



INKBERROW FIRST SCHOOL



MINUTES of a meeting of the Governors of Inkberrow First School,
held on Wednesday 15th November 2017 at 5.45 pm at the school

Supporting, representing and promoting the School together

Attendees:

Martin Allen (Vice-Chair)(Acting Chair)
Gilly Hulse-Smith (GHS)(Part)
Maggie Hazlewood (MH)
Jenny Rose (JR)

Lisa Tagg (LT)
Richard Jordan (RJ)(Part)
Abbie Holliday (AH)
Helen Lees (HL) (Clerk)

- 1 Welcome and Receipt of Apologies with application for consent of absence:** Apologies were received, and accepted, from Ann Derbyshire (AD), Heather Thomson (HT), James Booton (JB); Bruce Rienstra (BR); Rob Hughes (RH); Heidi Fear (HF) (Associate Member – Finance) and Steve Wilkes (SW)(Associate Member – Curriculum). The Clerk advised that Gilly Hulse-Smith would be late arriving due to work commitments. Richard Jordan advised that he needs to leave the meeting at 6.50pm to attend a Parish Council Meeting. Abbie Holliday, the newly appointed Staff Governor, was welcomed to her first meeting.
- 2 Declarations of Interest** – No attendees had any interests to declare in the agenda.
- 3 Review and Approve the Minutes and Confidential Minutes of the 28/09/17 Full Governing Body Meeting:** The Minutes and Confidential Minutes of the 28/09/17 Full Governing Body meeting were unanimously approved, and were signed by the Chair as being a true record of the meeting.
- 4 Review of New and Open Actions Table:** The New and Open Actions Table, which had been circulated to all prior to the meeting, was reviewed. A number of updates were made to the actions. An updated version of the Actions Table, to reflect the updates provided at the meeting and new Actions assigned, will be circulated alongside the Minutes of this meeting.

[A lengthy discussion regarding the Change of Age Range Consultation took place during the review of Action 28917-27, the details of which have been recorded against the Change of Age Range consultation agenda item 8a. RJ left the meeting at the end of Agenda Item 4. GHS joined the meeting at the end of Agenda Item 4]

5 Statutory and Recommended Requirements:

- a) **Receive Update regarding School Development Plan (SDP):** The latest version of the 2017/18 SDP, which had been circulated to all prior to the meeting, was reviewed. No Governors had any comments regarding the SDP.
- b) **Review and Approve Best Value Statement:** A number of attendees had not picked up the email regarding the Best Value Statement, which had been circulated to all on the morning of the 15/11/17. The Clerk advised that the AAT Finance Trustee has advised that, going forwards, the Trust is likely to produce a Best Value Statement. It was noted that, due to the issues that have been encountered with finance systems since April 2017, no financial reports have been produced for review by Governors, and only a very limited number of finance meetings have been held. In light of the above, it was agreed that the F&P Forum should:

- review the 2016/17 Best Value Statement at their next meeting in order to ensure that they are comfortable that the actions identified in the 2016/17 Best Value Statement were carried out.
 - discuss whether to implement the draft 2017/18 Best Value Statement circulated to all on 15/11/17 or whether to pass progression of this item to the AAT Finance & Audit Committee for their progression **Action:** JR/RH to place Review the 2016/17 Best Value Statement (to confirm that actions identified in the Statement were carried out during 2016/17) and Discuss 2017/18 Best Value Statement onto the agenda for the next F&P Forum.
- c) **Receive Update regarding the IFS and AAT Accounts (prior to their submission to the EFSA by 31/12/17):** The Clerk advised that the Members Annual General Meeting, at which the AAT Accounts are to be presented for approval, is scheduled to take place on 4/12/17. The papers for this meeting have not yet been received, but will be circulated to all Governors for information upon receipt.
- d) **Review and Approve Sports Usage Report (for publication on IFS Website):** A Sports Usage Report for 2016/17 is available on the website (<http://www.inkberrowfirst.worcs.sch.uk/parents/sports-funding>), however this report has not been updated since March 2017 therefore the following **actions** were agreed:
- the Head should be requested to provide a Final End of year 2016/17 Sports Usage Report to the next Full GB meeting
 - the Head should be requested to provide an update regarding Sports Usage funding for 2017/18 at the next Full GB meeting

6 Receive IFS Governance Reports:

- a) **Any questions on the Headteacher's Report circulated prior to the Meeting:** Governors noted that one of the long-serving TA's, who has handed in her notice with effect from 1st December, is currently off sick and queried whether she would return to work prior to her end date. The Staff Governor confirmed that the TA will not be well enough to return to work prior to her end date. The Staff Governor confirmed that a leaving collection is being arranged. It was agreed that a Governor should contact the Head regarding whether or not to request an exit interview. **Action:** MH to liaise with HT regarding whether or not an exit interview should be progressed for the TA who is leaving on 1/12/17.

It was noted that the AAT School Improvement Partner (SIP) had visited school on the morning of 15/11/17. It was agreed that the Head should circulate the SIPs report to all Governors upon receipt. **Action:** HT to circulate the SIPs report to all Governors upon receipt. The Staff Governor advised that the SIP is to undertake a Teaching and Learning Walk around the school during the Spring Term.

The Chair noted that the latest DfE Data has now been received. It was agreed that the Head should be requested to circulate this Confidential data to all Governors for their review. It was agreed that a training session on this new data (replacement for RAISE) should be held on a Thursday evening in Spring Term H1. **Action:** MA to request HT to circulate the latest DfE Data to all Governors for their review. **Action:** MA to organise a training session on this new data in Spring Term H1 (action captured against 230317-02)

- b) **Any questions regarding the Notes from the S&P forum circulated prior to the meeting:** S&P Forum members queried whether the notes provided sufficient information for Governors, or whether further information was required. It was agreed that the Forums should continue to use Rolling Action Lists/Tables as were previously used by the Committees. **Action:** LT/RH to develop and maintain Forum Rolling Action List/Tables.

The Full GB approved the S&P Forum's recommendation that the Attendance Target for 2017/18 should be set at 97.2%.

The Staff Governor advised that the latest drafts of the SEND, Anti-bullying and Behaviour Policies are currently being reviewed by staff.

The Clerk reminded all Governors that the Appendix to the IFS Governors Handbook (available on IFS Governors webpage) contains a list of all IFS School Policies and details the agreed review cycle for each policy and which governance group (LGB or Forum) is required to approve the policy. It was agreed that the Forum Leads should use this list as part of their planning. **Action:** LT/RH to use the IFS Governor Handbook Policy appendix within their workload planning to identify which policies can be approved by Forums and which Policies need to be approved by Full GB.

It was noted that the AAT Executive Leadership Team have an action to develop a list of all policies in all 4 schools and plan to review this list to determine which policies should be AAT policies and which policies should remain as individual school policies.

- c) **Any questions regarding the Minutes of the F&P Forum circulated prior to the Meeting:** The Finance Governor advised that an F&P Forum has not yet been convened, but that discussions are currently ongoing to identify a meeting date. It was noted that the first AAT Finance & Audit committee meeting has now taken place, the Draft Minutes from which have been circulated to all Governors for their information, and that the AAT Finance Trustee has agreed to attend the F&P Forum to provide an update on the work of the AAT Finance & Audit (F&A) Committee. It was noted that financial reports should be available from the end of this month. **Action:** RH to organise an F&P Meeting before the end of term and report back to the next Full GB meeting.
- d) **Receive Update from the Pay & Performance Management Committee:** The Chair advised that the IFS Pay & Performance Management Committee has not met since the last IFS Full GB Meeting. The Clerk advised that the AAT Pay & Performance Management Committee has held its first meeting, the draft Minutes from which had been circulated to all for review. Governors requested further clarification regarding the roles and responsibilities of the IFS LGB and the AAT Pay & Performance Management Committee, and the process/timescales that should be followed by all with regards to AAT Pay & Performance Management going forwards. **Action:** HL to capture IFS LGB request for clarity regarding the Roles & Responsibilities and Process/Timescales that should be followed by all with regards to AAT Pay & Performance Management going forwards within the IFS Headline Report to Trustees for action by Trustees.
- e) **Receive Update from the Safeguarding Governor:** The Safeguarding Governor advised that he is visiting IFS on 17/11/17 to review the IFS Single Central Record (SCR), and that a review of IFS's SCR has also recently been undertaken by a Safeguarding specialist (Sally Mills). The Safeguarding Governor advised that he has now taken on the role of AAT Safeguarding Trustee and that he is currently collating key Safeguarding Information from each AAT school and will be producing an AAT Safeguarding Action plan going forwards. It has been agreed that each school should focus upon a Safeguarding Topic each term, with this term's topic being "How we create and maintain a climate of Safeguarding".

The Safeguarding Governor noted that the Head has circulated a "Staff Roles and Responsibilities" document to all Governors for their information. It was noted that this highly useful document details who is responsible in the Head's absence, and who is responsible should both the Head and the Senior Leader(s) be absent. A Governor queried whether this information should also be communicated to parents.

The Safeguarding Governor queried whether IFS should now reconsider the current Leadership arrangements, given the Heads LLE and AAT workload. Governors noted that the Head needs to be visible within school, particularly during a period of change such as is currently being experienced by IFS, in order to provide reassurance to parents. It was noted that, in particular, parents notice if the Head is not present at a Sharing Assembly, and it was suggested that the Head should endeavour to avoid external meetings on Friday Mornings where possible. It was agreed that the Safeguarding Governor should discuss the IFS Leadership Arrangements with the

Chair and report back to the next Full GB meeting. **Action:** MA to discuss current IFS Leadership arrangements, and communication regarding roles and responsibilities in the absence of the Head to parents, with the Chair and report back to the next Full GB meeting.

- f) **Any questions regarding Governor Visit Reports circulated prior to the meeting?:** Thanks were expressed to the new Data Governor for producing an informative report. No Governors had any questions regarding the report.

The Chair drew all Governors information to comparison data (pupil performance and financial) that is available on the DfE website and urged all Governors to review and use this information going forwards: <https://www.gov.uk/school-performance-tables> **Action:** All Governors to review the School Performance Data available on the GOV.UK website and use this information going forwards when considering school performance (pupil performance and financial performance) and undertaking benchmarking etc.

7 IFS Governance Arrangements 2017/18

- a) **Receive Update regarding Parent Governor Vacancy (Action: 280917-23):** The Clerk advised that no formal nominations had been received by the deadline, however a number of individuals had expressed an interest since the deadline passed. All those who have expressed an interest have now been contacted, and it has been agreed that the Parent Governor Recruitment process will be re-run in January 2018, once the current Change of Age Range Consultation has closed (Update recorded against open action 280917-23).
- b) **Receive Update regarding Staff Governor Vacancy (Action 280917-01):** It was noted that Abbie Holliday has been appointed as the new Staff Governor. Thanks were expressed to Abbie for stepping into this role.
- c) **Discuss Co-Opted Governor Vacancy (Action: 280917-29 and 280917-24):** It was agreed that further consideration regarding this role should be undertaken once the Parent Governor Vacancy has been filled. 2 potential names of individuals who could be approached were proposed for consideration by the Strategic Planning Committee. **Action:** SPC to consider the two potential candidates identified for the Co-Opted Governor Vacancy to date.
- d) **Discuss IFS Succession Planning (Action: 280917-31):** No Governors have put their names forward to take on the Chair or Vice-Chair roles going forwards. It was agreed that Succession Planning should remain as a standing agenda item until suitable succession planning arrangements have been identified (update recorded against Action 280917-31).

8 Avonreach Academy Trust Governance Matters

- a) **Receive Update regarding Change of Age Range Consultation:** The Chair confirmed that Change of Age Range Consultation meetings have now taken place in all four AAT schools. Few parents were present at the PHS Consultation meeting, however numerous Middle School Staff attended and they were very vocal regarding the potential impact of the proposals upon their employment. As a result of the above, little discussion regarding the impact of the proposals upon the pupils was progressed at the PHS meeting.

It was noted that a lot of discussion regarding the consultation is being posted upon social media sites, which are not affiliated to the schools. It was noted that, whilst it is appreciated that Middle School Staff will have concerns regarding the proposals and potential impacts upon their employment, using social media to voice these concerns is highly unprofessional and a source of concern to parents and teachers. A Governor noted that feedback from IFS parents following the IFS Consultation meetings has stated that the Trustees “shrugged off” and were “unsympathetic” regarding the impact of the proposals upon the Middle Schools. Parents have expressed concerns regarding the impact of this consultation upon the relationship with the cluster and pyramid schools, in particular Pinvin Middle School. The Chair advised that the AAT Executive Officer (EO)

has offered to Chair a meeting between the AAT Schools and the 3 Middle Schools to find a way forward.

A Governor queried whether the LA have expressed their views to the AAT Trustees, particularly with regard to school transportation. The Chair advised that Trustees have met/are to meet with representatives of the Regional Schools Commissioner, the LA and the Diocese to discuss the proposals. The next AAT Trustees meeting is taking place on 21/11/17 at which updates regarding these discussions will take place.

A Governor queried whether many feedback forms have been returned, or email comments received. The Clerk advised that no email feedback has been received, but a number of forms have been returned to date and these will be collated/analysed by the Clerk for presentation to the Full GB. The Staff Governor advised that an initial high-level view of the returns to date suggest that the majority of respondents are supportive of the proposal but that they have concerns regarding the facilities that will be provided. It was noted that:

- the IFS Governing Body need to be confident that they can provide suitable provision within the IFS site, and that the costs of such provision are affordable
- costings are currently being pulled together into a budget/plan, which will be circulated to all upon completion
- additional facilities are available at the village hall, although concerns have been expressed by staff and parents regarding accessing these facilities, particularly given that traffic through the village is increasing and there are no toilet facilities available at the village hall. **Action:** RJ to raise parent/staff concerns regarding road safety and toilet facilities at the village hall at the parish council meeting and report back to the LGB.
- Informal feedback received from Year 3 parents suggests that this group are the least decided. Concern was expressed that, should the proposal proceed, if insufficient numbers of this year group opt to remain the Year 5 provision in 2019 could be financially unviable. It was noted that the Trustees have captured this risk on their risk register.
- The departure of the current Head of Pinvin Middle School at Christmas is creating more uncertainty for parents.

A Governor queried whether responses from the local community have been sought. **Action:** MA to ask HT to confirm whether any local community engagement has been sought (via notices in shop/PO etc).

A Governor requested clarification regarding the role of the LGB in the Change of Age Range Consultation Process. The Chair clarified that the LGB need to meet in early January to:

- Consider the feedback received from stakeholders (parents/schools/LA/RSC etc)
- Review the school finances to determine whether the Change of Age Range is financially viable (based on indicative pupil numbers returned via feedback forms and indicative costs of required building work/resources/staffing etc)
- Consider the impact upon other schools (see page 9 of “Making Significant Changes to an Open Academy” document which states that “Where proposals are likely to have a significant impact on other local provision a full business case will usually be required to provide evidence that the education of children in the area, as a whole, will not be compromised. Where local provision is organised in three tiers and the aim is to move to two tier age range, the department expects schools to work together to ensure an appropriate co-ordinated implementation, and will only approve any individual proposal in that context”) <https://www.gov.uk/government/publications/making-significant-changes-to-an-existing-academy>
- Confirm the educational pathway for our pupils
- Make a recommendation based upon the above to the Trustees, who will then make a decision on how to proceed in Early February 2018.

- b) Receive Verbal Update regarding the 15/11/17 visit from the AAT School Improvement Partner (SIP):** It was agreed that the Head should circulate the AAT SIPs Visit Report to all Governors upon receipt. **Action:** HT to circulate the AAT SIPs Visit Report to all Governors upon receipt.

c) **Receive Update regarding AAT Governance Matters from Trustees:** The Minutes from the AAT Committee meetings had been circulated to all Governors for their information. Governors requested that:

- Acronyms used within the Minutes should be explained within the Minutes to improve readability
- Further detail regarding actions (over and above the Action Number and “Completed”) should be provided in order to provide Governors with visibility of actions taken

Action: HL to include the above requests regarding Committee Minutes and Actions in the Headline Report to the AAT Trustees for their consideration at their meeting on 21/11/17.

It was noted that the Ethos & Community (E&C) Committee are proposing that:

- a termly newsletter for parents/local publications/MPs etc should be produced
- the E&C Committee should review each School’s Collective Worship Policy, RE Policy and Equality and Diversity Policies
- the E&C Committee should review how British Values are communicated in each school
- the E&C Committee should review the methods of communication between school and homes that are used by each school

Governors requested further clarity from Trustees regarding the how LGBs are to be involved in the actions, and whether responsibility for the above policies should transfer to the E&C Committee.

The Clerk advised that “Transparency and Reporting” are on the agenda for the Trustees meeting on 21/11/17, following which further clarity will hopefully be forthcoming. The Clerk advised that the E&C Committee have produced an annual workplan which may be of use/interest to Governors, in particular the S&P Forum who are likely to have the most overlap with the E&C Committee. **Action:** HL to circulate the E&C Annual Workplan to all Governors.

d) **Identification of any IFS issues to be raised with AAT Trustees at their 21/11/17 Meeting:** See the Minutes of Agenda Items 6d and 8c above for details of Issues that IFS Governors wish to be raised with Trustees.

9 Any Other Business

The Clerk proposed that the January 2018 IFS LGB meeting should be brought forward to Thursday 11th January 2018 at 6pm, in order to align the meeting date with the LA’s timeline regarding notification of Changes to Admission Arrangements for 2019 (the deadline for submission of which is 28/02/18).

Action: HL to notify all Governors and Associate Members that the next IFS LGB meeting is proposed to take place on 11/01/18 at 6pm .

The Chair thanked everyone for attending and drew the meeting to a close at 8.00 pm.

Date of next Full GB Meeting: Thursday 11th January 2018 at 6pm (subject to Governors confirming their availability)