

**THE PEAK FEDERATION GOVERNING BODY  
AGENDA**

Date: 12/03/2024 6:00 pm – 8:00 pm

Chaired By: Neil Roden

Clerked By: Carol Stoddart (held at Bamford Primary School)

<b>Committee Members:</b>	<b>Apologies for Absence:</b>
Edward Allaway	Christina Webster
Jen Chapman	Cynthia Nettell
Carolyn Downes	Ben Carter
Kate Gemmell	Elizabeth Coe
Tom Hodgson	
John Irwin	
Holly Moore	
Gordan Danks	
Neil Roden	

<b>Agenda Items:</b>	
<p><b>1. Welcome and apologies for absence</b></p> <p>Christina Webster sent her apologies – she is working away. Cynthia Nettell sent her apologies – she is unwell Ben Carter sent his apologies – he is unwell Elizabeth Coe sent her apologies – she is working</p> <p>Beccy Ibbotson (GPS Clerk) joined remotely</p> <p>All apologies <b>ACCEPTED</b></p> <p><b>Meeting deemed quorate and opened at 18:04</b></p>	
<p><b>2. Election of Chair and Vice Chair</b></p> <p>Nothing to discuss</p>	
<p><b>3. Membership and Induction</b></p> <p>a. LA Governor – Cynthia Nettell - Application <b>- RECEIVED &amp; APPROVED</b></p> <p>Clerk has updated governor support – <b>COMPLETE</b></p>	
<p><b>4. Declaration of interest any agenda items for this meeting</b></p> <p>Tom Hodgson declares an interest in the school website (hosting and theme and photography)</p>	

<p>a. Declaration of Pecuniary Interests – B Ibbotson – <b>RECEIVED AND APPROVED</b></p>	
<p><b>5. Any other urgent business</b> Grindleford Primary School Ofsted Report 21<sup>st</sup> November 2024 (published 19<sup>th</sup> January 2024) - <b>RECEIVED AND APPROVED</b></p>	
<p><b>6. Minutes of previous meeting and matters arising</b></p> <p>a. Minutes 2024_01_10 FGB – <b>RECEIVED AND APPROVED</b></p> <p>KG expressed the need for a separate work mobile phone from her personal mobile. <b>COMPLETE</b></p>	
<p><b>7. Governor Code of Conduct</b></p>	
<p><b>8. Delegated responsibilities</b></p>	
<p><b>9. Committee structure and appointments</b></p> <p>Confirm the committee members and structure following the last meeting. All governors should be on a committee in addition to the Full Governing Board.</p> <p>A discussion about the Teaching, Learning &amp; Curriculum Committee (TLC) was held (previously referred to as CT&amp;L by BPS.) <b>EA commented that the committee structure is a different approach to the previous structure and asked what is required.</b> He volunteered to support and challenge in the way that is most productive. It was agreed that governors would be invited to attend meetings which covered their subject. Therefore, Governors on the Resources Committees will also attend some TLC meetings (see minute 15)</p> <p>Following from the Data Protection Audit - Data protection link governor to be discussed with the Governing Board. Proposal to incorporate this role within the responsibilities of the safeguarding governors. <b>GD (BPS) agreed to add Data Protection to his remit. COMPLETE</b> <b>EC (GPS) was not present. NR to contact EC to discuss. ACTION NR</b></p> <p>John Irwin has been elected chair of the Resources Committee (Bamford Primary School) - <b>RECEIVED AND APPROVED</b> Neil Roden has been elected chair of the Resources Committee (Grindleford Primary School) - <b>RECEIVED AND APPROVED</b></p>	
<p><b>10. Staff appraisal arrangements</b> Delegated to Resources</p>	
<p><b>11. Safeguarding Report</b> SBOs have contacted the Educational Improvement Services at DCC to ensure we are conforming with the latest KCSIE guidance in regard to Online Safety. Actions already in place - annual SG update training, regular SG updates, SG a standing FGB item, 2 x DSLs in each school (1 x EHT covering both schools, plus 1 x deputy DSL in each school.)</p>	

<p>Further action - 360 safe review tool being completed, SBOs, Deputy HTs and HT to complete NSPCC Online Safety Training.</p> <p>Data Protection Audit Compliance Review – This was carried out as a joint audit on 13th February with Beccy Ibbotson &amp; Carol Stoddart. This review evidences progress towards data protection compliance. <b>RECEIVED AND APPROVED</b></p> <p>In particular <b>Governors note:</b></p> <ul style="list-style-type: none"> <li>• Specific Governor training for the DP link governors is available to develop focus on data protection compliance monitoring - this can be booked via S4S if desired. <b>Governors to ask the clerk if they would like additional training.</b></li> <li>• Ensure any governors new to post receive data protection training as part of their induction. <b>ACTION CLERKS/ BC</b></li> <li>• Remind governors that the terms of the DP policy, IT Acceptable Use Policy and BYOD (Bring Your Own Device) policy apply to them.</li> </ul> <p>Jl asked what that means in terms of using his personal laptop to access governor papers. He was assured that, in following the BYOD policy he would be compliant. The clerk reminded all governors to only print if needed, and to leave any paper copies with the clerk to be shredded once finished with.</p>	
<p><b>12. The school website</b></p> <p>The plan is to have a landing page for the Federation, which then branches out to each school. A working party consisting KG, TH, EA, BI &amp; CS will begin scoping phase after Easter with a target completion of end of the Summer Term.</p> <p><b>ACTION KG, TH, EA, BI, CS</b></p> <p>A discussion around vision and values was held. Governors are keen to retain individuality of each school. The Peak Federation has shared aims, with each school having a “mission statement”. It was agreed that any “mission statement” must be meaningful and if any changes are made, these will be in consultation with stakeholders.</p> <p>This discussion was deferred until the Autumn Term 2024.</p>	
<p><b>13. Use of external sources of funding</b></p>	
<p><b>14. Staff structure and organisation</b></p> <p>Delegated to Resources</p> <p>A brief update was given on the BPS staffing structure for next year in light of the anticipated retirement of the current yr5/6 teacher.</p> <p>This was discussed in detail at BPS Resources and is reflected in the budget.</p>	
<p><b>15. Review policies</b></p> <ol style="list-style-type: none"> <li><b>Remote Learning Policy TFP - RECEIVED AND APPROVED</b></li> <li><b>Safeguarding Portfolio – RECEIVED AND APPROVED</b></li> <li><b>Recruitment and Selection Policy and Guidance Sept 2022 – RECEIVED AND APPROVED</b></li> <li><b>Part Time Timetable Guidance –</b> It was confirmed that neither school currently offers flexi-schooling, and there is no plan to do so. Enquiries regarding flexi school provision are directed to the schools in the cluster that offer this option. <b>RECEIVED AND APPROVED</b></li> </ol>	

<p>Class Dojo DPIA <b>APPROVED BY TLC COMMITTEE 2024_01_29</b></p> <p>IT Disaster Recovery Plan &amp; DPIA Office 365 needs to be reviewed with DCC IT Team. This has been deferred until BPS has completed the transfer to DCC for IT support, including a switch to NetSweeper filtering. <b>ACTION CS / BI – Summer Term</b></p> <p>Staff to read and acknowledge the new GDPR suite of policies &amp; Safeguarding Portfolio. <b>ACTION CS / BI</b></p> <p><b>JC led a discussion on the management of the curriculum policies.</b> She proposed streamlining the policies each summer term in preparation for the new academic year. Curriculum to be reviewed by subject leads and then taken to TLC committee for ratification. This process has begun with maths. The format will be standardised with an overarching statement of curriculum intent and subject detail below. <b>ACTION JC &amp; Anna Crease.</b> The schedule of subject meeting dates to be issued to Governors <b>ACTION JC</b></p>	
<p><b>16. Governors’ self evaluation and skills audit</b> Reviewed as part of FGB formation process.</p>	
<p><b>17. Governor training</b> JC expressed an interest in attending finance training. The training currently available was not deemed appropriate. CS has given some training. This will continue.</p>	
<p><b>18. School improvement priorities and plans</b> Verbal update and discussion was had in conjunction with the HT report format regarding the Federated format. See point 21.</p> <p>The GPS SIP is current and continues to be worked upon. The BPS SIP is also current. It is kept under review with no updates required at present.</p>	
<p><b>19. Finance calendar</b></p> <ul style="list-style-type: none"> <li>a. BPS SFVS – Approved by BPS Resources 2024_02_01 – <b>FGB RATIFIED</b></li> <li>b. GPS SFVS – Approved by GPS Resources 2024_02_06 – <b>FGB RATIFIED</b></li> <li>c. BPS Governor Report - Approved by BPS Resources 2024_02_01 – <b>FGB RATIFIED</b></li> <li>d. GPS Governor Report - Approved by GPS Resources 2024_02_06 – <b>FGB RATIFIED</b></li> <li>e. BPS Budget – Approved by BPS Resources 2024_03_11 – <b>FGB RATIFIED</b></li> <li>f. GPS Budget – To be taken to GPS Resources 2024_ – <b>Delegated to GPS Resources with chair’s signature</b></li> </ul>	
<p><b>20. Chair’s report</b></p>	
<p><b>21. Headteacher’s report</b></p> <p>Supplementary documents:</p>	

- a. BPS Part time timetable – RECEIVED AND APPROVED
- b. GPS Part time timetable – RECEIVED AND APPROVED

Thoughts were sought from Governors regarding the content of the Federation HT Report.

KG explained that the HT report and SIP should be merged where possible and separate where needed.

Governance and Safeguarding should be common.

Curriculum Leadership should be largely common (especially Maths and English)

Action plans may have divergence.

This will be developed over the summer term ready for September.

Via email in advance - CW raised the issue of the HT Performance Management in the light of Steve Ford as SIP being made redundant.

If no SIP is forthcoming Governors need to consider the HT Performance Management process as Steve Ford used to undertake this.

KG reported that Steve Ford will produce a final report prior to leaving at Easter.

Governors noted that schools do not need to employ from the local authority, but that an independent party is required.

It was agreed to hold for now, and await an update from the LA. The Governors are aware that it is something they may need to consider depending on what happens to school improvement within Derbyshire. A decision must be made before the end of the Summer Term.

**ACTION Governors – Summer Term**

The HT and DHT (BPS) have each requested a formal job description and appointment letter.

**ACTION BI & CS**

## 22. Correspondence

- a. Spring Term 2024 Newsletter – RECEIVED AND APPROVED
- b. Governor Training Programme – Summer 2024 - RECEIVED AND APPROVED

**Governors to contact Clerks if they would like to attend any training course.**

JC and CD are attending the Governor Strategic Briefing Spring 2024 13<sup>th</sup> March 2024

## 23. Committee reports

- a. Minutes BPS RESOURCES 2024\_02\_01 – RECEIVED AND APPROVED
- b. Minutes GPS RESOURCES 2024\_02\_06 – RECEIVED AND APPROVED
- c. Minutes TLC 2024\_01\_29 – RECEIVED AND APPROVED

## 24. Governor visits

Neil Roden visited Bamford Primary School and introduced himself to staff.

The feedback from staff at Bamford was very positive, they were appreciative of Neil's time and consideration.

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

a. Gordan Danks visited Bamford Primary School 2024\_01\_06 Safer Internet Day – He observed a live issue where a TA had spotted a child had access to You Tube (appropriate content). He noted that the staff had quickly questioned this, and that there was a rapid response removing all I-pads until the filtering was updated (The filtering was set to “childrens You Tube” but this was deemed too lenient by the HT). GPS were alerted and found the same issue. They also responded quickly, demonstrating the benefits of Federation in raising and resolving safeguarding issues.

**RECEIVED AND APPROVED**

**19:00 GD left the meeting – Committee still quorate**

## 25. Planning for next meetings

### 26. A.O.B

Approval for proposed Inset Days for both BPS and GPS 2024 – 2024 Academic term

**RECEIVED AND APPROVED**

- Wednesday 4<sup>th</sup> September 2024
- Friday 25<sup>th</sup> October 2024
- Friday 14<sup>th</sup> February 2025
- Friday 23<sup>rd</sup> May 2025
- Thursday 24<sup>th</sup> July 2025

A discussion was held around Twilight Training. The first INSET is a whole staff in-person day in school. The other 4 x days are covered by twilight training session throughout the year. This allows for more topics to be covered and specialist training to be delivered. This is a system that has been successfully employed by BPS for several years. Staff were consulted at GPS and are happy with this approach. A log is kept to ensure the hours are meticulously tracked. There is currently 1.5hours still to be taken/booked until the end of the summer term.

**Communication from the parental body of GPS for the FGB to consider (Governor Support Advice received).**

- Governor meeting dates – it was queried if these are set in advance and published. **The clerks confirmed that the dates were set at first committee meetings and these have been added to the GPS website.**
- Parental feedback – it was queried if here is a slot on the Governors meeting agenda for parent governors to feedback to governors on key themes parents are raising from each school. **The clerks noted that this is not the role of Parent Governors. Parent Governors are appointed to provide a parental perspective not to represent the parental body.**

*Note that any queries raised by a parent should be directed to the Clerks, Chair and HT. Queries will be considered by the Chair and HT to establish if they should be taken to governors or better answered by the HT.*

***It was noted that the Governor involved had not solicited the comments but was approached. It was also noted that the communication was handled entirely correctly and professionally.***

- Grindleford numbers / promotion – it was queried what local promotion was being completed. **HT confirmed that articles are being placed regularly in the Grindleford News. Intake number is in-line with the budgeted figure. The renewal of the website will be an important marketing tool. Open Days have been held and we had attendees.**
- Parental Survey – it was queried if a parental survey will be completed 2023/2024. **HT confirmed that this was completed as part of the Ofsted process in November.**

<ul style="list-style-type: none"> <li>Banner – it was queried if the banner promoting the school on the railings was to be replaced. <b>The clerk confirmed that the banner was removed as it was damaged. High quality updated images are needed for a new banner to be produced. New images will be used from those that are taken for the new website.</b></li> </ul> <p><b><u>19:20 – EA Left the meeting. 50% still in attendance and so still quorate, however no further decisions or discussions were required.</u></b></p>	
<p><b>27. What have we achieved tonight?</b></p> <ul style="list-style-type: none"> <li>BPS Budget approved and clarity of staffing structure for next academic year confirmed.</li> <li>GPS Budget delegated.</li> <li>Federation Safeguarding Portfolio approved.</li> <li>Federation wide TLC plan agreed, including clarification of Governor input.</li> <li>HT Report &amp; SIP format approved, reducing workload.</li> </ul> <p>The last 3 points illustrate the benefits of Federation.</p> <p><b>Finally, NR asked for his thanks to the clerks for their on-going support to be included in the minutes. The other Governors concurred.</b></p> <p><b><u>19:28 Meeting Closed</u></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. FGBMar24/1

<p><b>Agreed Date of Next Meeting: Tuesday 7<sup>th</sup> May 2024 6pm GPS</b></p>
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