



Worcestershire County Council

The Governing Body of Pebworth & Blackminster Schools Federation

Full Governing Board (FGB) – 7th March 2024

Minutes

Attendees

Governors: Phil Jones (PJ), Dan Rimell (DR), Neil Smith (NS), Anne Jones (AJ), Elizabeth Spencer (ES) Anne Bunce (AB) and Linda McQuone (LMc),

Guest – Greg Satterley

Clerk – Janet Ellis (JE)

1. Welcome and Apologies

PJ welcomed all Governors, who introduced themselves with a brief background for the benefit of AB. Apologies from Stella McEwan and Hendrik Hamman (HH) and accepted. No apologies received from Jennifer Zandbeek (JZ) and Nicola Lannie (NL).

2. Declarations of interest / Governor duties / Chairs Actions

There were no declarations of interest for this meeting. PJ stated he had signed two funding application forms in his capacity as Chair and would continue to attend 'TASP' meetings on behalf of the Governing Board.

3. Governing Board matters

PJ referred the FGB to the summary of the skills audit, noting that any lower scores were a result of lack of experience, rather than deficiency of skills and he thanked the FGB for their contributions to this task.

4. Minutes

4.1 The normal and confidential minutes from the FGB meeting on 23 November 2023 were agreed and signed by PJ as Chair.

4.2 - Matters arising

Keeping Children Safe In Education (KCSIE) – AB stated she would send some documentation of her training in this area

Stakeholder communications – the importance of parental feedback was discussed; Governors noting the role of this at the recent Pebworth First School (PFS) Ofsted inspection. It was agreed that the results from a recent parents survey at Blackminster Middle School (BMS) would be discussed in detail at the next Performance committee meeting.

BromCom issues – DR noted he was available to provide advice if required

Websites – AB remarked that it wasn't instantly clear that both schools were Local Authority (LA) schools; LMc agreed to action as required

Actions

AB	Send KCSIE paperwork	Complete
LMc	Forward survey results when available	tbc
LMc/GS	Consider wording ref maintained status of schools on website	March

5. Executive Heads report

Overview – of PFS - AJ enquired where the new pupils at PFS had come from and GS stated that some were local and others from further afield and they had joined various classes. He commented that the reasons for choosing the school appeared to be their size, culture, staff, use of forest school and the school environment. AB suggested the school could create a virtual tour video for the website. PJ reminded FGB that their strategic priorities included growing numbers at PFS (and managing the deficit budget at BMS) and asked that GS include some information regarding the school's marketing strategy in the next Executive Heads report.

Quality of education - AJ challenged how BMS measured the quality of what occurred in the classroom and LMc reminded FGB that peer reviews were conducted, noting there was a new group this time. PJ encouraged the school to ensure they had evidence for all statements, including the changes made to the teaching of Maths and English in Year 6. LMc acknowledged PJ's point, stated that PiXL results were utilised and noted that mock SATs were being conducted this week and the results would be discussed at the next Performance committee. AB remarked that the December 2023 SATs information on the website needed clearer wording; LMc agreed to review.

Suspensions - PJ noted the relatively high number of suspensions and enquired what action plan the school had to address. LMc noted this was a priority in the school Development Plan (SDP) and remarked that recent national figures released by the Fischer Family Trust showed that the school were not out of line with other schools on this area. She stated that although the figures were higher than previously, there had been a reduction of pupils on multiple suspensions, which

The FGB discussed the links to pupils with Special Educational Need and disability (SEND) and those requiring EHCP's, LMc reassuring Governors that any pupils on external placements had 'Safe and well checks' performed and the school was looking at this issue strategically.

Meet the tutor evening – AJ commented on the poorer attendance by parents in Year 8 and LMc commented that this was disappointing but not surprising as was the trend for Year 8.

Safeguarding – PJ noted the importance of staff welfare and challenged the use and value of the Employee assistance programme; LMc explained that the scheme represented excellent value as cost of only £9 per employee per annum, noting it provided all year round confidential assistance, including legal and financial advice and coaching. NS highlighted that this initiative was appreciated by staff, even if it wasn't used by all and GS remarked that staff wellbeing was discussed at the last inset day. AB enquired whether a staff wellbeing survey was conducted and LMc replied that one had recently been issued at BMS, however due to small numbers of PFS this type of formal feedback channel was not used.

AJ asked regarding Designated Safeguarding Lead (DSL) training and LMc noted that training was in hand for current DSLs and two additional members of staff from BMS were undertaking DSL training this academic year in order to increase capacity across the Federation.

Personal development – ES enquired whether the Forest school leaders at PFS were first Aid trained and GS replied that he would check. GS highlighted that he was looking to redeliver brass lessons; Bright Sparks would continue until the end of the year and garden club would continue.

Leadership and Management – FGB discussed the cover which Mrs Baldwin had provided for LMc's absence and LMc remarked that a similar plan would be instigated when she had to be absent from school again, she noted that using supply to cover Mrs Baldwins teaching responsibilities added capacity due to the fact that she was already in the role of Assistant Head and AJ commented on the excellent experience this had provided Mrs Baldwin.

Attendance – The FGB acknowledged the importance of managing this area and its potential for inclusion in Ofsted inspections. PJ challenged the use of Pupil premium (PP) funding to address any attendance issue for this group of pupils and LMc stated that she would specifically focus on this with Mr Sandell, noting that the school had signed up to 'Attendance counts in Evesham'. ES commented on previous initiatives she had seen work in schools including 'wake n shake' and the impact of positive rewards for attendance. PJ also encouraged the school to ensure those with SEND needs were being appropriately managed.

LMc reminded FGB that the statistics could be skewed by a small minority of pupils with very low attendance and pupils who were Persistently Absent and the FGB agreed to discuss in further detail at the next Performance Committee (PC) meeting.

Actions

GS	Info on marketing strategy in next Exec Heads report	June 24
LMc	Forward mock results when available	tbc
LMc	Look at SATs wording on website	March
LMc	Discuss PP spend in relation to attendance strategies with M Sandall	March
GS	Check first aid training for Forest school	March
PC	Discuss attendance at the next meeting	25 April

6. School Development Plan (SDP)

6.1 BMS

PJ informed the FGB that he had met with LMc today and had provided some feedback on how the Senior Leadership team could improve the SDP for BMS, including ensuring actions were more specific and measurable and the removal of wording about lack of time in relation to line management meetings. AB noted the 'draft' status should be removed which was agreed and asked LMc to ensure the priority actions, including those relating to attendance, were included. AB then enquired whether there was a self-evaluation for FGB, PJ replied that he had drafted a 'script' for BMS (noting there was already one at PFS) and this was available for use both internally and externally.

6.2 PFS

FGB asked GS to 'RAG' rate the next iteration of the SDP which was submitted to them, which was agreed.

ES asked about the current activities at the Nursery based at the school, noting that previously the FGB had spoken about conducting joint home visits between the school and Nursery. GS stated that Ashbourne Day Nursery (ADN) now had a new manager who he had met and was working with well, noting their Open Days had been at the same time. He added that he would consider joint home visits. The FGB discussed the importance of growing numbers from ADN to the school and GS commented that he hoped the majority of children currently at ADN would join PFS in September.

Actions

LMc	Review BMS SDP with SLT	March
GS	Include RAG rating of actions in next version of SDP	June
GS	Consider joint home visits with ADN	April

7. Key performance indicators (KPIs)

7.1 BMS

AB remarked on the trend of pupil numbers at the school and PJ commented on the national current decrease in pupil numbers. AJ provided a brief background to school numbers at BMS noting the impact of location, the mix of the 2/3 tier systems in the area and the increase in Year 6 provision by other schools. LMc stated that she was happy to provide further detailed information to AB if required, perhaps during a school visit.

7.2 PFS

No concerns to raise which had not already been covered in the previous items.

8. Performance committee (PC) update

AJ provided a brief update from the previous meeting held on 11th January 2024, noting that pupil performance had been analysed in depth and safeguarding had been discussed. AB asked whether she could join the PC and this was agreed by FGB.

Action

AB Attend next PC meeting

25 April

9. Resources committee (RC) update

DR provided a brief update from the previous meeting and asked FGB to give their permission for the RC to sign off the 24/25 budget at their meeting on 25th April, this was unanimously agreed. He informed FGB that the committee had discussed the Supply budget, building work at BMS and the issue with the Fire Alarm panel, noting that an application to a financial fund had now been made to pay for the required works. LMc added that an application to this fund for PFS had also been made.

10. Strategic planning

See confidential minute

11. Monitoring visits

PJ informed the FGB that several 'visits' had taken place this academic year, including safeguarding, premises and a website review and he encouraged those who had not performed a visit to do so. He reminded Governors that the next official round of visits was w.c 20th May and they had agreed to focus on how the curriculum was meeting learners needs.

AB commented that case studies were very useful resources within schools and LMc agreed to discuss with producing these with SLT.

Actions

FGB Plan school visits

ASAP

LMc Discuss case study production with SLT

March

12. Behaviour Management policy

GS explained that he had consulted staff on this policy and there were only minor amends from the previous policy, noting the inclusion of positive praise.

PJ asked if the policy was an accurate reflection on current practice at the school, GS confirmed it was and the policy was unanimously agreed by FGB.

Next meeting

The next FGB meeting was changed to **27th June 2024** (from 20th June)