

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



Minutes of the Federation Strategic Board Meeting held at St Helen's Primary School Tuesday 26th September 2017 – 1830hrs

Governors Present:

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

Eric Fidler [EF]
Val Ford (Vice Chair) [VF]

In Attendance:

Alison Jackson [AJ] Clerk

The meeting was quorate, 5 governors were present out of 5 in post.

Apologies for absence

No apologies. All members present.

Declaration of interest

No declarations of interest were declared.

Minutes of the meeting: 28th August 2017

These minutes were agreed and signed as a true record of the meeting with no amendments.

Matters arising

Action Points	BY WHOM	STATUS
School food recommendations to be added to Finance & Premises agenda	AJ	Ongoing
Review of Governor Services cost and provision to be added to next Finance & Premises agenda	AJ	Review Governor Services – add to Spring term agenda for F & P. ACTION AJ
Ensure policies added to Standards agenda when required	VF	Ongoing
Standards meeting date to be agreed at FGB	AJ	Actioned
VF and BF to meet 7 th Sept, 10.30 at St H	VF/BF	Actioned
Review of Governor Services cost & provision to add to Spring term agenda F & P	BS	<p>The Chair commented:</p> <ul style="list-style-type: none"> • The Federation have subscribed to the SLA for 2017/18 at a cost of £66 per governor, Headteacher and Clerk. BS commented that the services are reducing from Governor Services. • HW also pay £85 per year to NGA • The Key is available at a subscription starting at £1.50 per day for unlimited number of access accounts for Governors. One school in the Federation has access already. Governors are able to activate a months' free trial and download 5 documents. <p>BS will activate a trial and report findings and recommendations back to the governors. ACTION BS</p>

Aims & Values update add to FGB agenda	AJ	Actioned
Discuss procedure for decisions – add to next SB agenda	AJ	Actioned
Strategic Board to read Mental Health guidance	Strategic Board	Ongoing
Share Mental Health guidance with staff	BF	Ongoing
Hold a training session for staff/governors on mental health	BF	Ongoing
To link the promotion of mental health to the T & L Policy and the Behaviour Policy	BF	Ongoing
Add Behaviour Policy to FGB agenda	AJ	Actioned
Set Budget meeting dates for the year	BF	Actioned. BF will share the dates with the Finance & Premises committee ACTION BF
Training for Finance & Premises committee		The budget toolkit is changing; training will be available soon for Admin staff on the new package and following these governors will also have training. The EHT to check with Ray Byford whether he can offer in house training to the governors to cover the finance training courses available through Governor Services. ACTION BF

Terms of Reference

Governors discussed the Terms of Reference. The following amendments were agreed: Attendance Policy to be added to the FGB responsibilities and amend Home – school agreement to the Parent Protocol Pack. With these amendments governors recommend the Terms of Reference to the FGB for ratification. **ALL AGREED.**

Procedures for decision making of the FGB

There have been concerns raised within the GB on the procedures used to make decisions. The old structure of the GB where everything was ratified by the FGB is not appropriate for a 3 school Federation. Decisions need to be made quicker and therefore delegated powers have been passed to committees. However all information is sent to all governors and any governor is able to attend any committee meeting regardless of being a member (only members of the committee would have a vote).

The Strategic Board is in place to look at the strategic view of the Federation and will put forward any recommendations to the FGB.

The Chair recommends delegating all Teaching & Learning policies to the Executive Headteacher. To be ratified by the FGB. **ALL AGREED.**

The EHT suggested organising a meeting with Lesley Birch, Histon & Impington (part of a Federation) and Teaching School Alliance and the Chair of Governors to discuss Federation strategy and protocol. Governors agreed. **ACTION BF**

Federation Staffing – Business Manager up date

The interview process went ahead despite one candidate withdrawing. The applicant was not appointed to the post. Admin staffing was discussed.

The EHT has contacted a Consultancy Company to come into all three schools to review work, practices and structure within the admin teams. Ultimately the Admin Team will be organised by the Business Manager.

The EHT emphasised that the Business Manager post is a critical role to allow her to fulfil her job. The Business Manager will take responsibility for Personnel, HR and Property Management.

Following advice the EHT recommends advertising the post again with a marketing allowance added to the salary.

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Signed and agreed as a true record by the Chair

The EHT has been advised that it is essential for the future Business Manager to have a good accountancy background if the Federation is to consider academisation.

Challenge: A governor queried if there was the funds in the budget to accommodate an increase in the salary.

The EHT replied this would be built into the next financial years budgets and also the Admin Teams would be organised differently.

A governor requested a copy of the Business Manager Application pack. **ACTION BF**

The Chair asked for agreement for the post to be re advertised with a marketing allowance added. **ALL AGREED.**

Succession planning for Governors (4 Governors term of Office end 13/7/18)

Governors whose term of office is due to expire on 13/7/18 will reflect as to whether they wish to continue as a governor and if they wish for the FGB to consider them to be re appointed.

The Clerk to add GB membership (to advise the process) to the Spring FGB agenda. **ACTION AJ**

There have been three candidates showing interest to join the GB – Anne Marie, a teacher in Peterborough and School Improvement Adviser for Peterborough, Kate Rigby, a teacher and Dan Edwards, an Education Consultant for Apple.

The Chair will meet with the candidates and make recommendations to the FGB. **ACTION BS**

Work cycle for Committee agenda items

The Clerk produced a work cycle for the FGB and Committees. Governors discussed and the following to be added to agendas:

- Heads Performance Management – review panel to make recommendations to the Chair of Governors, to then be added to the Finance & Premises Committee agenda. **ACTION AJ**
- Implication of Somersham Children's Centre closure – either run by the school or a separate children's club. The response to the consultation report will be available on 6th October 2017. The EHT asked for agreement to the proposed wording in the response document:

'We still propose to re-designate the Somersham Children's centre. We are working with the school and the onsite pre-school to agree future usage of the building for families. We will continue to deliver outreach activities in Somersham at our current site and other venues.'

ALL AGREED.

Add Somersham Children's Centre to the next Strategic Board agenda for a recommendation to be made to the FGB. **ACTION AJ**

- A governor asked about the mentor system for new governors. The Chair commented that each new governor is allocated an existing member of the FGB to be a link to ask any questions. Allocate a mentor to Tony Ixer. **ACTION BS**

Policies:

The Chair sought approval of the SEND Policy. **ALL AGREED.**

The Chair sought approval of the Homework (Holywell) Policy. **ALL AGREED.**

Future points to be discussed

- Academisation
- Somersham Children's Centre
- Teaching School

Items and Issues for Main Governing Body Meeting

- Terms of Reference
- Delegation of Teaching & Learning policies to EHT
- Update on Business Manager Post
- Process for re appointment of Co-opted Governors
- Recommendations for new Governors (**BS**)

- Allocate a mentor for Tony Ixer

Any Other Business

- Dan Edwards, Parent and Education Consultant for Apple has offered to hold a seminar on a Strategic Vision for ICT for the GB. The EHT would like a 3-5yr strategic plan for ICT. The EHT to organise a date with Dan Edwards and the Clerk to invite governors to attend.
ACTION BF/AJ

Date and time of next meeting

Standards – Tuesday 10th October 2017, 6.30pm at Holywell
 Personnel – Tuesday 14th November 2017, 6.30pm at Somersham
 Finance & Premises – Tuesday 21st November 2017, 6.30pm at Holywell
 FGB – Tuesday 9th January 2018, 6.30pm at St Helen’s
 Strategic Board – Tuesday 23rd January 2018, 6.30pm at Holywell

There being no further business the meeting closed at 8.30pm.

Accepted as a true record

Signature **Date**

Action Points	BY WHOM
Review Governor Services – add to Spring term agenda for F & P.	AJ
Activate a trial on The Key and report findings and recommendations back to the governors	BS
Share Budget meeting dates with the Finance & Premises committee	BF
Check with Ray Byford whether he can offer in house training to the governors to cover the finance training courses available through Governor Services	BF
Organise a meeting with Lesley Birch and the Chair of Governors, Histon & Impington and the FGB	BF
Circulate Business Manager pack to Strategic Board	BF
GB membership (to advise the process) to the Spring FGB agenda	AJ
Chair to meet with new candidates for GB and make recommendations to the FGB.	BS
Head Performance Management recommendations to add to Finance & Premises agenda	AJ
Somershams Children’s Centre to add to the Spring Strategic Board agenda	AJ
Allocate a Governor mentor to Tony Ixer	BS
Organise a date for ICT seminar with Dan Edwards	BF
Invite governors to ICT seminar	AJ