



Forest Edge Federation
Minutes of the Full Governors' Meeting
Tuesday 18th July 2023 5.00pm
held at Woolaston Primary School



Present:

Governors: Nataline Bennett-Coleman (NBC)
Amanda Cooper (AC)
Marion Evans (ME) Co-Chair
James Bradbury (JB)
Natalie Fryer (NF) 5.15
Amanda Cooper (AC) 5.15

Richard Heys (RH) Co-Chair
Jenny Lane (JL)
Emma Gomersall (EG)
Robin Riordan (RR)
Jo Kibble (JK)

Clerk: Chrissie Hugill

As agreed, Co-Chairs to alternate leading FGBs – RH to Chair this meeting.		Action
22-23/85	Welcome & Apologies Hazel Beeton (HB) Helen Grimes (HG) Hannah Rowlands (HR) Becky Stackhouse (RS)	
22-23/86	Declarations of Interest There were none	
22-23/87	Minutes of the meeting 22 May 2023 Minutes had been circulated prior to the meeting. Matters arising: None Acceptance of Minutes: Proposed: ME Seconded by: JL Approved unanimously.	
22-23/88	Curriculum & Outcomes update Verbal update given by RH – Chair of committee. (Minutes available on SharePoint). Very good meeting held on 7 th July at WPS. Federation has purchased GLOSSI (Glos improvement service), Chair explained the advantages of this service. Subject leadership discussed in detail, leaders listed in the minutes and how this will be implemented across the two schools. Acceptance of Committee minutes proposed by AC, seconded by JL and approved by committee members present	
22-23/89	People & Development update Verbal update given by ME – Chair of committee. Meeting held on 11 th July at WPS looked at staffing at both schools for the next year. JL confirmed 25 places confirmed for Reception at WPS in September, all places taken at TCofE. Some parents originally chosen TCofE now changed to WPS. One parent has chosen to come immediately to WPS after Ofsted report went live. • TCofE Staff: all returning in Sept so back on track. • WPS Teaching staff: With falling numbers there is the need to restructure classes down to 5 but no need for a redundancy as a member of teaching staff has gained a post closer to home and handed in her resignation. • General Update on non-teaching staff: • Each school has a F/T Admin Officer who is also Attendance Officer. • Site Maintenance: Interviews for a site manager scheduled for tomorrow.	

	WPS is covered on ad hoc basis, TCofE covered with basic maintenance. New role to be created to lead across both sites for legionellosis checks, PAT testing etc 30 hrs/week - 52 weeks per annum. Current staff prepared to stay in post if necessary and assist handover when new appointment is made. • Collaborative leadership discussed. New structure to be confirmed to FGB. SharePoint and Teams will be used extensively. • Staff CPD Purchasing training plans (see C & O minute 22-23/88) • Flexible working policy and how to be applied- ongoing. Safeguarding: • WPS - none • TCoE – 1 item being investigated I poor attender. No medical evidence to support reason why not in school. JL pointed out pupils are no longer classed as 'missing education' but 'children absent in education'. Strategies are put in place eg P/T timetables There is a significant increase in home education across the county. Gov Qs RR: do figures exclude the home educated? JL: Yes, they do. NBC: Was the TCofE child a good attender before Covid? JL: No. Policies Committee to review policies relevant to P & D – 3 times per year there will deep dive on each policy. Recruitment of governors. Helen Grimes has been removed from the FGB due to nonattendance in the last 6 months. 2 governors retiring from the Board (Co-opted and Parent) recruitment to take place in the new academic year for 2 Co-opted and 1 Parent. Gov Comments: FGB need to go out into the community to seek candidates – assess any particular skills needed. RH will talk to local parish councils.	
22-23/90	Finance & Premises update Verbal update given by JB – Chair of committee. Meeting on 5th July TCoE (including Premises) • First pre-contract talk re toilets refurbishment has been held. It appears all the pre-work has been done. New drainage to be installed in front of the busy beehive, new canopy, guttering etc. • KS2 toilets: Knocking through KS2 classrooms to create new KS2 toilets with a modification to KS1 toilets. Work starts 31 July-planned finish date 6th Sept but contingency in place to use other rooms. This will be paid for out of Section 106 funding. Site Manager will deal with daily meetings. JB agreed to drop in to see how things are going throughout the holiday. • Fencing: on boundary with school neighbour – quotations to be sought. New owner of neighbouring property has requested, access into the field and wants the school to remove the 5-bar gate. JL confirmed he has access but must go round the other way	

	and should not need to come through school site due to the Safeguarding requirements. It is thought he doesn't realise the access has changed. When land was gifted to school access was • changed. Conversations taking place with GCC and Diocese to resolve the matter. • Photocopier: invoicing queries have been resolved. • Plan to purchase laptops – ongoing discussions and negotiations with the remote team to get them. WPS (including Premises)	
	• Cracking sound from the glazed roof in the hall (ongoing problem for a number of years) GCC are potentially going to replace it, though school may have to pay 25% of the cost. • Photocopiers are up and running (in both schools) though no internet connection in the hub at WPS – still to be sorted. Trunking needs re-instating. • With a reduction to 5 classes budget adjusted accordingly. • The original School House was queried where it is on the school site and how it is funded. School receives a payment from GCC but pay out to the diocese for the use of the building. Accounts for both schools Both sets of school accounts are quite straightforward. • Teachers pay award: Offer has been made of 6.5% funded pay award • WPS: Area Finance Officer (AFO) visited recently. JL discussed the financial implications of the restructuring down to 5 classes and a resignation from teaching staff. Due to these changes, it was agreed that the end of year budget is no longer -£160K but predicted carry-over of £50K • TCofE: Predicted bottom line is £110K carry-over. • AFO commented positively on the rigorous work carried out on both budgets by the FGB. GQ's RH: Going down to 5 classes at WPS, how will the spare room be used? JL: As an intervention and learning space; with 3 EHCP pupils we also need a breakout space. Could also be used for before and after school clubs rather than one of the in-use classrooms, but maybe a little on the small side.	
	• Energy audit being implemented and put in place as soon as possible. • Concern was expressed that the F & P committee will be two members down when RH and JK finish their terms of office.	
22-23/91	Headteacher's Report Paperwork for all gobs to read has been posted on SharePoint. SEND • SENDCo's work together across the federation. Report shared with Board on whiteboard for JL to take the meeting through the detail. Action plan is developed from the SDP. Priorities and achievements are shown for the benefit and use by all staff and FGB. The impact is proving very successful. Achievements are shown and the joint action plans. Questions posed: What difference has it made? what do staff need to improve? SEND: Expected pupils in new year: WPS: 3 x possible EHCPs	

	TCoE: Some will, on entry, need 'My Plans' JL took those present through the changes to the structure of support for SEND pupils i.e. funding/hours etc. By 2024 EHCPs will only be allocated for extreme needs. Full SEND review is planned over the next 12 months or so. Attendance Across the federation attendance is good • TCoE: Only 1 pupil who is persistent poor attender. RS (School Attendance Officer) has been asked to provide more detailed data relating to absentees in general. There were a number of holiday requests made during the year. • WPS there are a few less persistent absentees but some are on p/t timetable. There were 5 holiday requests. Process put in place is to hold Attendance Improvement Meetings (AIM) with parents by Attendance Officers. Impact has been huge; now only one pupil persistently late with a TCoE pupil and another one having only 1 day absent. GQs RR: What is the process, do you report to the LA? JL: Yes, we do The process is in the attendance policy to follow and implement. Data • Data for the federation shared with the meeting. (all information is available on SharePoint), including Phonics, KS1 and KS2 Both schools use Insight as a data tracker. JL took the meeting through the very good results. Gov comment RH: Well done to all concerned.	RS
22-23/92	Policies (Including individual school and Federation Policies) • None scheduled to be reviewed	
22-23/93	Safeguarding Covered in P & D report	
22-23/94	SEND Covered in Headteacher's report	
22-23/95	Wellbeing Sharing workload and work practice is all detailed on SharePoint for the Governors. It will reduce people working independently and it is hoped this will improve people's wellbeing. CDP will also support staff. The school insurance policy is there to assist staff needing leave. WPS staff pleased that Ofsted has been successfully completed. TCoE, having had a SIAMS are now moving into an Ofsted inspection year. Curriculum evaluation document is on SharePoint. This will evaluate, prioritise and put key points in place and timeframe. Governor comment: AC – generally staff are happy. TCoE staff appreciated the flowers (SIAMS) and WPS have chocolates. AC suggested as a reward; possibly staff could have a half day off in recognition of all the effort that has gone in. A way to say thank you. Development of relationships to work together from each school is working well.	
22-23/96	Governor visits None	

22-23/82	Strategic Plan	
	Work from the plan is progressing well with many achievements. Further objectives for committees will be developed in September. Estates work might need also need to be added to the plan.	
22-23/83	Any other business JL expressed her congratulations to Mrs Fryer on completion of her masters degree. ME expressed sincere thanks to Richard Heys and Jo Kibble for their sterling work and support of both schools during the time they have been Governors and especially through the inception of the federation.	
22-23/84	Meeting Closed at 6.30pm Date of next meeting: AGM Thurs 14th Sept Time: 5 – 6pm	

Signed _____

Date _____

Colour coding:

Governor questions

Comments/answers

Governor comments