

# Federation of Fountains Earth and St Cuthbert's CE Primary Schools

## Minutes of the Meeting of the Full Governing Board

Monday 22 May 2017 at 6.00pm

### Present

L Brammah, L Greenwood, D Hall, J Hardcastle, R Holmes, S Leeming, G Lewis, R Light, D Rogers.

### In attendance

A Lumley (Clerk).

### Core functions of the Governing Body

Ensuring clarity of vision, ethos and strategic direction.

Holding the Headteacher to account for the educational performance of the school and its pupils.

Overseeing the financial performance of the school and making sure its money is well spent.

### 1 Apologies and Consent to Absence

S Fry – work commitments. Her absence was consented.

### 2 Welcome to Federation

Everyone was welcomed to the newly formed Federated Governing Board.

### 3 Instrument of Governance & Membership

All governors sent the Instrument with the agenda. The Federated Governing Board is made up of the following:

R Holmes – Staff governor  
D Hall – Diocese Ex-Officio Foundation governor  
G Lewis – Foundation governor  
S Fry – Parent governor  
L Greenwood – Parent governor  
S Leeming – LA governor  
J Hardcastle – Co-opted governor  
R Light – Co-opted governor  
D Rogers – Co-opted governor  
3 vacancies for Co-opted governors

The vacancies were discussed and ideas put forward. It was agreed that the following people would be approached by the following:

L Brammah/S Leeming – Hattons  
A Lumley – Debbie at Nidd Plus  
J Hardcastle – A Challis

Associate Member – It had previously been discussed that L Edwards could be an Associate Member. A Lumley has spoken to her but she does not want to be an AM unless the FGB feel that they need her to be. She would rather help with matters such as internal audits etc and volunteering in school. The governors agreed that an AM was not necessary but were grateful of the help with audits.

#### **4 Structure of Governance, Committees and Roles**

A sheet was handed to governors detailing ideas of how the structure could be addressed. Options were discussed along with how other governing boards run. Previous experiences of governors were discussed and pros and cons of different structures.

It was agreed following discussion to have one Chair, one Vice Chair and several lead governors for specific areas. See separate sheet for agreed structure.

It was agreed following discussion to have 6 FGB meetings per term, one each half term and one Resources Committee per term in the first half term of each term. The Resources committee would cover areas for finance, staffing, buildings and H&S.

It was also agreed that the AGM would now be held as the last FGB meeting of each year, apart from this year when this meeting has been the AGM.

From agenda item 12 – discussed here.

Policy reviews – L Brammah asked for governor approval to look through the policy reviews as to which are statutory and only have statutory policies. A Lumley and L Brammah will look at which are important and required and streamline the policies across both schools. This was approved.

**Action:** A Lumley and L Brammah will look at this and update the rolling programme.

#### **5 Election of Chair and Vice Chair**

A Lumley asked for nominations for the position of Chair.

No one initially came forward to nominate themselves. A discussion took place round the table with each governor giving view on their ability to take on the role. R Light agreed that as he had been Vice Chair previously and he has done training for succession he would put his name forward for the position of Chair.

Everyone voted and it was unanimously agreed that R Light would be Chair.

D Rogers said that he was happy to support this role as Vice Chair and would attend the training for governors and chairs in the future.

Everyone voted and it was unanimously agreed that D Rogers would be Vice Chair.

The Resources Committee was discussed and the membership agreed as follows:

S Fry – Chair (in her absence she had given her views to the Clerk prior to the meeting)

G Lewis

R Light

D Rogers

L Brammah

It was hoped that once the co-opted vacancies were filled that some of these governors would also be part of the Resources Committee.

#### **6 Notification of Urgent items for A.O.B.**

L Brammah informed the governors that she has a staffing issue that she wishes to discuss with the governors. R Holmes and J Hardcastle will need to leave the meeting for this item.

## **7 Approval of Minutes of the Last FGB Meetings held on 09/02/17 & 13/02/17**

All governors received copies of the minutes via email and they were available on the EWB (Electronic White Board) at the meeting. The minutes were approved, signed and dated as a true and accurate record.

It was agreed to check the actions at the next meeting.

## **8 Confidentiality**

Agenda items 15 & 17.

## **9 Declaration of Business Interests and signing forms**

New forms were signed.

R Holmes and J Hardcastle declared a BI for this meeting - item 17.

## **10 Discuss Terms of Reference**

The governors agreed for A Lumley to update Terms of Reference for the FGB and R to reflect the remit of the committee and FGB.

**Action:** A Lumley will complete for the next FGB meeting so that they can be approved.

## **11 Governor Monitoring in School**

L Greenwood discussed the training that she had attended at the High School. The new way of working is to have lead governors for School Development Priorities rather than for subjects. Previously governors have come in to do Governor of the half term and it has been repetitive. It is still something that all governors should do but perhaps with each visit having a different focus. We could continue but each visit has a specific focus or governors who have the lead on specific areas could come in to both schools two or three times each year.

Governors agreed that they would prefer the first approach where all governors can visit.

A governor stated then when they had visited to do the ICT report they didn't feel that enough information on what was required was given so it would be important to avoid that type of visit have more purpose.

**Q:** Do we have set timetable for visits?

**Q:** L Brammah asked if governors wanted her to set the questions or whether they wanted to set their own?

Governors agreed that it would be helpful if some objectives and priorities could be given.

**Action:** L Brammah will put together a time table and look at 6 key areas to do over the next school year and put it on the agenda for the next FGB.

## **12 Policies and review process**

Reviewing of policies was discussed earlier.

E – Safety, ICT acceptable use and Pupil Digital tech agreement policies were discussed, approved and signed.

## **13 Code of Practice and Conduct**

All governors received a copy of the document which was signed.

## **14 Review of Mission Statement and Aims**

L Brammah asked governors the question 'What do you think it is'?

- Where we want to be
- Core Values
- Strap line
- Aims / motos

L Brammah discussed the fact that you see it in industry and organisations as a strap line. A discussion also took place on whether each school should have a separate one or a joint one for the federation. It was agreed that one rather than two separate ones would be better. L Brammah informed the governors that she will be working alongside governors, staff, pupils and parents to develop the new mission statement and aims. Everything we do needs to be based around this vision – we need to live and breathe it in everything we do.

L Brammah put examples from other schools and the Diocese around the room and asked governors to read and highlight what they liked from each one.

It was agreed that perhaps 3 short strap lines/words could then be backed up with more key points.

**Q:** What are we using it for?

**A:** It will permeate everything we do. It is not just a list, it will be how we are so it is important how it is projected. It would be on the walls, website, prospectus.

It needs to be ready for September so that it can be embodied it to all that we do. We must keep in mind that we have two different schools to consider and it is important that neither school loses its identity.

**Q:** How are we going to ask parents?

**A:** It was agreed to send a letter and also put it on to the fb page.

## **15 Education in Nidderdale and TA update**

See confidential minutes for further information.

## **16 Governor Training**

Governors were reminded how important it is to attend training such as new governor training and for continuity the chair of governor training. The importance of someone attending the governor improvement network meetings was also stated.

**Action:** When the schedule for the Autumn term is available A Lumley will email it to governors. It was stressed that it is governor's responsibility to let A Lumley know that they would like to be booked on to the training.

**Action:** A Lumley will email the governor training records to see where the gaps are.

## **17 A.O.B.**

See confidential minutes for further information.

R Holmes and J Hardcastle left the meeting.