

THE CRUCIBLE FEDERATION
Owlerbrook & Whiteways Primary Schools

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
HELD ON 30 NOVEMBER 2017

Present: Ian Anniss (Chairperson); Lindsay Baxter; Harja Bibi; Lyn Burgin;
Susan Bridges; Jemma Jeavons; Rachael Kunze; Kit Oldham;
Lyn Overall; Helen Smith; Nargis Thabet; Lisa Whitehead;

In Attendance: Clairra Green (Clerk to the Governors)
Linda Brown (HR)

1. Report on Progress Towards Becoming an Academy

S Bridges welcomed Graham Feek, Deputy Chief Executive of Greenwood Academy Trust to the meeting. G Feek outlined through a presentation how the Trust could support the Federation consider joining a MAT. G Feek asked the Federation to consider 3 key areas: What is the deal? Can the deal be done? and How to execute the deal?

Harja Bibi arrived.

In discussion Governors raised concerns about governance and local governing bodies having appropriate empowerment. G Feek explained the models of governance, asking the Federation to think about what a Trust Board does and to think about the sub committees. S Bridges added the Federation would need G Feek to facilitate a discussion with Cascade to iron out the direction of the proposed Trust.

G Feek referred to key principles (services and structures). The Federation would need to consider these as it is a business that delivers outcomes. The Federation would need to determine what delegations they would want and how they intend to manage risk. G Feek urged caution around sticking with competencies that the schools have experience in eg IT explaining that it is sometimes better to buy in such services from specialists.

Governors questions:

Q: Would we be able to proceed on our own, then CASCADE join us?

A: No Regional Schools Commissioner would not sign it off.

Q: Do we keep separate budgets for each school

A: Yes. The Trust Board has overall responsibility for finance, but would devolve an agreed budget to each school. G Feek explained the different finance models giving an example how surplus money could be used by other schools in the MAT.

G Feek explained how the Trust could help them ie offer to facilitate top level governance, guidance about services and due diligence and project manage. G Feek outlined what the Trust would ask in return. The Trust is looking for strategic partners and would charge them for their time only. They would be prepared to come up in January with colleagues and spend a day with them to unpick issues.

Governors thanked G Feek for the presentation which they found helpful to understand how to plan ahead.

G Feek and L Brown left the meeting.

Governors agreed CASCADE are keen to join and recognises the strength in Federation. S Bridges explained the rationale of the 4 local schools, coming together to share resources with the aim of getting better outcomes for our children.

S Bridges reported back on the findings of the commissioned review of Beck and Hucklow Schools. The reviews were carried out externally by Andy Truby and local headteachers. S Bridges explained the findings around the academic progress and attainment of each school and the issues identified around Maths and the First Start Centre.

Governors agreed the next stage is for G Feek to deliver the same presentation to CASCADE to ensure the schools are at the same starting point. The joint working group would then come together to set the vision and articulate the core aims and values and how they are going to be delivered.

It was noted that an email was circulated to Governors to agree that the Chair should register their interest and this has been done and a response has been received from the LA. Governors agreed a LA representative should be invited to attend the Working Party.

Governors noted S Bridges is to meet with the Trustees within the next 2 weeks.

2. Apologies for Absence

Apologies for absence were accepted from Malik Kashmir; Peter Went and Pam Smith.

3. Declaration of pecuniary interests relevant to this agenda

Governors were asked to declare any pecuniary interests relevant to the agenda. No one declared any interests relevant to this agenda.

4. Appointment of Chairperson and Vice Chairperson

Governors agreed:

4.1 **Appointment of Chairperson**

Resolved: That Ian Annis be elected as Chairperson.

4.2 **Appointment of Vice Chairperson**

Resolved: That Lyn Overall be elected as Vice Chairperson.

5. **Headteacher's Report**

The report was previously circulated to Governors in advance of the meeting and the following points were highlighted:

Mobility

Mobility is still particularly high in both schools. To date since September Whiteways' mobility is already 14%. CMEs are being processed on a regular basis. Heads of Schools and EHT attended termly admissions meetings to discuss new arrivals into the city and mobility across the city and within the Locality.

Working across 4 schools

S Bridges is working across 4 schools setting up similar structures at Beck and Hucklow. Activity so far includes:

- School Improvement Plans written and shared for Beck and Hucklow.
- Leadership training for the 4 schools looking at data and preparing for Ofsted with Adrian Francis (Ofsted Inspector).
- Year Leaders have visited Whiteways and Owler Brook and begun to make links.
- Foundation stage teachers have started to form a group.
- Curriculum is being developed in the same way so support groups should grow nicely.
- Heads of Schools/Deputy Heads to meet each term to support each other.
- S Bridges applied for MDIF funding but missed the deadline, but it will be submitted in the next round.

Curriculum and Development

- Staff have assessed all foundation subjects against progression in skills document.
- Subject leaders will present this work at the training day in January.
- Building Learning Power in both schools was fantastic.

Staffing

Vacancies in both schools. Going to shortlist for 2 learning mentors.

SLT have looked at strategic planning. I Anniss explained the issues around the restructure with the unions and contracts which is an ongoing issue. Governors were requested to assist with a dismissal appeal panel. L Overall will be involved and P Went asked to be the other governor. **Action – L Burgin to approach P Went.**

L Burgin

Teaching and Learning

100% good with some teaching moving towards outstanding.

Performance Management

S Bridges passed her performance management. Noted all teaching staff and most Teaching Assistants now have had a performance management. Only 4 TAs yet to take place.

School Improvement Plan

Developed and shared with schools. Now need to share with staff.

Locality Working

S Bridges is part of the steering group. S Bridges explained Whiteways and Hucklow are “green” and categorisation depend on how much support schools are given by Learn Sheffield. K Oldham (SEN) and J Nixon (School Improvement) join meetings to look at strategic planning and funding. Cost of exclusion was raised and how school is looking at “local action” as an alternative to the costly expense of an exclusion.

Attendance

Systems are now in place. Positive start to Owlerbrook.

Safeguarding

Report now online. Provides evidence to policy and planning. I Anniss has signed off the report and Governors confirmed their approval.

Action – Governors to complete DBS if applicable. Thanks to the work of the Safeguarding Leads. Approved review and action plan. Noted numbers of children at CIN is increasing.

Governors

KS1/2 results

Established children (ie those that have been with the same school throughout) do better in all key stages. S Bridges reiterated if good teaching continues we should be pushing for outstanding at next inspection.

6. **Confirmation of the minutes of the previous meetings and report on matters arising from the minutes**

Resolved: That the minutes of the meeting held on 28 June 2017 be approved and signed.

7. **Committee minutes and reports from Governors with curriculum links**

Chair noted the minutes circulated for sub group meetings had taken place sometime ago and issues had moved on, so asked those reporting back to concentrate on the recent meetings.

7.1 **Community**

N Thabet fed back on items discussed at the meeting held on 9 November 2017

- Terms of Reference and membership agreed. (S Bridges reported she is now happy a structure is in place for the committee).
- A meeting had taken place as a result of incidents in the Wensley community with Councillors. Concerns about the support from Councillors were raised. S Bridges reported 2 children were knocked down outside mosque and suggested asking the Iman to provide supervision of children leaving.

7.2 **Curriculum and Standards**

L Overall fed back on items discussed at the meeting held on 4 July and 21 November 2017.

- Main concern is the number of governors (2 more are required. In particular one to represent SEN).
- Policies were looked at and noted there was a need for a “Federation” style and format. **Action – Governors agreed L Overall would check the policies for coherence and correct grammar.**

L Overall

7.3 **Premises, Staffing and Finance**

G Blincow fed back on the Finance meetings held on 7 June and 24 October 2017

- At the next meeting on 18 December the committee will look more closely at the budget figures.
- 2% pay rise agreed for teachers.
- Variation in staffing was discussed.
- Agreed equipment to write off.
- Internal audit highlighted weak areas as a result of previous school manager.
- Agreed policies and a new broad band provider.

8. **Governing Body Committees**

- 8.1 **Terms of Reference**
- 8.2 **Delegated Powers**
- 8.3 **Review membership**

Covered under item 7.

9. **To adopt or confirm the Governing Body Code of Conduct**

Governors adopted and confirmed the Governing Body Code of Conduct.

10. **Annual Report on Safeguarding**

Included in the Headteacher's report.

11. **School Admissions 2019/20**

Governors approved the Indicated Admission Number of 60 for the academic year, 2019/20.

12. **Date and Time of the Next Meeting**

Resolved: That the next meeting be held on 29 March 2018 at 4.00 pm at Owlerbrook School.

13. **Any Other Urgent Business**

It was noted a special meeting would need to take place to pass resolution on the Federation becoming a MAT and then consultation to take place thereafter.

Meeting closed at 6.30 pm