



Federation of St Nicholas C of E Middle School & Pinvin C of E First School

LAB meeting 8th December 2020 at 6:00 pm (via Teams)

MINUTES

<p>Present: Trevor Knight TK John Gardener JG Richard Elliott RE Victoria Clarke VC Claire Lording CL</p>	<p>Lucy Smith LS Sandra Jennings - SJ Head Suzanne McSwiney CG - Clerk to Governors Niki Smith NS – Federation Business Manager</p>
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OPENING PRAYER given by Rev Claire Lording	
1	Welcome / apologies
	Meeting commenced at 6.05 pm -Welcome by TK Apologies from Karen Broughton, Lucy Thornton and Jodie Whitfield-Palmer
2	Items to be raised under Any Other Business
	Nothing to be raised
3	Declaration of Interest in Agenda Items
	CL - Chair, Pershore Food Bank JG – Governor, Tibberton C of E First School
4	Minutes
	LAB happy with Minutes of meeting 29.9.2020 - Minutes approved
5	Governing Body Review
	<p>Received and discussed: a report of a Review of the Pinvin Federation LAB by Ken Bush. TK thanked those Governors who were available to meet with Ken Bush for the Review. He felt it had been a very useful exercise and the report provided some helpful comments and recommendations. SJ agreed it was a good outcome and had covered items that the GB were doing or considering. CL stated she was not sure whether KB had grasped the focus on Christian distinctiveness.</p> <p>TK proposed a review of lead roles for individual Governors linked with key Federation roles: deputy heads, senior teacher at first school, heads of Years 5,6,7, Maths, English and Phonics, RE/Christian distinctiveness, PE/sports, pupil premium, safeguarding and SEND.</p> <p>It was important that the full LAB considered all strategic issues and made key decisions however TK suggested separate Working Committees could focus in detail on specific matters and bring information and recommendations to the LAB. The LAB agreed three areas where working party may add value: resources/finance, curriculum/attainments, community and stakeholder engagement.</p>
	<p style="text-align: center;">Action</p> <p>TK to circulate table of lead governor monitoring roles and invite volunteers for vacant roles</p> <p>TK to produce draft remits for LAB to consider</p>

	<p>It was agreed that an updated governors' skills audit should be undertaken. This would also help determine priorities for future appointments.</p> <p>The LAB noted current vacancies for one foundation governor and one co-opted governor. The LAB agreed the governor role descriptor should be revisited and refreshed</p> <p>The review report confirmed the school website was good but had some recommended actions including ensuring Governor information was kept up to date.</p> <p>Governors were reminded to keep CG up to date with their training and development</p>	<p>TK JG and SJ – to agree skills audit template</p> <p>TK and JG</p> <p>TK to work with SJ and her team</p> <p>All governors</p>
6	Governor Monitoring	Action
	<p>Agreed monitoring to become standard agenda item. Once lead governor roles are confirmed, governors should arrange monitoring activities (virtual at this time) with relevant Federation staff.</p>	TK will schedule/allocate any roles that remain vacant.
7	Rapid Improvement Plan and OFSTED Inspection Reports	
	<p>The LAB received and considered the updated St Nicholas post Ofsted action plan noting progress to date. Governors were very pleased with the progress made and agreed that this would be a regular agenda item to enable close monitoring.</p> <p>SJ thought next visit by Ofsted would be post April VC – suggested weekly meeting to identify problematic children and assessments prepared.</p> <p>Pupil progress meetings would be held at the end of January with SJ. Parents' evenings would be held via Zoom if it was not possible to hold these at school due to the COVID situation.</p>	
8	Head Teachers Report	
	<p>SJ presented her Report on screen and went through all points. TK thanked SJ and her team for a thorough report.</p>	
9	COVID-19	
	<p>SJ confirmed Google classrooms was working well – although the level of work was impacting on pupils. This would continue to be monitored.</p>	
10	Budget	
	<p>NS presented current Budget figures for the first school and middle school. There remained some uncertainties with some aspects of the details and timeliness of the financial reports, but NS was working with Claire Rushton at DoWMAT to resolve these.</p> <p>The First school budget continued to show a deficit. A letter of concern had been received from DoWMAT and SJ had responded following consultation with TK. A budget working group comprising TK, JG, RE, KB, SJ and NS had been established to review budget deficit and determine plans to address the situation.</p>	
11	Policies and Key Documents	Action
	<p>The LAB noted a draft summary of current Federation policies and key documents. This would be used to schedule the monitoring and review of policies.</p>	TK and CG to schedule policies that required update or review for each meeting

12	Engagement with Parents and other Stakeholders	
	The LAB agreed to explore opportunities of raising the profile of the Governing Body with parents and staff. This would include more frequent contribution from the Governing Body to school newsletters and other communications, plus meetings with staff and parent representatives when the COVID situation allowed.	
13	AOB & Other	
	Nothing raised	
14	Confirmation of LAB dates for 2020/21	
	2.2.2021, 23.3.2021, 18.5.2021 and 15.6.2021 Noted that CL was unable to attend meeting for 2.2.21	
15	Confidential/Personnel	
	Nothing to discuss	
	TK thanked everyone for attending the meeting Meeting concluded at 8.05 pm	