

**Horizons Learning Federation
(Holywell, Somersham & St Helen's)**



Minutes of the Full Board of Governors – Summer 2017
Meeting held at Somersham Primary School
Tuesday 23rd May 2017 – 1900hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]	Barbara English [BE]
Barry Smethurst (Chair) [BS]	Eric Fidler [EF]
Dan Aldridge [DA]	Deborah Moss [DM]
Sheila Anthony [SA]	Sarah Reeson [SR]
Lucy Beadles [LB] (arrived at 7.10pm)	

In Attendance:

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

The meeting was quorate, 9 governors were present out of 13 in post.

1. Apologies for absence

Nicola Bodnar [NB], Deborah Ellmer [DE] Val Ford [VF] and Matthew Sampson [MS]
The apologies were accepted by the Board of Governors.

2. Declaration of interest

No declarations of interest were declared.

3. Minutes of last meeting: FGB 25th April 2017

The FGB Minutes 25th April 2017 were agreed and signed as a true record of the meeting with no amendments.

LB arrived at 7.10pm

4. Matters arising from the minutes

Action Points	BY WHOM	ACTION
Check password for HW Edubase	BF	Check password for HW ACTION BF
Review list of Personnel policies	BF/EF	Still outstanding. EF has attended 3 SEND meetings.
Agenda for Strategic Board	AJ	Actioned
Circulate HW budget for email ratification by governors	BF/AJ	Actioned – HW budget was ratified by email. Challenge: A governor queried the addition of the apprenticeship levy. The EHT confirmed that this is included due to being part of the LA.

The EHT informed governors that St H's has received an extra £33,158 in S106 funds. This is included in the school budget as a separate cost centre and will need to spent on Capital items ie. Buildings or ICT. The conditions survey has been completed by Cath Conlan.

ACTION: Clerk to include on the Finance & Premises agenda for discussion. ACTION AJ

5. Committee Reports

Strategic Board inc. Terms of Reference & Delegated Powers

Minutes of the Strategic Board committee dated 8th May 2017 were circulated to all governors.

Guidance for Mental, Health and Behaviour in schools has been circulated to all governors.

Year 5 pupils have been invited to write a letter to represent their school for the Aims & Values group. These letters will be anonymised and voted on by the Year 5 classes to have 2 representatives from each school.

There has been a SEND review and it has been identified that the schools are spending a significant amount of funds on TA's. Somersham currently spend £145k on TA support. There will be a review of this to ensure we are making the best use of the budget that we have.

Challenge: A governor asked what the main driver for this review was.

The EHT replied it is to raise standards within the schools. The funds could be used to employ qualified teachers and to retain good quality TA's.

Challenge: A governor asked where Safeguarding sits within the structure of the GB.

The EHT replied it is the responsibility of the FGB and will remain a standing agenda item on all FGB agendas but where relevant will be discussed at committees also.

Governors discussed the delegated powers of the Strategic Board.

Challenge: A governor raised concerns over the delegated powers proposed for the Strategic Board committee.

The EHT commented that this is a widely used model and the Governing Body had agreed this structure to ensure they work more efficiently. The agendas are circulated to all governors and any governor may attend any committee meeting and add to the discussions. Finally minutes are circulated to all governors and reported at a FGB meeting.

The Chair sought ratification of Terms of reference with delegated powers for the Strategic Board committee. They are attached as Appendix 1 to these minutes **All agreed.**

6. Annual Subscription to School Governance Support and Training Package

Governors discussed the support and training package.

The Federation are not currently members of the NGA. The Chair is in discussion with the NGA re setting up a group in Cambridgeshire.

ACTION: Chair will research package from NGA as an alternative for next year. ACTION BS

The Chair proposed subscribing to the School Governance package for 2017/18. **ALL AGREED.**

ACTION: Clerk to return subscription confirmation slip to Governor Services. ACTION AJ

7. Policies: Volunteers Working in School Policy

The following amendment to be made: replace may with will - 'If volunteers are likely to have regular unsupervised contact with pupils then schools **will** seek DBS clearance for a volunteer before they come into school.'

The Chair sought ratification of the Volunteers Working in School Policy with the above amendment. **ALL AGREED.**

8. The Headteacher's Report

The EHT reported:

- Standards committees will receive a HoS report for each school.
- Budgets have been submitted to the LA and updated.
- Admissions for September have been received:
 - Holywell – 26 (should be 29)
 - Somersham – 50 with 3 on the waiting list
 - St Helen's – 28
- Currently allocating children to classes. Letters have been sent to Somersham and St Helen's parents confirming the class their children are in but no staff details have been included.
- The EHT has decided not to buy into the LA Primary Offer because they cannot guarantee the adviser, the quality of support has diminished, and there is not high quality support

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Signed and agreed as a true record by the Chair

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available for English & Maths. Also the Federation has been assessing CPD from wider sources that are not linked to the LA. Have bought into 1 element of the LA Primary Offer of sharing the termly updates at a cost of £650 which will be divided between the 3 schools.

- The EHT has requested a bespoke package from Patrick Shevlin, independent consultant (our current adviser) for all 3 schools and feels this will have a strong impact on the Federation by having the same adviser across all 3 schools.
- Annual reports are underway.
- The EHT has received lots of positive feedback from parents with regards to communication from all schools and a fixed term exclusion issued at Somersham.

9. Reported Prejudice Incidents

Som – One case

10. Child Protection School Data

None

11. The Chair's Report

The Chair reminded the Performance Management Committee of training dates. **BE** completed the training last year.

12. Safeguarding

- The EHT has received the Annual Child Protection monitoring form, deadline for completion: end of September. The EHT has completed one report and plans to present all monitoring forms to the FGB on 4th July.
- Child Protection files at Somersham are currently being audited. Ann Housden has requested a Safeguarding audit at Somersham.
- The EHT has received the Safeguarding newsletter. The Safeguarding Policy has been updated – this will be presented at the FGB on 4th July.
- CSE guidance has been circulated to all governors.

13. Correspondence

HW HoS has received a letter from the Parish Clerk re parking at Millfields and the behaviour of pupils walking through the allotments and the Cemetery. The HoS has talked to the children in assembly about respect and expected behaviour within the Cemetery.

ACTION: Chair to respond to the Parish Council. ACTION BS

14. Any Other Business

- Federation Social, BBQ for staff and their families at Holywell on Thursday 20th July, 5.30pm.
- A governor commented that 3 parents had asked what the role of the EHT is and how the time of the EHT is balanced across the schools.
The EHT replied that it is a strategic role and the HoS is the face of each individual school. The EHT devotes her time where it is needed.
- Following attendance at the Governor briefing, a governor made a suggestion to add a 'Safeguarding' comment box to the Governor visit forms so that safeguarding is commented on every visit to the school.
- The LA will be issuing an annual schedule for Safeguarding from September.
- A governor commented that Huntingdon is at a severe level for terrorist attack and asked whether each school are practicing lock down procedures. St H HoS confirmed lock down procedures are practiced termly and each one is on a different day and time of day to ensure all staff are aware of the procedure. All three schools have the lock down in the same week and then this is discussed at the staff meeting.
- A governor asked if the Federation had a policy on the use of mobile phones by staff. The EHT confirmed this is included within the Code of Conduct for All Adults. Staff must not have their mobiles switched on during teaching time and school equipment must be used to take pictures of pupils.

15. Date and time of next meeting

Personnel – Tues 13th June 2017, 6.30pm at Holywell

Finance & Premises – Tues 20th June 2017, 6.30pm at St Helen's

FGB – Tuesday 4th July 2017, 7pm at Holywell

Strategic Board – Monday 17th July 2017, 6.30pm at Somersham

There being no further business the meeting closed at 8.35pm.

Accepted as a true record

Signature

Date

Action Points	BY WHOM
Check password for HW Edubase	BF
Review list of Personnel policies	BF/EF
St H budget – S106 funds add to Finance & Premises agenda	AJ
Research support package from NGA for next year	BS
Return subscription confirmation to Governor Services	AJ
Respond to letter from the Parish Clerk (Holywell)	BS

APPENDIX 1

Terms of Reference for the Federation Strategic Board

1. MEMBERSHIP

- 1.1 The Federation Strategic Board shall consist of the EHT, Chair of Governors, Chair of Finance & Premises, Chair of Personnel and Chair of Standards. A clear resolution approving the membership of the Board must appear in the minutes of the main Governing Body.
- 1.2 The Board may appoint such co-opted, non-voting members as agreed by the Governing Body. These members will serve in an advisory capacity and may include staff nominated by the Executive Head following consultation with the Board.
- 1.3 Other members of the Governing Body may attend meetings of the Strategic Board and may contribute to discussions on matters under consideration.
- 1.4 Only full members of the Board, as approved by the Governing Body, shall have the right to vote on any resolution placed before the Board.

2. NAME OF CLERK

2.1 Clerk to the Governing Body

3. QUORUM

3.1 The quorum shall be the Executive Head or Chair of Governors plus two members of the Board.

4. CHAIRMANSHIP

The chair will be the Chair of Governors and the Vice Chair will be the Vice Chair of Governors. If the chair is absent from a meeting, a governor member shall be elected to chair the meeting.

5. MEETINGS

5.1 The Board shall meet termly or more frequently as may be required from time to time.

5.2 Each term the Board shall review the dates of future meetings to ensure that a schedule exists for the academic year.

6. STANDING ORDERS

6.1 The agenda for the meeting shall be distributed at least five days before the meeting.

6.2 Minutes should be prepared by the Clerk as soon as possible after the meeting.

6.3 Where there is an equality of votes for and against a particular resolution the meeting Chair will have the casting vote.

6.4 The minutes of the previous meeting of the Federation Strategic Board shall be circulated with the papers of the next full meeting of the Governing Body.

7. TERMS OF REFERENCE

To represent the governing body and its responsibilities relating to strategic matters for the Federation. The Strategic Board has delegated powers from the governing body to:

- To monitor, evaluate and review implementation of any curriculum policy that the GB chooses to have
- To approve School Plan
- Governors to set the times of school sessions and the dates of school terms and holidays **(Foundation & VA schools) and the Trust for Academies and Free schools)**
- To make and keep up to date a written policy on Sex Education across the Federation
- To ensure that SRE is embedded in Personal, Social, Health and Economic (PSHE) education and that pupils consider the moral aspects of sex education
- To prohibit political indoctrination and ensuring the balanced treatment of political issues
- Governors should be aware of guidance to promote mental health for all children and promote this guidance
- To decide a discipline and behaviour policy
- To review the use of exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)
- To review the overall pattern and use of exclusions within the federation.
- To decide whether parenting contracts should form part of the school's attendance policy
- To consider use of penalty notices
- The attendance policy should reflect the LA's attendance strategy and should be endorsed by the school governors
- To adopt and review home-school agreements 2012 - The Department has revised the statutory guidance which schools need to be mindful of when drafting their agreements. This guidance can be accessed at www.education.gov.uk/schools/pupilsupport/parents/involvement/hsa

- To decide if there should be a school uniform and other rules relating to appearance after consultation.
- To challenge evidence and judgements for school self-evaluation presented by the Executive Headteacher.
- To review the priorities for all three schools in the federation and then agree strategic priorities across the federation.
- To monitor, evaluate and review the admissions policies. To ensure all stakeholders are consulted in the event of a change of the schools admission policy or at least every 7 years.
- To implement Admissions Policy having regard to the Schools Admissions Code

8. DECLARATION OF INTERESTS

8.1 Where there is a conflict between the interests of any governor and the interests of the Governing Body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on Governing Body procedures, the other governors present at the meeting will decide on the matter.

Ratified by FGB on

Signed

Date

Policies the Strategic Board are responsible for:

- Admissions Policy
- Curriculum Policy
- Discipline and Behaviour Policy
- Home – School Agreement
- Sex Education Policy

The following policies will be reviewed by Standards Committee and then put forward to Strategic Board for ratification:

- SEND
- Anti Bullying, Behaviour & Discipline
- Collective Worship – HW
- Collective Worship – Som
- Collective Worship – St H
- EYFS
- Homework Policy
- Induction for new Governors
- Intimate Care
- IT Acceptable Use
- SEND
- Social Network & Blog
- Supporting Children with medical needs