



<b>MINUTES OF THE FEDERATION GOVERNING BODY (BUSINESS) MEETING</b>		
<b>Date:</b>	<b>13<sup>th</sup> September 2023 at 5.30pm</b>	
<b>Venue:</b>	<b>Zoom</b>	
<b>Present</b>	Jess Kippen (JK) Lynda Newton (LN) Gavin Shortall (GS) Janet Batsleer (JB) Marie Chan (MC) Andrew Gait (AG) Joanna Gait (JG) Joanna Hill * (JH) Rita Kumar (RK) Caroline Whelan (CW)	Co-opted governor/Chair PCC (Holy Innocents) foundation governor/Vice Chair Ex-officio governor/Executive Headteacher PCC (Ascension) foundation governor PCC (Ascension) foundation governor Diocese foundation governor Ex-Officio (Holy Innocents) foundation governor Diocese foundation governor LA Governor Staff governor
<b>In attendance</b>	Sandra Jamieson ** (SJ) Jo Westhead ** (JW) Kim Spooner	Head of School (St. Philip's) Head of School (St. James) Clerk

\* present for part of Item 8 onwards.

\*\* present for part of Item 4 onwards.

**The meeting met its quorum and started at 5.36pm.**

<b>AGENDA ITEM 1</b>	<b>WELCOME &amp; APOLOGIES FOR ABSENCE</b>
<b>Discussion</b>	Apologies had been received from DC and HJ. JH and JW had given advance notice of late arrival to the meeting. LS was noted as absent.
<b>RESOLVED:</b>	<b>That the apologies of the above-named governors were accepted.</b>

<b>AGENDA ITEM 2</b>	<b>APPOINTMENT OF CLERK FOR 2023-2024 (STATUTORY)</b>
<b>RESOLVED:</b>	<b>That Second2None be appointed as the clerking service for the 2023-24 academic year (named Clerk: Kim Spooner)</b>

<b>AGENDA ITEM 3</b>	<b>APPOINTMENT OF CHAIR &amp; VICE CHAIR FOR 2023-2024 (STATUTORY)</b>
<b>RESOLVED:</b>	<b>That Jess Kippen be appointed as the Chair of Governors for the 2023-2024 academic year. That Lynda Newton be appointed as the Vice Chair of Governors for the 2023-2024 academic year.</b>

<b>AGENDA ITEM 4</b>	<b>ANNUAL DECLARATIONS / INFORMATION FOR GOVERNORS</b>
<b>Discussion</b>	a) Governors were asked to read, complete and sign the declaration statements on GovernorHub in relation to the following: <ul style="list-style-type: none"> <li>• Declaration of pecuniary, personal, educational interests</li> <li>• Code of Conduct</li> <li>• Confirmation of eligibility</li> <li>• Keeping Children Safe in Education (KCSiE) (September 2023).</li> </ul> <p>[SJ joined the meeting.]</p> <p><b>Q. Is KCSiE given to all staff to read?</b> <b>A. Yes.</b></p> <p><b>Q. How is it circulated?</b> <b>A. The Executive Headteacher delivered safeguarding refresher training for all staff at both</b></p>

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	<p>schools before the start of the academic year. This was also attended by a governor. The training including KCSiE and the changes for 2023. Each school has a staff handbook available on the shared google drive and that includes Part 1 of KCSiE. Staff are given time to read it.</p> <p><b>Q. Are whistleblowing procedures very publicly available?</b>  <b>A.</b> The policy is available to staff.</p> <p><b>Q. Is it publicly displayed?</b>  <b>A.</b> It is not currently on the school website.</p> <p><b>A governor highlighted the safeguarding areas of which governors should be aware, including local protocols for assessment and criteria for assessment and knowing how school responds to children and families with protected characteristics under the Equality Act.</b> The Chair responded that some areas are covered in FGB discussions and acknowledged that further information should be circulated to governors. <b>The governor challenged that governors needed to do more than just read policies. She added that she knew from previous experience how important effective whistleblowing procedures, in particular, are.</b></p> <p><b>Another governor highlighted that the main change in KCSiE 2023 is the emphasis on filtering and monitoring.</b></p> <p>Governors welcomed greater understanding of the processes as they are in place in the schools alongside greater understanding of the topics in general (eg: whistleblowing and equality). The Executive Headteacher proposed to bring policy documentation to future meetings to deepen governors' understanding of what safeguarding looks like in practice. <b>A governor challenged how important it is that senior leaders/governors do not just rely on there being policies in place.</b> The Executive Headteacher agreed.</p> <p>The Chair noted that governors had talked in the past about creating a governance handbook and felt that it could be a project now the Federation is established. She also suggested developing induction for new governors, potentially via a working party.</p> <p><b>Another governor challenged that the Federation policies were not yet published on GovernorHub for governor scrutiny and asked that the staff handbooks were published there as well.</b> The Executive Headteacher apologised for the delay and explained that he and the Clerk were working on policies. He undertook to publish the staff handbooks.</p> <p>The Executive Headteacher asked for the following topics to be included under the Safeguarding agenda item at the next FGB meeting:</p> <ul style="list-style-type: none"> <li>• Whistleblowing Policy</li> <li>• Equality Policy including protected characteristics</li> </ul> <p>and he would talk about the schools' policies and practice to enhance governors' understanding.  <i>[JW joined the meeting.]</i></p> <p>The Executive Headteacher explained that the Ofsted inspectors asked safeguarding questions every time they spoke to staff and suggested that governors be given a list of standard questions that can be asked of staff, to monitor safeguarding whenever governors visit the schools.</p> <p>b) Governors were asked to inform the Clerk if their postcode has changed since September 2022, so their GIAS record can be updated.</p>
<p><b>Actions:</b></p>	<p><b>Govs</b> to complete declaration statements on GovernorHub  <b>GS</b> to circulate list of safeguarding questions for governors to ask staff when they visit the schools  <b>GS/Clerk</b> to publish Federation policies on GovernorHub</p>

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	<b>GS/Clerk</b> to publish staff handbooks on GovernorHub <b>Clerk</b> to add Safeguarding agenda item for next FGB meeting: a) Whistleblowing Policy b) Equality Policy, including protected characteristics
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<b>AGENDA ITEM 5</b>	<b>GOVERNING BODY MEMBERSHIP</b>
<b>Discussion</b>	a) RK's term of office as LA Governor expires on 10 October 2023. RK was happy to be re-appointed.  b) Governors noted that the Foundation Ex-Officio position remains vacant. The Clerk explained that JH was working on this.
<b>RESOLVED:</b>	<b>That Rita Kumar would be re-appointed as a LA Governor for a four-year term commencing 10 October 2023.</b>

<b>AGENDA ITEM 6</b>	<b>GOVERNOR ATTENDANCE 2022-2023</b>
<b>Discussion</b>	Governors noted the attendance log for 2022-2023.
<b>RESOLVED:</b>	<b>That the attendance log would be published on the school website.</b>

<b>AGENDA ITEM 7</b>	<b>APPROVAL OF SCHOOL IMPROVEMENT PARTNER/EXTERNAL ADVISOR</b>
	The Headteacher recommended that the School Improvement Partner (QA Professional) and External Advisor for the Headteacher's Performance Management Committee should remain the same as last year. He did not see any reason to contract an external/commercial School Improvement Partner as the LA QA was rigorous and alongside the school's own self-evaluation and the validation from the recent Ofsted inspections, governors were assured that the current system works well.
<b>RESOLVED:</b>	<b>That Graeme Hollinshead was agreed as the External Advisor for the 2023-24 academic year.</b> <b>That Mary Arnold was agreed as the School Improvement Partner (QA Professional) for the 2023-24 academic year.</b>

<b>AGENDA ITEM 8</b>	<b>COMMITTEE STRUCTURE &amp; MEMBERSHIP 2023-24</b>
<b>Discussion</b>	a) The committee structure and memberships were agreed as follow: <b>Finance &amp; Personnel Committee</b> Executive Headteacher plus Rob Jones (Associate Member); Jess Kippen (Committee Chair); Rita Kumar; Sue Neesham (Associate Member); Lori Stewart; Caroline Whelan; Marie Chan (8)  <b>Teaching &amp; Learning Committee</b> Executive Headteacher plus Janet Batsleer; Debs Coey; Andrew Gait; Joanna Gait; Joanna Hill; Hilary Jones; Rita Kumar; Lynda Newton (Committee Chair) (9)  <b>Pay Committee</b> Joanna Hill; Hilary Jones; Lynda Newton (plus Executive Headteacher advising) (3)  <b>Pay Appeals Committee</b> Janet Batsleer; Andy Gait; Jess Kippen (3)  <b>Admissions Committee</b> Executive Headteacher plus Joanna Gait; Jess Kippen; Lynda Newton (4)  <b>HT Performance Management panel</b> Joanna Gait, Lynda Newton, Lori Stewart (3).

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	<p>Membership of the following would be agreed at point of need:  <b>Pupil discipline and exclusion</b> panel  <b>Staff discipline and dismissal</b> panel  <b>Staff discipline and dismissal appeals</b> panel  <b>Complaints</b> panel.</p> <p>The Executive Headteacher sought governors' views on whether the Pay and Admissions Committees should be held remotely or in-person. Governors present preferred to meet in-person. The Executive Headteacher forewarned that the Admissions Committee meeting might have to be postponed at short notice if the lists were not available from the LA.  <i>[JH joined the meeting.]</i></p> <p>b) Governors agreed to delegate Committee Terms of Reference to each Committee (for approval at the subsequent FGB meeting).</p>
<b>RESOLVED:</b>	<p><b>That the committee structure and memberships were agreed as noted.</b>  <b>That review of the Committee Terms of Reference was delegated to each Committee for ratification at the subsequent FGB meeting.</b></p>

<b>AGENDA ITEM 9</b>	<b>GOVERNOR SUBJECT LINKS &amp; LEAD GOVERNOR ROLES 2023-24</b>
<b>Discussion</b>	<p>a) Lead Governor roles were confirmed as follows:  <b>SEND</b> – Lynda Newton  <b>Safeguarding/Prevent</b> (including DfE's digital and technology standards – governors have strategic responsibility for monitoring and filtering of IT systems and need assurance that the DfE's digital and technology standards for schools are being met) – Jess Kippen  <b>GDPR Data Protection</b> – Joanna Gait  <b>Health &amp; Safety</b> – Hilary Jones.</p> <p>b) Governors noted their responsibility for making sure the food standards are met within school, and that the school is creating a culture of healthy eating and supporting pupils to make healthy eating choices. Governors agreed that oversight should be incorporated within the Health &amp; Safety Lead Governor role.</p> <p>c) The governor monitoring process / assignment of subject links for this academic year would be considered by the Teaching &amp; Learning Committee.</p>
<b>RESOLVED:</b>	<p><b>That the Lead Governors were appointed as noted.</b>  <b>That the Health &amp; Safety Lead Governor role will include oversight of food standards and healthy eating.</b></p>

<b>AGENDA ITEM 10a</b>	<b>PART I MINUTES OF THE FGB MEETING HELD 27<sup>th</sup> JUNE 2023</b>
<b>RESOLVED:</b>	<b>That the Part I minutes of the meeting be accepted as a true and accurate record.</b>

<b>AGENDA ITEM 10b</b>	<b>PREVIOUS ACTIONS/MATTERS ARISING</b>
<b>Discussion</b>	<p><u>Previous Actions</u></p> <ul style="list-style-type: none"> <li>• <b>Item 3b c/f GS/Clerk</b> to discuss potential schools for Collaboration Agreement proposal – <b>Carried forward to next meeting</b></li> <li>• <b>Item 3b c/f JK</b> to research format for governance development plan – <b>Carried forward to next meeting</b></li> <li>• <b>Item 3b c/f GS</b> to clarify plan of action in case of data security problem with SCR – <b>Carried forward to next meeting.</b> The Executive Headteacher explained that the new School Business Manager will have oversight of safer recruitment across both schools and ensuring that both schools have the same system.</li> <li>• <b>Item 3b c/f SJ &amp; JW</b> to liaise with JG re: computer science visit to both schools – <b>Pending.</b> JG undertook to complete a GDPR visit on the same day.</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Item 3b c/f GS</b> to arrange annual safeguarding training – <b>Complete</b></li> <li>• <b>Item 10 Clerk</b> to send final meeting schedule to GS and governors – <b>Complete.</b></li> </ul> <p><u>Matters Arising</u> There were none.</p>
<b>Actions (c/f):</b>	<p><b>GS/Clerk</b> to discuss potential schools for Collaboration Agreement proposal  <b>JK</b> to research format for governance development plan  <b>GS</b> to clarify plan of action in case of data security problem with the SCR  <b>JG</b> to undertake computer science visit and GDPR visit to both schools</p>

<b>AGENDA ITEM 11a</b>	<b>MINUTES OF THE EFGB MEETING HELD 21<sup>st</sup> AUGUST 2023</b>
<b>RESOLVED:</b>	<b>That the minutes of the EFGB meeting be accepted as a true and accurate record.</b>

<b>AGENDA ITEM 11b</b>	<b>MATTERS ARISING</b>
<b>Discussion</b>	The electrical re-wire at St. Philip's is due to start in October. Governors would be kept updated on progress.

<b>AGENDA ITEM 8</b>	<b>CHAIR'S ACTION (if any)</b>
<b>RESOLVED:</b>	<b>There was none.</b>

<b>AGENDA ITEM 13</b>	<b>EXECUTIVE HEADTEACHER'S VERBAL UPDATE</b>
<b>Discussion</b>	The Executive Headteacher reported that it had been a very positive start to the year.

<b>AGENDA ITEM 14</b>	<b>ANY OTHER BUSINESS</b>
<b>Discussion</b>	In relation to agenda item 5.2, JH updated that she was in communication with the Archdeacon whose responsibility it is to find somebody to fill the ex-officio governor vacancy. The Chair thanked JH for her ongoing efforts.

<b>AGENDA ITEM 15</b>	<b>DATES &amp; LOCATIONS OF NEXT MEETINGS</b>
	<p>a) Governors agreed the changed locations for the following T&amp;L Committee meetings:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> November 2023 at 4pm at <b>St. Philip's</b></li> <li>• 17<sup>th</sup> January 2024 at 4pm at <b>St. James</b></li> <li>• 17<sup>th</sup> April 2024 at 4pm at <b>St. Philip's</b></li> <li>• 17<sup>th</sup> July 2024 at 4pm at <b>St. James.</b></li> </ul> <p>b) The next meeting dates are:</p> <ul style="list-style-type: none"> <li>• <b>FGB – 13<sup>th</sup> December 2023 at 5.30pm at St. Philip's</b></li> <li>• Pay Committee – 25<sup>th</sup> September 2023 at 4pm at St. James</li> <li>• F&amp;P – 4<sup>th</sup> October 2023 at 4pm at St. Philip's</li> <li>• T&amp;L – 1<sup>st</sup> November 2023 at 4pm at St. Philip's.</li> </ul>
<b>RESOLVED:</b>	<b>That the amended Teaching &amp; Learning Committee meetings were agreed.</b>

<b>AGENDA ITEM 16</b>	<b>CONFIDENTIAL MATTERS</b>
<b>RESOLVED:</b>	<p><b>a) Staffing Update</b>  The Head of School at St. Philip's had informed the Chair of her retirement. The Chair said that SJ would be sadly missed and thanked her for everything she had done for St. Philip's. The Executive Headteacher echoed the thanks. JH commented that SJ had made an amazing contribution in extraordinary circumstances and would be a great loss to the school.</p>

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There being no further business, the meeting closed at 6.25pm.

### ACTIONS FROM THE FGB MEETING HELD 13<sup>th</sup> SEPTEMBER 2023

<b>Min. No</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>
4	to complete declarations/confirmations on GovernorHub	DC, HJ, LS; MC confs only; JK decls only	w/e 15.09.23
4	to circulate list of safeguarding questions for governors to ask staff when they visit the schools	GS	13.12.23
4	to publish Federation policies on GovernorHub	GS/Clerk	04.10.23
4	to publish staff handbooks on GovernorHub	GS/Clerk	ASAP
4	to add Safeguarding agenda item for next FGB meeting: a) Whistleblowing Policy b) Equality Policy, including protected characteristics	Clerk	13.12.23
10b (c/f)	to discuss potential schools for Collaboration Agreement proposal	GS/Clerk	13.12.23
10b (c/f)	to research format for governance development plan	JK	13.12.23
10b (c/f)	to clarify plan of action in case of data security problem with SCR	GS	13.12.23
10b (c/f)	to undertake computer science visit and GDPR visit to both schools	JG	13.12.23