

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



Minutes of the Full Board of Governors – Summer 2017 Meeting held at Holywell C of E Primary School Tuesday 4th July 2017 – 1900hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]
Eric Fidler [EF] (Acting Chair)
Dan Aldridge [DA]
Sheila Anthony [SA]
Deborah Ellmer [DE]

Barbara English [BE]
Tony Ixer [TI] (arrived at 7.05pm)
Deborah Moss [DM]
Sarah Reeson [SR]
Matthew Sampson [MS]

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, 10 governors were present out of 14 in post.

Apologies for absence

Lucy Beadles [LB], Nicola Bodnar [NB], Val Ford [VF] and Barry Smethurst [BS]
The apologies were accepted by the Board of Governors.

Declaration of interest

No declarations of interest were declared.

Appointment of Co-opted governor Tony Ixer

Decision: The governing Body appointed Mr Tony Ixer as a Co-opted Governor. **Action AJ to inform Governor Services – ACTION AJ**

TI was invited to join the meeting at 7.05pm

The Chair welcomed TI to the GB and everyone introduced themselves.

Minutes of last meeting: FGB 23rd May 2017

The FGB Minutes 23rd May 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
Check password for HW Edubase	BF	Check password for HW ACTION BF
Review list of Personnel policies	BF/EF	Ongoing
St H budget – S106 funds add to F&P agenda	AJ	Actioned
Research support package from NGA FOR next year.	BS	Ongoing
Return subscription confirmation to Governor Services	AJ	Completed
Respond to letter from the Parish Clerk (Holywell)	BS	Actioned

Committee Reports

Personnel

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Signed and agreed as a true record by the Chair

Minutes of the Personnel committee dated 13th June 2017 were circulated to all governors. The Chair of Personnel confirmed that the proposal for a Business Manager received approval from the Personnel committee and was progressed asap after their meeting. The deadline for applications was set for 3rd July 2017. The EHT commented that 12-15 application packs were sent out but only received 2 applications. The pay scale for the post was as recommended by EPM but the EHT commented that the post had not attracted as many applications as the interest shown in the post and this may be due to the level of responsibility compared to the rate of pay.

The EHT has not yet completed the shortlisting process. The interview will be held next Wednesday assuming the applicants met required criteria. If the decision is made not to appoint governors will have to re evaluate the pay scale at the Strategic Board meeting on 17th July. **ACTION: Clerk to include on the SB Agenda – ACTION AJ**

Challenge: A governor asked what a realistic uplift to the salary would be. The EHT replied that it had been advertised as top Level 4 and EPM felt S02 was realistic. However the LA didn't agree this was a realistic pay scale for the level of responsibility. The EHT was unsure how much the uplift should be but does not think the range was too far of.

Finance & Premises inc. Financial Statement of Responsibilities

Minutes of the Finance & Premises committee dated 20th June 2017 were circulated to all governors. The EHT has checked with Ray Byford for relevant financial documents required. The Financial Statement of Responsibilities was discussed by governors. **DM** to make the amendments as agreed. **ACTION DM.**
The Clerk to add this to the FGB September meeting agenda. **ACTION AJ**

Review HW Pre school rent

Governors discussed HW Pre school rent and commented that there has been no significant increases in associated costs and recommend remaining at the current level with an action for the future Business Manager to review. **ACTION: New Business Manager. ALL AGREED**

Annual training report

Horizons Learning Federation - Update report on Governor Training January 2017

Background

- Last federation training report was July 2015 for academic year 2014/15; reported annually to FGB. Last training evidenced June 2015; Nothing reported in 2016.
- Training records – not known whether FGB took decision on who/how training records would be maintained (ie by Gov Services; individual govs maintain own records; or Training Link Governor maintain 'database' of training attended); needs a decision.
- Skills audit started being undertaken end of summer term 2016. New govs still to complete their skills audit. Results were reviewed at the Personnel and Finance & Premises committee. There were no identified gaps for each committee.
There is a new NGA Skills Audit available. **ACTION: the Clerk to send out to all governors. ACTION AJ**
- Unknown whether govs been completing evaluation form to encourage shared learning?

Training undertaken in 2016 (last 12 months to date): note that Somersham's training is not included.

Termly Briefings attended in Jan and May - EF
Clerks' Briefing – attended in Feb and May - AJ
Performance Management Monitoring – BE
In-house Training on Staff Wellbeing – Gov Services – attended by 14 governors

Plus:

New Governor Induction Training – attended by KG. NB yet to complete a future session (27 Feb & 18 March)
Data Dashboard overview provided to FGB or Standards Committee by EHT.

Training Programme for governor consideration (Jan-June 17):

- 'Focus on LAC'

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- 'Safer Recruitment'
- 'Workshop to Improve Governance'
- 'Curriculum and Assessment Changes'
- 'Monitoring and Evaluating the Curriculum'
- 'Intro to EY Foundation'
- 'Understanding Financial Reports' – scheduled 21 March.
- 'Child Protection'
- 'Introduction to Safeguarding'
- Annual Governors' Conference (Saturday 4 March)

Suggested training for Governors:

- Termly briefings attended
- Financial training – link to internal audit actions
- Any skills analysis gaps should be plugged (following skills audit) and any skill development needed for individual governors.
- All governors with specialist area should undertake the training in the area? Refresher training where previously undertaken?

The FGB is asked to note and consider the following:

- Every effort made to ensure that at least **one governor attends each termly briefly** session and provides brief feedback – via FGB meeting (where soon after) or by email briefing (probably more practical).
- **Governors to confirm their attendance** at training sessions directly to Training Governor (DM). DM to maintain a federation database of both training needs and attendance.
- Agree a frequency of reporting on governor training update
- Resume completion of **training evaluation forms** to encourage shared/cascade learning; encourage govts to feedback on the impact of any training attended since last meeting and ensure this is minuted.
- Noted that free in-house training provision is no longer provided by Gov Services. Any such training is available at a cost of £300.
- Financial training needs.
- Outcome of skills audit will highlight **skills gaps** which should try to be filled by the training programme. Clerk to assess skills audit and produce results (?) – to be shared with the training gov.
- All governors with **specialist responsibilities** should undertake the training in their area? Refresher training where previously undertaken (need to consider expiry limits for each course)?
- At least **one gov trained in safer recruitment present at any recruitment** action, (ideally all on panel would be trained).
- **Govs undertaking EHT performance assessment should be trained** in this before undertaking the duty.
- All training courses have been notified to governors by AJ. The Governance Training Newsletter has also been circulated; this provides a training calendar for this half term.

Gov Services Course Attendance Summary 01/09/15 – 21/07/15 attached as Appendix 1.

Deborah Moss, 17/01/17

Training update – July 2017

County Council cannot provide full training list until the end of term when they will have received back attendance confirmations.

Training notified to Training Governor:

- Kevin – Induction for New Govs – 8th Nov 2016
- Eric Fidler – Headteacher Appraisal Course – 15 June 17
- Barbara English– Termly briefing (Spring 17 – 11 May)
- ? Barry Smethurst– Annual Governors' Conference ? – Mar 17
- Alison Jackson– various clerks briefings – Oct 16, Jan, May & Jun 17
- Alison Jackson – Child Protection training (in house) 26/5/17

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- Alison Jackson – Managing Complaints & Allegations 16/6/17
- Deborah Moss – Aspire online seminar – Nov 16

Training Needs

- Nicola - Induction for new Govs?
- Lucy – Induction for new gov's?
- Financial training – did anyone attend course?

Suggested:

Training should be discussed at the beginning of the academic year for FGB to decide any training needs.

A training update should then be provided either termly or half way through the academic year.

Deborah Moss 02/07/17

The EHT suggested an in house training session on Ofsted expectations – Autumn term

Financial training from Ray Byford – Autumn term

ACTION: EHT to schedule above training for the beginning of the Autumn term. ACTION BF

Demo of New Governor portal

The idea for the Governor portal has come from discussions between **MS** and the EHT around building a Federation website.

MS demonstrated the Governor portal that has been built on Office 365. There is the ability to set up different groups within the portal. Governor documents can be uploaded to the portal and governors can access them from there. Retrospective documents could also be uploaded.

MS recommends using the new portal for all governor needs including emails. **MS** will produce a 'How to use it' guide and send out log ins. **ACTION MS**

The Headteacher's Report

The EHT reported:

- Data update attached as Appendix 2
 KS1 Data – HW writing reasons for result has been discussed and have identified areas that need extra attention. Nothing concerning from the KS1 data to report.
 KS2 Data – Som writing – aware of issues and plans in place to raise standards in September moving forward. Som Maths – core group of girls have underperformed despite lots of intervention, but they have made huge progress. There are 5 children who achieved 99 and 2 who achieved 98, these scripts will be checked, therefore the data may change.
 KS2 Data – St H's SPaG looking closely at how to teach this moving forward.
 All scripts are available on a secure portal and CC encourage schools to check the scripts for any mistakes in marking.
Challenge: A governor asked when a difference between the Actual and Target becomes significant.
 The EHT replied that the targets were aspirational targets. The targets for KS2 are based on individual children's outcomes at the end of KS1. If the data has dipped below local and national levels this would be significant. Data is reported to the Standards committee throughout the year which will show the progress of the children.
Challenge: A governor asked what the cohort size was.
 The EHT replied they are relatively small numbers and this will affect the figures.
 The acting Chair congratulated the staff on behalf of the GB for their hard work.
- HMI visit to Somersham – this was not an official visit but was very positive. The Ofsted inspector saw lots of progress from the last inspection. She complimented the governors on the strong appointment of the HOS at Somersham. She also reported that the learning environment was brighter and more engaging. On visiting all classrooms the children are engaged with their learning and take pride in their work. The behaviour is good. She recognises that there is work to do in the EY. She has completed a NOV, which is Confidential and recommends that this is brought to Ofsted's attention when they visit.

Reported Prejudice Incidents

Somersham - One

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Child Protection School Data

None

All schools will be auditing their Child Protection files and the EHT will report an accurate figure for the number of active files.

The Chair’s Report

None

Safeguarding

Annual Child Protection and Safeguarding monitoring report

Defer to the FGB meeting Tuesday 12th September 2017.

Safeguarding and Child Protection Policy

The designated Child Protection governor checked that all of the governor responsibilities have been actioned.

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

The EHT informed governors that there will be a Safeguarding audit carried out in all schools on 11th, 12th and 13th September.

Correspondence

None

Any Other Business (previously raised with the clerk)

None

Date and time of next meeting

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

FGB – Tuesday 12th September 2017, 7pm at Somersham

There being no further business the meeting closed at 8.29pm.

Accepted as a true record

Signature

Date

Action Points	BY WHOM
Inform Governor Services of Tony Ixer appointment	AJ
Check password for HW Edubase	BF
Business Manager update – add to SB Agenda	AJ
Make amendments to Statement of Financial Responsibilities	DM
Add Statement of Financial Responsibilities to FGB Agenda 12 th September	AJ
Review HW Pre school rent	New Business Manger
New NGA Skills Audit to send out to all governors	AJ
Schedule governor training for beginning of Autumn term	BF
Send log ins & guide to new governor portal to all governors	MS

APPENDIX 1

Minutes of FGB meeting held on 4th July 2017

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Date	Course title	Delegate
03/11/15	In house training – Staff Wellbeing	Horizons governing body
28/09/2015	Performance Management Monitoring - Huntingdon	Phillip Holley
29/09/2015	Termly Briefings for Governors - Wood Green	Pippa Woodford
29/09/2015	Termly Briefings for Governors - Wood Green	Susan Simpson
06/10/2015	Safer Recruitment in Schools - Cambridge	Edward Howlett
06/10/2015	Safer Recruitment in Schools - Cambridge	Susan Simpson
12/10/2015	An Introduction to SEN - Cambridge	Susan Simpson
13/11/2015	Taking the Chair for New Chairs - CPDC	Jonathan Carpenter
13/06/2016	An Introduction to Safeguarding - Hunts	Amanda Fabb
29/09/2015	Termly Briefings for Governors - Wood Green	Barbara English
29/09/2015	Termly Briefings for Governors - Wood Green	Debbie Ellmer
29/09/2015	Termly Briefings for Governors - Wood Green	Deborah Moss
29/09/2015	Termly Briefings for Governors - Wood Green	Eric Fidler
29/09/2015	Termly Briefings for Governors - Wood Green	Holywell Primary School
29/09/2015	Termly Briefings for Governors - Wood Green	Val Ford
12/10/2015	Clerks' Briefings for All Schools - Huntingdon	Alison Jackson
27/01/2016	Termly Briefings for Governors - Wood Green	Eric Fidler
08/02/2016	Clerks' Briefing - Hunts	Alison Jackson
17/05/2016	Termly Briefings for Governors - Wood Green	Eric Fidler
18/05/2016	Clerks' Briefing - March	Alison Jackson
21/06/2016	Performance Management Monitoring - South Fens	Barbara English
12/10/16	Clerks' Briefing - Cambs	Alison Jackson
08/11/16	Induction Training for Governors - Chatteris	Kevin Grant
20/09/16	Termly Briefings for Governors - Hunts	Sarah Reeson
20/09/16	Termly Briefings for Governors - Hunts	Eric Fidler

APPENDIX 2

EYFS GLD

Holywell		Somersham		St Helen's	
Target	Actual	Target	Actual	Target	Actual
82%	82%	80%	74%	81%	75%

Phonics

Holywell		Somersham		St Helen's	
Target	Actual	Target	Actual	Target	Actual
90%	72%	85%	85%	86%	77%

KS1 Data

	Holywell		Somersham		St Helen's	
	Actual	Target	Actual	Target	Actual	Target
Reading	76%	87%	82%	81%	71%	78%
Writing	66%	80%	70%	69%	61%	70%
Maths	83%	87%	94%	83%	68%	78%
Combined	63%	72%			54%	70%

KS2 Data

	Cambs	National	Holywell		Somersham		St Helen's	
			Actual	Target	Actual	Target	Actual	Target
Reading	73%	71%	97%	100%	73%	80%	69%	81%
Writing	73%	76%	93%	93%	53%	73%	73%	77%
SPaG	75%	76%	100%	93%	73%	75%	58%	80%
Maths	72%	75%	93%	90%	54%	70%	65%	73%
Combined	59%	61%	90%	90%	38%		54%	65%