



HORIZONS LEARNING FEDERATION

(Holywell, Somersham & St. Helen's)



Minutes of the Full Board of Governors – Autumn 2016
Meeting held at Somersham Primary School
Thursday 6th October 2016 – 1800hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]
Barry Smethurst (Chair) [BS]
Sheila Anthony [SA]
Barbara English [BE]

Eric Fidler [EF]
Matthew Sampson [MS]
Sarah Reeson [SR]

In Attendance:

Alison Jackson [AJ] Clerk

The meeting was quorate, 7 governors were present out of 10 in post.

1. Apologies for absence

Deborah Ellmer [DE], Val Ford [VF], Deborah Moss [DM], Mark Leonard [ML] Associate Member, Claire Macdonald [CM] Associate Member and Emma Smith [ES] Associate Member
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 20th September 2016

The FGB Minutes 20th September 2016 were agreed and signed as a true record of the meeting with the following amendment: Date of meeting was: 20th September 2016.

4. Matters arising from the minutes

BS spoke to Phil Holley [PH] and Richard Bowen [RB] re their intentions towards the GB. Neither **PH** or **RB** wished to stand as a governor due to a change in personal circumstances.

5. Result of the Parent Election

There were 5 candidates for 2 parent governor positions. Deborah Moss [DM] and Matthew Sampson [MS] were elected to the GB.

6. Discussion of vacancies on the GB

There are currently 6 vacancies on the GB: 1 Foundation Governor, 1 Partnership Governor and 4 Co-opted Governors.

Three other parents have expressed an interest in becoming governors. As a matter of balance to the GB **BS** would suggest appointing a representative from Holywell and Somersham.

Nicola Bodnar: has experience teaching in primary schools and has a grasp of the wider Federation. Representative of Somersham.

Dan Aldridge: has a long standing experience of being a governor. Representative of Holywell.

Kevin Grant: has experience within finances and is a lead auditor.

BS recommends appointing Nicola Bodnar [NB], Dan Aldridge [DA] and Kevin Grant [KG] as co-opted governors to the GB. **ALL AGREED.**

BS will contact **NB**, **DA** and **KG** to offer them a co-opted position on the GB. **ACTION BS**

GB to advertise for a partnership governor through The Villager and The Herald.

7. Correspondence

- Somersham has received a Warning Notice from Keith Grimwade. **BS** read the letter to the GB.

SA left the meeting at 6.40pm.

Points to note:

1. Legality of the letter originally sent to Jonathon Clarke.
2. Letter was sent to **BS**, who has never been Chair of Somersham GB.
3. Somersham has joined the Federation. The Instrument of Government came into effect 1st September 2016
4. The GB has been completely replaced.
5. New EHT in post 1st September 2016.

Action needed:

1. Send Somersham Action Plan to Keith Grimwade.

BF will email the Warning Notice and Somersham Action Plan to **AJ** to circulate to all governors.
ACTION BF/AJ

BS will draft a response to Keith Grimwade and request a meeting. The draft letter will be circulated to governors for comment. **ACTION BS**

- Miracle in the East – Support for Primary Schools, 22nd September from Tim Coulson

8. Any Other Business

- Governor Standing Orders Section 5 Remote Participation – Governors decided to not allow remote participation. **AJ** to update the Standing Orders for 2016/17 – **ACTION AJ**
- **EF** queried governor access to Raiseonline. Governors would need logins to access. However this is not validated until April. The Head of Schools will present key performance to the Standards committee as they have done in the past. The Ofsted Data Dashboard has closed. Fischer Family Trust, Perspective Light can be accessed by **BF** for each school.
- **BS** shared a letter from a parent which queried how handwriting is taught at St Helen's. **BS** will inform the parent that the EHT will respond in due course. **ACTION BS/BF**
- The clerk will liaise with **SR** to create secure email addresses for all governors.

9. Date and time of next meeting

FGB – Tuesday 1st November 2016, 7pm at St Helen's

There being no further business the meeting closed at 7.15pm.

Accepted as a true record

Signature

Date

Action Points	BY WHOM
Contact NB, DA & KG to offer co-opted governor position on GB	BS
Email Warning Notice & Somersham Action Plan to AJ to circulate to governors	BF/AJ
Draft letter to Keith Grimwade	BS
Update GB Standing Orders 2016/17	AJ
Write to St Helen's parent re handwriting query	BS/BF