



Worcestershire County Council

The Governing Body of Pebworth & Blackminster Schools Federation

Full Governing Board (FGB) - Minutes 24 November 2022

Attendees

Governors: Anne Jones (AJ), Phil Jones (PJ) - Chair, Linda McQuorne (LMc), Neil Champs (NC), Lorna Button (LB), David Stokes (DS) and Elena De Paris (guest / co-opted Governor)
Clerk – Janet Ellis (JE)

1. Welcome / Apologies / Declarations of interest

PJ welcomed members of the FGB and a guest to the meeting, Elena De Paris, who had expressed an interest in becoming a Co-opted Governor. Governors then provided a brief introduction about themselves and Mrs De Paris stated her reasons for wanting to join the FGB. After discussion the FGB voted unanimously to co-opt Mrs De Paris onto the Board.

Apologies from Dan Rimell (DR) and Izabela Cooper accepted. PJ declared an interest in the item regarding Ready for Ofsted visit as he has worked with the Association of School and College Leaders (ASCL)

2. Confirmation of minutes

The minutes were confirmed and PJ signed as Chair.

3. Matters arising from minutes

Declarations of interest – it was noted that NC, DR and IC had yet to sign their annual form.

NGA Audit – it was noted that some Governors still needed to complete this audit and Mr Rimell needed to re-do his form.

ASCL visit – PJ updated that the plan was now to complete a Governor self-evaluation validation and he had created some suitable forms to utilise which would focus on judgements and associated evidence. He informed FGB that a meeting would take place on 6th December with himself, AJ and school leaders to progress this and he invited any other available Governors to attend.

DS challenged what external validation was possible and PJ noted that the LA were conducting a review at Pebworth on 5 December and LMc reminded Governors that reviews at Blackminster had been conducted in March and May and a peer review had taken place at Blackminster the previous week which had validated the good work at the school.

DS enquired what Ofsted grading the school would receive if inspected and LMc stated that they were progressing towards 'good'.

PJ commented that after the meeting on the 6th December the GB would know where the school was secure and perhaps then an ASCL visit would be appropriate, but this could be discussed further before being actioned.

Pay Committee – Dan Rimmel agreed to join the Pay Committee but as the next meeting was to take place during school hours on the 6th December, he would not be able to attend.

Single Central Record (SCR) – a monitoring visit has taken place

Keeping Children Safe in Education (KCSIE) – the Governors in attendance signed a form to say they had read the guidelines, it was noted that Mrs De Paris would need to read the new guidelines.

Actions

NC, DR IC	Complete Declarations of interest form	2 Dec
Govs	Complete NGA audit	16 Dec
PJ/FGB	Discuss validation process / outcomes etc.	Next FGB
EDeP	Read new KCSIE guidelines	16 Dec

4. Membership of Governing Body

4.1 Vacancies

As Mrs De Paris was now a Co-opted Governor, PJ reminded the FGB that the following roles were now vacant: one Local Authority (LA) Governor, one parent Governor and one further co-opted Governor. With regard to the LA vacancy PJ stated that he had consulted with Cllr Alistair Adams and written a letter of introduction for two prospective candidates and was awaiting a reply, he noted he would follow this up.

The FGB discussed the parent vacancy and PJ and LMc agreed to liaise over advertising the role again to parents, JE volunteered to support if necessary.

4.2 Link roles

FGB discussed the link roles and Mrs De Paris agreed to join the Performance Committee and consider being the teaching and learning (T+L) link Governor

The following link roles were noted:

PJ – Safeguarding, Looked After Children, Pastoral Care

AJ – Health and safety, Early years/Key Stage One, Pebworth, Steam Faculty

DR – Attendance

IC – Languages and Humanities Faculty

LB – Special Educational Needs and Disability (SEND)

DS – Pupil Premium

NC – Parents/Community link

EP - Teaching and Learning

Actions

PJ	Follow up with Cllr Adams re LA Governor role	16 Dec
LMc/PJ	Manage the parent Governor vacancy process	16 Dec
EDeP	Consider being the T+L Governor	16 Dec

5. Executive Head report

The FGB discussed the issued report.

Blackminster overview - PJ questioned the attendance figures, LMc stated that illness and a larger than normal number of holidays in term time, due to covid had impacted the figures. LMc noted that persistent absence was classed as missing more than 10% of sessions and DS challenged the schools actions on this issue; LMc reassured the FGB that specific actions were being taken with the individuals involved, which included pupils who were 'severely absent'.

PJ enquired as to the roles of the new Teaching Assistants (TAs) and LMc explained they were being used for general support, support for mental health and within the library to assist with Accelerated Reader.

Pebworth overview – NC stated that the recent phonics assessment had shown positive progress. The FGB discussed the SEND requirements and provision currently being provided across both schools and it was noted that support at Pebworth was currently been provided by the LA who were also supporting on Early years and phonics.

Quality of Education

Blackminster - LMc explained that the school had been accepted onto LA-led EEF project to enhance SEND in mainstream schools, which was underway at Blackminster. After discussion the FGB agreed that a medium term plan was required for SEND across the Federation; LMc agreed to manage this process.

Pebworth - PJ asked what the plans for CPD at Pebworth were and NC remarked that Talk for Writing and GLOW maths were both providing CPD opportunities, plus Emily Bishop from the LA was assisting teachers in the area of SEND.

Behaviour and attitudes

PJ questioned the number of exclusions and LMc explained there was not a demographic or year group trend and in part the increase was due to a lack of resilience and poorer social skills in pupils, which had developed as a result of missed learning due to Covid. AJ challenged the actions which had been taken after a more serious incident and LMc reassured the FGB that appropriate actions were taking place and the school were considering adopting the 'Thrive' programme which would support progress in this area.

Actions

LMc	Manage medium term SEND support plan	WIP
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6. Performance Committee report

AJ reported that progress 'beginning to end' was on track at Blackminster, although DT required some development which would be led by the new teacher starting soon and Pebworth were concentrating on four key areas of Curriculum pace and pitch, Maths, Phonics and Handwriting & presentation.

7. Resources Committee

PJ updated the FGB from the recent meeting noting that the main objective was to decrease the deficit. He also stated he was liaising with Mrs Bolton on access to the Governor portal, the re-instigation of Governor email addresses and Governor badges, which he would follow through on behalf of the FG

The FGB then discussed the outstanding issue from the meeting which was the approval of new heater pumps at Blackminster, PJ took the FGB through the information which had been provided by Mrs Bolton and the FGB gave their retrospective approval to the spend, noting this had been actioned already due to the urgent nature of the situation.

Action

PJ	Liaise with Mrs Bolton on Governor admin task	WIP
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8. Health and safety

LMc provided an update to the FGB and noted that she liaised with AJ on relevant matters including any 'Near misses'.

9. Safeguarding

PJ restated that he had conducted a visit on the SCR this term and had checked the procedures.

10. Governor visits / monitoring

The FGB discussed the completed visits and PJ asked for any outstanding visit reports to be sent to him. He noted that he had produced a new form for planning and recording visits, which the FGB agreed to utilise and JE asked that the form be sent to her for distribution, until it could be placed on the portal.

The FGB discussed future visits and agreed they should be based around the School Development plan and organised via LMc.

PJ recommended and it was agreed that:

Spring visits should centre on meeting the needs of the curriculum, which covered Priorities 1 and 2 at Pebworth and Priority 1 at Blackminster and as many visits as possible should take place on w.b 6th Feb (but not including 6th)

Summer visits should centre on meeting needs of SEND and vulnerable pupils, which covered Priorities 3 and 4 at Pebworth and Priorities 2, 3 and 4 at Blackminster and as many visits as possible should take place on w.b 22 May.

Actions

PJ	Send new Visit form to JE	30 Nov
FGB	Outstanding visit reports to PJ	2 Dec

11. Governor training

PJ commented that he had sent the most recent training directory from the LA to Governors and would now send to Mrs De Paris; it was noted that the school did not subscribe to an SLA so had to pay the full cost of any training. The FGB agreed that PJ contact Carole Gregory to enquire whether any Ofsted ready training could be provided for free and JE highlighted that some Governor training could be accessed for free via organisations such as Governors for Schools.

Actions

PJ	Send EDeP the training Directory	2 Dec
PJ	Speak to C Gregory re Ofsted training	16 Dec

12. Policies

FGB discussed the requirement for a Governor to oversee this area and LB agreed to manage this. DS asked that the amends be highlighted where possible on new policies to make review simpler. PJ stated that he had a spreadsheet of the current status of policies and would forward to LB for information to perform the role. JE volunteered to review this information with LB if required.

Action

PJ	Send LB spreadsheet on policies	16 Dec
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13. Long term vision / plans

See confidential minutes

7.14 – DS left the meeting

14. AOB

Change to the school day

The FGB discussed the previously issued paper and gave their approval for the school to begin the consultation process with all interested stakeholders.