



The Blagreaves Federation Full Governors Meeting Minutes

Date: 3.10.23
Time: 6:15pm
Venue: Gayton Junior School

Governing Board Membership	
Andy Cokayne	Oliver Januszewski
Debbie Tomlinson	Chris Warren – left meeting at 8:15pm
Tam Dale	
Jane Hill	
Rabinder Singh	
Lorna Reid – arrived at 6:26pm	
Clerk: Tasha Hemsley	Additional Attendees:
Apologies: Sukhy Mahal, Paul Hassall, Usman Malik	Non-attendees:

Agenda

Agenda Item	Led By	Minutes	Actions/By whom
FGB1/03.10.23 Apologies for absence and consent	Clerk	The meeting started at 6:25 pm. Electronic register was completed after the meeting.	
FGB2/03.10.23 Declarations of Interest	Clerk	TD and JH will be asked to leave during the discussion around HTPM if necessary.	
FGB3/03.10.23 Register of Pecuniary Interests/Standing Orders	Clerk	Governors have filled out these forms. Action: Clerk to forward any electronic copies received to JH.	Clerk – Forward electronic copies to JH

Chair's Signature: Date:

The Blagreaves Federation Full Governors Minutes held on 03.10.23.



FGB4/03.10.23	Election of Chair and Vice Chair	Clerk	<p>Sukhy Mahal will be asked if she will continue to be the Chair of the Full Governing Board as no nominations were put forward.</p> <p>There are a number of Governor vacancies at the moment that are in the process of being recruited.</p> <p>Lorna Reid expressed that she would be willing to be Vice Chair of the Full Governing Board however she has many outside commitments that may mean that she has to resign from this position.</p> <p>A discussion took place around rotating this role between a number of Governors. It was agreed that LR would take on the role of Vice Chair for the first term of the year.</p> <p>Action: Clerk is to write to other Governors to seek expressions of interest to take on the role for the other two terms.</p>	Clerk - write to other Governors to seek expressions of interest to take on the role of Vice Chair for the Spring and Summer terms.
FGB5/03.10.23	Board Membership Matters Vacancies Link Governor Roles 23/24	Clerk	<p>Governor Vacancies Jenny Watson has handed in her resignation. Michelle Cockcroft handed in her resignation due to a conflict of interests. The Governing Board thanks them both for their time and work with the Federation.</p> <p>There is a staff vacancy that has not been filled by Ridgeway Staff and so this will role will now be opened to Gayton Staff.</p> <p>The current Parent Governor vacancy at Ridgeway has been advertised and there are four candidates who have handed in application forms. A ballot is being organised with the view that someone will be in role soon.</p> <p>It was discussed that the three remaining candidates' statements could be circulated to Governors to see if there was anyone who could be approached to join the Governing Board.</p> <p>Statutory Link Governor Roles were selected in this meeting - Usman Malik is the Link Governor for SEND and Sukhy Mahal is the Link Governor for Safeguarding.</p> <p>It was decided that other Link Governor roles will be assigned at the next Full Governors Meeting.</p>	

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The Blagreaves Federation Full Governors Minutes held on 03.10.23.



FGB6/03.10.23	Minutes and Matters Arising	Chair	<p><u>Minutes – 11th July 2023</u> The minutes of the previous meeting on 11th July 2023 were reviewed.</p> <p>RATIFIED: The governors unanimously agreed and ratified the minutes of the resources committee held on 11th July 2023 as a true and accurate record.</p> <p><u>Confidential Minutes – 11th July 2023</u> The confidential minutes of the previous meeting on 11th July 2023 were reviewed.</p> <p>RATIFIED: The governors unanimously agreed and ratified the confidential minutes of the resources committee held on 11th July 2023 as a true and accurate record.</p>	
FGB7/03.10.23	Keeping Children Safe in Education	Chair	<p>Read KCSIE on Governor Hub and share with Clerk that you have read and understood.</p> <p>Action: Clerk to set up how to share with Governors.</p>	Clerk to set up how to share with Governors.
FGB8/03.10.23	School Development Planning	HT	<p>Documents were made available prior to the meeting with the following points being discussed.</p> <p>Deadlines for each school have been presented to Governors along with an evaluation from GJS of last years. This working document will be added to, as the document is shared with Staff.</p> <p>RIS Upon discussing staff wellbeing questionnaires, the following questions were asked</p> <p>AC – How are you measuring these? TD – this information came from the OFSTED questionnaire. AC – is this something that is done annually? TD – yes, a staff wellbeing survey is given out each year but the results from the OFSTED questionnaire were used this year.</p> <p>LR – Are staff able to provide feedback or raise concerns without having to approach SLT? A discussion took place around what is currently in place which includes staff having the option to speak to Governors confidentially. TD commented that she was unsure if staff knew this was an option. It was agreed that Governors would write to staff to make them aware that they have</p>	

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The Blagreaves Federation Full Governors Minutes held on 03.10.23.



			<p>this opportunity if they feel it is needed. It was also decided that Governors would make themselves available to staff during visits to enable greater engagement between Governors and Staff.</p> <p>Action: LR as Vice Chair will make herself available to staff at a suitable opportunity when she is planning on visiting the schools. This is with the view that other Governors will do the same at different points in the year, possibly on a rotational basis.</p> <p>GJS It was discussed about if it would be beneficial to make reference to the online working document in the RIS document in order that it is consistent across the Federation.</p> <p>Action: TD to put this back into the document.</p>	<p>LR to visit schools and make herself available to staff at a suitable opportunity.</p> <p>TD to put in reference to the online working document.</p>
FGB9/03.10.23	Teacher's Pay Award - Ratification	HT	<p>Following the teacher strikes, it was agreed with unions that a 6.5% pay rise would be accepted and that it would be fully funded. Schools will receive 3.0% of this pay rise as the Government is saying that schools have already budgeted for the 3.5%.</p> <p>The Governors were asked to provisionally ratify this pay rise.</p> <p>CW proposed this and it was seconded by AC. Decision ratified.</p>	
FGB10/03.10.23	Budget Reviews	HT	<p><i>This item is recorded in the Confidential Minutes.</i></p>	
FGB11/03.10.23	Staffing Update - Ridgeway	HT	<p>The restructure process that began in April has been paused for the time being.</p> <p>Currently it would not be safe to operate as a school with less staff, due to the need within the new Reception cohort being very high. Some emergency funding has already been approved. Additional funding will be spent on agency TAs rather than having someone employed with the school short term.</p> <p>Some of these children may be more settled by Christmas and so the situation will be reviewed again around this time.</p> <p>AC asked who's safety was being put at risk in this situation and reiterated that the</p>	

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			<p>children's safety was paramount. TD agreed and explained how both children and staff's safety would be at risk if staffing levels dropped.</p> <p>A Club Manager has been appointed on a reduced amount of hours than was originally advertised however this is so far working well.</p> <p>A member of staff has asked to come back from Mat Leave on a 0.6 contract but due to someone else going on Mat Leave who works a 0.5 contract, it would not make sense to give them more than a 0.5 contract at the moment. They have been advised that they can request to change their hours in 12 months as per LA policy.</p>	
FGB12/03.10.23	Review of School Policies	HT	<p>Suspension & Permanent Exclusions Policy – ratified Governor Code of Conduct – ratified</p> <p>Safeguarding – RIS, GJS – CW proposed and OJ seconded.</p> <p>OJ - Does each school need to have their own policy or can it be joint under the Federation? JH - It is just easier to have them separate so that there is no confusion. This is one policy that needs to be crystal clear.</p> <p>SEND – RIS, GJS – CW proposed and LR seconded. Behaviour Management – RIS, GJS - CW proposed and AC seconded. CW – Would it make sense to have joint policies? JH – Not really due to ages of the children and the different systems in place.</p>	
FGB13/03.10.23	Governor Visits	HT	<p>It was decided to postpone arranging these visits until the next meeting.</p> <p>Action: A list of Link Governor roles to be compiled and sent around so that everyone can volunteer for different roles.</p> <p>Action: TD/JH to compile and circulate a calendar of dates and events for Governors to see when they are available to attend.</p>	<p>A list of Link Governors to be sent around for volunteers</p> <p>TD/JH to circulate calendar of events for visits</p>
FGB14/03.10.23	Training	HT	<p>KCSIE training – 50 minute training session. It is online and JH will email out the link.</p> <p>Action: All Governors to complete and let Clerk know</p>	<p>All Governors to complete and let Clerk know</p>

Chair's Signature: Date:

The Blagreaves Federation Full Governors Minutes held on 03.10.23.



			Action: Clerk to email out list of upcoming training opportunities that are available to Governors.	Clerk to email out list of upcoming training opportunities that are available to Governors.
FGB15/03.10.23	Items of Correspondence	HT	<i>This item is recorded in the Confidential Minutes.</i>	
FGB16/03.10.23	Any other matters	HT	Governors have been made aware of the Governor Hub app – all documents can be downloaded so that they can be accessed offline. Governors have been asked to look into this option and bring a device to future meetings in order to save on documents being printed. External Support for SEND Hub – <i>This item is recorded in the Confidential Minutes.</i>	
FGB17/03.10.23	Items of a Confidential Nature	HT	Letter of Correspondence Staff Update External support for SEND Hub	
FGB18/03.10.23	Key Impacts of the Meeting	HT	Budgets	
FGB19/03.10.23	Pay Review – Recommendation from HTPM	Chair	Prior to the meeting the Recommendation from the Head Teacher Performance Management Review documents were shared. LR proposed that this be ratified and this was seconded by DT. The Governors ratified the recommendation from the Head Teacher Performance Management pay review unanimously. The timing of HTPM was also discussed and the Governors agreed to bring this review forward in the year to July.	
FGB20/03.10.23	Next Meeting	Chair	Assign remaining Link Governor roles	
	Meeting closed at:	Clerk	The meeting finished at 8:27pm.	
			<u>Action Points</u> • Clerk – Forward electronic copies to JH	

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			<ul style="list-style-type: none">• Clerk - write to other Governors to seek expressions of interest to take on the role of Vice Chair for the Spring and Summer terms.• Clerk to set up how to share with Governors.• LR to email whole staff group explaining anonymous reporting of issues.• TD to put in reference to the online working document.• A list of Link Governors to be sent around for volunteers.• TD/JH to circulate calendar of events for visits• All Governors to complete KCSIE training and inform Clerk when complete.• Clerk to email out list of upcoming training opportunities that are available to Governors.	
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