



Foxhills Federation



Minutes of Full Governing Body

Wednesday 8 June 2022 at 6 pm

At Foxhills Infant School

Governors Present:	Andrew Shore, Headteacher Lucy Howe, Headteacher Lucy Dixon, Parent Governor (LD) Hayley Sired, Staff Governor (HS)
Apologies received:	Nick Hatfield, Parent Governor (NH) Michael Isherwood (MI)
In Attendance:	Ann Arscott, (AA) Anne Marie Datlen (AMD) David Gill (DG) Heather James (HJ) Katrina Kemp (KK) Tim Mead (TM) Donna Neill (DN) Louise Reynolds (LR) Glenda Thornley (GT) Sian Winter (SW) Natasha Wooton (NW) Gordon Duff, Governor Services Co-Ordinator (GD) Tracy O'Connor, LA Clerk (TOC)

		Action
1.	<p>Welcome, Introductions and Apologies</p> <p>The Governor Services Co-Ordinator welcomed everyone to the meeting.</p> <p>The elected Governors are -</p> <p>Two Headteachers – Lucy Howe and Andrew Shore Two Parent Governors – Lucy Dixon and Nick Hatfield Staff Governor – Hayley Sired</p> <p>Apologies were received and accepted from Nick Hatfield and Michael Isherwood.</p>	
2.	<p>Appointment of the clerk to the governing body</p> <p>Proposal: Tracy O'Connor – Clerk</p>	



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	<p>The elected Governors were pleased to appoint Tracy O'Connor as the Clerk to the Foxhills Federation.</p> <p>All candidates who were not an elected Governor were asked to leave the room.</p>	
3.	<p>LA Governor</p> <p>Proposal: Ann Arscott – nomination approved by Cllr Mans</p> <p>The application was discussed and a vote was taken.</p> <p>The Governing Board were pleased to appoint Ann Arscott as the LA Governor.</p> <p>AA was asked to re-join the meeting and was congratulated in her role as LA Governor.</p>	
4.	<p>Co-opted Governors</p> <p>Each individual application was discussed where skills, knowledge and experience were looked at that would be beneficial to the new Governing Board. Each application was read out to the Board and following discussion a vote was taken. Following the vote, the successful candidate was asked to re-join the meeting as a member of the Board.</p> <p>It was important to look at succession going forward to ensure the Governing Board is balanced. It was good to have different skills and to have some Governors who are completely external to the school as they can bring a different perspective.</p> <p>The following were proposed and elected to be on the Governing Board.</p> <p>Anne Marie Datlen Dave Gill Michael Isherwood Heather James Katrina Kemp Tim Mead Don Monk Donna Neill Louise Reynolds Glenda Thornley Sian Winter Natasha Wooton</p> <p>AP2: Clerk to advise Michael Isherwood and Don Monk that their applications have been successful and they have been appointed to the Governing Board. Completed</p>	Clerk

5.	<p>Associate Members</p> <p>There were no Associate Members to be appointed.</p>	
6.	<p>Declaration of interests and completion of register of interest forms</p> <p>AP1: All Governors to update their Declaration of Interests on their profile page on GovernorHub.</p> <ul style="list-style-type: none"> • Click on name at top of GovernorHub page. • Select Profile • Select Declarations – Add a new Declaration 	All
7.	<p>Election of Chair and Vice Chair</p> <p>(i) Chair (ii) Vice-Chair</p> <p>Nominations had been received from Ann Arscott and Katrina Kemp for the role of Chair and Vice-Chair, if not elected as Chair. Each candidate read out their statement supporting their application.</p> <p><i>AA and KK were asked to leave the room at 6:45 pm.</i></p> <p>The Governing Board held a very lengthy discussion. It was a very difficult decision to make as both candidates were very strong and had been outstanding Chairs. Governors advised they were ready to vote and completed a secret ballot.</p> <p>The Clerk and the Governor Services Co-Ordinator left the room to count the votes.</p> <p>The Governing Body were advised of the outcome.</p> <p><i>AA and KK were asked to re-join the meeting at 7:20 pm.</i></p> <p>Congratulations were given to Ann and Katrina. It was a very difficult decision to make but the Governing Board were very fortunate to have two very strong individuals who will drive the Board forward.</p> <p>Ann Arscott – elected as Chair for the new academic year 2022/23 Katrina Kemp – elected as Vice Chair for the new academic year 2022/23</p>	
8.	<p>Reminder to update GIAS (Get Information About Schools)</p> <p>The Clerk will update the constitution on GovernorHub for the new Board. AP3: GIAS database – Clerk to issue the constitution details to both schools to update. Completed</p>	Clerk



9. Urgent items for consideration of GB

Both Headteachers were asked if there was anything that was urgent and needed to be discussed at the meeting. Both Headteachers confirmed that there was nothing urgent that needed to be discussed at this meeting.

10. Sharing of GB Summary documents – any questions

The documents give a good insight into the schools and it was proposed to discuss them in detail at the next FGB.

Q: Junior School Report - Budget notes make reference to a SENCO across the Federation. Although this proposal has been talked about in Federation research the Federation does not exist until the 8th June and therefore no decision has been made on this role and its recruitment. This will need discussing as it will have cost implications for both school budgets.

Chris Bristow is the Inclusion Leader and SENCO for the Junior School. The school made the provision to cover as it could not be assumed that the Federation would go ahead at the time the decision had to be made. Going forward this will need to be discussed as it will have cost implications.

Clare Kealey has been appointed as a SENCO for the Junior School and not the Federation. If the Federation want a SENCO for September the Board would need to have a discussion and make a decision promptly.

AP4: Agenda item next meeting - Clare Kealey has been appointed as a SENCO for the Junior School and not the Federation. If the Federation want a SENCO for September the Board would need to have a discussion and make a decision promptly.

Q: With infant school budget discussions about deficit, we have considered options (eg reduced staff, alter SLAs, viewing different forecasts). What are the options being considered to address the deficit for the Jr school budget (both in year and longer term once surplus used)? (I'm aware the biggest impact is likely to be electricity and gas cost).

The numbers are decreasing which will impact on the income. The staffing levels have not changed in the budget. If the numbers do fall the staffing levels will have to reflect this. The school do not know future predictions.

The budget does not include any SEND EHCPs. Over the next 3 years all of the EHCPs will end but the budget does not reflect any new EHCPs that will be required.

Governors are very aware the biggest impact is the increase of electricity and gas and these figures are unknown. Guidance has been received for budget purposes to double the electricity and triple the gas.

Q: DHT recruitment – why has a handover period been agreed until 23rd Sept? As far as I was aware a handover for HT or DHT is not normal practice, this has a cost implication for the school which are both facing budget challenges.

Clerk

It is desirable to have a handover but there are cost implications. The Junior School HT has had to make decisions based on the Junior School and not the Federation. A Deputy Head has been appointed. With the potential of the HT and Deputy HT leaving in September handover time was built in to be able to handover operational systems, safeguarding and the curriculum.

Q: In the event that the Deputy HT was not able to stay on would the SLT be able to support with the processes?

All decisions made were based on the Junior School and not if the schools federated. The SLT would be able to support but the Junior School is a lot larger than the Infant School and the structure works differently. The SLT would not have the same access. The SLT are all in class they are not out of the classroom. The new Deputy HT will be meeting the new Year 3 children who will be joining the school in September. The 3-week handover would be very beneficial to the school and for the new incoming Deputy HT.

Q: It would be good to ensure behaviour principle changes are reflected in both schools' policies.

Policies will need to be reviewed and amended.

11. Appointment of Governor roles/Committees and Panels

Safeguarding Governor	Michael Isherwood/Katrina Kemp
Inclusion Governor/PP/SEN	Louise Reynolds
Development & Training Governor	Anne Marie Datlen
Recruitment and Induction Governor	
H&S Governor	Tim Mead
Governor Area Forum Representative	
Staff Discipline, Staff Appeal and Pupil Discipline panels (Pool)	Pool of Governors to be appointed as required
Headteacher's Performance Management governors (x3)	

AP5: Appointment of Governor roles/Committees and Panels – Agenda item next FGB.

Clerk

12. Management of Governing body

- Adopt Manual of Personnel Practice (EPS)

The Governing Board confirmed their approval to Adopt the MOPP.

- Adopt Manual of Financial Practice (EFS)

The Governing Board confirmed their approval to adopt the Manual of Finance Practice.

- Adopt Governing Body Code of Conduct

All

	<p>AP6: All Governors to confirm on GovernorHub that they will adopt the Code of Conduct.</p> <ul style="list-style-type: none"> • Governor Services SLA subscription for 2022/23 – decision - GB to confirm the agreed % split • Clerking Service subscription for 2022/23 – decision - GB to confirm the agreed % split <p>The original plan was to split the costs 60% Junior and 40% Infants and both schools 2022/23 budgets reflect this split. Following further discussion, it was decided the split should be based on pupil numbers. Governor Services have been informed that the split for the Clerk's salary and the SLA should be 67% Juniors and 33% Infants. The budgets will also need to be updated to reflect this for the HT, SENCO, Site Manager and Site Assistant salaries.</p> <p>The Governing Board confirmed their approval to the % split as 67% Juniors and 33% Infants. The split will be reviewed each year.</p>	
13.	<p>Committees – agree structure and membership</p> <ul style="list-style-type: none"> • Discussion regarding meeting schedule 22/23 – also Clerking • Agree process for establishing Terms of Reference (Suggested structure - Resources Committee and Curriculum Committee) <p>AP7: On completion of the meeting schedule for 2022/23 a copy to be sent to Gordon Duff and Helen Piela at Governor Services.</p> <p>AP8: Agenda item next meeting – Committees, structure and membership.</p>	Clerk Clerk
14.	<p>Date, time and location of next meeting FGB (including key data)</p> <p>The next FGB meeting will be on Tuesday 12 July 2022 at the Foxhills Infant School at 4:30 pm.</p> <p><i>Lucy Howe, Andrew Shore, Dave Gill, Heather James, Hayley Sired, Anne-Marie Datlen left the meeting at 8:15 pm.</i></p>	
15.	<p>Please see Confidential Minutes</p> <p>Arrangements for selection of Federation Headteacher from 1 Sept 2022</p>	
16.	<p>Recommended agenda items for next meeting:</p> <ul style="list-style-type: none"> • Outstanding matters arising from the last meetings of the schools • Consultation process feedback – implications for the management of the federation and communication with stakeholders; • Format of future meetings - agenda setting, standard items, minutes, HT reports, etc. 	
	<p>The Chairs thanked everyone for attending and for their valued contribution.</p>	
	<p>Date of Next FGB meeting</p>	



Foxhills Federation



	Tuesday 12 July 2022 – Foxhills Infant School – 4:30 pm	
	The meeting closed at 9 pm.	

	Action Points – FGB - 8 June 2022	
1.	All Governors to update their Declaration of Interests on their profile page on GovernorHub.	All
2.	Clerk to advise Michael Isherwood and Don Monk that their applications have been successful and they have been appointed as Co-opt Governors to the Governing Board. Completed	Clerk
3.	GIAS database – Clerk to issue the constitution details to both schools to update. Completed	Clerk/School
4.	Agenda item next meeting - Clare Keeley has been appointed as a SENCO for the Junior School and not the Federation. If the Federation want a SENCO for September the Board would need to have a discussion and make a decision promptly.	Clerk
5.	Appointment of Governor roles/Committees and Panels – Agenda item next FGB.	Clerk
6.	All Governors to confirm on GovernorHub that they will adopt the Code of Conduct. (Profile - Declarations tab)	All
7.	On completion of the meeting schedule for 2022/23 a copy to be sent to Gordon Duff and Helen Piela at Governor Services.	Clerk
8.	Agenda item next meeting – Committees, structure and membership.	Clerk
9.	Glenda Thornley to issue a zoom link to the FGB for the ratification meeting – 4 pm Tuesday 14 June 2022. Completed	GT

Signed:
Date: