

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



Minutes of the Federation Strategic Board
Meeting held at Somersham Primary School
Tuesday 29th August 2017 – 1830hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]
Deborah Ellmer [DE]

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

The meeting was quorate, 4 governors were present out of 5 in post.

Apologies for absence

Barry Smethurst [BS]. The apologies were accepted by the Committee.

Declaration of interest

No declarations of interest were declared.

Minutes of the meeting: 8th May 2017

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

Matters arising

| Action Points | BY WHOM | STATUS |
|--|----------------|---|
| Guidance document for promoting mental health in all children | BF | Actioned |
| Include on future agenda: how to promote the mental health in all children | AJ | Actioned |
| Include on future agenda: review Exclusion Policy with Discipline and Behaviour Policy | AJ | Actioned |
| Volunteers in School Policy to be added to Personnel agenda | AJ | Actioned |
| School food recommendations to be added to Finance & Premises agenda | AJ | Ongoing |
| Policies for Standards Committee to be added to Standards agenda | AJ | VF to ensure policies are added to the Standards agenda when appropriate. ACTION VF Arrange a meeting with all standards members at the FGB on 12 th Sept – Add to FGB agenda. ACTION AJ VF will meet with BF on 7 th September 2017, 10.30am at St H before the Standards meeting. ACTION VF/BF |
| Add Mission statement to Horizons letterhead | BF | Actioned |
| Select Year 5 pupils to work on aims & values | BF | Actioned |
| Include on Personnel agenda: consider ideal staffing structure | AJ | Actioned |
| Include on Finance & Premises agenda: review cost implications for ideal staffing structure | AJ | Actioned |
| 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 |

Aims & Values

The EHT has had two meetings with the Federation Student Council (2 Yr5 pupils from each school). The Council have decided on the six most important values for the Federation, which are:

- Compassion
- Courage
- Endurance
- Resilience
- Respect
- Trust

There was a competition held across the Federation to design an image and a colour for each of the values. The images are now with the graphic designer to produce the artwork to be used for the values.

The Council have requested stickers to be made available for rewards and have suggested that pupils could have a passport to earn badges/ stickers from the school community.

The core values have been included in the Behaviour Policy which is currently with the HoS's to review and add school specific information.

A governor suggested that the rewards and sanctions should be the same across the Federation.

The Vice Chair requested the opportunity for governors to meet with the Federation School Council.

ACTION: The Clerk to Aims & Values update to the FGB agenda. ACTION AJ

Federation Staffing – Business Manager update

Following the initial advertising for the Business Manager post it was decided not to go to interview and therefore no one was appointed.

The job description was corrected and re sent to EPM for re evaluation for the salary scale following advice that the salary was not reflective of the job description.

Challenge: A governor asked how the Federation would fund an increase for this post.

The EHT replied that it was originally assessed to be SO2 (salary pt 32-34) it has now been re assessed at PO1 (salary pt 33-36), therefore the salary range is not a large increase as the gradings have some overlap. The new grading allows for growth within the role. The salary will be pro rata to 42 weeks.

The Chair of Finance asked for clarity on her role following the process of the decision for a Business Manager. The EHT commented that the funds for the Business Manager post were being reallocated following resignations and were therefore already ratified for use as salaries.

Governors discussed the procedures for decision making and suggested that the EHT could include the Strategic Board in emails for future issues.

The members of the Strategic Board present would like to consider the way in which decisions are made and the implementation of those decisions. **ACTION: To discuss with BS. Add to the next Strategic Board agenda. ACTION AJ**

How to promote mental health for all children in line with the relevant guidance documents

Mental Health Guidance March 2016 was circulated to all governors.

The EHT commented that there was nothing extra the schools needed to do although the guidance would be used for staff training. This is managed by the SENCO. The core values of the Federation are linked to mental health.

The Vice Chair requested a presentation on the schools approach to how mental health is promoted across the Federation.

ACTION: Strategic Board governors to read the guidance and the EHT to share the guidance with staff and hold a staff/Governor training session. ACTION SB / BF

ACTION: to link the promotion of mental health for all children in the Teaching and Learning Policy and the Behaviour Policy. ACTION BF

Discipline & Behaviour Policy and Exclusion Policy

These are not separate policies – the Exclusion Policy sits within the Discipline & Behaviour Policy.

The new DfE guidance from 1st September and the CC advice October 2015 have been taken into account when drafting the Discipline & Behaviour Policy.

The Policy is currently with the HoS's and will be circulated to all governors prior to the FGB meeting on 12th September. **ACTION: The Clerk to add Behaviour Policy to the FGB agenda. ACTION AJ**

Future points to be discussed

- Discuss clarity of roles and procedures for decision making
- Exclusion Policy to review as part of the Discipline and Behaviour Policy
- Standards relaunch

Items and Issues for Main Governing Body Meeting/ Committees

- Behaviour Policy
- Schedule of meeting dates
- Update on Aims & Values

Any Other Business

- The EHT updated governors on a staff resignation received on the last day of term at HW. A letter was sent to parents informing them of the resignation and that all classes will be fully staffed for September. The EHT has fulfilled a request from two current teachers to move to KS2 for a job share and the KS1 post has been filled temporarily for the autumn term. A KS1 post will be advertised for appointment in the spring term.
Challenge: A governor asked how the cover will be funded due to a lower paid teacher having resigned.
The EHT replied that HW has the funds to cover and the most important issue was to have a fully staffed school for September.
- The Chair of Finance requested that dates are set for the budget meetings for the full year and for them to be on a Wednesday. The EHT informed her that Jane Green will update the budgets termly at each school and Ray Byford will have a Federation strategic meeting once a term. **ACTION BF**
- The EHT has received an email from Ann Housden re Somersham and that they will no longer have half termly progress meetings. Somersham will have LAIG meetings chaired by Rosemary Saddler. **BS** and **VF** are invited to attend these meetings with the EHT and Som HoS.
- The EHT requests a day leave for Friday 15th September. Governors asked who should be contacted in her absence and proposed that the order of contact is based on experience therefore in order of priority: HW HoS, St H HoS, Som HoS.
The Vice Chair proposed that the request for a day's paid leave be granted. **Unanimously agreed.**

Date and time of next meeting

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

There being no further business the meeting closed at 8.09pm.

Accepted as a true record

Signature

Date

| Action Points | BY WHOM |
|---|-----------------|
| Ensure policies added to Standards agenda when required | VF |
| Standards meeting date to be agreed at FGB | AJ |
| VF and BF to meet 7 th Sept, 10.30 at St H | VF/BF |
| Review of Governor Services cost & provision to add to Spring term agenda F & P | AJ |
| Aims & Values update add to FGB agenda | AJ |
| Discuss procedure for decisions – add to next SB agenda | AJ |
| Strategic Board to read Mental Health guidance | Strategic Board |
| Share Mental Health guidance with staff | BF |
| Hold a training session for staff/governors on mental health | BF |
| To link the promotion of mental health to the T & L Policy and the Behaviour Policy | BF |
| Add Behaviour Policy to FGB agenda | AJ |
| Set Budget meeting dates for the year | BF |