



DRAFT MINUTES OF THE FEDERATION GOVERNING BODY MEETING		
Date:	30 th January 2024 at 5.30pm	
Venue:	St. James CE Primary School & Zoom	
Present	Jess Kippen (JK) Gavin Shortall (GS) Janet Batsleer (JB) Debs Coey (DC) Andrew Gait (AG) Joanna Gait (JG) Joanna Hill (JH) Hilary Jones (HJ) Rita Kumar (RK) Lynda Newton (LN) Lori Stewart * (LS) Caroline Whelan (CW)	Co-opted governor/Chair Ex-officio governor/Executive Headteacher PCC (Ascension) foundation governor Parent governor Diocese foundation governor Ex-officio (Holy Innocents) foundation governor Diocese foundation governor PCC (Holy Innocents) foundation governor LA governor PCC (Holy Innocents) foundation governor/Vice Chair Parent governor Staff governor
In attendance	Anne Marie Fahy (AMF) Shabana Esa (SE) Jo Westhead (JW) Kim Spooner	Federation Business Manager Head of School (St. Philip's) Head of School (St. James) Clerk

* present for part of Item 6 onwards.

The meeting met its quorum (11/6) and started at 5.36pm.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion	Apologies had been received from KS. The Chair welcomed the new Head of School for St. Philip's to the meeting and mutual introductions were made.
RESOLVED:	That the apologies of the above-named governor were accepted.

AGENDA ITEM 2	GOVERNING BODY MEMBERSHIP
Discussion	a) Governors noted that Marie Chan resigned as PCC (Ascension) foundation governor on 21 st December 2023. She had sent a letter and biscuits to be shared with governors. JH had kindly informed Fr Azariah of the vacancy. The Executive Headteacher would be meeting him this week to discuss further. b) Committee Membership It was proposed that HJ joined the Finance & Premises Committee and KS joined the Teaching & Learning Committee.
RESOLVED:	That Hilary Jones was agreed as a member of the F&P Committee. That Kathreen Shahbaz was agreed as a member of the T&L Committee.

AGENDA ITEM 3	DECLARATION OF BUSINESS & PECUNIARY INTEREST/S
RESOLVED:	There were none.

AGENDA ITEM 4a	MINUTES OF THE FGB MEETING 13th DECEMBER 2023
RESOLVED:	That the Part I minutes of the meeting be accepted as a true and accurate record.

AGENDA ITEM 4b	PREVIOUS ACTIONS/MATTERS ARISING
Discussion	<u>Previous Actions</u>

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	<ul style="list-style-type: none"> • Item 4b c/f DC, HJ, LS; & MC (confs only) to complete declarations/confirmations on GovernorHub – Pending for LS (and also KS). • Item 4b c/f GS/Clerk to discuss potential schools for Collaboration Agreement proposal – Complete. The Chair proposed that a Collaborative Agreement was made between the governing bodies of the Federation and Mauldeth Road Primary School. This would mean that the governing bodies can use each others’ governors to form panels when following HR policies for grievances, disciplinaries, capability, redundancy, pay and for complaints when a situation arises in which one of the schools is not able to use their own governors. Governors AGREED. The Executive Headteacher was due to meet with the Headteacher of Mauldeth Road to discuss wider collaboration opportunities. The Clerk explained that the governing body of Mauldeth Road would need to agree and minute their approval and she would send a draft agreement/Terms of Reference to the Chair/Executive Headteacher to share with the school for signature. The agreement would need to be reviewed annually. • Item 4b c/f JK to research format for governance development plan – Pending. • Item 4b c/f GS to clarify plan of action in case of data security problem with Single Central Record (SCR) – Complete. The Executive Headteacher explained that the SCR is a password-protected document held on an admin-only server at both schools and is not accessible by all staff. The school’s GDPR advisor considers this to be a sufficient level of security. Encrypting the content of the document would be a further layer of protection. In the event of a data breach, the school (in conjunction with the GDPR advisor) would need to assess whether a report to the Information Commissioner’s Office (ICO) was required and take the appropriate next steps. The Executive Headteacher reminded governors that the Federation had improved both schools’ data protection arrangements in that the Head of School at St. James is the Data Protection Officer for St. Philip’s and the Head of School at St. Philip’s is the Data Protection Officer for St. James thereby ensuring independence from the data and a suitably senior reporting mechanism direct to the governing body. • Item 4b c/f JG to undertake computer science visit and GDPR visit to both schools (Spring Term) – Pending. • Item 5 GS to update paper 5.2 (pupil roll) – Complete. <p><u>Matters Arising</u> There were none.</p>
Actions:	<p>c/f LS & KS to complete declarations/confirmations on GovernorHub Clerk to send draft collaboration agreement to JK/GS to share with Chair of Governors/Headteacher of Mauldeth Road Primary School c/f JK to research format for governance development plan c/f JG to undertake computer science visit and GDPR visit to both schools</p>
RESOLVED:	<p>That the governing body approved a Collaboration Agreement between The Community of Saints Federation CofE Federation and Mauldeth Road Primary School.</p>

AGENDA ITEM 5	EXECUTIVE HEADTEACHER’S REPORT
Discussion	<p><u>CoS Federation Admissions Policy</u> The final Federation School Admissions Policy 2025-26 (paper 5.3) had been circulated to governors along with the admission arrangements consultation ‘factsheet’ (paper 5.4) outlining the consultation process. The Executive Headteacher confirmed that the consultation had been completed and governors were therefore asked to agree the policy applicable for admissions from September 2025. Governors AGREED.</p> <p>The Executive Headteacher referred to papers 5.1 and 5.2 (EHT update and Enrolment & Attendance appendix) circulated prior to the meeting. He explained that St. James was trialling faster contact with parents when a child is absent from school (mirroring the successful process at St. Philip’s). A supportive call is made before 10 or 11am on the first day of absence. Parents/carers are encouraged to return their child (where appropriate) to school as soon as possible and reminded that a full day’s absence should not be necessary for a medical appointment. A governor commented that parent education around</p>

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	<p>attendance is important. The Head of School at St. James explained that the previous procedure was to make contact via text (unless the child is ‘vulnerable’). The Executive Headteacher highlighted the excellent work that had been done with vulnerable families and how attendance in that group had improved as a result over the last couple of years.</p> <p>Early indications are that the new process is having a positive effect. Attendance figures will be reported at the next FGB meeting.</p> <p>A governor commented that another school conducts home visits for all absent children. The Executive Headteacher responded that St. James and St. Philip’s do home visits for cases of concern but there was not capacity to do that for everybody.</p> <p>The Executive Headteacher noted that St. Philip’s was recognised for its excellent attendance. In addition to the school’s inclusion in the National College’s video about attendance, he had been contacted by the Executive Headteacher of three local schools to discuss attendance initiatives.</p> <p>The Executive Headteacher drew governors’ attention to the Autumn Term QA reports (papers 5.5 and 5.6) for each of the schools, circulated in advance of the meeting. The reports were discussed at the recent Teaching & Learning Committee meeting and shared with all governors, for information.</p> <p>Governors were informed that St. Philip’s had closed on the afternoon of 24th January 2024 due to loss of electrical power caused by works outside the school. Following consultation with the Chair of Governors, the Executive Headteacher took the decision to close the school and send children home (after they had eaten lunch) at 1.30pm. Power was re-stored and the school opened as normal on 25th January.</p>
RESOLVED:	That the Federation School Admissions Policy 2025-26 was approved.

AGENDA ITEM 6	SAFEGUARDING (<i>standing item</i>)
Discussion	<p>The Executive Headteacher explained that Section 175 of the Education Act 2002 requires governing bodies to carry out an annual review of the school’s safeguarding policies and procedures and provide information to the Local Authority (LA) about how the statutory obligations set out in ‘Working Together to Safeguard Children’ have been fulfilled. Both schools had completed the LA’s extensive Section 175 safeguarding audit and the results have helped to create an action plan identifying key targets for the year. As discussed at the Teaching & Learning Committee meeting, the Executive Headteacher proposed to bring sections of the audit to future FGB meetings.</p> <p><i>[LS joined the meeting.]</i></p> <p>As previously agreed by governors, future FGB meetings would include an area from Keeping Children Safe in Education (KCSiE) 2023 for the Executive Headteacher to discuss with the schools and present evidence to governors in meetings. The data from the audit would form part of that information.</p>
RESOLVED:	That the safeguarding information was noted.

AGENDA ITEM 7	COMMITTEE REPORTS / ACTIONS FOR FGB
Discussion	<p>a) T&L Committee</p> <ul style="list-style-type: none"> • 1st November 2023 As the minutes had not been circulated for approval at the recent Teaching & Learning Committee meeting, Committee members were asked to approve the minutes at the FGB meeting. (The minutes had also been shared at the previous FGB meeting.) • 17th January 2024 The Chair of the Teaching & Learning Committee reported that the two main items of discussion were governor visits (to be covered under agenda item 8) and the RE

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	<p>presentation from the two RE co-ordinators. The presentation introduced committee members to the new Diocesan curriculum which had already been adopted by St. Philip's in its entirety and was being phased in at St. James. The co-ordinators had met with the Deputy Diocesan Advisor for Education for support with the new RE scheme and preparation for the upcoming Statutory Inspection of Anglican and Methodist Schools (SIAMS). The co-ordinators have files of evidence to support assessment which they will continue to build ready for the inspection. Each co-ordinator will undertake a curriculum walk at the other's school. Questions asked by Committee members were about assessment, resources, training, what sort of visits take place to Churches and other places of worship, and how other religions were covered within the new curriculum. LN summarised that the co-ordinators gave an excellent and informative presentation and Committee members agreed. LN noted the collaboration between the two co-ordinators and how closely they had been working together. In response to a query from a governor, the Head of School at St. James confirmed that the school would ensure there was a similar level of engagement as had been achieved with the previous syllabus and that elements such as diversity would be covered through assemblies and theme days if not within the curriculum itself.</p> <p>b) F&P Committee</p> <ul style="list-style-type: none"> • 5th December 2023 A verbal update had been received at the previous FGB meeting. The draft minutes were presented for governors' information. <p>c) Plan for postponed F&P Committee 24th January 2024 Due to the school closure mentioned under agenda item 5, the F&P Committee meeting had been postponed. As there was only a short amount of time before the next scheduled Committee meeting, it was proposed that the agenda items were carried forward to that meeting, rather than arrange another separate meeting.</p>
RESOLVED:	<p>That the minutes of the Teaching & Learning Committee meeting on 1st November 2023 be accepted as a true and accurate record.</p> <p>That the Committee update was noted.</p> <p>That the postponed F&P Committee meeting agenda items would be included on the 27th February 2024 F&P Committee meeting agenda.</p>

AGENDA ITEM 8	GOVERNOR VISITS
Discussion	<p>The Chair of the Teaching & Learning Committee (LN) explained the changes to the governor visits record (paper 8) that had been agreed by the Committee. Governors thanked LN for her work revising the form.</p> <p>LN explained that she had drafted a Governor Visits Policy and that this had also been agreed by the Committee. This was considered by governors under agenda item 10d.</p> <p>LN suggested that curriculum walks for RE were undertaken by governors. The Head of School at St. James suggested that governors join the RE learning walk in March. The Executive Headteacher would share the date via the Clerk and available governors were asked to volunteer to attend.</p>
Action:	GS to send Clerk dates of RE learning walk to seek governors' availability.
RESOLVED:	That the Governor Visits Record, as recommended by the Teaching & Learning Committee, was adopted.

AGENDA ITEM 9	CHAIR'S ACTION (if any)
RESOLVED:	There was none.

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AGENDA ITEM 10	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
Discussion	Governors considered the following policies: a) CoS Federation Grievance, Bullying & Harassment Policy & Procedure – Jan 2024 b) CoS Federation ECT Induction Policy – Jul 2023 c) CoS Federation Disciplinary and Dismissal Policy – Jan 2024 d) CoS Federation Governor Visits Policy – Jan 2024 (<i>recommended for ratification by the Teaching & Learning Committee on 17th January 2024</i>)
RESOLVED:	That the policies were approved.

AGENDA ITEM 11	ANY OTHER BUSINESS
Discussion	a) Admissions Committee The Clerk confirmed that the Admissions Committee comprised JG, JK and LN. The Executive Headteacher forewarned that if the information was not available from the LA in time for the scheduled meeting date, it would need to be re-arranged. Two ‘reserve’ governors (AG and HJ) were agreed incase the original committee members were not available. b) School History Following the discovery of a ‘day book’ at St. James CofE Primary School, the Chair shared plans to mark the 60 years since the foundation stone was laid at the site of the school on 4 th May 1964. The event will take place on the nearest school day (Friday 3 rd May) and governors were invited to attend.
RESOLVED:	That Andrew Gait and Hilary Jones were agreed as ‘reserve’ Admissions Committee members.

AGENDA ITEM 12	DATES & LOCATIONS OF NEXT MEETINGS
	FGB 20th March 2024 at 1730 at St. Philip’s. Admissions 26 th February 2024 at 4pm at St. James. F&P Committee 27 th February 2024 at 1600 at St. James. T&L Committee 17 th April 2024 at 1600 at St. Philip’s.

AGENDA ITEM 13	CONFIDENTIAL MATTERS
RESOLVED:	There were none.

There being no further business, the meeting closed at 6.23pm.

ACTIONS FROM THE FGB MEETING HELD 30th JANUARY 2024

Min. No	Action	By Whom	By When
4b c/f	to complete declarations/confirmations on GovernorHub	LS & KS	20.03.24
4b	to send draft collaboration agreement to JK/GS to share with Chair of Governors/Headteacher of Mauldeth Road Primary School	Clerk	ASAP
4b c/f	to research format for governance development plan	JK	Spring Term
4b c/f	to undertake computer science visit and GDPR visit to both schools	JG	Spring Term
8	to send Clerk dates of RE learning walk to share with governors (to seek volunteers)	GS Clerk	ASAP

F&P 27.02.24

- Agenda items from 24.01.24 postponed meeting

FGB 20.03.24

- SFVS approval
- Safeguarding (*standing item*)
- Website compliance.