

# Moorlands School Federation

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## Full Governing Body Meeting 12 January 2015 – 6.15 pm

### MINUTES

#### Attendees:

Johnny Norris (JN)	Chair of Resources (MIS Parent)
Ruth Balch (RB)	Chair of Governors (MIS Parent)
Clare Griffin-Felton (CGF)	Head Teacher
Fiona Bedding (FB)	Federation Business Manager
Fiona Randle (FR)	LA Governor
Chris Chatfield	LA Governor
Binky Clark (BC)	Vice-Chair of Governors/Chair of C&A (Community)
Caroline Cronin (CCr)	Community Governor
Frances Tyson (FT)	Clerk

1. **Apologies:** None. RB welcomed the new Clerk, FT.

#### ACTIONS

No	Action	Who	Target
1	Set review timescale for Behaviour for Learning policy	C&A	28/2
2	Review 'declaration of disqualification by association' regs	SG	We 23/1
3	C&A minutes of last meeting to circulate	C&A	We 23/1
4	Process appointment of 3x parent-governors	RB/FT	28/2
5	Review Learning Improvement Plan	C&A	Next mtg
6	Review and finalise procedure for link governor visits and reporting	SG	28/2

#### DISCUSSIONS

#### 2. Declaration of Business Interests

FR: Continuing interest as LA Schools Capital Manager

#### 3. Minutes of Previous Meeting (2014.11.10).

Actions update:

1. Response to LA completed
2. Behaviour for Learning policy pending further work at C&A. Federation to continue with existing policy for rest of school year then review.
3. Scheduling outstanding statutory policies reviews: SG chair to review the 'declaration of disqualification by association' new regulations.

Editing corrections to be made, then minutes to be signed.

#### 4. Receipt of C&A minutes (2014.12.02) and report of exceptional items, changes to Assessment Policy

No formal C&A minutes recorded. Chair will circulate document following this meeting. BC emphasised to FGB the importance of the evolving nature of the changes to Assessment methodologies being introduced and the depth of these changes. FGB to

recognise the importance of their learning and understanding of the changes in order to support and/or challenge staff.

#### **5. Receipt of Resources minutes (2014.12.08) and report of exceptional items**

No exception items to Resources meeting minutes recorded.

#### **6 Chair's Update**

##### **Parent Governor Recruitment**

RB advised to date 3 parents had submitted applications for the 3x vacancies, 2x Infant school parents .

#### **7 Reconstitution of Governing Body**

Following discussion, the governing body accepted the Reconstitution as proposed subject to an additional stipulation that two of the eight co-opted governors should also be parents. RB to process this with LA for formal reconstitution at future FGB meeting.

#### **8 Head Teacher's Update**

- a) CC congratulated CGF on the quality of her report.
- b) CGF circulated additional statistics on staff absences. Governors congratulated CGF on managing staff stress levels without impacting pupils school experience. A large influx of new staff and LSA recruitment issues were discussed.
- c) Write4Moorlands: there are still some issues in Year1 where extra support is required (CGF sourcing). However in general the scheme is progressing well since start-up
- d) CGF confirmed that there were areas of staff pressure in the Junior school regarding the Ofsted judgment for the Infant school.
- e) Governors encouraged CGF/RB to ensure the actions identified in report are mapped onto the governing body's development plan.
- f) Learning Improvement Plan: RB has not yet circulated the revised plan to FGB. C&A are to review the draft at their next meeting and then submit to FGB. CGF outlined the difficulties of setting action plan milestones in the absence of Raise online data. CGF confirmed that the new National Curriculum and assessment changes ('life without levels') are effective and working well especially compared with other schools. The SIP has given positive feedback on the new curriculum.
- g) Learning Walk: it was agreed that a repeat walk should be scheduled for when the new parent governors have been appointed. Governors were reminded of the importance of attendance at events in the school calendar, and RB recognised organisation of this needs to be improved.

#### **9 External monitoring of School Performance**

- a) Advice from SIP regarding data legacy: CGF has produced a 1xpage summary of context relating to data for the years prior to her appointment, setting out the inconsistencies. This is helping inform target setting in current Junior cohort. The SIP has confirmed that the report detailed well for LA review. CGF suggested that it was possible the Junior school's Ofsted inspection would not be until after the publication of the RAISE report.
- b) LA review of Junior school: SIP has announced that LA/BANES will be visiting to review the Junior school on 25-February. CGF expressed disappointment at

the lack of communications/forewarning for, essentially, a 'mini-Ofsted – which suggested a lack of transparency of process and/or planning. However she and the GB recognised the potential advantage as a practice-run for a full inspection. CGF expressed concern about the extra efforts required but of course, welcomes LA support.

## **10 Policy approval**

- a) Finance Policy submitted from Resources and approved.
- b) Child Protection Policy submitted from C&A and approved.

## **11 Receive monitoring visit reports**

- a) Child Protection and Safeguarding: Link Gov report: CC submitted a report of his visit. There was discussion of the process/steps a link governor should take following a visit in terms of passing on issues identified. RB to take this item to Steering Group meeting to agree and procedure and if necessary a flow-chart.
- b) Annual Report on Child Protection: CGF directed FGB to the evidence of significant staff activity required at the various levels of LA child protection meetings, especially TAC meetings where the social services staff were less expert. Evidence of workload can be identified by attending 54 meetings in 36 weeks, thus very pressurised for school staff lead.

## **12. Any Other Business**

- a) RB noted that the previous meeting minutes had not recorded Lara Boyce's departure from the Governing Body. FGB affirmed their gratitude for the extensive hard work Lara had put in whilst on the Governing Body.
- b) CGF reported that the Christmas Staff Buffet had been very well received by staff and that they hope it would be repeated next year. **FGB to pass contributions to RB.**

**10. Date of next meeting: Wednesday 25 February 2015 at 6.15 pm (amended after the meeting).**