



# 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  
Wednesday 30<sup>th</sup> November 2016 – 1900hrs

**Governors Present:**

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

Eric Fidler [EF]  
Val Ford [VF]  
Deborah Moss [DM]  
Matthew Sampson [MS]

**In Attendance:**

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

The meeting was quorate, 8 governors were present out of 13 in post.

**1. Apologies for absence**

Dan Aldridge [DA], Nicola Bodnar [NB], Barbara English [BE], Kevin Grant [KG] and Sarah Reeson [SR]  
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 6<sup>th</sup> October 2016**

The FGB Minutes 6<sup>th</sup> October 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	This is underway.
Governor emails	AJ	NB, VF & BS still to sign in. BS & VF have requested to have their passwords to be reset. <b>ACTION AJ</b>
Email doodle poll to governors for dates for meetings	MS	This was successful and the Resources meeting was held.
Contact Rosemary Mullen to discuss footpath from Millfields	BF	Phil Hill will be doing a full Security and Safeguarding Risk Assessment which will include the footpath. 15 <sup>th</sup> December - Somersham & St Helen's 19 <sup>th</sup> December - Holywell

**5. Committee Reports**  
**Standards**

The minutes of the Standards Committee meeting held on 14<sup>th</sup> November 2016 were circulated. There were no questions raised.

The Chair sought ratification of Terms of reference for Standards committee. They are attached as Appendix 1 to these minutes **All agreed.**

**Resources**

The minutes of the Resources Committee meeting held on 22<sup>nd</sup> November were circulated. The committee reviewed their monitoring responsibilities and plan to remain as they are. A governor will attend each summary budget meeting with Ray Byford. The EHT will give a detailed walk through of the schools budgets at the next Resources meeting.

The Resources committee reviewed the terms of reference and recommend reducing the EHT authorised expenditure and authorised virements from £5,000 to £2,000 and increasing the Head of Schools authorised expenditure from £500 to £1,000. These figures are more realistic based on the current budgets.

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

The Finance Audit was checked by the Resources committee to check it was factually correct and recommend the FGB to ratify the Finance Audit. **All Agreed.**

Pay Policy – the Resources committee recommend to award 1% pay increase across the board. All Agreed.

The Chair sought ratification of the Pay Policy 2016. **All Agreed.**

The Chair sought ratification of the Payment of Governor Allowances Policy. **All Agreed.**

The Resources committee reviewed each schools budget and make the following recommendation to the FGB: EHT salary to be split Somersham 50%, Holywell 25% and St Helen’s 25% based on the number of pupils on roll at each school. **All Agreed.**

**Challenge:** A governor queried why there was such a disparity between Holywell & St Helen’s budget.

The Chair of Resources will be meeting with Ray Byford on 11<sup>th</sup> January and will ask for more detail. However the staff costs have been higher at St Helen’s due to staff sickness and not having insurance cover on the TA sickness.

The EHT commented that St Helen’s are operating a class structure that is too big for the number of pupils. A 6 ½ class structure was presented to the LA last year but was not accepted due to exceeding the infant numbers. Next year this must be reduced to 6 classes. St Helen’s also have 5 out of 7 classes as job shares which is a higher cost.

Ray Byford reports that the Federation has a balanced budget.

**6. Calendar dates for FGB & Sub Committees 2016/17**

<b>Committee</b>	<b>Date &amp; Time</b>	<b>Venue</b>
Resources	Tuesday 17 <sup>th</sup> January 2017, 6.30pm	Somersham
Standards	Tuesday 24 <sup>th</sup> January 2017, 6.30pm	St Helen’s
FGB	Wednesday 8 <sup>th</sup> February 2017, 7pm	Holywell
Standards	Tuesday 28 <sup>th</sup> February 2017, 6.30pm	Somersham
Resources	Thursday 9 <sup>th</sup> March 2017, 6.30pm	Holywell
FGB	Tuesday 21 <sup>st</sup> March 2017, 7pm	St Helen’s
Standards	Tuesday 25 <sup>th</sup> April 2017, 6.30pm	Holywell
Resources	Thursday 4 <sup>th</sup> May 2017, 6.30pm	St Helen’s
FGB	Tuesday 23 <sup>rd</sup> May 2017, 7pm	Somersham
Standards	Tuesday 13 <sup>th</sup> June 2017, 6.30pm	St Helen’s
Resources	Tuesday 20 <sup>th</sup> June 2017, 6.30pm	Somersham
FGB	Tuesday 4 <sup>th</sup> July 2017, 7pm	Holywell

**7. FFT Data Dashboard training**

KS 1 & 2 FFT Data Dashboard for Holywell, Somersham & St Helen’s were circulated to all governors.

The EHT walked governors through the Holywell KS1 FFT Data Dashboard. Highlighting the following:

- Page 1 shows the breakdown of what's in the report, questions for governors to ask and a key to the data shown within the report.
- The language of the report has changed to expected standard.
- Tests at the end of KS1 produce a raw score which is then converted into a scaled score out of 120. This year expected standard was 100 or above.
- Data show number of pupils, it is important to show group numbers.
- Progress of pupils look at previous milestones each pupil has achieved.
- Progress is shown from pupils starting point and shows matched pupils.
- Trends over time – cannot compare year on year.
- Showing Holywell KS1 as sitting just below the national average.

The EHT walked governors through the Somersham KS2 FFT Data Dashboard highlighting the following:

- Page 1 is the explanation page
- The report shows that the assessment of writing has reduced the figure. Would expect governors ask questions regarding the writing policy.
- Reading and Maths has increased from 2015.
- Writing has a downward trend and need to focus on this across the Federation.
- Any pupils joining in Yr 5 and later are not included in the data.
- It is important for governor to be able to understand what the dashboard is showing. Governors should expect to see writing in the SDP.
- The data is out of date – governors need to know where the school is now and what needs to be monitored.
- It is important to track and target pupils that were high achievers at EY and ensure they go on to exceed expectations at KS1 and KS2.
- H of S's and EHT will report on the priorities and give governors a summary.

### **8. The Headteacher's Report inc. Strategic Plan Overviews and Key priorities**

Somersham Strategic Plan has been submitted to the LA, awaiting their response.

The Strategic Plans have been summarised onto a Raising Attainment Plan (RAP) overview. These were circulated to all governors.

Holywell and St Helen's are listed as the 5 areas of the Ofsted evaluation schedule with the success criteria summarised.

Somersham RAP is listed under the objectives from Ofsted and HMI recommendations. The EHT will report back progress to the relevant committee for each objective.

In future the HT reports will link directly to the overviews of each school.

Holywell will have an action plan from the SIAMS inspection.

The EHT has identified common threads for each school within the Federation:

- Writing – there will be some CPD
- Curriculum – to ensure it is fit for purpose
- Assessment – data is not giving a reliable picture

At the next Standards committee meeting the EHT will allocate monitoring to the relevant governors.

The Chair commented that governors need to review the model of governance to be able to handle a three school Federation. Governors may wish to give delegated powers to sub committees. GB to identify what to monitor, who to monitor and how to monitor. Governors to research other Federation models to plan and decide how to move forward.

The Chair proposed organising a half day for governors to look at the strategic view of the GB to decide the governance model. There are practical reorganisations that can be done eg. Grounds maintenance – get one quote for all three schools.

**MS** to send out doodle poll with Saturday dates after February half term. **ACTION MS**

## 9. Reported Prejudice Incidents

None

## 10. Child Protection School Data

No new cases.

## 11. The Chair's Report

- Governor Conference, Saturday 4<sup>th</sup> march 2017, 9.15am – 1pm at Hinchingsbrooke Performing Arts Centre.
- The Chair has received communication from NAHT regarding Mr Woodman, former Somersham Headteacher. Mr Woodman was overpaid £1,308 at the end of his sickness period. EPM realised their mistake and requested Mr Woodman repay the overpayment. EPM do not accept responsibility for the overpayment. The NAHT have communicated that Mr Woodman should not have to repay the £1,308 due to him being fit to return to work with reasonable adjustments ie. Not returning to Somersham, the LA intervened and found a teaching post in Brampton, however Brampton would not be paying Somersham School for his secondment there and the school would no longer be able to claim on the insurance. Therefore the school did not accept these as reasonable adjustments. They further claim that there was no discussion with Mr Woodman to reduce to half pay and therefore policy was not followed.  
The Chair of Governors at Somersham did write to Mr Woodman to communicate that Mr Woodman would reduce to half pay.  
The Chair proposed that the GB would be prepared to overlook the matter due to Somersham joining the Federation and so as not to cause Mr Woodman any further anxiety however the GB do believe that the policy was followed by the Chair of Governors at that time. **All Agreed.**  
The Chair will write to Mr Woodman. **ACTION BS**

## 12. Safeguarding

Guidance for Safer Working Practice (October 2015) – this has been circulated to governors. All governors present signed to say they have read and understood the Guidance and agree to abide by it. **All Agreed.**

The Chair sought ratification of the Code of Conduct for Adults Policy. **All Agreed.**

## 13. Correspondence

None

## 14. Any Other Business

- Head of School for Somersham will start on 18<sup>th</sup> April 2017. ML will remain in post on secondment for the spring term. The Chair and EHT will write to the parents to inform them. **ACTION BS/BF**
- Holywell will receive £10,000 from Tesco Bags of Help scheme for the environmental area. The Chair congratulated Holywell.
- Somersham are through to the final in the Aviva Community Grant. Any money received will be for the library. The Chair congratulated Somersham.
- A governor asked about the Giffords Farm development in Holywell-cum-Needlingworth. The Chair replied that this is under consultation to be included in the Local Plan and that the Parish Council have raised objections. The plans include a new primary school.

## 15. Date and time of next meeting

Resources – Tuesday 17<sup>th</sup> January 2017, 6.30pm at Somersham

Standards – Tuesday 24<sup>th</sup> January 2017, 6.30pm at St Helen's

FGB – Wednesday 8<sup>th</sup> February 2017, 7pm at Holywell

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

Accepted as a true record  
Signature

Date

<b>Action Points</b>	<b>BY WHOM</b>
Governor emails – BS & VF request new passwords	AJ
Email doodle poll to governors for Saturday dates after Feb half term	MS
Write to Mr Woodman	BS
Communication to parents re ML remaining as Somersham H of S until Easter	BS/BF

## Appendix 1

### Terms of Reference for the Standards Committee

#### 1. MEMBERSHIP

- 1.1 The Standards 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 Standards 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 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.

#### 5. MEETINGS

- 5.1 The Committee shall meet half-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 Resources 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 Strategic Development Plan (SDP), which should be costed within the Budget Plan. The main function of the Standards Committee will be to advise and work with the headteacher to seek the best use of the schools resources to promote the best educational outcomes for children- subject to the following:
  - To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan (SDP).
  - To provide support and challenge to the Leadership Team with regards to School Improvement.
  - To review anonymised data, Raiseonline information and FFT data as appropriate.
  - To analyse pupil performance.
  - To consider, discuss and challenge (using anonymised data) target setting process to maximise pupil performance.

- To ensure that rigorous strategies for monitoring teaching and learning over time are implemented by the school.
- To monitor the impact of Pupil Premium and Sports Premium funding.
- To ensure that the requirements of pupils in vulnerable groups are met.
- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy.
- To review the School's own tracking data to identify progress including strengths and weaknesses and to receive details on the impact of targeted intervention.
- To consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body.
- To review and agree strategic policies for the curriculum as delegated by the Governing Body.
- To review and monitor policies to ensure inclusion (in regard to gender, social disadvantage, race equality and disability discrimination).
- To ensure the requirements of the National Curriculum are met.
- To ensure provision of RE is in line with school's basic curriculum, through monitoring and to decide upon the RE syllabus.
- To ensure daily worship is carried out at Holywell C of E School meeting the Christian status of the School.
- To monitor and review the Federation policy on pupil behaviour and discipline.
- To decide on the provision for Sex Education.
- To ensure that school policy and procedures for Looked After Children comply with the statutory guidance.
- To undertake a regular programme of school visits in line with the agreed protocol.
- To understand assessment practices across the Federation.
- To ensure both schools meet the statutory requirements on their websites.
- For LINK governors to report on progress made.

**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 2

### Terms of Reference for the Resources Committee

#### 9. MEMBERSHIP

- 9.1 The Resources 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.
- 9.2 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.
- 9.3 Other members of the Governing Body may attend meetings of the Resources Committee and may contribute to discussions on matters under consideration.
- 9.4 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.

#### 10. NAME OF CLERK

- 10.1 Clerk to the Governing Body

#### 11. QUORUM

- 11.1 The quorum shall be three members of the Committee.

#### 12. CHAIRMANSHIP

- 12.1 The Committee will elect from their number a Chair at the first meeting of each academic year.

#### 13. MEETINGS

- 13.1 The Committee shall meet half-termly or more frequently as may be required from time to time.
- 13.2 Each term the Committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.

#### 14. STANDING ORDERS

- 14.1 The agenda for the meeting shall be distributed at least five days before the meeting.
- 14.2 Minutes should be prepared by the Clerk as soon as possible after the meeting.
- 14.3 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.
- 14.4 The minutes of the previous meeting of the Resources Committee shall be circulated with the papers of the next full meeting of the Governing Body.

#### 15. TERMS OF REFERENCE

- 15.1 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 Resources 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- subject to the following:
- 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 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 annually complete the School Financial Value Statement (SFVS), for the chair to sign and submit to the local authority

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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 30<sup>th</sup> November 2016  
Signed and agreed as a true record by the Chair .....

- 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
- The Resources Committee will have no delegated powers to authorise expenditure
- 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 annually review charges and remissions policies and expenses policies
- To make decisions in respect of service agreements

b) Personnel

- 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 review the Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure and safer recruitment for all staff
- To review all personnel policies such as Performance Management, Grievance, Induction, etc
- 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

c) Buildings

- To advise the Governing Body on 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 ensure arrangements are in place for repairs and maintenance
- In consultation with the Executive Head, to oversee premises related funding bids
- To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to Governing Body policies
- To review that building development supports the school's priorities as detailed in the school's SDP
- To establish and keep under review an Accessibility Plan

**16. DECLARATION OF INTERESTS**

16.1 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**

For the purpose of clarity and transparency of roles within the Governing Body, the following summary gives a more detailed overview of typical responsibilities of the Resources Committee which do not form part of the Terms of Reference.

a) Finance:

- To agree the level of delegation to the Executive Head for the day to day financial management of the School.
- To establish and maintain an up-to-date three-year financial plan.
- To receive and consider monitoring reports at least three times a year and to monitor income and expenditure of all public funds.
- To review the Outturn Report and report any significant variances from the original budget to the Governing Body.
- To receive and review the cashflow report prior to presentation to the Governing Body on a minimum of an annual basis.
- To consider a medium term plan report annually to inform the recovery of deficit if applicable.
- To take a recommendation to the Governing Body for approval in relation to the annual pre-certification checklist
- To oversee contracts made between the School, suppliers, consultants, Local Authority and the financial arrangements of those contracts.
- To establish and review ordering and payment systems.
- To authorise signatories for the school bank account.
- To recommend decisions to the Governing Body in respect of service agreements, contracts and insurance (buildings and public liability).
- To recommend decisions to the Governing Body on 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 review the SFVS documentation as required; agree an action plan and timetable for remedial action.
- 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 review benchmarking data on an annual basis.

b) Personnel:

- 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 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 ensure the school has adequate arrangements in place to complete pre-employment checks.
- 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.
- 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 make recommendations on personnel related expenditure to the Governing Body including pay discretions.

c) Buildings:

- To review and monitor the Health and Safety policy and ensure that, as far as practical, that Health and Safety issues are appropriately prioritised.
- To oversee arrangements 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.
- To establish and keep under review a School Building's Strategy and Asset Management Plans.
- To establish and keep under review an Accessibility Plan (statutory requirement for review every three years minimum).
- 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 buildings.
- To ensure that arrangements are in place to keep the school building and site free from litter as prescribed under the Environmental Protection Act 1990.
- To monitor the gas, water and electricity services.