b></p> <p>b. Governor Newsletter Autumn 2025 - <b>Received and Acknowledged</b></p>	
<p><b>9. Data Protection and Cyber Security</b></p> <p>This training is a requirement of our insurance.</p> <p><a href="https://www.ncsc.gov.uk/information/cyber-security-training-schools">https://www.ncsc.gov.uk/information/cyber-security-training-schools</a></p> <p>Clive Rockliff confirmed completion.</p> <p>Action – Jeremy (link to complete sent 15-10-25)</p> <p>a. TPF DPIA – Writing Roots Trail – <b>Received and Approved</b></p> <p>b. TPF DPIA – Learning with Parents - <b>Received and Approved</b></p> <p>c. Governors asked the following -</p> <p>-How are we protected from cyber attacks at school?</p> <p>-Have we conducted/plan to conduct a 'vulnerability audit'? <a href="#">GetReadyForCyberEssentials</a></p> <p>-Have we conducted/plan to conduct an 'exercise in a box?' (run through of scenario to test our response - free on NCSC website) <a href="#">Exercise in a Box - NCSC.GOV.UK</a></p> <p>DCC Cyber team replied with the following comments (email in paperwork) -</p> <p><i>Under the <a href="#">Department for Education's (DfE) Digital and Technology Standards</a>, schools are expected to treat cyber security as a core leadership and governance responsibility, and not just a technical issue. Cyber security is not something that IT teams can carry out alone, it is a shared responsibility between multiple roles and teams. Governors should read this guidance: <a href="#">School cyber security questions for governors - NCSC.GOV.UK</a></i></p> <p><i>With reference to your question: <b>How are we protected from cyber attacks at school?</b> I cannot be specific for your schools, but in general terms you may be protected from cyber attacks in a number of ways. It could be through technical things like MFA, software updates, antivirus, firewall, backups, etc. However, cyber security and resilience is also effective through your school culture of using strong passwords, staff training and awareness, security policies, reporting procedures, onboarding processes, and user access controls etc.</i></p> <p><i>With reference to your other questions:</i></p> <p><b>Have we conducted/plan to conduct a 'vulnerability audit'?</b></p> <p><a href="#">GetReadyForCyberEssentials</a></p> <p><i>Conducting audits in cyber security is always a good idea. Cyber Essentials is a government-backed scheme that helps organisations protect themselves against common cyber threats.</i></p>	

*Cyber Essentials is currently not required by schools and the DfE Cyber security standards for schools and colleges have been published instead.*

**Note – GPS and BPS have both completed a Cyber Resilience Review through the Education Data Hub which are reviewed.**

***Have we conducted/plan to conduct an 'exercise in a box?' (run through of scenario to test our response - free on NCSC website) Exercise in a Box - NCSC.GOV.UK***

*Exercise in a Box lets schools run through a realistic cyber attack scenario to test how you would respond. This is a good activity to build staff confidence and improve response planning. - If we were to do this, would it be beneficial to do this with DCC IT support?*

Questions have also been passed to DCC IT for comment – **Action ongoing**

Jen Chapman asked if this could be discussed by members of SLT (Kate, Jen, Anna, Beccy, Carol plus Tom). **Action – KG, JC, AC, BI, CS, TH**

d. RPA Risk Insight Cyber Security Bulletin - **Received and Approved**

**JI asked** Is there a paper copy of our Cyber-attack recovery plan available for both schools, recent government advice to industry as reported on BBC news site.

CS – Yes two copies have been printed. One for each school **Complete**

#### **10. Finance/Budget**

- a. **BPS Governor Report** - Approved by BPS Resources 2025\_09\_30 - **Received and Approved**
- b. **GPS Governor Report** – Approved by GPS Resources 2025\_10\_01 - **Received and Approved**



Action KG JI +

#### **11. Safeguarding report**

Included in HT report.

- a. GPS register of Safeguarding Refresher Training 18/9/25 - **Received and Approved**
- b. GPS Whole School Safeguarding Refresher Training Certificate - **Received and Approved**
- c. BPS register of Safeguarding Refresher Training 18/9/25 - **Received and Approved**
- d. BPS Whole School Safeguarding Refresher Training Certificate - **Received and Approved**

## 12. The school website

KG requested website audits of current websites.

Tick list of statutory items to be provided – **Action CS**

BPS website Audit – **Action BH**

GPS Website Audit – **Action JC**

Good progress is being made on the new websites.

**Ongoing Action TH, BI, CS**

New GPS, BPS and Federation logo to be adopted - **Actioned**

- a. Use of photos on School website / Facebook. Permissions have been gained and checked with parents at both schools regarding photo permissions. These permissions are recorded and staff have visibility. Only photos of children with permission are used on ClassDojo, the School Websites and Facebook. Governors to consider the rising issue of AI generated content as per article. Approval requested to use consented pictures.

A discussion around AI was held. It was felt that issues around consent permissions are continually evolving, in particular for open platforms such as the websites & Facebook. Permissions that may have been given in the past were potentially given without knowledge of AI and the current risks. Governors asked that images of children's faces NOT be used on Facebook and this should be enacted going forward. Governors asked the new website to find creative ways to show children, without using their faces, and to be mindful of the risks of AI. Governors suggested stock photos, cropped photos (eg hands) avatars and schoolwork to be used. – **Received and Updated ACTION CS, BI, TH**

This led to an extended discussion around AI. CS advised that she has attended the DCC AI training and that the only approved AI in schools is Co-Pilot (as it is within the Microsoft tenancy) & Teachmate AI (who have been working closely with DP Team). A DPIA for TeachMate AI is with DP team for approval. Emma Coulson attended a training session on the latest release of TeachMate AI with a focus on reducing teacher workloads, especially within subject leadership. AI is a powerful tool which can be very useful if used mindfully and within policy guidelines.

TH advised that AI is within Arbor. KG has raised this with DP team and received a satisfactory response. She was assured it is not accessing personal data.

TH directed Governors to watch a video illustrating the dangers of AI – "Message from Ella without Consent"

## 13. Use of external sources of funding

## 14. Review policies

- a. KCSIE 2025 [Keeping children safe in education - GOV.UK](#) – **Received and Approved** JC to send quiz x 3 to staff, Govs & DSL **Action JC**
- b. Instrument of Government – **Received and Approved**
- c. Governor Handbook – **Received and Approved** with adjustments made as minutes.

- **Comment from JI** Named Governors' Role- Change to show only one resource committee as proposed at last meeting and table on page 14 **Complete**

- I suggest that each committee should be asked to review their ToR at the next meeting to check if still correct and bring any changes back to the Full Board. **Action CT&L & Resources Committees**
- Table Page 15. Has the SES been replaced by SEP? All to be called SES (Self Assessment Summary)
- Should Cyber Security be added to table of page 15 **Complete**

Jeremy Scholes accepted the invitation to join CT&L committee **Action JC**

Governors were asked to form a relationship with their respect subject lead/s and visit twice per year. JC to send a list of subject leads to Governors **Action JC**

Governors to attend CT&L meetings where their subject is discussed. This item is to be added to the start of the agenda so that Governors who are not on CT&L committee can leave the meeting after that item **Action JC**

The following Governor subject vacancies were allocated (Governor handbook updated):

Numeracy – Clive

Computing/ Online Safety/ AI – Tom

Science – John

Pupil Voice / CPD – Bridget

MFL – Jeremy

After the meeting JC suggested that the Foundation subjects should also be subject to Governor scrutiny.

She is contacting:

Humanities, Art & DT – Clive?

Music & PE – Jeremy?

RE & PSHE – Bridget?

- d. TPF Safeguarding Policy - **Received and Approved** To be published on websites **ACTION CS & BI**
- e. Generic All Risks Risk Assessment GPS (approved at GPS Resources 01/10/25) - **Received and Approved**
- f. Generic All Risks Risk Assessment BPS (approved at BPS Resources 30/9/25) - **Received and Approved**
- g. TPF Attendance and Punctuality Policy Sept 2025 – **Received and Approved** To be published on websites **ACTION CS & BI**
- h. Advice leaflet to parents (Attendance) - **Received and Approved** To be sent to all parents & published on websites. **ACTION CS & BI**
- i. Part Time Timetable Guidance - **Received and Approved**

<p>j. SEND Policy for Schools Sept 2025 - Received and Approved To be published on websites  <b>ACTION CS &amp; BI</b></p>	
<p><b>15. Governors' self evaluation and skills audit</b>  To be completed before next FG meeting.</p>	
<p><b>16. School improvement priorities and plans</b></p> <ul style="list-style-type: none"> <li>a. SES BPS September 2025 – Received and Approved</li> <li>b. SES GPS September 2025 - Received and Approved</li> <li>c. BPS School Improvements Priorities Date 2025/2026 - Received and Approved</li> <li>d. GPS School Improvements Priorities Date 2025/2026 - Received and Approved</li> <li>e. BPS Juniper Benchmark Analysis - Received and Approved</li> </ul>	
<p><b>JI asked</b> Some of the strengths and weaknesses are in bold. Does this have any meaning?  For some categories such as F for Grindleford you have shaded in green "Secure" and "Strong". Is this allowed? <b>Action KG</b></p>	
<p>Will the SIP identify categories where we want to improve from the existing position and by when? This is a working document and will be updated and refined over time.</p>	
<p>CW &amp; KG have worked through this in line with the new Ofsted framework. Catherine Harris (Senior Schools Advisor) said this is a sensible approach and she has adopted this format with other schools.</p>	
<p>The 5 priorities are</p> <ol style="list-style-type: none"> <li>1 Inclusion</li> <li>2 Writing</li> <li>3 High Quality Teaching</li> <li>4 Subject Leadership</li> <li>5 Safeguarding</li> </ol>	
<p>KG invited comments on the SIP – please send directly to her.</p>	
<p><b>17. Chair's report</b>  Nothing to report</p>	
<p><b>18. Headteacher's report</b></p> <ul style="list-style-type: none"> <li>g. BPS Staff Training Record Sept -Oct 2025 - Received and Approved</li> <li>h. GPS Staff Training Record 14/7/25 - 6/10/25 - Received and Approved</li> <li>i. BPS Enrichment Report Sept – Oct 2025 - Received and Approved</li> <li>j GPS Enrichment Report July – Oct 2025 - Received and Approved</li> <li>k. Ofsted Updates – (for Info) BPS in the "Ofsted Window" from November Received and Acknowledged</li> </ul> <p>It was noted this is a shorter version of the old HT report, with supporting documents attached rather than being inserted.</p>	

If Governors feels details are missing, please contact KG.	
<b>19. Committee reports</b> <ul style="list-style-type: none"> <li>a. Minutes BPS RESOURCES 2025_09_30 Received and Approved</li> <li>b. Minutes GPS RESOURCES 2025_07_02 Received and Approved</li> </ul> <p>It was ratified that Resources Committees be combined going forward, with CS &amp; BI in attendance to cover school specifics.</p>	
<b>20. Governor visits</b> <p>GD agreed to complete a H&amp;S visit to BPS before the end of term – Complete  JS visited GPS for a tour and introduction on 07/10/25 - Received and Approved</p>	
<b>21. Governor training</b> <p>Governor - Autumn Term Training Programme Autumn 2025 – Governors to contact the Clerks if they are interested in any training courses. Action Ongoing</p> <p>Safeguarding Refresher training NR completed 18/9/25, JI completed 13/10/25  EC attending the SEND Governor Network Briefing on 13/11/25 6pm - 7pm</p>	
<b>22. Planning for next meetings</b> <p>Dates for next year FGB Meetings  27th January 2026 (BPS) 5pm – EC sends apologies  24th March 2026 (GPS) 5pm – TH sends apologies  7th July 2026 (BPS) 5pm – NEW DATE</p> <p>CT&amp;L dates to be emailed – Actioned</p> <p>It was agreed to devolve SATS data to CT&amp;L</p> <p>JI asked for a 1 page summary of meeting dates and required attendance – Action JC once subject focus agreed.</p>	
<b>23. A.O.B</b> <p>EC shared information regarding a Peer Mediation in Schools initiative.  She will send the details to KG Complete</p> <p>KG thanked Governors who have attended Safeguarding Training. She advised that the Federation have now paid for membership of National College (on-line safety) &amp; upgraded membership of National Governors Association (NGA). Training for Governors should be available mainly via the NGA for the next 2 years.</p> <p>The DCC Governor briefing is still deemed useful and volunteers to attend will be requested.</p> <p>Governors discussed the volume of papers to read for each meeting. It is felt to be overwhelming. BI, CS, CR &amp; JI will look at ways to reduce/streamline the process. Governors made helpful suggestions. Action BI/CS/JI</p>	

NR asked if Governors would like a small social gathering – **Action CS** to send email

**24. What have we achieved tonight?**

- Welcomed new Governor, Jeremy Scholes, who brings fresh insight and skills.
- Discussed the impact of AI on safeguarding
- Discussed Cyber Security and assigned Tom Hodgson as governor
- Reviewed Governor Training provider
- Completed a high level discussion on the finances of both schools
- Discussed the need for efficiencies in the Governor papers
- Approved the SES

**Meeting Closed 18:37**

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

Minutes recorded as FGB month year/ minute number e.g. FGBOct25/1

**Agreed Date of Next Meeting: 27<sup>th</sup> January 2026 at BPS 5pm**

**Approved a true account of this meeting**

**Meeting Chair**

**Date**