



Worcestershire County Council

The Governing Body of Pebworth & Blackminster Schools Federation

Full Governing Board (FGB) – 15 June 2023 Minutes

1. Attendees

Governors: Phil Jones (PJ) - Chair, Anne Jones (AJ) - part, Linda McQuone (LMc), Dan Rimell (DR) Elizabeth Spencer (ES), Neil Champs (NC) and Nicky Lannine (NL)
Business Manager - Fiona Bolton (FB)
Clerk – Janet Ellis (JE)

2. Apologies and Declarations of interest

Apologies from David Stokes and accepted, no apologies received from Mrs Cooper or Mrs De-Paris; PJ agreed to speak with Mrs Cooper regarding her attendance at meetings.

There were no declarations of interest.

3. Confirmation of minutes

The normal and confidential minutes from the meeting on 17 April 2023 were approved and signed by PJ.

PJ stated that he had tried to contact Mrs Cooper about her intentions regarding the FGB, but without success, but would try again. He asked JE to provide him with details of her attendance during 23/24, which JE agreed to do.

Actions

PJ Pursue communication with Mrs Cooper

June 23

4. Governing Matters

It was noted that as NC was leaving there would be a vacancy for a staff Governor across the Federation, LMc agreed to promote this at the inset day in September 2023.

PJ informed FGB that a potential new co-opted Governor had come forward and he would take this forward on behalf of the FGB. The Board agreed that the candidate could join the September FGB meeting as a guest with a view to joining the Board.

FB asked JE to ask Mrs Button for her school ID badge back, JE agreed.

PJ noted that he had performed the following Chairs Actions:

Agreed minor changes to the 23/34 budget and signed the budget

Attended a TASP meeting on 23 May 2023

Met with Pebworth parents alongside LMc

Approved the Schools Financial Value Standard for Pebworth on 23 May 2023, he noted that there some minor outstanding questions from this, which he asked FB to respond to.

Special Educational Need and Disability (SEND) Governor – PJ reminded FGB that he was acting as the interim Governor for SEND and the FGB agreed to leave the decision to appoint a new Governor until the September 2023 FGB meeting.

Actions

LMc	Communicate staff governor vacancy	Sept 23
PJ	Liaise with potential new Governor	June 23
JE	Ask Mrs Button re badge	Completed
FB	Respond to SFVS questions	June 23

5. Executive Heads report

DR noted the high level of suspensions and LMc reassured the FGB that these were all being dealt with appropriately and noted the pupils with needs within these statistics.

PJ asked that the KPI's be included in the September 2023 FGB meeting, LMc agreed to this.

ES congratulated the Federation on its out of school activities and encouraged PFS to maintain its Bright Sparks programme next year.

Actions

LMc	Provide FGB with KPI info	14 Sept
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6. School Development Plan (SDP)

The current progress within the SDPs was noted and the FGB agreed to discuss the 23/24 plans at the September FGB meeting.

7. Resources committee

PJ explained that two meetings had taken place since the last FGB, at which the draft 23/24 budgets were discussed and agreed, it was noted that the percentage of staff costs had been reduced from 91% to 76% as a result of work by the school, the increasing pupil numbers at BMS would help with future funding and BMS had a financial audit taking place next week.

8. Governor monitoring

PJ noted the Maths visit by AJ and ES stated that she hoped to perform a visit with Mr Sandall in July.

9. Behaviour policy

This was agreed without further amends.

Capability Policy – this LA policy was adopted without amends.

Statutory policies approval schedule – this was agreed.

10. Skills Audit

JE agreed to issue the NGA version of the skills audit for all Governors to complete in time for the September FGB meeting.

Actions

JE	Administer skills audit	Summer 23
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11. Length of the school day

BMS

LMc referred FGB to the previously issued paper. DR stated that he had seen a similar change in a school lead to positive outcomes. ES stated her concerns regarding pupils having sufficient time to eat, LMc reassured her that lunch provision would not be impacted. NL stated that she was personally not in favour of the move from a parents perspective.

ES enquired whether there was any impact to staff pay or conditions and LMc stated they would keep existing lunchtime supervisors hours, which would allow the school to provide access to meetings and training; which FGB agreed was a welcome positive for these important members of staff.

PJ reminded the FGB that the process for the proposal had been completed thoroughly including parent and staff feedback and plans to mitigate concerns, therefore the FGB would support the change, however they required regular feedback post implementation and if a further change was then required, this would be considered by FGB.

PFS – NC stated that no concerns had been raised by stakeholders at the school following the consultation.

12. Meeting dates

PJ handed out the schedule of dates for FGB and committees for 23/24, explaining that these had been agreed in consultation with the school.

13. AOB

13.1 - FB stated that she would provide the dates for upcoming interviews to JE, so that Governors could be asked to participate.

13.2 - FB asked ES and NL to provide a passport sized photo for their ID badge.

13.3 – FGB agreed to invite the new potential licence holders to the Resources meeting scheduled for 6th July in order for them to assess their suitability and begin relationship building. FB noted the school could not be involved in the actions or timing regarding the sale of the 'goodwill' of the current Nursery business and the Federation's role was to manage the licence agreement.

Actions

FB	Provide interview meeting dates to JE	June 23
FB	Provide potential Nursery owner details to JE	Complete

PJ ended the meeting by thanking NC for his time with the Federation and his time on the FGB.

Meeting closed 7.30pm