

Horizons Learning Federation



Minutes of the Full Board of Governors – Autumn 2017 Meeting held at Somersham Primary School Tuesday 12th September 2017 – 1900hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]	Deborah Ellmer [DE]
Barry Smethurst [BS] (Chair)	Eric Fidler [EF]
Dan Aldridge [DA]	Barbara English [BE]
Sheila Anthony [SA]	Tony Ixer [TI]
Lucy Beadles [LB]	Matthew Sampson [MS]

In Attendance:

Rebecca Berton [RB] Associate Member
 Claire Macdonald [CM] Associate Member
 Emma Smith [ES] Associate Member (arrived at 7.58pm)
 Alison Jackson [AJ] Clerk

The meeting was quorate, 10 governors were present out of 14 in post.

Apologies for absence

Nicola Bodnar [NB], Val Ford [VF], Deborah Moss [DM] and Sarah Reeson [SR]. The apologies were accepted by the Board of Governors.

Declaration of interest & Register of Pecuniary Interests

No declarations of interest were declared.

The clerk requested all governors to complete the pecuniary interest form and return to her for the annual update of the register.

Election of Chair & Vice Chair

The clerk requested nominations for Chair.

DE proposed **BS** for the position of Chair and **SA** seconded.

BS was elected unopposed as Chair for the following year.

The clerk requested nominations for Vice Chair.

BS proposed **VF** for the position of Vice Chair and **EF** seconded.

VF was elected unopposed as Vice Chair for the following year.

Minutes of last meeting: FGB 4th July 2017

The FGB Minutes 4th July 2017 were agreed and signed as a true record of the meeting with no amendments.

Matters arising from the minutes

Action Points	BY WHOM	ACTION
Inform Governor Services of Tony Ixer appointment	AJ	Actioned
Check password for HW Edubase	BF	The Clerk requested passwords from the EHT for Edubase for HW, Som & St H to up date Governor details to include TI ACTION BF/AJ
Review list of Personnel policies	BF/EF	Ongoing
Research support package from NGA FOR next year.	BS	Ongoing

Minutes of FGB meeting held on 12th September 2017

Signed and agreed as a true record by the Chair

Business Manager update – add to SB Agenda	AJ	Actioned. Two candidates have been shortlisted for the position. Interviews will take place next week. Interview panel: BF, BS, BE and Ray Byford
Make amendments to Statement of Financial Responsibilities	DM	Actioned
Add Statement of Financial Responsibilities to FGB Agenda 12 th September	AJ	See below
Review HW Pre school rent	New Business Manger	Ongoing
New NGA Skills Audit to send out to all governors	AJ	The Clerk handed out the Skills Audit to governors present & requested governors to complete it and return it asap
Schedule governor training for beginning of Autumn term	BF	Training session on Ofsted Expectations will be held at the first Standards meeting. Add to Standards agenda. ACTION AJ BF will contact Ray Byford to arrange a Finance training session at the Finance & Premises meeting. ACTION BF
Send log ins & guide to new governor portal to all governors	MS	Actioned

The Chair sought ratification of the Statement of Financial Responsibilities & Scheme of Delegation.
ALL AGREED

Committee Reports

Strategic Board inc. Aims & Values update

Minutes of the Strategic Board committee dated 29th August 2017 were circulated to all governors.
The EHT updated the governors on the Aims & Values:

- The mission statement is: Inspire, Achieve, Believe
- There are 6 core values that were agreed with the Federation Student Council and these will underpin policies
- The 6 core values will be shared in assemblies this week
- Each of the values will have a digital image and colour attached to it
- The core values will be displayed in each school
- The Federation Student Council would like pupils to do tasks to be able to earn badges in each of the values
- It was agreed to keep the rewards and sanctions individual to each school

Review Instrument of Government

Governors reviewed the Instrument of Government. The Chair sought approval to readopt the Instrument of Government. **ALL AGREED.**

Appoint Governors with specific responsibilities, review remit and delegation

SEND	Eric Fidler
Child Protection & LAC	Barbara English
EYFS	Nicola Bodnar
Literacy	Val Ford
Numeracy	Dan Aldridge
RE & Collective Worship	Sheila Anthony
LINK Governor for training	Deborah Moss
Pupil Premium	Val Ford
Sports Premium	Tony Ixer

These governors have no areas of delegated authority.

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Appointment of Head Performance Management Panel

BE, EF and VF will form the Head Performance Management Panel.

The performance management meeting will take place on:

Interim meeting – 21st September 2017

Final review – 6th November 2017

Following the final review meeting the panel will make recommendations to the FGB.

Appointment of Sub Committees, review their terms of reference and levels of delegation

FEDERATION STRATEGIC BOARD:	
Barry Smethurst (Chair of Governors)	Eric Fidler (Chair of Personnel)
Becky Ford (EHT)	Val Ford (Chair of Standards)
Deborah Ellmer (Chair of Finance)	

FINANCE/PREMISES COMMITTEE:	
Barry Smethurst	Tony Ixer
Becky Ford	Deborah Moss
Lucy Beadles	Sarah Reeson
Deborah Ellmer	Matthew Sampson

PERSONNEL COMMITTEE:	
Barry Smethurst	Nicola Bodnar
Becky Ford	Barbara English
Dan Aldridge	Eric Fidler
Sheila Anthony	

Terms of reference and scheme of delegation will be reviewed at the first sub committee meetings.

HW Standards Committee	Somersham Standards Committee	St Helen’s Standards Committee
Claire Macdonald	Rebecca Bierton	Emma Smith
Val Ford	Val Ford	Val Ford
Dan Aldridge	Nicola Bodnar	Barbara English
Lucy Beadles	Eric Fidler	Deborah Moss
	Mathew Sampson	

Discipline Committee:	
Lucy Beadles	Deborah Moss
Deborah Ellmer	Sarah Reeson
Tony Ixer	Matthew Sampson

Appeals Committee:	
Dan Aldridge	Barbara English
Sheila Anthony	Eric Fidler
Nicola Bodnar	Val Ford

Review GB’s Operating Guidelines (Standing Orders) and Code of Practice

Standing Orders – **BS** read through the Guidance notes 1 Model Standing Orders for GB

Challenge: A governor queried why meetings were not open to the public.

Governors discussed and decided that anyone has the opportunity to stand/ apply to be a governor and the parent body is represented by the parent governors. The minutes are placed in the public domain as soon as they are agreed and commented that if there was an item of interest a public meeting would be held.

The Standing Orders were completed and the Guidance adopted – **ACTION AJ to complete Standing Orders and email FGB – ACTION AJ**

ES arrived at 7.58pm

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The Code of Practice (Guidance notes 17) was adopted and all governors present signed the document.

Adoption of Keeping Children Safe in Education Guidance (Sept 2016)

Keeping Children Safe in Education Guidance (Sept 2016) was adopted by the governors and all governors present signed to confirm they have received and read a copy. They also confirm that they understand the contents and agree to work to the guidance and standards.

Safeguarding designated lead is **BF, CM, ES, RB**, Louise Davies, Tracy Miller, Gill Rust or Annette Butler.

Calendar dates for FBG & Sub Committees & times for 2017/18

Committee	Venue	Date
Autumn Term		
FGB 7.00pm	Somersham	Tues 12 th September 2017
Strategic Board 6.30pm	St Helen's	Tues 26 th September 2017
Standards 6.30pm (All standards committees)	Holywell	Tues 10 th October 2017
Personnel 6.30pm	Somersham	Tues 14 th November 2017
Finance & Premises 6.30pm	Holywell	Tues 21 st November 2017
Spring Term		
FGB 7.00pm	St Helen's	Tues 9 th January 2018
Strategic Board 6.30pm	Holywell	Tues 23 rd January 2018
Personnel 6.30pm	St Helen's	Tues 13 th March 2018
Finance & Premises 6.30pm	Somersham	Tues 20 th March 2018
Summer Term		
Strategic Board 6.30pm	Somersham	Tues 24 th April 2018
Finance & Premises 6.30pm	St Helen's	Thurs 3 rd May 2018
Personnel 6.30pm	Holywell	Tues 22 nd May 2018
Personnel 6.30pm	Somersham	Tues 19 th June 2018
Finance & Premises 6.30pm	Holywell	Tues 26 th June 2018
FGB 7.00pm	Holywell	Tues 10 th July 2018

Policies: Behaviour Policy

The Chair sought approval of the Behaviour Policies. **ALL AGREED**

Headteacher's Report

The EHT reported:

- that the term has started well
- The teacher training day was held at St Helen's and work has been carried out to tidy St Helen's grounds
- Worked on the Mission Statement
- Assessments were reviewed
- Discussions on how to raise standards in writing have taken place
- Work on the Mission Statement was undertaken
- Children returned to school on Tuesday
- The EHT has been working on a 5 yr Strategic Plan
- Safeguarding Audits have taken place in each school and there is looks of good practice across the Federation
- Somersham will have LAIG's moving forward

Reported Prejudice Incidents

None

Child Protection School Data

An audit of all Child Protection files across the Federation has been carried out. There are 76 welfare files across the Federation. Information and how it is recorded was reviewed and actions were identified. A report has been sent to **BE**, as the Safeguarding Governor.

Chair's Report

There has been a review of the Governor Advisory Group and they had their last meeting last week. Governance Advisory Panel (GAP), a virtual panel through the Knowledge Hub will take it's place. This will hopefully widen the recruitment of governors to the Panel and get more comments on any proposals. GAP will meet twice a year. NLG's will be attached to teaching schools.

Safeguarding

Annual Child Protection and Safeguarding monitoring report

The Annual Child Protection and Safeguarding monitoring reports for HW, Som and St H's were presented to the governors. The Chair signed the reports.

Child Protection was discussed; the EHT will deliver a Child Protection training session once a term for staff once a year.

Governors should attend an annual update on Child Protection. A governor commented that there are good online providers for Child Protection and Prevent training.

The EHT and **BE** will attend the Child Protection Overview course on 29th September and will update the FGB following attendance.

Safeguarding and Child Protection Policy

The Chair sought approval of the Safeguarding & Child Protection Policy. **All Agreed.**

Correspondence

None

Any Other Business (previously raised with the clerk)

- Bluntisham planning application for 135 houses opposite St Helen's school. Following the conditions survey at St Helen's the EHT contacted Bidwells to discuss what the new development could mean for the school.
The EHT wrote a letter of support for the development to HDC and copied to the Parish Council. The EHT has received 2 emails from the community disagreeing with her support. Governors have been made aware in case they are approached by members of the community. Several governors commented that the EHT has shown strong leadership and agree with the letter.
- There is another planning application submitted for a development opposite Budgens in Bluntisham.

- A planning application for 120 houses on Bluntisham Road, Needingworth has been submitted. The Parish Council have asked for any comments the school may have and are holding an Open Public meeting on Monday 18th September 2017.
- There is a proposal for all Children Centres to close next year. The CC are holding a consultation with the centres and the public. If the Children's Centre closes at Somersham school the CC will sign the building over to the school. The Clerk to add this to the Finance & Premises agenda. **ACTION AJ**
- **MS** has sent log ins to all governors for the new portal, when everyone has responded to **MS** and successfully accessed the portal correspondence will be sent through the portal. The Clerk will notify governors of the date that the switch will take place. **ACTION AJ**
- A governor commented that they recently attended an ISO audit where the move has been made to provide hyperlinks to model policies and queried whether there was an opportunity to reduce the workload of policies and be able to hyperlink from our website to model policies. The Chair responded there is a list of statutory policies each school must have.
- **LB** will visit HW to discuss SIAMS.
- Photos of all governors need to be taken for a 'Who's Who' board.
- **BE & TI** will attend the Governor Autumn termly briefing

Date and time of next meeting

Strategic Board – Tuesday 26th September 2017, 6.30pm at St Helen's
Standards – Tuesday 10th October 2017, 6.30pm at Holywell

There being no further business the meeting closed at 9.04pm.

Accepted as a true record

Signature

Date

Action Points	BY WHOM
Edubase passwords & update governor information	BF/AJ
Add Ofsted Expectations training session to Standards agenda	AJ
Contact Ray Byford to arrange a Finance training session	BF
Complete GB Standing Orders and circulate to FGB	AJ
Children's Centre consultation (building at Somersham to add to F & P agenda	AJ
Notify governors of switch over date to the portal	AJ