



## Swallowtail Federation of Church Schools

Minutes of a Meeting of the  
Governing Body of Swallowtail Federation of Church Schools  
Held at Hickling School on Tuesday 11<sup>th</sup> September 2018 at 6pm

|  |   |
|--|---|
| <b>Attendance</b>                        | <p>Julie Wones (JW) – Headteacher (by telephone)<br/>Sheila Watts (SW) LA - Chair<br/>Angie Johnson (AJ) – Foundation<br/>David Lloyd (DL) – Co-opted<br/>Justine Petersen (JP) - Clerk</p>   |
| <b>1. Welcome &amp; opening prayer</b>   | <ul style="list-style-type: none"> <li>➤ SW welcomed all present to the meeting and thanked them for attending.</li> </ul>  |
| <b>2. Apologies &amp; absence</b>        | <ul style="list-style-type: none"> <li>➤ Received and accepted from Natalie Fiske, Shaun Cushion and Linda Russell. JW had submitted apologies as she was unable to attend the meeting in person. She attended the first part of the meeting via a telephone link.</li> </ul>   |
| <b>3. Declarations of Interest</b>       | <p>Governors were given the opportunity to declare any new business interests or potential conflict of interest arising from the items on the agenda.</p> <ul style="list-style-type: none"> <li>➤ SW is married to an MSA at Sutton.</li> <li>➤ DL is married to the chair of the Blue Sky Federation.</li> </ul>  |
| <b>4. Election of Officers</b>           | <ul style="list-style-type: none"> <li>➤ SW was unanimously elected as Chair of Governors for a period of one year. Proposed by AJ and seconded by DL. There were no objections or alternative nominations.</li> <li>➤ AJ was unanimously elected as Vice Chair for a period of one year. Proposed by SW and seconded by DL. There were no objections or alternative nominations.</li> </ul>  |
| <b>5. Full Governing Body</b>            | <p><b>Terms of Reference 2018/19</b></p> <ul style="list-style-type: none"> <li>➤ The Full Governing Body and committee terms of reference were unanimously agreed without amendment.</li> <li>➤ JW has read these with regard to the responsibilities divested in the headteacher. There were no comments or concerns.</li> </ul> <p><b>NGA Code of Conduct 2018</b></p> <ul style="list-style-type: none"> <li>➤ Governors unanimously agreed to adopt the NGA Code of Conduct 2018 without amendment. It was signed by SW, DL and AJ.</li> </ul> <p><b>Register of Interests</b></p> <ul style="list-style-type: none"> <li>➤ All governors with the exception of Shaun Cushion have signed the Register of Interests. SC to sign at next meeting.</li> </ul> <p><b>Action – SC to sign Register of Interests at next meeting.</b></p> <p><b>Keeping Children Safe in Education 2018</b></p> <ul style="list-style-type: none"> <li>➤ The guidance was circulated in advance of the meeting. Governors are aware of their statutory responsibilities.</li> </ul> |
| <b>6. Delegation of Responsibilities</b> | <p><b>Review Governing Body Decision Planner and agree any changes</b></p> <ul style="list-style-type: none"> <li>➤ The decision planner remained unchanged from the previous year. All present agreed to adopt it without amendment.</li> </ul> <p><b>Proposed Committee Structure</b></p> <ul style="list-style-type: none"> <li>➤ Governors agreed that the committee structure would be unchanged. It remains the Achievement &amp; Standards Committee, Resources &amp; Premises Committee, and the Steering Group to work on the partnership with the Blue Sky Federation. Membership was agreed as follows:</li> </ul>   |

|  |   |
|--|---|
|  | <p>Achievement &amp; Standards – AJ, NF, LR and JW. The committee chair would be elected at the first meeting.<br/> Resources &amp; Premises – SW (Chair), SC, DL, JW. There would be no vice chair.<br/> Steering Group – SW, DL, AJ, LR. The chair is on a rotation basis.</p> <ul style="list-style-type: none"> <li>➤ SW advised that the Steering Group has a schedule of meetings in place, approximately every two weeks during term time and rotating around the five schools. JW would be informed of the meeting dates for the school calendar.</li> </ul> <p><b>Action – SW to inform JW of Steering Group meeting dates for the school calendar.</b></p> <ul style="list-style-type: none"> <li>➤ JW asked whether staff could be informed of the existence of the Steering Group. It was agreed that SW would inform staff by email after the next Steering Group meeting on 14<sup>th</sup> September.</li> </ul> <p><b>Propose that Disciplinary and/or Appeals panels are formed as required</b></p> <ul style="list-style-type: none"> <li>➤ Any disciplinary or appeal panel would be formed as required.</li> </ul> <p><b>Propose as last year we accept governors to participate or vote at meetings including but not limited to by telephone or video conference</b></p> <ul style="list-style-type: none"> <li>➤ It was agreed that governors could attend and participate in meetings remotely. Email votes would be accepted with the Clerk organising an email response to a clearly stated question or proposal.</li> </ul> <p><b>Safeguarding Policy:</b></p> <ul style="list-style-type: none"> <li>➤ Governors unanimously approved the policy that was circulated in advance of the meeting. JW to upload to website.</li> </ul> <p><b>Action – JW to upload Safeguarding Policy to website.</b></p> <ul style="list-style-type: none"> <li>➤ DL will forward minor suggestions to JW and AJ.</li> </ul> |
| <p><b>7. Agree Committee Members and Governor Responsibilities</b></p> | <p><b>Governor Link Roles</b><br/> Agreed as follows:<br/> AJ – SRE, safeguarding, LAC, SEN, GDPR, pupil premium<br/> SW – equality and diversity<br/> SC – finance, PE grant, governor training<br/> DL – health and safety, website<br/> NF – staff wellbeing<br/> LR – EYFS, maths, literacy and reading, SIAMS.</p> <p><b>Plan to Prepare and agree monitoring timetable</b></p> <ul style="list-style-type: none"> <li>➤ The Annual Schedule of Business was agreed including key monitoring. This would form the basis for monitoring schedules this year. The committees would reference it as needed.</li> <li>➤ The R&amp;P Committee would deal with the Pay Policy.</li> <li>➤ SW asked whether there was anything JW wished to discuss or highlight before she left the meeting.</li> <li>➤ JW advised that Hickling Pre School is now full and seven children are waiting for a space. <b>How many children are on roll?</b> About 13. <b>How many per session?</b> 8. <b>Is there a daily breakdown?</b> The pre-school has this information. It currently opens every day except Fridays and it is working to give spaces to those with siblings and those whose names were already on the list. <b>Governors stressed the need to examine cash flow and costings in terms of opening for additional hours. The pre-school must stand alone and could not be funded by the school.</b> JW would bring a proposal, cash flow prediction and projection forward to the next meeting of the R&amp;P Committee. Clerk to add to agenda.</li> </ul> <p><b>Action – JW to bring proposal and predictions for additional hours for Hickling Pre-School to the next R&amp;P meeting. Clerk to add to agenda.</b></p>   |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>➤ <b>Governors congratulated the staff for the success of Hickling Pre-School. Its success is excellent news for the Federation and for the village as a whole.</b></li> <li>➤ JW advised that she had had a positive meeting with the Head of the Blue Sky Federation.</li> <li>➤ <b>Governors asked how JW was feeling about her temporary role.</b> JW advised that she was very busy but she had no concerns.</li> <li>➤ SW and JW will meet on 14<sup>th</sup> September. SW has also scheduled meetings with the Heads of School this term.</li> </ul> <p><i>The phone call to JW was terminated at 18.50. JW left the meeting.<br/>Meeting no longer quorate. No decisions were made after this point.</i></p> <p><b>Refer Summary Document, Review and Agree</b></p> <ul style="list-style-type: none"> <li>➤ The Clerk was asked to update the document in light of Debbie Young's resignation and the new link responsibilities.</li> </ul> <p><b>Action – Clerk to amend summary document.</b></p> <p><b>Check who is Safer Recruitment training – do we have enough?</b></p> <ul style="list-style-type: none"> <li>➤ Governors were unsure whether safer recruitment training has a definite renewal date. The Clerk was asked to check.</li> </ul> <p><b>Action – Clerk to check whether safer recruitment training has an expiry date.</b></p> <p><b>Agree Members of Headteacher Performance Review Panel</b></p> <ul style="list-style-type: none"> <li>➤ Membership would be unchanged – DL, LR and AJ.</li> <li>➤ DL informed governors that he has struggled to secure the services of an external advisor this year. He is seeking urgent confirmation that Kevin Holland will attend.</li> </ul> <p><b>Parent Elections</b></p> <ul style="list-style-type: none"> <li>➤ SW would ask JW to ensure parent governor elections were included in newsletters.</li> </ul> <p><b>Action – SW to remind JW to include parent governor elections in newsletters.</b></p> <p><b>Action to identify FGB review/ training for this year and agree at next FGB</b></p> <ul style="list-style-type: none"> <li>➤ Governors completed the skills audit last year. The Clerk was asked to circulate the matrix via Governorhub and add to the next agenda.</li> </ul> <p><b>Action – Clerk to circulate the skills matrix and add training needs to next agenda.</b></p> |
| <b>8. Dates</b>                            | <p><b>Schedule of Meeting Dates</b></p> <ul style="list-style-type: none"> <li>➤ Governors agreed the meeting calendar at the end of the summer term. There were no amendments.</li> </ul> <p><b>Agree Data and governor group to review policies</b></p> <ul style="list-style-type: none"> <li>➤ JW and LR have reviewed the policies. JW to upload to Governorhub so the Clerk could allocate the policies to the committees.</li> </ul> <p><b>Action – JW to upload policies to Governorhub. Clerk to allocate to committees.</b></p>   |
| <b>9. Minutes of Previous FGB Meetings</b> | <ul style="list-style-type: none"> <li>➤ The minutes and confidential minutes the meeting held 10<sup>th</sup> July 2018 could not be approved because there were not enough governors present. Clerk to add to next agenda.</li> </ul> <p><b>Action – Approval of minutes and confidential minutes from 10<sup>th</sup> July 2018 to be added to next agenda.</b></p>  |
| <b>10. Policy Approval</b>                 | <p><b>Safeguarding Policy</b><br/>Covered above.</p>  |
| <b>11. Federation moving forward</b>       | <ul style="list-style-type: none"> <li>➤ <i>Confidential discussion.</i></li> <li>➤ The Clerk has made the Diocese aware of the foundation vacancies.</li> <li>➤ One potential governor has been approached by SW.</li> <li>➤ SW would discuss the vacancies with the Chair of Hickling Parish Council.</li> </ul>  |

With no further business the meeting finished at 19.30

**Key Actions going forward**

| <b>Agenda Item</b> | <b>Action</b>  | <b>Responsibility</b> |
|--------------------|--|-----------------------|
| 5                  | SC to sign register of business interests  | Clerk – next meeting  |
| 6                  | SW to inform JW of Steering Group meeting dates  | SW - Urgent           |
| 6                  | JW to upload Safeguarding Policy to website  | JW - Urgent           |
| 7                  | Proposal for Hickling Pre-School hours to be brought to next R&P meeting. Clerk to add to agenda | JW/Clerk – next R&P   |
| 7                  | Clerk to amend summary document  | Clerk – next meeting  |
| 7                  | Clerk to find out whether safer recruitment training expires                                     | Clerk - asap          |
| 7                  | Parent governor vacancies to be highlighted in newsletters                                       | JW - ongoing          |
| 7                  | Clerk to circulate skills matrix and add to next agenda  | Clerk – next meeting  |
| 8                  | JW to upload policies to Hub. Clerk to allocate to committees                                    | JW/Clerk - asap       |
| 9                  | Minutes of last meeting to be added to next agenda   | Clerk – next meeting  |

Signed by the Chair of Governors as a true record of the meeting:

Date:

.....

.....