

Dove Federation FGB Monday 16 April 2018

5.00 pm at Caston Primary School

MINUTES

<b>Present:</b> Helen Adshead – (Chair) HA	Pat George (Acting HT) PG
David Saunders DS	Neil Groves NG
Pat Precious PP	Jan Munn JM
Sheila Hoyle (Clerk)	

HA as Chair welcomed everyone. The meeting was quorate.

1 **Prayer** . This was lead by DS.

2 **Apologies accepted for absence**, Ben Schadla- Hall, Lis Walker, Sarah Williams. Sylvia Wright had resigned as foundation governor. HA would contact the Diocese for the Foundation Governor replacement. **Action HA**

**Declaration of Business Interests** DS declared that he is a Diocesan School Support Officer. JM declared that she is an employee of NCC as is NG.

3 **Minutes and confidential minutes** of the last FGB meeting - Mon 19 March were approved and signed

4 **Matters arising from the minutes if not a separate agenda item**

**Governor confirmation of Keeping Children Safe in Education** – HA had now placed this on G Hub under the Useful Documents folder. HA asked that once governors had read this they should let the clerk know for the training records. **Action Governors→clerk**

**Inform staff of governor links** – HA explained that she had informed staff of subject links but had not given governor names. This would happen after staff training on 28 April 2018. Once monitoring forms had been completed the staff would be kept informed and governors would be asked to follow up where appropriate and/or needed. Staff will also be asked for feedback. The monitoring template should be kept simple. A new science link governor was needed.

**Leadership structure** – see under agenda item 7 Staffing matters.

**Inform parents/carers of new school times** – a letter from HA had been sent out explaining the new timings. There had been some initial teething problems. PG had suggested that the Deputy HTs organise a rota system and a letter from the Chair would be best to action this. **Action HA**

**Church school vision and ethos. Collective Worship** – the substantive HT had stopped paying TAs to attend CW and therefore they go home. TAs now know that their hours are 8.45 am to 3.15 pm and with one hour for lunch. All staff, except office staff are expected to attend CW.

H. L. Adshead  
21/5/18

A group meeting ( DS, LW, PP and HA) to discuss church school vision and ethos are meeting 27 April 2018 together with the Dept HT from Parkers PS who has responsibility for this area. HA will send out a list of values expected for church schools. **Action HA**

**Planning application** – contact with Diocese. Nothing more had been heard.

**5 Acting Headteacher update** –Verbal report and to include data on progress and attainment, attendance, bullying incidents

This was the first day back at school for the summer term and the last FGB meeting was 19 March 2018 and so nothing had changed since then. Also matters had been covered within the agenda/meeting.

HA said that she would be offering **a staff WB survey**. The results would be summarised and governors informed. **Action HA**

There was no evaluation of Collective Worship and PG has provided the format but nothing had been done over the holidays and the displays were dire. The staff were struggling to think across the Federation and continued to work separately. HA stated that she had attended the SLT meeting that day to explain the governor expectations

**Caston Yr 6 Predictions** would be posted on G Hub. **Action PG**

**Breakfast Club** – an advert was out for an additional assistant at Parkers PS as numbers had increased from 15-20 pupils.

**6 Financial Report:**

**See also under staffing matters.**

**New budget update** - this had been set in conjunction with the Lead Officer for the schools, Doug Dale, PG and HA. The surplus shown in the budget is at the cost of staffing reductions – TA hours. Caston will show a surplus for £9.112K at the end of April 2019 and Parkers will show a surplus of £1.214K.

The budget is based upon 60 pupils for Caston but Caston now had 82 pupils and Parkers now has 107 pupils.

DS asked if there should be an integrated budget in the future but JM advised caution where schools were of concern.

The substantive HT was still included in the budget as was the Acting HT. The budget should be split as a ratio of pupil numbers. NG worked out that based upon a total income of £529K at Parkers for 2018/19 and for £431K total income for Caston this would mean a 57%/45% split respectively.

**BCR and commentary** – HA had a copy but governors did not discuss this as the budget had been discussed in detail.

**8 Premises**

The fence outside Yr R1/2 is not safe. Governors gave permission for PG to look at Capital Funding and to contact the Lead Officer to discuss replacement costs.

H.L. Head  
21/5/18

**9 Safeguarding update – a regular agenda item**

There is nothing to report since the last FGB meeting.

**10 Policies update**

All staffing policies based upon the approved NCC model were adopted as from 19 March 2018.

**Data policy** – to be carried forward.

**Action Clerk for noting**

**11 Governor matters**

Governor training – the previous training date of 25 April was cancelled and HA would arrange an alternative date.

**Action HA**

**12 AOB - none**

**13 Dates of next meeting – Mon 21 May 2018 5.00 pm in Caston PS**

The parent/carer forum was held immediately after this meeting at 7.30 pm.

The meeting closed at 7.30 pm

Contact Diocese for Foundation Governor	2	HA
Confirm read Keeping Children Safe in Education	4	All Governors→clerk
Letter to deputy HT for organising rota	4	HA
Church school values	4	HA
Staff WB survey	5	HA
Caston YR 6 predictions to G Hub	5	PG
Data policy	10	Clerk
New training date	11	HA

H.L. ~~Kearney~~  
21/5/18.