

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



## Minutes of the Federation Strategic Board Meeting held at Somersham Primary School Monday 8<sup>th</sup> May 2017 – 1830hrs

### Governors Present:

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

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

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

### 1. Apologies for absence

There were no apologies.

### 2. Declaration of interest

No declarations of interest were declared.

### 3. Elect Chair

Governors discussed the appointment of Chair and agreed that the Chair of Governors and the Vice Chair of Governors will hold the position of Chair and Vice Chair respectively for the Strategic Board.

### 4. Terms of reference including delegated powers

Governors discussed the terms of reference.

The following points were raised:

- Governors should be aware of guidance to promote mental health for all children and promote this guidance – **ACTION: EHT to check if a guidance document is available to follow or ensure this is included in the PHSE or Child Protection Policy. ACTION BF.**
- **ACTION: Clerk to include how to promote the guidance as an agenda item for the Strategic Board. ACTION AJ.**
- To review the Exclusion Policy as part of the Discipline and Behaviour Policy. **ACTION: Clerk to include as an agenda item for the Strategic Board. ACTION AJ**
- Governors proposed that the Volunteers in School Policy is allocated to the Personnel Committee. **ACTION: Clerk to include as an agenda item for the Personnel Committee. ACTION AJ**
- Governors proposed that the Finance & Premises Committee are asked to put forward recommendations to the Strategic Board on the content, presentation, and cost of school food, and where there is a cash cafeteria system, set the standard meals allowance for those entitled to free meals. (unless responsibility retained by LA). **ACTION: Clerk to include as an agenda item for the Finance and Premises Committee. ACTION AJ**
- Governors proposed that the following policies are reviewed by the Standards Committees and then put forward to the Strategic Board for ratification:
  - SEND
  - Anti Bullying, Behaviour & Discipline
  - Collective Worship – HW
  - Collective Worship – Som
  - Collective Worship – St H
  - EYFS
  - Homework Policy
  - Induction for new Governors
  - Intimate Care

- IT Acceptable Use
- SEND
- Social Network & Blog
- Supporting Children with medical needs

**ACTION: Clerk to include as an agenda item for the Standards Committees. ACTION AJ**

The Terms of Reference including delegated powers were agreed by the Strategic Board to be sent to FGB for ratification. These are attached as Appendix 1.

## 5. Mission Statement

The Mission Statement for Horizons Learning Federation is 'Inspire, Believe, Achieve'.

**ACTION: The EHT will add the mission statement to the Federation letterhead. ACTION BF**

## 6. Aims & Values

The EHT presented the ideas for the aims & values as discussed at the governor away day.

**ACTION: The EHT to select some Year 5 pupils to work together to progress the ideas for the aims & values. ACTION BF**

## 7. Federation Budget

Governors discussed the review of shared costs across the Federation and proposed:

- The Personnel Committee should consider the ideal staffing structure for the operational areas of the Federation
- Then Finance & Premises Committee to review the cost implications from ideal staffing structure and then make recommendations to the Strategic Board.

**ACTION: Clerk to add the above points to the next committee agendas. ACTION AJ**

- Governors requested a review of the Governor Service's costs and provision

**ACTION: Clerk to include on next Finance & Premises Committee agenda. ACTION AJ**

## 8. Future points to be discussed

- How to promote mental health for all children in line with the relevant guidance documents
- Exclusion Policy to review as part of the Discipline and Behaviour Policy
- Review recommendations on ideal staffing structure from Personnel Committee and cost implications from Finance and Premises committee
- Review of Governor Services

## 9. Items and Issues for Main Governing Body Meeting/ Committees

- Update on Mission Statement
- Update on Aims and Values work
- Plans for budget reviews

## 10. Any Other Business

None

## 16. Date and time of next meeting

Standards – Tuesday 9<sup>th</sup> May 2017, 7pm at St Helen's

FGB – Tuesday 23<sup>rd</sup> May 2017, 7pm at St Helen's

Personnel – Tues 13<sup>th</sup> June 2017, 6.30pm at Holywell

Finance & Premises – Tues 20<sup>th</sup> June 2017, 6.30pm at St Helen's

FGB – Tuesday 4<sup>th</sup> July 2017, 7pm at Holywell

Strategic Board – Monday 17<sup>th</sup> July, 6.30pm at Somersham

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

**Accepted as a true record**

**Signature**

**Date**

Minutes of Federation Strategic Board meeting held on 8<sup>th</sup> May 2017

Signed and agreed as a true record by the Chair .....

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<b>Action Points</b>	<b>BY WHOM</b>
Guidance document for promoting mental health in all children	BF
Include on future agenda: how to promote the mental health in all children	AJ
Include on future agenda: review Exclusion Policy with Discipline and Behaviour Policy	AJ
Volunteers in School Policy to be added to Personnel agenda	AJ
School food recommendations to be added to Finance & Premises agenda	AJ
Policies for Standards Committee to be added to Standards agenda	AJ
Add Mission statement to Horizons letterhead	BF
Select Year 5 pupils to work on aims & values	BF
Include on Personnel agenda: consider ideal staffing structure	AJ
Include on Finance & Premises agenda: review cost implications for ideal staffing structure & Review Governor Services	AJ
Review of Governor Services cost and provision to be added to next Finance & Premises agenda	AJ

## APPENDIX 1

### Terms of Reference for the Federation Strategic Board

#### 1. MEMBERSHIP

- 1.1 The Federation Strategic Board shall consist of the EHT, Chair of Governors, Chair of Finance & Premises, Chair of Personnel and Chair of Standards. A clear resolution approving the membership of the Board must appear in the minutes of the main Governing Body.
- 1.2 The Board 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 Board.
- 1.3 Other members of the Governing Body may attend meetings of the Strategic Board and may contribute to discussions on matters under consideration.
- 1.4 Only full members of the Board, as approved by the Governing Body, shall have the right to vote on any resolution placed before the Board.

#### 2. NAME OF CLERK

- 2.1 Clerk to the Governing Body

#### 3. QUORUM

- 3.1 The quorum shall be the Executive Head or Chair of Governors plus two members of the Board.

#### 4. CHAIRMANSHIP

The chair will be the Chair of Governors and the Vice Chair will be the Vice Chair of Governors. If the chair is absent from a meeting, a governor member shall be elected to chair the meeting.

#### 5. MEETINGS

- 5.1 The Board shall meet termly or more frequently as may be required from time to time.
- 5.2 Each term the Board 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 meeting Chair will have the casting vote.
- 6.4 The minutes of the previous meeting of the Federation Strategic Board shall be circulated with the papers of the next full meeting of the Governing Body.

7. **TERMS OF REFERENCE**

To represent the governing body and its responsibilities relating to strategic matters for the Federation. The Strategic Board has delegated powers from the governing body to:

- To monitor, evaluate and review implementation of any curriculum policy that the GB chooses to have
- To approve the School Plan
- Governors to set the times of school sessions and the dates of school terms and holidays **((Foundation & VA schools) and the Trust for Academies and Free schools)**
- To make and keep up to date a written policy on Sex Education across the Federation
- To ensure that SRE is embedded in Personal, Social, Health and Economic (PSHE) education and that pupils consider the moral aspects of sex education
- To prohibit political indoctrination and ensuring the balanced treatment of political issues
- Governors should be aware of guidance to promote mental health for all children and promote this guidance
- To decide a discipline and behaviour policy
- To review the use of exclusion and to decide whether or not to confirm all permanent exclusions (and fixed term exclusions where necessary)
- To review the overall pattern and use of exclusions within the federation.
- To decide whether parenting contracts should form part of the school’s attendance policy
- To consider use of penalty notices
- The attendance policy should reflect the LA’s attendance strategy and should be endorsed by the school governors
- To adopt and review home-school agreements 2012 - The Department has revised the statutory guidance which schools need to be mindful of when drafting their agreements. This guidance can be accessed at [www.education.gov.uk/schools/pupilsupport/parents/involvement/hsa](http://www.education.gov.uk/schools/pupilsupport/parents/involvement/hsa)
- To decide if there should be a school uniform and other rules relating to appearance after consultation.
- To challenge evidence and judgements for school self-evaluation presented by the Executive Headteacher.
- To review the priorities for all three schools in the federation and then agree strategic priorities across the federation.
- To monitor, evaluate and review the admissions policies. To ensure all stakeholders are consulted in the event of a change of the schools admission policy or at least every 7 years.
- To implement Admissions Policy having regard to the Schools Admissions Code

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**

Policies the Strategic Board are responsible for:

Admissions Policy  
Curriculum Policy  
Discipline and Behaviour Policy  
Sex Education Policy

The following policies will be reviewed by Standards Committee and then put forward to Strategic Board for ratification:

SEND  
Anti Bullying, Behaviour & Discipline  
Collective Worship – HW  
Collective Worship – Som  
Collective Worship – St H  
EYFS  
Homework Policy  
Induction for new Governors  
Intimate Care  
IT Acceptable Use  
SEND  
Social Network & Blog  
Supporting Children with medical needs