

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



Minutes of the Full Board of Governors – Summer 2017  
Meeting held at Somersham Primary School  
Tuesday 25<sup>th</sup> April 2017 – 1830hrs

**Governors Present:**

Becky Ford (Executive Headteacher) [BF]	Eric Fidler [EF] (arrived at 6.50pm)
Barry Smethurst (Chair) [BS]	Val Ford [VF]
Dan Aldridge [DA]	Deborah Moss [DM] (arrived at 7pm)
Sheila Anthony [SA] (left at 7.55pm)	Sarah Reeson [SR]
Deborah Ellmer [DE] (left at 7.50pm)	Matthew Sampson [MS]
Barbara English [BE]	

**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, 11 governors were present out of 13 in post.

**1. Apologies for absence**

Lucy Beadles [LB] and Nicola Bodnar [NB]  
The apologies were accepted by the Board of Governors.

**2. Declaration of interest**

No declarations of interest were declared.

**3. Minutes of last meeting: EGM 9<sup>h</sup> March 2017**

The FGB Minutes 9<sup>th</sup> March 2017 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 on Edubase to be updated	AJ	Check password for HW <b>ACTION BF</b>
FGB meeting on 21 <sup>st</sup> March 2017 was cancelled		Actioned

**5. Committee Reports**

**Finance & Premises inc. Terms of Reference, Financial Responsibilities Statement & Delegated Powers**

Minutes of the Finance & Premises committee dated 9<sup>th</sup> March 2017 were circulated to all governors. There were no questions.

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

The Financial Responsibilities Statement will be reviewed at the next Finance & Premises meeting on 20<sup>th</sup> June 2017.

**7. Policies:**

Minutes of FGB meeting held on 25<sup>th</sup> April 2017

Signed and agreed as a true record by the Chair .....

The Chair sought ratification of the following policies:

- Charging & Remission Policy
- Complaints Policy
- Persistent Complaints and Harassment Policy

**ALL AGREED.**

**EF arrived at 6.50pm**

## **5. Committee Reports**

### **Personnel inc. Terms of Reference & Delegated Powers**

Minutes of the Personnel committee dated 28<sup>th</sup> February 2017 were circulated to all governors.

**EF** was elected as Chair of the committee and will meet with the EHT in the summer term to review the list of policies for the Personnel committee. **ACTION BF /EF**

At the Personnel meeting the EHT reported the need for a staff reduction at St H, since this meeting this has been satisfactorily resolved with sufficient offers of voluntary solutions and one resignation. A further voluntary solution is pending. The deadline for resignations is 31<sup>st</sup> May.

**Challenge:** A governor had questioned whether there was still a need for staff reductions at St H's with the increased intake for reception class 2017.

The EHT confirmed that the proposed class structure for September will not be impacted by the increase of reception from 22 to 28.

The Chair sought ratification of Terms of reference with delegated powers for the Personnel committee. They are attached as Appendix 2 to these minutes **All agreed.**

## **8. Feedback from Governor Away day**

The Governor Away day was a success with lots of ideas for the Mission Statement to move forward with. The EHT has collated all of the comments into a document with different ideas for a strap line. The EHT and the Chair of Standards have met and put in place a monitoring calendar for the year.

The clerk to add the following to the Strategic Board agenda for Monday 8<sup>th</sup> May:

- Terms of reference including delegated powers
- Mission Statement
- Aims and values
- Federation Budget – review costs shared across the Federation

**ACTION AJ**

**DM arrived at 7pm**

## **6. Budgets for 2017/18**

The EHT explained to governors that schools have had to use the toolkit from last year because the LA have put this out to tender, a new toolkit will be available next year. This has caused issues and schools are unable to generate a budget submission report. Therefore the print out of the agreed budget will be signed by the Chair of governors to submit to the LA.

### **Holywell**

The EHT was awaiting some information from the Finance Officer and therefore this budget has not been checked by Ray Byford yet.

Governors scrutinised the budget.

End of 2016/17 had a carry forward of £85,786

2017/18 - Balanced budget

2018/19 - Predicting a deficit of £25,568

This budget has been sent to Ray Byford to check and will be circulated to governors for ratification by email. **ACTION BF**

## **Somersham**

Minutes of FGB meeting held on 25<sup>th</sup> April 2017

Signed and agreed as a true record by the Chair .....

Governors scrutinised the budget.  
End of 2016/17 there was a carry forward of £19,818  
2017/18 – Deficit budget of £1,731  
2018/19 – Predicting a carry forward of £32,220

**DE left the meeting at 7.50pm**

The Chair proposed approval of the Somersham Budget 2017-18 to be submitted to the LA. **The FBG voted unanimously in favour of this proposal.**  
The Chair signed the budget.

**SA left the meeting at 7.55pm**

**St Helen's**

Governors scrutinised the budget.  
End of 2016/17 there was a carry forward of £14,176  
2017/18 – Deficit budget of £1,318  
2018/19 – Predicting a deficit of £719

The Chair proposed approval of the St Helen's Budget 2017-18 to be submitted to the LA. **The FBG voted unanimously in favour of this proposal.**  
The Chair signed the budget.

The EHT commented that there is some training to be done with the Finance Officers to align cost centres and codes with all three schools.

**9. The Headteacher's Report**

No report

**10. Reported Prejudice Incidents**

None

**11. Child Protection School Data**

None

**12. The Chair's Report**

No report

**13. Safeguarding**

None

**14. Correspondence**

None

**15. Any Other Business**

- The EHT and the Chair of Standards met and have put together the key responsibilities for governors on the Standards Committees and an Annual Monitoring Schedule for each school as follows:

**Key responsibilities**

- **To provide a balance of challenge and support to the EHT and Heads of School and understand the strengths and areas needing improvement.**
- **Understand the impact of teaching, learning and assessment on the progress of pupils in the Federation**
- **Ensure that assessment information from leaders provides governors with sufficient and accurate information to ask probing questions about outcomes for pupils.**

## Annual Monitoring Schedule for each school

### Autumn Term 1

- Review external pupil data – including SEN, PP and attendance figures
- Scrutinise targets set by the EHT and Heads of School
- Ratify the School Development Plan
- Set the Governor monitoring task
- Review pupil progress data in Notes of Visits

### Autumn Term 2

- Review the quality of Teaching and Learning from both qualitative and quantitative data
- Review support for any underperforming teachers
- Review PIRA /PUMA analysis data
- Governor monitoring activity to focus on the quality of teaching

### Spring Term

- Scrutinise the Heads of Schools reports and discuss any issues
- Review Autumn Term Data
- Conduct an interim review of the RAP (Raising Attainment Plan)
- Identify the summer term monitoring focus

### Summer Term 1

- Review the Spring Term Data
- Review PIRA/PUMA data (February test)
- Complete the monitoring task linked to the RAP
- Review the Quality of Teaching

### Summer Term 2

- Scrutinise the Heads of Schools reports and discuss any issues
- Review of the RAP
- Review of PIRA/PUMA data in May pre external assessments
- Review of SATs and Phonics

This schedule is the basis of the Standards Committees' work and it may change according to need or any other issues raised.

The Chair of Standards explained that PIRA/PUMA has replaced target tracker.

- The Somersham H of S requested governors to invigilate the SAT's. **VF** and **BE** volunteered.

### 16. Date and time of next meeting

Strategic Board – Monday 8<sup>th</sup> May 2017, 6.30pm at Somersham

Standards – Tuesday 9<sup>th</sup> May 2017, 7pm at St Helen's

FGB – Tuesday 23<sup>rd</sup> May 2017, 7pm at St Helen's

Personnel – Tues 13<sup>th</sup> June 2017, 6.30pm at Holywell

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

FGB – Tuesday 4<sup>th</sup> July 2017, 7pm at Holywell

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

**Accepted as a true record**

**Signature**

**Date**

Action Points	BY WHOM
Check password for HW Edubase	BF
Review list of Personnel policies	BF/EF
Agenda for Strategic Board	AJ
Circulate HW budget for email ratification by governors	BF

### APPENDIX 1

Minutes of FGB meeting held on 25<sup>th</sup> April 2017

Signed and agreed as a true record by the Chair .....

## **Terms of Reference for the Finance & Premises Committee**

### **1. MEMBERSHIP**

- 1.1 The Finance & Premises Committee shall consist of not less than five governors. A clear resolution approving the membership of the Committee must appear in the minutes of the main Governing Body.
- 1.2 The Committee 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 Committee.
- 1.3 Other members of the Governing Body may attend meetings of the Finance & Premises Committee and may contribute to discussions on matters under consideration.
- 1.4 Only full members of the Committee, as approved by the Governing Body, shall have the right to vote on any resolution placed before the Committee.

### **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 three members of the Committee.

### **4. CHAIRMANSHIP**

- 4.1 The Committee will elect from their number a Chair at the first meeting of each academic year.  
The chair shall not be the Head or any other employee of the school. If the chair is absent from a meeting, a governor member shall be elected to chair the meeting.

### **5. MEETINGS**

- 5.1 The Committee shall meet termly or more frequently as may be required from time to time.
- 5.2 Each term the Committee 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 matter will be referred back to the next full meeting of the Governing Body.
- 6.4 The minutes of the previous meeting of the Finance & Premises Committee shall be circulated with the papers of the next full meeting of the Governing Body.

### **7. TERMS OF REFERENCE**

- 7.1 Decisions taken by the Committee must be led by priorities identified within the School Development Plan (SDP), which should be costed within the Budget Plan. The main function of the Finance/Premises Committee will be to advise and work with the Executive Head to seek the best use of the school's resources to promote the best educational outcomes for children. The Finance & Premises committee has delegated powers from the governing body to:
  - a) Finance
    - In consultation with the Executive Head, to draft the first formal budget plan of the financial year to deliver the priorities in the SDP
    - To establish and maintain an up-to-date three year financial plan

- To consider a budget position statement including virement<sup>1</sup> decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To review the Outturn Report and report any significant variances from the original budget to the Governing Body.
- To agree expenditure following recommendations from other Committees.
- To determine whether sufficient funds are available for pay increments recommended by the Committee and/or the Executive Head's Review Panel.
- To ensure that the Federation meets the School Financial Value Statement (SFVS) and to annually complete the SFVS, for the chair to sign and submit to the local authority
- As part of the delegation for the day to day financial management of the school the Executive Head will have delegated powers to authorise expenditure not in excess of £2000 and authorise virement<sup>1</sup> of an amount of money not in excess of £2000
- As part of the delegation for the day to day financial management of the school the Heads of School will have delegated powers to authorise expenditure not in excess of £1000
- To approve the writing off of irrecoverable debts up to £100
- To approve the disposal of surplus and damaged equipment
- To ensure that the school operates within the Financial Regulations of the local authority
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To establish and review ordering and payment systems.
- To authorise signatories for the school bank account.
- To review and monitor the Governors' Expenses scheme.
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory.
- To consider an Audit Report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate.
- To annually review charges and remissions policies.
- To carry out risk assessments for the premises and ensure that the results of these are actioned and reported.
- To review and agree policies relating to Premises and Lettings and approve charges as appropriate.
- To establish and monitor all licences and rental agreements for external lettings of the school's building
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability).
- To review benchmarking data on an annual basis.

b) Buildings

- To agree priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the SDP
- To establish a health and safety policy
- To monitor health and safety arrangements
- To monitor the accident book and agree appropriate action
- To ensure arrangements are in place for repairs and maintenance and agree level of maintenance service the School will buy from service providers.
- To make recommendations on premises related expenditure and in consultation with the Executive Head oversee premises related funding bids.
- To review security of school premises and equipment.

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<sup>1</sup>Virement: An administrative transfer of funds from one part of a budget to another  
 Minutes of FGB meeting held on 25<sup>th</sup> April 2017  
 Signed and agreed as a true record by the Chair .....

- To establish and keep under review a School Building’s Strategy and Asset Management Plans.
- To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to Governing Body policies
- To establish and keep under review an Accessibility Plan (statutory requirement for review every three years minimum).
- To monitor the gas, water and electricity services.

List of policies Finance & Premises committee are responsible for is attached at Appendix A.

**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**

**APPENDIX A**

- Accessibility Plan
- Charging & Remissions
- Health & Safety
- Lettings
- Payment of Governor’s Allowances

## APPENDIX 2

### Terms of Reference for the Personnel Committee

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- 1.2 The Committee 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 Committee.
- 1.3 Other members of the Governing Body may attend meetings of the Personnel Committee and may contribute to discussions on matters under consideration.
- 1.4 Only full members of the Committee, as approved by the Governing Body, shall have the right to vote on any resolution placed before the Committee.

#### 2. NAME OF CLERK

- 2.1 Clerk to the Governing Body

#### 3. QUORUM

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- 6.4 The minutes of the previous meeting of the Personnel Committee 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 personnel (all staff) within the school. The personnel committee has delegated powers from the governing body to:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the Committee within the School Development Plan (SDP) and the Termly Operational Plan (TOP).
- To review the staffing structure in consultation with the Executive Head so it is effective in delivering the priorities in the SDP and improving the learning of all pupils
- To establish and approve on an annual basis (statutory requirement), the Pay and Appraisal Policy for all categories of staff and to be responsible for its administration and review including the staffing structure.
- To decide on recommendations relating to the pay of all members of staff.



- To make recommendations on personnel related expenditure to the Finance/Premises Committee
- To establish and annually review a written performance management policy.
- To implement the performance management of the EHT and to delegate their reviewer's duties in their entirety to two or three governors.
- Appoint an external adviser to provide advice and support in relation to the management and review of the performance of the EHT.
- To oversee the appointment procedure and safer recruitment for all staff
- To ensure at least one person on any selection panel has completed the Safer Recruitment training.
- To ensure the school has adequate arrangements in place to complete pre-employment checks.
- To monitor that the staff safeguarding checks are complete and up-to-date.
- To implement and monitor the Safer Recruitment policy and procedures.
- To ensure that all staff are reminded of the School's whistleblowing policy on a regular basis.
- To review job descriptions for staff as appropriate and recommended by the Executive Head.
- To draft and implement the terms and condition policies for the School, which are to be consistent with statutory and local legislation, and any contractual agreement made between Governing Body, the staff and their unions/professional associations. List as Appendix A.
- To ensure the Federation has an effective Complaints Policy.
- To draft and review a policy on absence management.
- To publish a Freedom of Information Scheme.
- To agree and monitor a training strategy for teachers, support staff and governors, in conjunction with the Standards Committee.
- To ensure that all staff have an effective induction programme and comply with the induction requirements for newly qualified teachers.
- To approve applications for early retirement, secondment and leave of absence not covered by local agreement and to report to the Governing Body on all staff matters which relate to conditions of service.
- To be responsible for determining dismissal payments/early retirement.
- To oversee the process leading to staff reductions
- To keep under review staff worklife balance, working conditions and well-being, including the monitoring of absence

List of policies Personnel committee are responsible for is attached at Appendix A.

## **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**

## **APPENDIX A**

Allegations of Abuse against Teachers, Other Staff and Volunteers  
Disciplinary Rules for all employees  
Management of Discipline and Dismissal in a maintained school  
Safer Employment  
Holywell Admissions  
Somersham Admissions  
St Helen's Admissions  
CCC Complaints  
Appraisal and Capability  
Code of Conduct All Staff  
Confidentiality  
DBS Recruitment of Ex-Offenders  
Discretionary Leave  
Equality and Diversity  
Grievance Procedure  
Management of Sickness Absence  
Pay Policy  
Persistent Complaints and Harassment  
Personal Information  
Recruitment Selection  
Redundancy  
Stress & Well-Being  
Whistle blowing  
EPM Model Support Staff Probation Procedure March 2013  
EPM Model Staff Induction Policy May 2014  
Misconduct Procedures Head with powers to dismiss  
Misconduct Procedures Head no power to dismiss  
EPM Model Statement of Policy on Trade Union Membership and on Recognition of Trade Unions  
EPM Version A – Model Policy & Procedure for Support Staff Appraisal Sept 2006  
EPM Version B – Model Performance Management for Support Staff Sept 2006  
CCC/EPM Model Classroom Observation Protocol Sept 2012  
EPM Model Policy on Bullying and Harassment  
EPM Model Policy & EHRC Public Sector Equality  
EPM Model Flexible Working Policy  
EPM Model Adoption Policy  
EPM Model Policy & Application for Time Off for Training July 2104  
Data Protection Policy  
Freedom of Information Procedures