



Worcestershire County Council

The Governing Body of Pebworth & Blackminster Schools Federation

Full Governing Board (FGB) – 23 November 2023

Minutes

Attendees

Governors: Phil Jones (PJ), Dan Rimell (DR), Jennifer Zandbeek (JZ), Hendrik Hamman (HH), Neil Smith (NS) and Nicola Lannie (NL) - part

Guest – Caroline Baldwin (Acting Head in Linda McQuone's absence)

Clerk – Janet Ellis (JE)

1. Welcome and Apologies

PJ welcomed all Governors, who introduced themselves with a brief background for the benefit of the new members of the Board.

Apologies from Anne Jones (AJ), Elizabeth Spencer (ES) and Linda McQuone (LMc), and accepted by FGB.

2. Declarations of interest / Governor duties / Chairs Actions

There were no declarations of interest for this meeting, PJ reminded FGB of their duties, including confidentiality and it was noted there was one Chairs Action, which was the approval of the Early Careers Teachers (ECT) policy, however this was also on the agenda.

3. Governing Board matters

3.1 Governor vacancies – PJ reminded the FGB that they had recently appointed NS via a staff election, HH via a Parent election and had co-opted JZ at the September 2023 FGB meeting

PJ then stated that the FGB had received two applications for the three Co-opted Governor vacancies. The FGB discussed applications from Mrs McEwan (who had also applied for the Parent vacancy) and Mrs Bunce, noting their relevant skills and interest in the Federation and unanimously agreed to co-opt them onto the Board. JE agreed to begin their induction process.

Actions

JE Liaise with Mrs McEwan and Mrs Bunce

Nov 23

3.2 Committee links for new Governors – PJ explained the remit and objectives of both Performance and Resources committees for the benefit of the newer Governors and after discussion JZ and NS agreed to join Performance Committee and HH agreed to join the Resources committee.

3.3 Governor monitoring visits

PJ reminded FGB that visits to the school needed to be arranged via LMc and both formal and informal visits were welcomed by the school.

He noted that the two weeks for formal visits which linked to the School Development Plan (SDP) were week commencing 19 February 2024 and week commencing 20th May; and it

was agreed after discussion that the focus for Spring visits would be encouraging attendance and promoting good behaviour of learners and the Summer visits should focus on how the curriculum was meeting the need of learners.

NS challenged why there were no visits in Autumn term and PJ stated there could be visits in the Autumn term, however these were not classed as the more formal ones, as that provided the Federation with the opportunity to start implementing their actions from the SDP before monitoring took place. DR commented that he had already conducted two productive visits during the Autumn term.

NL commented that during her visit to the school she had seen the excellent attendance at library club, the calmness during lessons and the segregation of the playground areas which appeared to be working well for pupils.

PJ thanked the Federation for copies of the Pebworth newsletter which were very helpful background information for visits and asked that the Governors be included in the distribution of the new MS 'Sway' newsletter which was being implemented at Blackminster Middle School (BMS). Additionally he asked that the Governors be provided with a new copy of the School calendar so this could be placed on 'Gov Hub'.

3.4 Governor skills

PJ asked that all new Governors complete the Skills Audit so another review of the total FGB could take place. He also asked that new Governors also read the Keeping Children Safe in Education (KCSIE) guidance; JE agreed to issue the appropriate documents/links.

Actions

CB	Include FGB in distribution of BMS 'MS Sway' once they commenced	Tbc
CB	Provide a copy of school calendar to JE	1 Dec 23
JE	Administer skills audit / KCSIE link	1 Dec 23

4. Minutes

4.1 The normal and confidential minutes from the FGB meeting on 21 September 2023 were agreed and signed by PJ as Chair.

4.2 - Matters arising

PJ asked what stakeholder feedback had been requested recently and CB stated that parental questionnaires had been issued, and pupil voice had been issued this week which would be facilitated through IT lessons, she added that staff questionnaires had been completed before half term.

PJ stated the importance of parental opinion and noted that there were no 'Parent view' opinions so far this year for BMS, he asked whether it was possible to input feedback received from parents onto this system.

The FGB asked that results from all stakeholder questionnaires be included in the next Executive Heads report in summary form and that the detail was submitted to the next Performance committee meeting in January 2024, CB agreed to action this.

DR informed the meeting that he had completed the statutory audits of both websites and had sent a summary to the Federation. NL asked whether the school should provide teachers qualifications on the website, the FGB discussed the merits of this and agreed this could leave staff vulnerable so agreed not to publish this detail.

Actions

CB	Brief LMc re stakeholder feedback communications required	tbc
CB	Include detail of stakeholder feedback at Performance committee	Jan 24

5. Heads report

BMS - CB took the FGB through the previously issued report. She noted that the number on roll for BMS was now 276 and they had received one application for the Teaching Assistant (TA) role already.

For comparison purposes, PJ asked what the number on roll was for BMS as at November 2022, CB agreed to issue this.

FGB discussed the current number of tutor groups at the school, noting the smaller class sizes in Years 7 and 8, which increased teacher/pupil interaction and the quality of education.

HH queried whether more teaching staff could be deployed to Year 6 to decrease class sizes; CB explained that there were no further 'primary' trained teachers to accommodate this.

CB noted that a second PiXL assessment had taken place, after the Autumn baseline assessment and this would be available to the Performance committee at the January 2024 meeting.

Pebworth First School (PFS) - CB informed FGB there would be 18 pupils at PFS from next week, with the possibility of 8 new pupils from September 2024 (noting there were three pupils due to leave in Summer 2024. She also highlighted that Greg Satterley, the new Head of school at PFS had started his transition already and there was a meeting planned to review the SDP.

PJ stated that now the Ofsted inspection was complete, the focus for Pebworth needed to include the marketing of the school to increase pupil numbers. CB reiterated that the SDP was being reviewed in December and would reflect the recent Local Authority (LA) and peer reviews.

See confidential minutes also

Behaviour and attitudes – CB highlighted that 'BromCom' was not performing as the Federation had hoped and there were issues with pupils accessing the 'App'. DR volunteered to review this and CB agreed to forward a list of current issues.

CB noted that the number of suspensions was lower than this time last year and there were actions in progress to address the related pupil issues.

PJ challenged the lower attendees to the 'Meet the tutor' evening in Years 7 and 8 and CB commented that there was always less attendance as those parents had already met tutors in previous years. However, she stated that follow up phone calls did take place for those parents who did not attend.

Leadership and Management – CB explained that Matt Sandall was the Acting Designated Safeguarding Lead (DSL) across the Federation whilst LMc was absent and was visiting PFS once per week in this capacity.

The FGB discussed what information was required on the websites to reflect this and agreed Mr Sandalls temporary role should be communicated.

PJ asked for further information on clubs and participation in these from the school, noting the importance of offering wider curriculum activities. CB remarked that the school ran 3-4 clubs per week and these changed termly and were on a 'drop-in' basis only, so meaningful attendance figures were difficult to provide.

DR enquired how Special Educational needs and Disability (SEND) pupils were provided for in relation to clubs and CB stated that they had creative and Quiet clubs for SEND pupils, which were not compulsory but were monitored for attendance.

CB stated that she would visit PFS twice a week while LMc was absent from school and had been in touch with Lisa Bradbury at the LA.

PJ thanked LMc and CA for the Heads report.

Actions

CB	No. on roll at BMS in November 2022	1 Dec 23
DR/CB	Liaise re 'BromCom' issues	Dec 23
CB	Include M Sandalls DSL role on both websites	1 Dec 23

6. Performance committee update

PJ provided the update of the meeting in AJ's absence, noting that more detail on performance outcomes was required for the next Performance committee meeting in January 2024.

7. Resources committee update

DR provided an update from the meeting, highlighting that the budget and the Financial audit by the LA had been discussed. He noted that an 'Extraordinary' Resources committee had also been held to discuss some urgent roof repairs and quotes for BMS, adding that he had inputted into this meeting by doing a site visit to BMS.

PJ noted that Mrs Bolton had been unable to attend the standard Resources committee but had submitted financial information to the committee on both schools, which had been included in the minutes by agreement of the committee.

PJ also explained that a meeting of the Pay committee had recently taken place, where anonymised teacher performance reviews had been considered.

See confidential minute also

8. SDP / Key performance indicators (KPIs)

PFS – It was noted there would be a new SDP document for the next FGB meeting after the new School leader had started.

BMS – CB noted that one Early Careers teacher (ECT) would now qualify early in January 2024, so after January 2024 there would only be one ECT. CB explained that the SDP had been 'RAG' rated.

PJ challenged if all LA/Peer review actions were adequately reflected in the BMS SDP and CB reassured the FGB that 'schemes of work' reflected more detail on some areas which had emerged from the review, but agreed to ensure all headlines actions were within the

SDP. She added that the SDPs were on the Senior Leadership team agenda, alongside curriculum, safeguarding and financial matters.

Actions

CB Ensure SDP for BMS reflects all major review actions

Dec 2023

9. Ofsted report and planning

PJ referred FGB to the recent 'Good' report for PFS and thanked everyone involved for an excellent result. The FGB discussed the report and noted the Federation needed to build on the report and continue to address the ongoing challenge of increasing pupil numbers at the school.

HH asked if the appointment of the new school leader would impact on pupil numbers and PJ stated this would contribute as would provide the school with stability. JZ asked if Mr Satterley would be a teaching head and what the Pupil Admission Number (PAN) was for the school. CB confirmed Mr Satterley was due to be in class two days per week and DR stated the PAN (including) nursery was 72 for the school.

PJ commented that the new Nursery based at the school (Ashbourne Day Nurseries) was very professional and he hoped more children would come to PFS after attending that Nursery. CB remarked that the school and Nursery were conducting joint activities.

The FGB discussed planning for an Ofsted inspection at BMS and CB noted that 'CPD' on 24 November centered around Ofsted questions on vision and values and that pupils and the Admin team were also involved in Ofsted planning.

10. Strategic future of Federation

See confidential minute

11. Policies

PJ informed the FGB that many policies were based on LA ones, which was prudent given they were a Maintained Federation of schools.

The following policies were discussed and approved, however it was noted that some policies required the front cover details to be completed and some amends were required, as below:

- Children with health needs who cannot attend school
- First Aid and medicines (Includes 'Supporting pupils with a medical condition')
- Special Educational Needs and Disability
- Staff discipline conduct and grievance
- Early Careers Teachers
- Admission arrangements (required an amendment to the date of the Equalities Act)
- Teachers Pay policy
- Careers guidance / Action plan (required an amendment to remove that Mr Smith was assisted by others)
- Whistleblowing

Actions

JE Brief Mrs Bolton on policy amends required

1 Dec