

Trinity Academy Eppleby Forcett and Middleton Tyas and Richmond

Joint Full Governing Body Meeting

Wednesday September 25th 2019 at 6.00 p.m. at Middleton Tyas

Minutes

Present:		
Kate Williamson	Executive Headteacher	KW*
Debbie McLean	Associate member, Head of School, EFMT	DM*
Lucy Hodges	Associate member, Head of School, TAR	LH*
Shahzad Younis	Co-opted governor, EFMT	SY*
Christine Chatterton	Co-opted governor, TAR	CC*
Steve Hewitt	Co-opted governor, TAR	SH*
Mandy Bogovejic	Parent governor, TAR	MB*
Wendy Pritchard	Co-opted Foundation Governor, TAR	WP*
Ben Gatrill	Staff governor, EFMT	BG*
Sharon Beasley	Parent governor, EFMT	SB*
Janet Probert	Co-opted governor, EFMT & TAR, Chair of EFMT & TAR	JP*
Dawn Gilderoy	Co-opted governor, EFMT, Vice-chair, EFMT	DG*
Ian Walton	Co-opted Foundation governor, EFMT	IW*
Andrew Vaux	Co-opted Foundation governor, EFMT	AV*
In attendance:		
Dominique Adams	Clerk to the Governing Board	DA*

Minute	Item	Action
19/20:01	<p>Welcome Governors were welcomed to the meeting. It was noted that the first part of the meeting would look at reviewing the governance arrangements of the schools and how to move this forward and to look at the chair and vice-chair roles.</p> <p>IW led with a prayer</p>	
19/20:02	<p>Apologies Apologies were received from Doreen Liston, Tina Reid, Martin Fletcher, Fraser Brown, Gillian Lunn, Sharon McCormack and Andrew Dunn. Best wishes to both Tina and Doreen. Apologies accepted and consented to. Gemma Orchard was not present.</p>	
19/20:03	<p>Declarations of interest There were none noted in relation to governance arrangements and none noted in relation to the rest of the agenda.</p>	
19/20:04	<p>Confidentiality Any confidential items will be minuted as such.</p>	
19/20:05	<p>Urgent other business Governors were advised that there has been a request from a parent to view the minutes of previous FGB meetings, paper copies of which are available in school. It was proposed that signed and agreed minutes (not confidential minutes) should be uploaded to the website. Governors were advised that although minutes protect names of individual children and parents staff names are included when discussing their usual roles at work.</p>	

Signed: 

Date: 4/12/19

Janet Probert, Chair of Governors

Agreed: Governors unanimously agreed for non-confidential agreed minutes to be uploaded to the website (from the date of academisation)

19/20:06

Review of Governance arrangements

Views from all were invited to see how the committee arrangements worked last year, to review what worked well and what could be done better, and for the same process to be completed for the FGB.

EHT performance management committee

This is an agreed process with one governor from each school with the right skills in this area.

Agreed: It was agreed for the membership to remain as it is

Remuneration committee

Membership is limited in this committee as there can be no parent or staff governors. It only meets twice per year, to ratify teaching and non-teaching staff performance management. KW and senior staff work through appraisals which are fed back anonymously to the committee to confirm whether or not targets have been met and if increments are being awarded.

Agreed: It was agreed for the membership to remain as it is

Curriculum committee

The chair of the committee advised that they enjoy sharing this across the schools, and a lot of work is covered, and it feels beneficial for all, particularly for staff who do not have to meet as often. Thorough data reports are received, but this is currently completed individually, and it was suggested that these could be brought together for EF and MT. Due to the change in emphasis of OFSTED, it is important that the curriculum is discussed properly.

Other members of the committee agreed that it is beneficial and saves time to work jointly. Governors are interested in both schools, however there is a lot of data to get through, and they would like to look at books more for triangulation, although it is appreciated that everyone has a limit on the amount of time available.

It is helpful to have rationale and learn about the other schools, and to compare and gain an understanding of the differences of the individual schools.

Governors commented that they do receive lots of data and possibly an overall summary would be preferable and easier to understand which would give more time to look at other areas.

LH and DM advised that a summary of strengths and areas to develop, could be brought to meeting along with a selection of children's books.

Summary

The joint committee is working well although there are opportunities to do some things differently, and to understand the OFSTED framework better.

Resources committee

The chair of the committee advised that they have enjoyed joint meetings, and it is good to meet governors from both schools, and governors can engage with each other's problems which is important. It would be also be positive to alternate the chair post between the schools if possible. It was noted that it can be quite hard work going through policies and whether there is another way of doing this. It is also important that these are read prior to the meeting.

KW advised that work is in place to look at policies going forward.

AV arrived at the meeting.

Other members of the committee advised that it is important to be sensitive to other school's position budgetary positions.

Signed:

Date:

Some governors were new to the governing body and they are still getting used to how budgets work in schools. Governors feel that it is useful to be work together, with each school having different issues. Joint working has to be positive although it can take longer initially but there are benefits in the long-term.

Summary

Governors are generally happy with joint resources committee, except for the policies and the need to be sensitive to the budgetary position of the other schools.

GQ: Can this information regarding joint data for EF&MT be fed to the Trust?

Answer: JP is attending meeting on Thursday September 26th and will feed this back.

Governors noted that a new financial director has been appointed and it was suggested inviting them to attend occasional resources committee meetings.

FGB meetings

Last year joint FGB meetings were held, with separate sections before and after for the individual schools. Governors were asked to consider what worked well, what improvements could be made, or whether there were any concerns.

Governors commented that they are happy with joint working except the meetings need to keep to timescales and not overrun. For the school that is the last one on the agenda it can be a late meeting and governors are not functioning at their best.

Alternating the sites is positive. If committees are all joint a governor commented whether a separate section is needed at the FGB.

A governor advised that both governing bodies coming together is valuable, but that it might be more pertinent to split the committees.

Governors feel that joint working is very valuable and schools can learn from each other with strengths in different areas. It is positive to share good practice to help each other, and want to make sure open and transparent.

It is important that the agenda and papers are circulated in good time and it is helpful be reminded to read prior to the meeting.

EHT: Staff are working across all three schools, and it is vital to do it all together and this is instrumental to the role. The EHT would like to see even closer working across all three schools.

Some input not about business would be positive, to remind us of why we are governors eg blog or video, but this needs to be kept manageable. KW will look into this.

The chair of the FGB commented that joint working has worked well and governors are really engaged. Governors are already aware of what is happening at the other schools, as part of committees and suggested continuing with joint FGB's however if there is an issue this can be restricted to certain governors. It is also important that papers are read prior to the meeting.

Summary

Governors are happy with how the joint meetings have been working. Governors agree that papers need to be circulated in time and all governors need to have read the papers.

It was suggested that the schools could always meet as one, but any specific issue relating to one school could go to the end. This would be known as a 'Committee in Common', or two FGB's meeting together, and this would be reviewed annually.

Signed:



Date:

Janet Probert, Chair of Governors

	Agreed: It was proposed by WP, seconded by SH and unanimously AGREED for the governing bodies to meet as a committee in common and if there is the need for a specific issue relevant to one of the schools, this will be discussed at the end of the meeting.	
19/20:07	Welcome to Andrew Vaux, new co-opted foundation governor, and introductions were made around the table.	
19/20:08	Election of Chair Nominations for Chair were invited, and JP was nominated by WP and seconded by CC. JP left the meeting. Agreed: It was unanimously AGREED by governors for JP to be appointed as chair. JP returned to the meeting.	
19/20:09	Election of Vice-Chair Nominations for Vice-Chair were invited, and WP and DG were proposed by SH and seconded by CC, as vice-chairs for TAR and EFMT respectively. WP and DG left the room. Agreed: It was unanimously AGREED by governors for WP and DG to be appointed as vice-chairs for TAR and EFMT respectively. WP and DG returned to the room.	
19/20:10	Any other urgent business <u>OFSTED workshop</u> Governors were advised that an OFSTED workshop will be taking place at TAR on 23 rd October from 6-8pm, any governors who missed the session at the beginning of September were invited to attend. DA to email those not present.	DA
19/20:09	Committee Constitution The following committee membership was agreed: <ul style="list-style-type: none">• Curriculum: KW, IW, SB, DM, CC, GO, MF, AV, MB & LH• Resources: KW, SH, TR, DG, SY, AD, FB, BG, WP, GL, SM & LH• Remuneration: WP, JP, MF, IW, KW & DG• EHT Performance Management: CC & DG, including Heads of School performance management It was noted that the curriculum committee will aim to balance data and triangulation, with support from LH and DM, and to ensure there is an overview of the curriculum. Governors noted that this has started with work scrutiny and subject leadership presentation evenings. Governors will also need to look at the three I's document and progression document, which are both on Teams. It is important that governors look at books as well as reported data. KW will look at updating the governor visit forms, although the existing forms are on Teams. During governor visits, staff could share an overview map of what is being done in the subject, and these will be adapted for governors to help them focus in their visits. It was agreed that the Curriculum Intent document to be included on all agendas together with the EHT report. DA to do. It was suggested governors could meet children possibly at lunchtime to talk through the list of questions given out at the Ofsted workshop. DM and LH to see if this can be arranged.	DA DM/ LH

Signed:

Date:

Janet Probert, Chair of Governors

	<p>GQ: How do governors know that there is engagement with stakeholders, staff and parents? Answer: The questionnaire is already in place however KW and JP will complete a stakeholder map to find out what is already being done, and what gaps there are. This will be reported to the resources committee.</p>	<p>KW/ JP</p>
<p>19/20:10</p>	<p>Link Governors The following link governors were agreed: EFMT</p> <ul style="list-style-type: none"> • English and Computing: SY • Maths – AD • Pupil Premium/Sports Premium – DG • SEND – DG • Church School Distinctiveness – IW • Early Years- IW • Vulnerability – DG • Safeguarding and H&S- TR • Creative Arts/Science – SB • Knowledge and Understanding of the World – FB • Leadership – JP <p>TAR</p> <ul style="list-style-type: none"> • Maths – WP • Science & Computing – MF • Creative Arts – SM • Knowledge & Understanding of the World – SH • Church School Distinctiveness – MF/GL/WP • Early Years – MB • Health & Well-being – GO • H&S & Safeguarding – CC • Attendance & English – CC • Finance & Marketing – SH • Leadership - JP 	
<p>19/20:11</p>	<p>Code of conduct All governors were provided with the Code of Conduct prior to the meeting and all read this document. All governors present signed this document. Those not present to sign at the next meeting.</p>	
<p>19/20:12</p>	<p>Standing orders The standing orders were circulated prior to the meeting, and the following amendments were unanimously AGREED:</p> <ul style="list-style-type: none"> • 1. <i>At least 4 meetings per year will be held</i> • 2. <i>Term of office of chair and vice-chair to be 1 year</i> • 4. <i>If the meeting fails to elect a chair for the meeting then the meeting shall stand adjourned and shall be re-convened within 21 days.</i> • 6. <i>'where the governing body agree'</i> • 8. <i>The quorum for a meeting of any committee of the governing body shall be determined by that committee</i> 	

Signed:



Date:

Janet Probert, Chair of Governors

	<ul style="list-style-type: none"> 11. <i>Approved draft of the governing body minutes to be circulated within 21 days of the meeting having taken place and with the agenda for the next meeting</i> 14. Section removed, ask Trust board for guidance. 20. <i>'his' to be changed to 'their'</i> <p>DA to update the standing orders and send to WP for checking, once checked these to be uploaded to Teams.</p>	DA
19/20:13	<p>Governor vacancies It was noted that there is a staff governor vacancy at Richmond, KW and LH to look into this.</p>	KW/ LH
19/20:14	<p>Skills audits There are a couple still outstanding and once these have been collated the committees will look to see if there are any gaps. Governors who have not yet completed these were asked to complete as soon as possible. DA to send a reminder to those not at the meeting.</p>	DA
19/20:15	<p>Governor training It was agreed that the OFSTED training session in September had been very useful, with another session planned for October for those who missed this. Governors felt that with more emphasis on talking to the children in school more of this needs to be done, with learning walks etc. which are really useful. Governors were asked to contact KW if need to rearrange times etc. Knowing Our Schools document is in the process of being updated and this will be on Teams by the end of the month. The current document is already on Teams. KW to do. It was also noted that it is important that the right governors with a range of strengths can be balanced with governor availability, and if possible, to arrange for governors to meet beforehand. Governors to let KW know if they are going to away for extended holidays etc. It was agreed that governors would think about what areas training they need and what is available. DA will include this on the next agenda.</p> <ul style="list-style-type: none"> WP, JP and DG are attending the Swaledale Alliance Chair of Governors Network meeting. <p>JP to send list to governors of which training is up to date (DBS, Prevent etc). DA to complete the governor attendance register for the website.</p>	KW DA JP DA
19/20:16	<p>Minutes of the Joint FGB meeting held on 18th July 2019 The minutes of the joint FGB meeting held on 18th July 2019 had been circulated prior to the meeting. They were agreed to be a correct record and signed by the chair. <u>Matters arising</u> It was agreed to add 'Climate Change' to the agenda of the next curriculum meeting. DA to do.</p>	DA
19/20:17	<p>Minutes of the TAR FGB meeting held on 18th July 2019 The minutes of the TAR FGB meeting held on 18th July 2019 had been circulated prior to the meeting. They were agreed to be a correct record and signed by the chair. There were no matters arising.</p>	
19/20:19	<p>Minutes of the EFMT FGB meeting held on 18th July 2019</p>	

Signed:

Date:

Janet Probert, Chair of Governors

7 Joint FGB minutes TAR&EFMT 25th September 2019

	<p>The minutes of the EFMT FGB meeting held on 18th July 2019 had been circulated prior to the meeting. They were agreed to be a correct record and signed by the chair. There were no matters arising.</p>	
19/20:20	<p>EHT update H&S at TAR Governors were advised that the CIF bid at TAR has not been successful, however this will be re-submitted, with a consultant arranged to enter the bid. The Trust have offered a loan to complete this work, however there are concerns about paying this back. H&S yesterday there was a serious flood in the kitchen and hall at TAR due to blocked drains however this has now been cleared. Thanks to the staff for their help with this. There is no news yet regarding the 2-year old provision. Staff update at EFMT. A surprise resignation was received at the start of the term at EFMT which is currently being covered by Sarah Yarrow on a supply basis. It has been decided to put a temporary contract in place to cover maternity leave in Year 5.</p>	
19/20:21	<p>The meeting closed at 8.40pm.</p>	
19/20:22	<p>Dates of next meetings The date of the next Joint FGB meeting is:</p> <ul style="list-style-type: none"> • Wednesday December 4th 2019 at 6pm at TAR 	
	<p>Please note: The colour coding links to the three key roles of governance questioning; RED for 'setting strategic direction', BLUE for 'holding Headteacher to account for educational performance' and GREEN for 'ensuring financial health, probity and value for money'.</p>	

Signed:



Date:

Janet Probert, Chair of Governors

