

THE FEDERATED GOVERNING BODY OF GREEN HILLS FIRST FEDERATION

Minutes of the annual general meeting of the Federated Governing Body held at 6:30 pm at Farnley Tyas First School on Monday, 18 September 2017

PRESENT

Mrs K Smith (Chair), Mrs L Broadhead, Mrs N Cantrell, Mrs A Carmichael, Mrs J Lister, Mrs V McKinnell, Mrs C Minogue, Mrs A Stahelin-Hall, Mrs C Studd, Mrs J Travis

In Attendance

Christine Lodge (Meeting Clerk)
 Lisa Kitchen (Associate Governor)
 Linda Oldham (Associate Governor)
 Jane Slater (Associate Governor)
 Emmaline Bulmer (Associate Governor)

The meeting opened with the FarnleyTyas School Prayer.

168. ELECTION OF CHAIR

RESOLVED: That Mrs Smith be elected as Chair for a period of two years.

Being mindful of Mrs Smith's end of term of office, prior to this two year period, governors were asked to consider succession planning.

169. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr S Dobson (consent) Dr R Meredith (consent) Mr M Stancliffe (consent), Mr M Tinsdeall(consent), Dr D J O Love (consent) and Reverend M Zammit (consent)

(i) Governors' Protocol on Apologies and Consent to Absence

RESOLVED: That governors grant consent to absence on an individual basis depending on the circumstances.

(ii) Governors' Code of Conduct

RESOLVED: That the Governors agree to the NGA Code of Conduct and sign the register.

(iii) Declaration of Business Interest Information

- (a) Governors confirm that they have updated and published their Declaration of Business Interest information on the school website.
- (b) The Register of Business Interest Forms were completed to be retained in school. Copies would be sent out to the absent governors.

170. REPRESENTATIONEnd of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Lisa Broadhead	Foundation-Diocesan	20 July 2017

Mr M Tinsdeall Parent 7 October 2017

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Lisa Broadhead	Foundation-Diocesan	5 September 2017

A parent election was to take place across all three schools to fill the vacancy.

RESOLVED: That Mrs Stahelin-Hall raise this parent governor vacancy at the forthcoming Friends of Farnley meeting. All governors were urged to discuss their role with parents, particularly new parents should they ask for more information. Louise Studd said she was happy to be named as a new parent governor and to be approached if there were specific questions.

171. ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

Job Advertisement
Resignation
KLP

172. ELECTION OF VICE CHAIR

RESOLVED: That Mrs Broadhead be elected as Vice Chair for a period of two years.

173. REVIEW OF COMMITTEES

RESOLVED: That the membership of the Committees be as follows;

(i) Standards and Effectiveness Committee

The Committee shall meet three times a year
The Committee Chair shall be elected at the first meeting

Governor Representatives

Mrs L Kitchen
Mr S Dobson
Mrs J Lister
Mrs V McKinnell
Mrs A Stahelin-Hall
Mrs J Travis
Mrs L Oldham
Dr Rebecca Meredith
Mrs K Smith
Mrs L Studd

(ii) Finance, Pay and Health & Safety Committee

The Committee shall meet three times a year
The Committee Chair shall be Mrs Broadhead

Governors Representatives

Mrs A Carmichael

Ms N Cantrell
 Dr D J O Love
 Mrs J Slater
 Mr M Stancliffe
 Ms E Bulmer
 Parent Vacancy

Edwina Hirst and Katie Howbridge will attend the meetings as Observers

(iii) Staffing Committee

The Committee shall meet as required
 The Committee shall meet at various schools
 The Committee Chair shall be Mrs Smith

Governor Representatives

Mrs L Broadhead
 Mrs V McKinnell
 Mrs A Stahelin-Hall
 Mr M Stancliffe

(iv) Head Teacher Appraisal Committee

The Committee shall meet twice a year
 The Committee shall meet at various schools
 The Committee Chair shall be Dr Love

Governor Representatives

Mr S Dobson
 Mrs A Stahelin-Hall
 Mrs V McKinnell

(v) Denby Admissions Committee

The Committee shall meet as required
 The Committee shall meet at Denby
 The Committee Chair shall be Mrs Minogue

Governor Representatives

Mr M Stancliffe
 Mrs J Slater
 Mrs J Travis

(vi) Pupil Discipline Committee

This Committee shall meet as required at a suitable location.
 The membership of the Committee will be drawn from a pool of qualifying governors, with the Chair of Governors having the power to select membership.

(vii) Staff Dismissal Committee

This Committee shall meet as required at a suitable location.
 The membership of the Committee will be drawn from a pool of qualifying governors, with

the Chair of Governors having the power to select membership.

(viii) Staff Dismissal Appeals Committee

This Committee shall meet as required at a suitable location.

The membership of the Committee will be drawn from a pool of qualifying governors, with the Chair of Governors having the power to select membership.

(ix) Complaints Committee

This Committee shall meet as required at a suitable location.

The membership of the Committee will be drawn from a pool of qualifying governors, with the Chair of Governors having the power to select membership.

Q: Following feedback from the Denby SIAMS inspection should the foundation governors be meeting in addition to other groups?

A: A SIAMS action plan has been drawn up following the inspection at Denby and the involvement of foundation governors is addressed. It is not intended to create an additional meeting for foundation governors, but to include an RE focus at the beginning of some of the full meetings.

Terms of Reference

RESOLVED: That the LA Terms of Reference be adopted.

RESOLVED: That this be an Agenda item for each of the Committees.

RESOLVED: That the Standards and Effectiveness Committee and the Finance, Pay and Health & Safety Committee be formally clerked.

174. GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following governors shall be appointed with specific responsibility;

SEN and Looked After Children	Mr S Dobson
Safeguarding, esafety and Child Protection	Dr Love and Mrs L Studd
Numeracy	Mrs K Smith
Literacy	Mrs Lister
Health & Safety	Mr Stancliffe (Denby)
	Ms Cantrell (Farnley)
	Mrs Carmichael (Thurstonland)
SIAMS	Rev Zammitt (Farnley)
	Mrs Travis (Denby)
Data analysis	Dr Meredith
EYFS	Mrs McKinnell
Governor Training	Ms Cantrell

175. CHAIRMAN'S DELEGATED POWERS

RESOLVED: That the following Chair's delegated powers be granted:-

- (i) change of date of a scheduled meeting for good reason
- (ii) to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting
- (iii) to determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the school

176. DELEGATION OF POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties;

- (i) Planning and conducting the affairs of the three schools to remain solvent
- (ii) Establishing proper financial management arrangements and accounting procedures which comply with the Local Authority's financial regulations and standing orders and maintaining a sound system of internal controls
- (iii) Ensuring that funding from the LA and any other sources is only in accordance with the conditions attached to that funding
- (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it

RESOLVED: That the budget limit for virement between heads of expenditure be £5k and that the spending limit be £5k.

177. MINUTES OF THE MEEETING HELD ON 3 JULY 2017

RESOLVED: That the minutes of the meeting held on 3 July 2017 be approved and signed by the Chair subject to the following amendments:-

- (a) Finance Committee (min 159 (a) refers)
Delete Thurstonland from the last sentence.
- (b) Standards and Effectiveness Committee (min 159 (b) refers)
Dr Meredith be added as the missing name at the start of the second paragraph.
- (c) Admissions Committee (min 159 (c) refers)
First paragraph be amended to read, 'The Admissions Committee met regarding an application for Year 1 to attend Denby and the decision was made to accept this application due to the exceptional circumstances.'
- (d) Child Protection (Min 158 refers)
Delete the last sentence in response to the question.
- (e) Safeguarding (min 161 refers)
 - (i) Introduction to read, 'A safeguarding incident was discussed.'
 - (ii) Delete the first question.
 - (iii) Leave the introductory sentence and then exclude all the rest of min 161 from the copy to be made available in school.

178. MATTERS ARISING

There were no matters arising.

179. HEAD TEACHER'S REPORT

This had been emailed out from school and was shown on the smartboard, questions being invited. The following points being highlighted:-

Q: If all 31 children come in Year 1, is this manageable?

A: Yes, due to the structure of the class, one group of children works in the newly extended Early years area – this means there are usually never more than 20 children in the classroom.

The catering staffing issue has been resolved at Denby

An advert is out for a Yr2/Yr3 teacher five mornings per week, temporary until the end of the year. There has been lots of interest and governors were invited to form part of the Selection Panel.

RESOLVED: That Mrs Studd and Mrs Smith be involved in the shortlisting, interviewing and appointment.

None of the three schools had had any bullying incidents, racist incidents or exclusions.

The Safeguarding Policy has been updated following new recommendations from the LA and staff are required to sign up to say that they have read it.

Health & Safety – fire evacuations are planned in all three schools.

Q: What about a Lockdown Policy?

A: This has been discussed in the Finance, Pay and Health and Safety Committee.

Governors are aware that there needs to be the right solution, appropriate to risk, and it may be added as an extra in the Emergency Plan. The two business managers are due to attend a course in the next few weeks, a policy will then be brought to the next finance meeting.

Building Works - RESOLVED: That all the staff be thanked for their tremendous hard work in making this happen.

Federation Development Plan – A summary of the key priorities had been circulated. This was reviewed regularly in the Standards and Effectiveness Committee and at full Governing Body meetings. The focus this year is on spelling and all our staff pushing to praise confidence, independence and resilience by developing a growth mindset attitude to learning.

The headline data, showed how each school compared to Kirklees and national figures.

Governors noted the Policy Review cycle.

All the SEFs had been updated and will go onto the governors secure part of the website, an example being shown of the Farnley SEF with the changes being shown in red.

RESOLVED: That the Head be thanked for her comprehensive update.

180. FINANCIAL MANAGEMENT AND MONITORING

School Fund Audit

RESOLVED: That this go to the Finance, Pay and Health and Safety Committee and then to the full Governing Body.

181. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

This is currently under review by the LA. The current policy still stands.

182. WHISTLEBLOWING POLICY

This was reviewed in February 2017 and is on the school websites.

183. ADMISSION ARRANGEMENTS

This had been discussed at the last meeting. The PAN was confirmed as Denby 10, Farnley 10 and Thurstonland 12.

184. SAFEGUARDING

There were no issues to report. The LA Policy had been updated and was reviewed on the smartboard. Dr Love and Mrs Studd were to be added as named governors.

RESOLVED: That this be approved and be put on the school websites.

185. COMMUNITY HUB

Lisa Kitchen had attended the initial meeting. It is in the early stages yet. There will be joined up thinking where school leaders will be able to refer families, through a Multi Agency Panel, for additional support as necessary. All Kirklees schools have joined up to a Hub.

RESOLVED: That Lisa be thanked for her update.

186. GOVERNOR TRAINING AND GOVERNOR VISITS

(a) Governor Training

There had been no governor training.

(b) Governor Visits

Dr Love had gone on the Manchester Museum trip for Denby.

Mrs Stahelin-Hall had attended the Tea & Tissues for new parents for Farnley.

Mrs Carmichael had visited Thurstonland regarding Health and safety.

Dr Meredith, Dr Love and Mrs Studd had gone on the visit to Greenhead Park for Denby.

Mrs Broadhead had been on the Denby bike ride.

Governors were reminded to complete governor visit forms.

Q: What has happened to the newsletter circulation?

A: These will continue to be emailed out to governors to ensure that they are up to date with forthcoming events in schools.

187. ANY OTHER BUSINESS

(i) Job advert – this item had been sorted earlier in the meeting.

(ii) The KLP was Julie Dale.

RESOLVED: That the Head approach Mark Colley, as the independent person for her performance management review, as he was familiar with the Federation schools.

(iii) Resignation of experienced ETA and Lunchtime Supervisor at Farnley – consideration now to be given on how to meet the needs of the school

188. DATES OF NEXT MEETINGS

Full Governing Body

Monday 20 November 2017, 6.30 pm at Denby

Monday 29 January 2018 at 6.30 pm at Thurstonland

Monday 23 April 2018 at 6.30 pm at Farnley

Monday 2 July 2018 at 6.30 pm at Denby

Standards and Effectiveness Committee

Monday 9 October 2017 at 5 pm

Finance, Pay and Health and Safety Committee

Wednesday 1 November 2017 at 5.30 pm at Denby

RESOLVED: That the Head email the dates out so that absent governors are informed.

189. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act.