



Minutes of Full Governing Body Meeting Thursday 25th November 2021 at 5pm



Present – Phil Jones (Chair) (PJ), Sarah Gravestock (SG), Anne Jones (AJ), Dan Rimell (DR), Linda McQuone (LMc), Izabela Cooper (IC), David Stokes (DS),
In attendance – Lisa Tanner (LT) (Clerk),

N.B. All items discussed at any Governors Meeting are confidential.
 All Confidential items under the terms of the Education Regulation will be minuted in Red in the confidential minutes attached.

1	<p><u>Declarations of Interest:</u> No new declarations.</p>	
2	<p><u>Apologies:</u> SB</p> <p>GB failed to attend, no apologies received.</p>	
3	<p><u>Confirmation of minutes of the previous meeting – 28.09.21:</u> The minutes were agreed as being an accurate representation of the previous meeting.</p>	
4	<p><u>Matters Arising from the Minutes:</u> SBM has checked that the new catering company have appropriate registration and all is ok. PJ will update governors on safeguarding news under item 11. PJ will be signing both schools single central records. It was pointed out that DS had not offered to deliver training but had instead suggested he could arrange training regarding academy. Previous minutes now altered to reflect this. PJ has arranged a guest speaker for the next meeting (in March). DS suggested that a representative from the LA may be good to offer their views to the discussion. Situation with Covid has improved. Whilst there is no complacency about the virus, some restrictions have now been lifted (such as masks in the corridors)</p>	PJ
5	<p><u>Review of implementation of Covid 19 Risk Assessment:</u></p> <p>BMS – LMc reported that there are very few cases in school now and that the risk assessment has been altered accordingly. PFS – only one case so far this half term.</p>	
6	<p><u>EHT Report:</u></p> <ul style="list-style-type: none"> • This was circulated prior to the meeting. Governors have asked if this could please be sent out earlier so that they have adequate time to read, digest and raise questions at meetings. LMc has said that she will do this. • DR requested that national data is presented alongside the school's data so that comparisons can be made. Governors pointed out that the low numbers at PFS might not make this a good comparison but so long as the accompanying narrative is valid this would still be useful. 	
7	<p><u>Membership of Governing Body - vacancies:</u></p>	

	<p>The instrument of governance states that the federation can have up to 12 governors. There is currently a vacancy for parent governor and 2 co-opted. The 2 co-opted spaces will be held until the skill-set of the FGB requires a new addition.</p> <p>Parent governor role to be advertised</p> <p>Recent NGA skills audit reflected that the current structure of the FGB is very balanced.</p>	
8	<p><u>Reports from Sub-committees:</u></p> <ul style="list-style-type: none"> Resources – SG praised the amazing job that Ildi has done as business manager, lots of savings and as a result, a new maths tutor can be bought in. Performance – Attendance has continued to climb. School reports are to be send out earlier in the term so that students have a goal to work towards rather than receiving them immediately before a holiday. Pay – minutes circulated to all. 	
9	<p><u>Staffing & Performance Management Update:</u></p> <ul style="list-style-type: none"> All teachers at BMS have received their performance management reviews apart from those currently on sick leave. LMc has presented the proposed restructure to governors and the LA – this is for three assistant headteacher roles to be made permanent – governors gave approval. 	
10	<p><u>Health & Safety and Safeguarding:</u></p> <ul style="list-style-type: none"> Reportable injuries circulated previously. PFS due a H&S audit in December – AJ will attend. PJ shared latest updates from Keeping Children Safe in Education (see appendix) CSR up to date at both schools All staff have online test to ensure understanding of the KCSIE updates. DS queried if the governors have written evidence to show that the FGB have read the safeguarding updates – LMc to arrange for them to be added to EVERY. A name sheet will be used for governors to sign to say they've read it. 	LMc LT
11	<p><u>SEFs:</u></p> <ul style="list-style-type: none"> Covered under EHT report and to be removed from future agenda. 	
12	<p><u>Update of FDP :</u></p> <ul style="list-style-type: none"> Circulated prior to meeting. LMc explained that staff absence/Covid has contributed to the red areas. Governors were happy with the easy to understand format but again asked if documentation and reports could please be sent out around a week prior to meetings so that governors can take the time to appreciate the content. PJ said that this was particularly necessary now as the governing body is transforming from the necessity of online meetings to moving forward now that face-to-face meetings are allowed. It is understood by the governors that school leaders have had extra pressures due to Covid of late. 	

13	<p><u>Governor Visits and monitoring:</u></p> <ul style="list-style-type: none"> • PJ has looked at a monitoring structure (see appendix) staff are to be invited to talk at governor meetings about their specific learning areas. • A governor to be linked to PFS • AJ suggested that the new school lead for PFS be allowed time to settle in and then present his ideas and strategy for the school at a performance meeting. • PJ has requested that governors interested in the role of SEN governor approach him • 'Financial monitoring' to be added to resources agenda 	ALL
14	<p><u>Training:</u></p> <p>No new training to report.</p> <p>The guest speaker in March 2022 will be a training experience.</p>	
15	<p><u>Annual Work Plan:</u></p> <ul style="list-style-type: none"> • A new document will be used to guide the annual work plan, this was discussed with governors who all gave their agreement. 	
16	<p><u>Policies :</u></p> <p>PJ expressed his thanks to SG and the governors for all of the work that has gone in to reviewing the policies.</p> <p>All of the reviewed policies have now been agreed by the governors and will be uploaded to both schools websites imminently.</p> <p>A new form has been introduced so that governors can work to the same format when reviewing the documents, this has been emailed out to all governors.</p>	
17	<p><u>AOB:</u></p> <p>none</p>	

