

**THE PEAK FEDERATION GOVERNING BODY
MINUTES**

Date: 27-01-2026 Time: 5pm

Chaired By: Neil Roden

Clerked By: Beccy Ibbotson

| Committee Members: | Apologies for Absence: |
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| Jen Chapman | Elizabeth Coe |
| Kate Gemmell | Bridget Hanley |
| Gordan Danks | |
| Elizabeth Coe | |
| John Irwin - joined remotely at 5.23pm | |
| Tom Hodgson | |
| Holly Moore – joined remotely | |
| Christina Webster (Vice Chair) | |
| Neil Roden (Chair) | |
| Clive Rockliff | |
| Bridget Hanley | |
| Jeremy Scholes | |

| Agenda Items: | |
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| <p>1. Welcome and apologies for absence</p> <p>Carol Stoddart is not on the rota to attend this meeting.</p> <p>Elizabeth Coe sent her apologies prior to the meeting (on holiday) – Received and Approved</p> <p>Bridget Hanley sent her apologies prior to the meeting – Received and Approved</p> <p><u>Meeting deemed quorate and opened at 5.04pm</u></p> | |
| <p>2. Membership and Induction</p> <p>a. Vacancy for Co-opted Governor from September - The governors asked for the skills audit to be completed to identify gaps - See item 15. Governors were asked to think about potential co-opted Governors. If the vacancy is not filled or any progress made by the next FGB then adverts will be placed on local social media forums - Action ongoing</p> | |
| <p>3. Election of Chair and Vice Chair</p> <p>Not Required</p> | |
| <p>4. Declaration of interest any agenda items for this meeting</p> <p>Tom Hodgson – Website</p> <p>No other declarations of interest.</p> | |

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| <p>5. Declaration of Interest and Form A Completion</p> <p>a. EC to complete Form A – Complete (completion spreadsheet in supporting documents)</p> <p>b. EC to completed Declaration of pecuniary and personal interest – Complete (completion spreadsheet in supporting documents)</p> | |
| <p>6. Any other urgent business</p> <p>a. Approval sought to add Rebecca Ibbotson to the Bamford Primary School Lloyds Imprest bank mandate (Carol Stoddart to be removed) Received and Approved Governors agreed and approved Rebecca Ibbotson to have permission to all systems required.</p> <p>b. Approval to action the above changes (add Rebecca Ibbotson and remove Carol Stoddart) for Santander Extras bank account was approved at Resources – Ratified</p> <p>c. John Irwin has asked for Governor approval to speak to various agencies regarding issues with Bamford School roof. In the first instance the local councillor and insurance provider in relation to a potential PI claim. Received and Approved Update - RPA Insurance have confirmed that legal cover for a potential PI claim is <u>not</u> included in our cover.</p> <p>Governors requested that the responsibility of roof issue be delegated to JI, KG and NR. [REDACTED], has offered to conduct an independent, free (as a gesture of goodwill) inspection of the structural engineering works completed. An update was given to all governors regarding the solar panel project as discussed and recorded in the Resources meeting minutes Received and Approved</p> <p>d. BPS Juniper Benchmarking report – Received 26.01.26. Also sent to CTL for scrutiny in March - Received and Approved</p> | |
| <p>7. Minutes of previous meeting and matters arising</p> <p>a. Minutes 2025_10_14 FGB Received and Approved</p> | |
| <p>8. Correspondence</p> <p>a. Government email regarding SEND investment</p> <p>b. Oxford Insights Report SEND – For Information – In supporting documents</p> <p>c. Strengthened guidance on mobile phones in schools Received and Acknowledged</p> | |
| <p>9. Data Protection, Cyber Security and AI</p> <p>This training is a requirement of our insurance. https://www.ncsc.gov.uk/information/cyber-security-training-schools Clive Rockliff confirmed completion. Jeremy Scholes confirmed complete – certificate in supporting documents - Actioned</p> | |

- a. DCC IT Support have confirmed that we have 3-2-1 backup – paperwork in supporting documents – **Received and Acknowledged**
- b. Cyber Security to be discussed by members of SLT - Governors agreed this is an ongoing discussion amongst the staff and governors. All staff and governors have completed the training and receive regular updates. Staff are using online systems. Action closed as Cyber Security is a standing item.
- c. TPF Arbor DPIA – Approved by email – **Received and Approved**

10. Finance/Budget

- a. BPS Governor Report - Approved by Resources 2026_01_13 – **Received and Approved**
- b. GPS Autumn Governor Report & Staffing Report – Approved by Resources 2026_01_13 - **Received and Approved**
- c. BPS Pupil Premium Strategy 2025 – 2026 Approved by Resources (by email) to ratify – **Received and Approved**
GPS Pupil Premium Strategy 2025 – 2026 Approved by Resources to ratify – **Received and Approved**
- d. GPS Spring Governor Report – Approved by Resources 2026_01_13 - **Received and Approved**
- e. BPS Schools Financial Value Standards –Approved by Resources 2026_01_13 - **Received and Approved** To be submitted to DCC by 31/3/26 **Actioned 28/1/26**
- f. GPS Schools Financial Value Standards - Approved by Resources 2026_01_13 - **Received and Approved** To be submitted to DCC by 31/3/26 **Actioned 28/1/26**

[REDACTED] It is due to a reduction of children in the area that is affecting the intake numbers. This is a trend being seen in all the schools across the valley.

[REDACTED]

JR joined the meeting 5.23pm

11. Safeguarding report

Both schools are now using the CPoms system – this has added value to communication and recording. Reports have been set up so that the data can be reviewed. We are small schools so have good knowledge of our families and children.

[REDACTED]

[REDACTED]

We continue to be supported by Early Help at HVC.

12. The school website

KG asked the boards permission to make a delayed decision. [REDACTED]. A large investment in time is required on the technical and administration tasks.

It was agreed that the websites are a priority. BPS have updated their website as much as possible.

[REDACTED]
Governors requested that the project be delegated to Resources with a projected spend of [REDACTED]. A deadline was set of 3 weeks for a decision - **Received and Approved**

Governors formally thanked TH for all the work and advice given to date.

KG requested website audits of current websites.
Tick list of statutory items to be provided – **Actioned**
BPS website Audit – **Action BH**
GPS Website Audit – **Action JC**

Staff to be mindful and creative in their photography. Photos published on open social media sites (i.e. Facebook) to not feature children directly facing the camera.
Governors asked if there was any advice from the DoFE – it was confirmed that no guidance has been published to date.

UPDATE – During the last meeting Governors felt there was no requirement to remove pictures already published. John Irwin has asked if the legacy video on the current BPS website should now be removed considering recent news reports regarding the platform X and the sexualisation of images. It is worth noting that the BPS video was filmed during 2021 so some children have since left the school. However, it is a very successful advert for school – it was agreed due to the age of the video and the children featured that the video should be removed - **Actioned**

Also to note, Carol Stoddart advises someone else completes the AI training. It is a requirement that all schools (or Federations) have a staff member who has done the training – JC to complete the training – **Action JC**

13. Use of external sources of funding

14. Review policies

- a. KCSIE 2025 [Keeping children safe in education - GOV.UK](#) JC to send quiz x 3 to staff, Gobs & DSL **Actioned**
- b. Terms of Reference to be reviewed at next CT&L & Resources Committees – **Actioned**
Resources 2025_11_18 Actioned CT&L 2025_12_09

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

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

Governors to attend CT&L meetings where their subject is discussed **Actioned**

- c. TPF Safeguarding Policy -To be published on websites **Actioned**
- d. TPF Attendance and Punctuality Policy Sept 2025 – To be published on websites **Actioned**
- e. Advice leaflet to parents (Attendance) - To be sent to all parents & published on websites. **Actioned**
- f. SEND Policy for Schools Sept 2025 - To be published on websites **Actioned**
- g. TPF Behaviour Policy – staff were consulted for feedback and recommendations -

Governors suggested the following amendments and additions

- In the first of the policy aims, **self-regulation** would sound better than *self-discipline*.
- Include: Negative behaviour can be an indicator of a child experiencing stress or unhappiness, particularly where the behaviour is out of character. Where staff feel there may be other issues that are affecting a pupil's behaviour, they will seek further information and where necessary report concerns under safeguarding policy guidance.
- Include: Learning how to behave appropriately, understand the feelings of others, and interact positively with their peers and adults is part of every child's development. Through our curriculum and pastoral support we will help pupils gain the necessary skills and understanding to maintain respectful relationships with others.

Amendments and additions – Actioned **Received and Approved**

- h. TPF Mobile Phone Policy – Governors questioned the wording in section 4.3. It was agreed for clarity that the words 'at the end of the day' would be added for when photos are deleted from staff's personal mobile phones – Actioned - **Received and Approved and added to websites**

15. Governors' self evaluation and skills audit

Governor Skills Audit results – **Received and Approved**

Agreed that we have an extremely strong board that demonstrates a diverse skills set and provides good advice to the HT and SLT.

16. School improvement priorities and plans

- a. The Peak Federation SIP 2025 – 2026 – updated SIP report not complete – **Action ongoing**

[Redacted text]

Standing item – When the SIP is updated it will be shared in PDF form to all staff.

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| <p>Governors to be signposted to the most up to date SIP – added to the paperwork of this meeting - Actioned</p> | |
| <p>17. Chair's report Nothing to report</p> | |
| <p>18. Headteacher's report Changed the format of the HT report and it will be added into the School Improvement Plan. The report starts with the context data that Ofsted will ask for. This focuses on attendance, inclusion and disadvantaged children.</p> <p>The report follows the format of the State-funded School Inspection toolkit document.</p> <p>The data has been pulled from the ISDR government data sheet taken from census.</p> <p>KG went through the details of the report with the governors highlighting the different sections and priorities. An in-depth discussion was held on the details of the report and the data that it contains.</p> <p>All agreed it is a very comprehensive document and the colouring makes it easier to identify the headlines.</p> | |
| <p>19. Committee reports</p> <ul style="list-style-type: none"> a. Minutes TPF CT&L Meeting 2025_10_21 Received and Approved b. Minutes TPF (BPS & GPS) RESOURCES 2025_11_18 Received and Approved c. Minutes TPF CT&L Meeting 2025_12_09 Received and Approved d. Minutes TPF (BPS & GPS) RESOURCES 2026_01_13 Received and Approved e. Minutes TPF CT&L Meeting 2026_01_20 Received and Approved | |
| <p>20. Governor visits</p> <ul style="list-style-type: none"> a. BPS SCR Audit Visit Report 2025_10_21 Received and Approved noted that the two schools SCR have been merged to a TPF SCR but with different tabs for each school. b. CR Geography Visit Report 2026_01_20 Received and Approved c. CR Maths Visit Report 2026_01_21 Received and Approved <p>CR found the visits very useful and enjoyable. The feedback was that there were no great actions for the governors. The visits enabled CR to recognise the good work being done. This can be used as evidence for Ofsted.</p> | |
| <p>21. Governor training</p> <p><u>Governor - Training Programme Spring 2026</u> – Governors to contact the Clerks if they are interested in any training courses. Action Ongoing</p> <p>EC attending the SEND Governor Network Briefing on 13/11/25 6pm – 7pm - ongoing</p> | |

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| <p>a. GD completed SG training 1/12/25 - See Supporting documents. b. JS to complete New Governor training - Action</p> | |
| <p>22. Planning for next meetings Dates for next year FGB Meetings 24th March 2026 (GPS) 5pm – TH sends apologies 7th July 2026 (BPS) 5pm – NEW DATE – JI sends apologies</p> <p>Jl asked for a 1 page summary of meeting dates and required attendance – Actioned</p> | |
| <p>23. A.O.B</p> <p>a. Governors discussed the volume of papers to read for each meeting. The 'Supporting Documents' folder has been created to reduce the number of documents. Clerks welcome Governor feedback – The supporting folder is helping but it was recognised that there is always a high level of documents.</p> <p>b. NR asked if Governors would like a small social gathering – Actioned</p> <p>c. Proposed Inset Dates for Academic Year 2026 – 2027 - Received and Approved</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>e. Delegate BPS solar panel project to the Resources Committee – Received and Approved</p> <p>f. Shared Federation Vision and Values – Received and Approved to be added to websites - Actioned</p> | |
| <p>24. What have we achieved tonight? Discussed and reviewed the new Ofsted data Analysed new ISDR data and correlated this with HT report which will go into the SIP Looked at what attainment means under the scheme so that governors are clear when looking at the curriculum A decision was made on the website progression Solar panel plan of action for Bamford put in place</p> <p><u>Meeting Closed 6.28pm</u></p> | |
| <p>SUMMARY OF KEY POINTS TO BE NOTED BY THE GOVERNING BODY:</p> | |

Agreed Date of Next Meeting: 24th March 2026 5pm

Approved a true account of this meeting

Meeting Chair

Date