



HORIZONS LEARNING FEDERATION

(Holywell, Somersham & St. Helen's)



Minutes of the Full Board of Governors – Autumn 2016
Meeting held at Holywell C of E Primary School
Tuesday 20th September 2016 – 1900hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]
Barry Smethurst (Chair) [BS]
Sheila Anthony [SA]
Deborah Ellmer [DE]

Barbara English [BE]
Eric Fidler [EF]
Val Ford [VF]
Sarah Reeson [SR]

In Attendance:

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

The meeting was quorate, 8 governors were present out of 8 in post.

1. Apologies for absence

Mark Leonard [ML] Associate Member.

The apologies were accepted by the Board of Governors.

2. Declaration of interest & Register of Pecuniary Interests

No declarations of interest were declared.

BS reminded governors that the clerk had circulated the pecuniary interest form and requested all governors to complete and return to the clerk for the annual update of the register.

3. Elect Chair and Vice Chair

The clerk requested nominations for Chair.

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

BS was elected unopposed as Chair for the following year.

The clerk requested nominations for Vice Chair.

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

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

4. Minutes of last meeting: FGB 12th July 2016 & Working party 16th August 2016

The FGB Minutes 12th July 2016 were agreed and signed as a true record of the meeting with no amendments.

The Working Party Minutes 16th August 2016 were agreed and signed as a true record of the meeting with no amendments.

5. Matters arising from the minutes

There were no matters arising from 12th July 2016 & 16th August 2016 minutes.

6. Review Instrument

The clerk had circulated the Instrument of Government to all governors. Governors reviewed the Instrument of Government.

The GB will consist of:

- 2 elected parent governors
- 1 LA governor
- 1 Headteacher (Executive Headteacher of the Federation)
- 1 elected staff governor
- 3 foundation governors (appointed by the Ely Diocesan Board of Education)
- 2 partnership governors (appointed by the Federation)
- 6 co-opted governors (appointed by the Federation GB)

Total **16** governors

Initials

BS proposed that the GB adopt the Instrument of Government (dated 1st September 2016). **ALL AGREED.**

7. Make of GB

The working party met twice over the summer holidays to discuss the make up of the GB. They reviewed the governors wishing to stand and the composition of the new GB is as follows:

2 elected parent governors	Election in process
1 LA governor	[BE] (continues as governor under the LA appointment)
1 Executive Headteacher	[BF]
1 elected staff governor	[SR]* (Election complete)
3 foundation governors	[SA, BS, Vacancy] (continues as governors under the diocese appointment)
2 partnership governors	[EF, Vacancy]
6 co-opted governors	[DE, VF, 4 Vacancies]

***SR** self nominated for the staff governor and was elected unopposed.

BS proposed that **EF** continue as a partnership governor and **DE & VF** continue as co-opted governors. **ALL AGREED.**

The following points were discussed:

- Parent election – five candidates, ballot forms will be sent to parent/carers on Friday. The election runs from 23rd September – 5th October.
- The parent elections are for Federation parent governors
- After the parent election the GB could decide to co-opt any of the unsuccessful candidates, if they have skills that are needed by the GB. (they would have a clear explanation that they would be co-opted governors not parent governors)
- Partnership governors are on foundation school governing bodies, partnership governors take the place of foundation governors in schools where there is no foundation or equivalent body. Partnership governor nominations are sought from parents of registered pupils. The governing body **appoints** partnership governors from among those nominated.
- Need to decide what a balanced GB would look like eg. Elect someone from the Somersham community.

The GB will meet after the parent election has concluded to discuss how to fill the existing vacancies. After parent appointments and any other vacancies are filled the sub committees will be formed.

BS will contact Phil Holley to check his decision on the GB. - **ACTION BS**

8. 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 and completed the Guidance adopted – **ACTION AJ to complete Standing Orders and email FGB – ACTION AJ**

BS suggested an in house training session for the GB on 'the role of the governor' once the GB is complete.

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

9. 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.

A governor asked who the Safeguarding designated lead was for Somersham. It is: **BF** or **ML**.

BS commented that we need to ensure all paperwork is updated to show EHT as **BF**.

10. The Headteacher's report

- Somersham's summer term Heads report was circulated to all governors.
- The LA has re categorised the schools:
 - Holywell – low level
 - St Helen's – medium level (due to data at the end of KS2 – combined results were below national) will receive half termly visits from the LA
 - Somersham – high level, will receive monthly visits. Ann Housden has replaced Joan Beale as adviser. They will not be putting a LAIG in place straight away but will allow **BF** to begin the school improvement journey.
- During the first week **BF** visited all three schools at different times. Now **BF** is working full days at each school.

- First professional day was held at Somersham and all teaching staff and HLTA worked together to write a Teaching & Learning Framework, to define good T & L and outstanding T & L. All teachers sat in year groups to work together.
- Can identify gaps where support is needed. There has been good cross school work.
- Staff appraisals are taking place. **BF** will appraise the Heads of Schools performance management in the next couple of weeks.
- St Helen's have areas to review; they are quite vulnerable at the moment. There are a lot of new staff and the monitoring and appraising is a larger job due to the amount of job shares.
- Working to weekly Operational Plans.
- Plan to adopt a curriculum that will work across all three schools.
- Plan for policy reviews to be done across the Federation.
- Head of School recruitment for Somersham, **ML** will leave at Christmas. Therefore will need a new Head of School in post for January 2017. Require a panel to make some strategic decisions re the post.

BS asked **BF** to present her three year vision for the Federation to the governors at a future meeting.

11. Reported Prejudice Incidents

None

12. Child Protection School Data

No new cases

13. The Chair's Report

- **BS** read an email from Hazel Belchamber confirming that the LA will not be able to help the Federation financially. Governors expressed their disappointment.
BS will continue to canvas Keith Grimwade and Martin Wade.
- The Diocese has requested a meeting to discuss the new Federation
- **BS** asked governors to consider what structure the sub committees could take to be able to cope with the workload of the GB. Governor's responsibilities now extend over three schools and there will be a big demand on the time of the volunteers. Governors will need to support **BF** in order for the Federation to be successful.

14. Safeguarding

None

15. Correspondence

None

16. Any Other Business

- St H new bank mandate. The following personnel are signatories on the new Barclays Account: **BS, VF, BF, ES**, Alison Brown and James Course. The bank account requires two signatories on each cheque. Governors discussed the mandate.
BS proposed that the GB accept the new mandate. **ALL AGREED.**
- Recruitment panel for Head of School for Somersham will consist of: **BF, BS, EF, VF**. Meeting scheduled for: Thursday 29th September 2016, 3pm at Somersham.
- **BF** has a half term review meeting with Patrick Shevlin and Ann Housden on Wednesday 9th November 2016, 9.30am at Somersham. **BS** and **VF** will attend.
- Head Performance Management Panel will consist of: **BE, EF, VF**
BF has her Headteacher Performance Management meeting with Patrick Shevlin on Tuesday 22nd November 2016, 9am at Holywell for her target setting. **BE, EF** and **VF** will attend.
- School pupil numbers are:
Holywell – 200 (2 places have been offered in reception that have not yet been taken up)
Somersham - 276
St Helen's – 186 (small reception intake)

17. Date and time of next meeting

FGB - Thursday 6th October 2016, 6pm at Somersham.

There being no further business the meeting closed at 8.40pm.

Accepted as a true record
Signature

Date

Action Points	BY WHOM
Contact Phil Holley to check his decision on the GB	BS
Complete the Standing Orders and email to the FGB	AJ