

## THE PEAK FEDERATION GOVERNING BODY - FGB MINUTES

Date: 10/01/2024 6:00 pm – 8:00 pm

Chaired By: Neil Roden

Clerked By: Beccy Ibbotson & Carol Stoddart

Committee Members:	Apologies for Absence:
Edward Allaway	
Jen Chapman	
Elizabeth Coe	
John Irwin	
Carolyn Downes	
Kate Gemmell	
Tom Hodgson	
John Irwin	
Holly Moore	
Cynthia Nettell – joined remotely	
Neil Roden	
Christina Webster	
Ben Carter (joined at 6.15pm)	
Gordan Danks (joined at 6.15pm)	

Agenda Items:	
<p><b>1. Welcome and apologies for absence</b></p> <p>The meeting was opened by the clerk at 6.09pm</p> <p>The Governing Boards of Bamford Primary School and Grindleford Primary School were dissolved on 31<sup>st</sup> December. This is the first meeting of the new governing board of The Peak Federation.</p>	
<p><b>2. Election of Chair and Vice Chair</b></p> <p>The clerk facilitated the election of chair and vice chair.</p> <p>Nominations were requested in advance and governors were advised that no nominations would be taken on the night. Nominations received: Neil Roden was nominated for the Chair position. This was seconded by Elizabeth Coe. The full governing board voted unanimously in favour of the appointment.</p> <p>Christina Webster was nominated for the Vice Chair position. This was seconded by Tom Hodgson. The full governing board voted unanimously in favour of the appointment.</p> <p>NR took over chairing the meeting.</p>	

NR commented that he would put together a communication to be sent out to parents / carers of both schools. NR to meet with CW to draft a letter – **ACTION NR / CW**

An invitation was extended to all the governors to visit the GPS or BPS site.

### 3. Membership and Induction

The new board is comprised of 13 Governors:

- 1 x Head Teacher
- 1 x LA Governor
- 1 x Staff Governor
- 2 x Parent Governors
- 8 x Co-Opted Governors

#### Full Board

- Head Teacher – Kate Gemmell
- LA Governor – Cynthia Nettell (Awaiting confirmation from the LA)
- Staff Governor – Jen Chapman
- Parent Governor 1 – Ben Carter
- Parent Governor 2 – Tom Hodgson
- Co-Opted Governor 1 – Edward Allaway
- Co-Opted Governor 2 – Elizabeth Coe
- Co-Opted Governor 3 – Gordan Danks
- Co-Opted Governor 4 – Carolyn Downes
- Co-Opted Governor 5 – John Irwin
- Co-Opted Governor 6 – Holly Moore
- Co-Opted Governor 7 - Neil Roden
- Co-Opted Governor 8 – Christina Webster

All governors present completed a new Declaration of Pecuniary Interests  
All governors present complete a new Form A Declaration

CN forms completed on the 11/1/24 – **ACTIONED**

Clerks to inform Governor Support of the new board – **ACTIONED 11/1/24**

Clerks to update GIAS to reflect new board – **ACTION BI / CS**

### 4. Declaration of interest any agenda items for this meeting

Tom Hodgson declares an interest in the school website (hosting and theme and photography)

### 5. Any other urgent business

- a. Instrument of Government – Approved by Governor Support – **Received and Approved**
- b. Governor Handbook – **Received and Approved** with the following to be recorded as formation of committees and named Governor roles.

Roles were assigned with reference to the skills audit. Governors assigned roles in line with their areas of expertise.

Chair Of Governors - NR

Vice Chair of Governors - CW

Performance Management Committee – NR, GD, JI, CN

Resources committee BPS – JI, GB, TH, NR

Resources committee GPS – NR, CD, JI, EA

Teaching, learning and Curriculum Committee – JC, HM, CW, EC, CN, BC plus Anna Crease (by invitation) Committee to be Chaired by CW, to be clerked by JC / HM.

CP/SG/Behaviour/Anti bullying/H&S – EC / GD

Reading Literacy – CW

Writing Literacy – CN

Numeracy – CD

EYFS – CW

Science - EA

Computing - CD

Communication – TH

Pupil Voice / personal development – BC

**ACTIONED**

In preparation for Federation the following documents were approved at each school's Full Governing Board Meetings in Dec 2023

Discharge of Duties – Received and Approved

List of Liabilities – Received and Approved

Inventories – Received and Approved

Current Financial Positions – Received and Approved

## 6. Minutes of previous meeting and matters arising

a. Minutes 2023\_12\_10 BPS FGB – Received and Approved

b. Minutes GPS FGB – Received and Approved

## 7. Governor Code of Conduct

Governors acknowledged the Governor code of conduct and agreed to the document.

Governors were reminded in the event of a concern or complaint being raised that the Complaints Policy must be followed.

The governors were encouraged to ask questions and to put forward any challenges. Clerks confirmed that these can be received before meetings but will be included in the minutes.

## 8. Delegated responsibilities

Completed in item 5b.

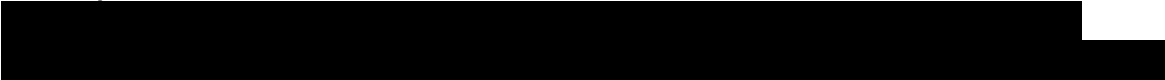
## 9. Committee structure and appointments

Formation of committees completed.

Dates for the first meeting of each sub committee agreed as follows -

RMC BPS – Thursday 1/2/23 8.30am at BPS

<p>RMC GPS – Tuesday 6/2/23 8.30am at GPS  TL&amp;C – Monday 29/1/23 BPS 4.30pm  <b>ACTIONED</b></p>	
<p><b>10. Staff appraisal arrangements</b>  No comments made at this meeting</p>	
<p><b>11. Safeguarding Report</b>  No comments made at this meeting</p>	
<p><b>12. The school website</b>  No comments made at this meeting</p>	
<p><b>13. Use of external sources of funding</b>  No comments made at this meeting</p>	
<p><b>14. Staff structure and organisation</b>  It was agreed that Staff Structure and Organisation would be reviewed as part of the Resources Committees.  <b>ACTIONED</b></p>	
<p><b>15. Review policies</b></p> <p>a. GDPR &amp; DPIA Full suite as listed in GDPR Contents list - JAN 2023:  NOTE: Most items mirror policies that have been previously approved for each school.  The following items are policies that have been updated with newer versions:  23. IT Disaster Recovery Plan  26. Privacy Notice for Children (GDPRiS April 2023) 2023  08. DPIA – Jane Stapleton V1.1 - Approved by GDPR Team  16. DPIA – ParentPay V1.3 (BPS only) - Approved by GDPR Team  17. DPIA – Perspective Lite V1.1 - Approved by GDPR Team  19. DPIA – Integris MIS August 2023 – Approved by GDPR Team  <b>Received and Approved</b></p> <p>IT Disaster Recovery Plan &amp; DPIA Office 365 needs to be reviewed with DCC IT Team before the next meeting. <b>ACTION CS / BI</b></p> <p>Staff to read and acknowledge the new GDPR suite of policies <b>ACTION CS / BI</b></p> <p>KG expressed the need for a separate work mobile phone from her personal mobile. A discussion was held that this was necessary so there can be separation. The governors unanimously agreed to the spend for a phone and a contract for KG. <b>ACTION CS / BI</b></p> <p>Clerk confirmed that the Class Dojo DPIA was in review and would be brought to the next meeting. <b>ACTION CS</b></p> <p>b. Safeguarding Audit – to be taken to the Resources Committees  Governors questioned if the Prevent Duty was the new 2023 version. Clerks confirmed that the latest version was included.</p>	

<p>c. HR Maternity, Pay Policy - <b>Received and approved</b></p>	
<p><b>16. Governors' self evaluation and skills audit</b>  Reviewed as part of FGB formation process and referred to during the assignment of specific responsibilities.  <b>ACTIONED</b></p>	
<p><b>17. Governor training</b>  Governor Training Programme – Spring 2024 – <b>Received and Approved</b>  JC expressed an interest in attending finance training.</p>	
<p><b>18. School improvement priorities and plans</b>  To be carried over to the next meeting</p>	
<p><b>19. Finance calendar</b>   <u>Benchmark Reports</u>  a. 8302012 Bamford Benchmark Dec 2023 – Received and Approved  b. 8302106 Grindleford Benchmark Dec 2023 – Received and Approved   <b>To be taken to the Resources Committees.</b></p>	
<p><b>20. Chair's report</b>  No report completed due to the Chair being elected at this meeting.</p>	
<p><b>21. Headteacher's report</b>  To be carried over to the meeting</p>	
<p><b>22. Correspondence</b>    Ofsted report received by GPS and was shared with the full board. This is scheduled to be shared with all parents / carers at 10am on the 11/01/24.</p>	
<p><b>23. Committee reports</b>  Nothing to report.</p>	
<p><b>24. Governor visits</b>  a. BPS Gov Visit Dec 2023 GD – Received and Approved   <b>To be taken to the Resources Committee.</b></p>	
<p><b>25. Planning for next meetings</b>  Tuesday 12<sup>th</sup> March 2024 6pm BPS  Tuesday 7<sup>th</sup> May 2024 6pm GPS  Wednesday 10<sup>th</sup> July 2024 6pm BPS (data only available on the 9/7/24 so will not be available in advance).</p>	

<p><b>26. What have we achieved tonight?</b></p> <p>Appointed a Chair and Vice Chair of the newly formed Peak Federation board.</p> <p>Established the committee structure and responsibilities taking into consideration the completed skills audits.</p> <p>Set dates for the first committee meetings and the full board meetings for this academic year.</p>	
<p><b>27. A.O.B</b></p> <p>No comments were made.</p> <p><b>7.30pm meeting closed</b></p>	
<p><b>SUMMARY OF KEY POINTS TO BE NOTED BY THE GOVERNING BODY:</b></p>	

Minutes recorded as FGB month year/ minute number e.g. FGBJan24/1

**Agreed Date of Next Meeting: 12<sup>th</sup> March 2024 at Bamford Primary School**