



HORIZONS LEARNING FEDERATION
(Holywell, Somersham & St. Helen's)

Minutes of the Full Board of Governors – Spring 2016
Meeting held at St Helen's Primary School
Tuesday 24th January 2017 – 1830hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]	Barbara English [BE]
Barry Smethurst (Chair) [BS]	Eric Fidler [EF]
Dan Aldridge [DA]	Val Ford [VF]
Sheila Anthony [SA]	Deborah Moss [DM]
Nicola Bodnar [NB]	Matthew Sampson [MS]
Deborah Ellmer [DE]	

In Attendance:

Claire Macdonald [CM] Associate Member
Emma Smith [ES] Associate Member
Alison Jackson [AJ] Clerk

The meeting was quorate, 11 governors were present out of 12 in post.

1. Apologies for absence

Sarah Reeson [SR]
The apologies were accepted by the Board of Governors.
Kevin Grant has resigned from the post of co-opted governor.

2. Declaration of interest

MS declared an interest in item 6.

3. Minutes of last meeting: FGB 6th October 2016

The FGB Minutes 30th November 2016 were agreed and signed as a true record of the meeting with no amendments.

4. Matters arising from the minutes

Action Points	BY WHOM	ACTION
Governor information to be uploaded onto Edubase	AJ	Somersham is complete. Holywell & St Helen's AJ cannot access. Check password for HW & St H's ACTION BF
Governor emails	AJ	BS is still having difficulty accessing the email. AJ to request that the password is reset. ACTION AJ
Email doodle poll to governors for Saturday dates after Feb half term	Actioned	Date set as: Saturday 11 th March 9.30am
Write to Mr Woodman	Closed	BS wrote to Mr Woodman to confirm that the Federation would not be pursuing the over payment.
Communication to parents re ML remaining as Somersham H of S until Easter	Actioned	ML ha been recalled to his school. Therefore there will be no H of S at Somersham until Summer term.

5. Proposed Governance Model

The Chair explained that the thoughts behind the new proposal are for governors to be able to manage the work of governing three schools. Under the current model it is very difficult to collate data for all three schools into a manageable form for governors to review and provide challenge. Proposed Governance Model attached as Appendix 1.

The make up of committees:

- Standards committee, this is a priority the GB need a panel of experts for each school – one per school, members include Head of School, Chair of Standards, 1 or 2 governors from the Finance/Premises committee, 1 or 2 governors from the Personnel committee & EHT or Chair of Governors when required.
- Finance/Premises committee with delegated powers (6 governors)
- Personnel committee with delegated powers (6 governors)
- Strategic Board – Chair of Governors, EHT, Chair of Finance/Premises, Chair of Personnel & Chair of Standards. The Strategic committee would investigate the strategic travel of the Federation eg. Academisation, website

Governors discussed the proposed model. Main points raised:

- Standards committee can focus on Ofsted expectations for each individual school. Agendas will be set consistently for all three schools. The context will differ but the presentation of data and information will be on common documentation. This will lead to a better understanding for governors and raise their skill level.
- **Challenge:** A governor requested the minutes to record the outcome the governors are looking to achieve and then review to ensure this has happened.
- **Challenge:** A governor raised concern that the FGB would not meet as a whole and how does this sit with the legal responsibility of governors to have a full oversight.
The Chair replied that the FGB would have the first meeting of the academic year as a FGB due to electing the Chair, named roles etc. The new model is so that the GB can organise themselves to work effectively. Also the FGB would always have the option to come together if there was a need, therefore if there was a major policy issue to vote on the FGB would discuss and vote. Any governor will still have the opportunity to attend any meeting and all minutes will be circulated to the FGB.
- **Challenge:** A governor queried how the link governors would operate eg Literacy, numeracy governor.
The EHT replied that Literacy and Numeracy would now be monitored by the Standards committee and through the SDP. There would still be a need for some link governors which will be reviewed if agreed to move forward with this governance model.
- A governor suggested producing a job description of what's expected as a Standards governor so this would be consistent across the three schools.
- A governor asked how often meetings would be held and length of meetings.

Proposed that:

- FGB meet once
- Strategic Board meet once a term
- Finance/ Premises and Personnel committees meet once a term
- Standards meet twice in the autumn and summer term and once in the spring term

A review of how reporting to the governors is presented and therefore the standards meeting may not need to be clerked. A governor commented that the minutes are used as evidence for Ofsted to show challenge.

The EHT commented that the Standards committee will follow a monitoring and review schedule and the documents showing the targets and review would act as evidence for Ofsted.

A governor suggested that governors should read the Competency Framework for Governance which list the knowledge, skills and behaviours needed for effective governance.

Model of Governance to progress with the following points to be considered:

- FGB will meet to discuss and vote on any major decisions
- Any governor has the opportunity to attend any meeting
- Terms of Reference for each committee
- How do Standards report - Standardised reporting

- Finance: how to run the budgets ie possible to top slice each budget to produce a Federation budget where joint appointments could be paid from, would give better bargaining power for contracts across the Federation, funds could be directed to where the need is greatest. Currently there is lots of recharging between the schools for Federation business.

The Chair proposed progressing with this model of governance. **ALL AGREED**

SA left the meeting at 7.20pm.

MS left the meeting at 7.20pm

6. ICT Services provider review

The EHT has reviewed the ICT across the Federation. Quotes received:

- CMAT - £1,560 includes a weekly visit that could be used flexibly between the schools
- Irvine Knight - £1597 includes a weekly visit that would be allocated to each school in turn
- ICT Service - £6,200 + £6.45 per pupil

The above quotes are based on the contract being taken for the whole Federation. CMAT and Irvine Knight are offering enhanced provision compared to Cambs ICT Service. Currently HW & St H use Cambs ICT Service and Som use Irvine Knight. The EHT'S experience of Irvine Knight is very good. The EHT has approached schools using CMAT and has received glowing references for them. Irvine Knight was timely in offering their quote however CMAT required chasing for their quote. This would be for a one year Service Level Agreement.

The Chair proposed accepting Irvine Knights contract. **ALL AGREED.**

7. Correspondence

None

8. Any Other Business

- Rosemary Saddler has written to inform **BF** that the LA has given £10,500 to spend on school improvement at Somersham.

9. Date and time of next meeting

FGB – Wednesday 8th February 2017, 7pm at Holywell

Vision morning – Saturday 11th March 2017, 9.30am. Venue tba

There being no further business the meeting closed at 7.35pm.

Accepted as a true record

Signature

Date

Action Points	BY WHOM
Check password for HW & St H'S Edubase	BF
Request reset of Chair email	AJ

Appendix 1

COG, EHT, CHAIR OF FINANCE, CHAIR OF PERSONNEL, CHAIR OF STANDARDS

