



Christ Church & Holy Trinity Church of England Primary Schools Federation

NON-CONFIDENTIAL Minutes of a meeting of the **Shadow Full Governing Body** held at Holy Trinity Primary School on **Wednesday 17th July 2019** at 6.00pm

Members:
(*Absent)

		Name	Post
	AHA	Avis Hawkins	Headteacher
	BL	Brian Leathard	Interim Chair
	GBD	Grant Bolton-Degage	
	SC	Sophie Cameron	Achievement Committee Chair
*	WC	Wendy Challen	
	VL	Vicki Lant	
	KM	Kim McCrone	
	TM	Tim McKean	
	QN	Quentin Nason	Interim Vice Chair
	JR	Jemima Rellie	
	NS	Natalie Simpson	
	RS	Richard Steenberg	
	RT	Rowan Tolley	
	NW	Nicholas Wheeler	Interim Partnership Committee Chair
	SW	Sophie Wilson	

Also present:

	Clerk	Lorraine Mitchell	Clerk to the Governing Board

ITEM NUMBER	ITEM	ACTION OWNER
The meeting opened with prayer		
1	APOLOGIES FOR ABSENCE	
	<p>WC was invited to attend this meeting at very short notice, unfortunately due to this timescale, she was unable to attend and gave her apologies in advance of the meeting. WC has been the Deanery nominated Governor at Holy Trinity up to August 2019; the process of election by the Deanery is scheduled for October and her governorship on the Federated Board will be formalised at that time.</p> <p>Introductions were made with a brief outline of their relationship with either or both schools, the parish or the local community.</p>	

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	<p>The Clerk explained that the Federation FGB will become a legal entity 1st September 2019; a shadow meeting of governors has been convened to ensure interim measures are in place from this date.</p> <p>The Clerk went on to explain that the interim compliance processes agreed by the shadow Governing Board will then be reviewed or ratified at the first FGB meeting on 2nd October 2019. It was noted this would ensure the School had a governance structure in place that can support the School effectively.</p> <p>The Clerk acted in the role of Chair until the Interim Chair of Governors was elected.</p>	
2	CONSTITUTION	
2.1	<p>The Instrument of Government (IoG)</p> <p>The Local Authority had returned the IoG with some minor amendments for approval of the governors. The word 'Federation' was added to the school name:</p> <p style="text-align: center;">Christ Church and Holy Trinity Church of England Primary Schools Federation</p> <p>The impact of this change was discussed along with any implications for documents and the school logo already applied in the preparation activities for September. It was established the school logo would not need to change but the policies and formal documents would need the 'Federation' added. The Headteacher noted this would not make an impact at this stage.</p> <p>QN proposed the change from the LA be accepted, this was seconded by BL and unanimously agreed by the governors.</p>	
2.2	<p>Standing Orders</p> <p>The Clerk introduced the Standing Orders template for approval. It was noted this was good practice and not statutory.</p> <p>BL proposed the Interim Standing Orders until they could be formally ratified by the FGB. SC seconded this proposal. All governors agreed to adopt the Interim Standing Orders.</p>	
2.3	<p>Code of Conduct</p> <p>The Clerk presented the NGA model of the Code of Conduct with the amendments to reflect the two school's governance practices.</p> <p>Each governor signed up to the Code of Practice.</p>	
2.4	<p>Terms of Reference (ToR)</p> <p>The Interim Terms of Reference for the Resources Committee were presented and discussed. The governors acknowledged the need to have financial processes in place from 1st September.</p> <p>It was agreed, the Resources Committee meeting scheduled for 17th September would review the ToR as the two schools and how the budget and processes would work needed to be defined. In the interim, the Resources Committee ToR was proposed by QN, seconded by BL and agreed by all governors.</p> <p>The governors delegated all committee Terms of Reference to be reviewed and to ratify at the first FGB meeting.</p>	

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2.5	<p>Scheme of Delegation</p> <p>The current Scheme of Delegation sits within the Finance Policy. The governors noted how the Finance Policy needed to be reviewed to ensure this was fit for purpose for both schools. The governors acknowledged more work around the two School Funds was needed; the need for this to be fully detailed and transparent for the parents of both schools was emphasised. The new staffing structure within the financial support staff across the two schools would also need to be reflected in the policy.</p> <p>The need to have a Scheme of Delegation to enable the Headteacher and Chair to sign off on monies to pay salaries etc. was also stressed. The Headteacher proposed the Scheme of Delegation be temporarily separated from the overarching Finance Policy and only this aspect be approved at this stage.</p> <p>BL proposed the Interim Scheme of Delegation be approved, this was seconded by JR and all governors voted in agreement.</p> <p>The Finance Policy was delegated to the Resources Committee to review. The governors stressed the need for this to be circulated in good time for comments and amendments to be made. This will be timetabled on the Resources Committee meeting agenda 17th September 2019.</p>	
	<p>ACTION:</p> <p>The Clerk to update the Local Authority on the approval of the name change in the Instrument of Government.</p> <p>Co-opted and Deanery governors to sign the Code of Practice.</p> <p>The Terms of Reference to be reviewed by the Resources Committee.</p> <p>Committee Chairs to lead of terms of reference reviews</p> <p>The Interim Scheme of Delegation to be removed from Finance Policy temporarily and upload on to the new school website.</p> <p>The Finance Policy to be reviewed by the Resources Committee.</p>	<p>Clerk</p> <p>WC AG RC LP</p> <p>AG</p> <p>NW SC AHA</p> <p>Clerk AHA</p> <p>AG</p>
	<p>RESOLUTION:</p> <p>The governors approved the change of name in the Instrument of Government to be 'Christ Church and Holy Trinity Church of England Primary Schools Federation'.</p> <p>The governors agreed to adopt the <i>Interim Standing Orders</i> until the first FGB meeting on 2nd October 2019.</p> <p>The governors agreed to adopt the NGA model Code of Practice.</p> <p>The governors approved the <i>Interim Terms of Reference (Resources Committee)</i> until presented at the first Federated FGB meeting.</p> <p>The governors approved the <i>Interim Scheme of Delegation</i> to be ratified at the first Federated FGB meeting.</p>	

ITEM NUMBER	ITEM	ACTION OWNER
3	GOVERNING BODY MEMBERSHIP	
3.1	<p data-bbox="284 230 667 253">Governing Body Vacancies</p> <p data-bbox="284 275 794 297">3.1.1 Foundation Governor: Deanery</p> <p data-bbox="284 320 1209 409">The date for the Deanery election process was not known. The governors agreed to invite WC to the first FGB meeting as an observer if this election was still outstanding.</p> <p data-bbox="284 432 643 454">3.1.2 Co-opted Governors</p> <p data-bbox="284 477 1209 633">Potential candidates for election to the Governing Body as Co-opted Governors were discussed. The reasons behind the nominations were presented and discussed; it was noted how much they had contributed to the governance in the schools, and in some cases driven the strategic work for the federation as noted below.</p> <p data-bbox="284 656 699 678">The candidates proposed were:</p> <p data-bbox="316 701 1225 857">I. Andy Greetham: <i>AG has driven the financial work of CC and the proposed federation, worked closely with HT Resources Chair and with the wider Deanery Partnership three schools. AG brings a high level of skills and knowledge in this area that would have a significant positive impact on the board.</i></p> <p data-bbox="316 880 1225 1160">II. Rachel Cuperman <i>RC has played a key role as a CC parent governor. She has been involved in the strategic work carried out in the federation proposal, working with both CC and HT governors and a member of the monitoring group during the Deanery partnership year. It was suggested RC could be a mentor for the new parent governors and provide a link with the Christ Church parents. A high level of skills and knowledge to support the GB was acknowledged.</i></p> <p data-bbox="363 1182 1225 1384"><i>It was noted that the parent governor election votes had placed RC after the two Parent Governors elected; the governors agreed this would reassure CC parents of their representation which had been one of their concerns in the consultation and following the election. RC would also be able to continue to provide regular parent contact on the CC school site.</i></p> <p data-bbox="316 1406 1209 1619">III. Lisa Phillips <i>A member of the support staff who would provide representation for the non-teaching staff as well as bring some balance across both HT & CC. LP has high level of experience of SEN alongside the Staff Governor elected and is trained in well-being which would be essential in supporting the transition of the new board and the partnership work.</i></p> <p data-bbox="284 1641 1209 1731">One governor stressed the importance to strike balance across the two schools and to get the board right from the outset. The governors gave their full support for all three candidates.</p> <p data-bbox="284 1753 1161 1888">QN proposed the three Co-opted Governors named above. RT seconded the proposal and all governors agreed unanimously. The governors agreed the posts were needed from the start of the federation; the term of office would start on 1st September 2019.</p> <p data-bbox="284 1910 715 1933">3.1.3 Local Authority Governor</p> <p data-bbox="284 1955 1209 2022">The Clerk advised the governors that the LA has revised its nomination process, but this has now been agreed. QN has completed the</p>	

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	<p>paperwork and we are now waiting on this to be processed and the Board advised accordingly.</p> <p>3.1.4 Associate Members</p> <p>The governors discussed the IoG membership of 18 governors and with no vacancies on the Board; it was acknowledged the high level of experience, skills and knowledge on the new board and the need for additional knowledge and skills would not yet be apparent. The updated Skills Audit would give some insight going forward and inform any training and recruitment needs as noted in agenda item 6.1.</p> <p>The Clerk advised the governors that the Deputy Headteacher could attend as an observer for their professional development; they would have no vote but could contribute to the discussions.</p> <p>The need for financial staff to attend the Resources Committees was stressed; the governors agreed they would be invited as specialists to those meetings but did not need to be elected as Associate Members at this stage. The Headteacher noted that similarly, SLT also attend the Achievement Committee meetings.</p>							
3.2	Committee Membership							
	<table border="1"> <thead> <tr> <th data-bbox="276 866 587 911">Resources</th> <th data-bbox="595 866 914 911">Achievement</th> <th data-bbox="922 866 1233 911">Partnership</th> </tr> </thead> <tbody> <tr> <td data-bbox="276 918 587 1200"> Andy Greetham Quentin Nason Brian Leathard Jemima Rellie Tim McKean Kim McCrone Avis Hawkins </td> <td data-bbox="595 918 914 1200"> Sophie Cameron Rowan Tolley Grant Bolton-Degage Natalie Simpson Rachel Cuperman Wendy Challen Avis Hawkins </td> <td data-bbox="922 918 1233 1200"> Nicholas Wheeler Nicki Lant Sophie Wilson Richard Steenberg Lisa Phillips Avis Hawkins </td> </tr> </tbody> </table>	Resources	Achievement	Partnership	Andy Greetham Quentin Nason Brian Leathard Jemima Rellie Tim McKean Kim McCrone Avis Hawkins	Sophie Cameron Rowan Tolley Grant Bolton-Degage Natalie Simpson Rachel Cuperman Wendy Challen Avis Hawkins	Nicholas Wheeler Nicki Lant Sophie Wilson Richard Steenberg Lisa Phillips Avis Hawkins	
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	<p>The remits of each committee were outlined briefly. The Partnership Committee remit was set out to include: other agencies, parent partnerships, fundraising, Church, community, evaluating the federation, looking at relationships (apart and together).</p> <p>Other committees and panels were discussed, however, the governors acknowledged these would not be needed between now and the first FGB so would be deferred to the first meeting in October.</p> <p>Staff appointments were discussed briefly; it was agreed NW, BL and AHA would discuss this outside of the meeting.</p> <p>A Performance Management group would be needed in the Autumn Term; SC noted that Mark Newton (LDBS) had made contact to set a date. It was agreed this panel would be decided in the first FGB meeting. SC will let Mark know the timeline.</p> <p>The Admissions Committee would also be agreed at the next meeting.</p>							
	<p>ACTION:</p> <p>Co-opted Governors to be approached with the invitation to join the Governing Body as of 1st September 2019.</p> <p>WC to be invited as an observer to the first FGB meeting if the Deanery election process has not yet taken place.</p> <p>Staff Appointments Committee to be discussed.</p>	<p>Clerk</p> <p>Clerk</p> <p>NW BL AHA</p>						

ITEM NUMBER	ITEM	ACTION OWNER
	Contact Mark Newton to update on Performance Management group and the timeline.	SC
	RESOLUTION: The governors elected the three Co-opted Governors as noted in 3.1.2 to join the Federated Governing Body; term of office to start 1st September 2019.	
4	INTERIM ELECTIONS	
4.1	Chair of the Governing Body NW proposed BL to be the interim Chair of Governors. This was seconded by JR and all governors voted in agreement with this proposal. BL as Interim Chair of Governors, took over the role of Chair for the remainder of the meeting.	
4.2	Vice Chair of the Governing Body The governors considered the role of Vice Chair and one governor suggested this post should be filled by a Holy Trinity governor due to the nominated Chair being from Christ Church. NW proposed QN; the governors acknowledged the level of financial and strategic involvement QN had played and how this would be a good fit for the role of Vice Chair. BL seconded this proposal and all the governors voted unanimously in support of this appointment. BL advised he would be on sabbatical in the Spring Term and there would be a need for the Vice Chair to act as Chair during that time. An acting Vice-chair to support QN at that time was suggested. RT was proposed by BL and seconded by QN. All governors agreed with this proposal.	
4.3	Committee Chairs The need to identify interim Committee Chairs for the meetings that would take place before the first FGB was proposed. 4.3.1 Resources Committee Chair BL proposed AG as Chair of the Resources Committee due to his experience of the finances and budgets for both schools. This was seconded by QN and all governors voted unanimously in agreement. 4.3.2 Achievement Committee Chair The Governors noted the value of having the existing Christ Church Achievement Committee Chair on the federated board and considered this should carry over. SW, the current Holy Trinity Achievement Committee Chair is moving over to be a member of the Partnership Committee. SC agreed to continue in this role for the first year. BL proposed SC, seconded by KM, all governors voted in agreement. 4.3.3 Partnership Committee Chair BL proposed NW as Chair of the Partnership Committee. This proposal was seconded by QN and all governors voted in agreement.	

ITEM NUMBER	ITEM	ACTION OWNER
	ACTION: Committee Chairs to review the Terms of Reference for their respective committees (as noted in agenda item 2.4)	NW SC AG
	RESOLUTION: The Governors elected the interim posts listed below to be ratified in the October 2019 FGB: Interim Chair of Governors: Father Brian Leathard Interim Vice Chair of Governors: Quentin Nason Support of Vice Chair: Rowan Tolley Resources Committee Chair: Andy Greetham Achievement Committee Chair: Sophie Cameron Partnership Committee Chair: Father Nicholas Wheeler	
5	Declarations of Interest and Pecuniary Interests	
	<p>There were no declarations of interest declared in relation to the agenda for the meeting.</p> <p>The Clerk explained the declarations of pecuniary interests and the annual requirement to publish these on the school website. Each governor was asked to update the declarations tab on the Governor Hub.</p> <p>Areas to declare include governorship at another school and/or a trustee of Holy Trinity or Christ Church. It was noted that any governor receiving payment under a contract must declare that as well.</p> <p>RT declared his contract for drama teaching at both schools.</p> <p>JR declared her marriage to the Head Chef to both schools and the potential conflict on any school meals provision discussions.</p> <p>The Clerk offered training support for Governor Hub for new governors.</p>	
	ACTION: Governors to update Governor Hub once set up with all declarations of interest.	All Governors
6	Skills Audit & Governing Body Development Plan	
6.1	Skills Audit <p>The Clerk advised that the federation governors previously on Holy Trinity and Christ Church GBs and who had recently completed the Skills Audit would be carried over for this academic year.</p> <p>A blank Skills Audit form had been circulated to all new governors; completed forms were handed in from QN and NS, RS had sent his electronically. Outstanding forms to be completed and returned to the Clerk for 1st September.</p> <p>It was noted that the Skills Audit will inform future recruitment needs and the Governors Development Plan as noted in agenda item 6.2.</p>	
6.2	Governor Development Plan <p>The completed Skills Audits will be collated, and an anonymised analysis presented at the first FGB meeting. This will inform the Governor Development Plan; linked to the Leadership and Management School Improvement Plan.</p>	

ITEM NUMBER	ITEM	ACTION OWNER
	<p>ACTION:</p> <p>Skills Audits to be completed.</p> <p>Skills Audit analysis to be presented at the first FGB and inform the Governor Development Plan.</p>	<p>Governors</p> <p>Clerk</p>
7	<p>Contingency planning and interim measures</p>	
7.1	<p>Bank Account Signatories</p> <p>The governors acknowledged the need to provide facilities for payments to be made from 1st September. The current governors of both schools who are currently the signatories would need to be removed when those boards disband on 31st August 2019.</p> <p>The Headteacher, Resources Chair, Chair of Governors were agreed as signatories by the governors. It was noted that QN would be Acting Chair in the Spring Term and should therefore be added to the signatories for both schools. The governors agreed that QN should be added to the bank account signatories.</p>	
7.2	<p>Delegated authorities</p> <p>The governors agreed there were no other delegated authorities to be made at this time.</p>	
	<p>ACTION:</p> <p>Bank account signatories to be changed to take effect from 1st September 2019</p>	<p>AHA/Finance</p> <p>BL QN AG</p>
	<p>RESOLUTION:</p> <p>The governors approved the bank account signatories to be:</p> <ul style="list-style-type: none"> • Avis Hawkins • Andy Greetham • Brian Leathard • Quentin Nason 	
8	<p>ANY OTHER URGENT BUSINESS</p>	
8.1	<p>Safeguarding</p> <p>Safeguarding Barring Service (DBS) checks will need to be carried out for the new governors; those who have current DBS them as parent coordinators or from the Parish do not have to repeat this.</p> <p>It was agreed that Sue Osman at Christ Church would coordinate the DBS processing of these checks.</p> <p>The Single Central Record (SCR) check was questioned in light of two schools operating separately but under one board. As each school could be inspected separately, it was agreed the SCR would be mirrored in the two schools for the time being. As this is an operational element, it is not recorded in the governor actions.</p> <p>The Link Governor for safeguarding would be nominated in the first FGB meeting. In the interim the existing Link Governor and the Chair of Governors would be available if needed.</p>	
	<p>ACTION:</p> <p>DBS process to be initiated for new governors as appropriate.</p>	

ITEM NUMBER	ITEM	ACTION OWNER
9	NEXT MEETING AGENDA ITEMS	
	Next Meeting Agenda items: <ul style="list-style-type: none"> ✓ Chair and Vice Chair appointments ✓ Additional Committees ✓ Link Governors ✓ Ratify Constitution documents ✓ Terms of Reference amendments ✓ Skills Audit and Governor Development Plan 	
10	NEXT MEETING DATES	
	<p>The governors agreed the meeting venues would alternate between the two school sites.</p> <p>Autumn first half term would be at Holy Trinity, and the second half term at Christ Church. This pattern to be repeated across the year.</p>	
	<p style="text-align: center;">FGB meeting 6.30pm</p> <ul style="list-style-type: none"> • Wednesday 2nd October 2019 • Tuesday 19th November 2019 (Staff) 5-7pm • Tuesday 4th February 2020 • Tuesday 24th March 2020 • Tuesday 12th May 2020 (BUDGET) • Tuesday 30th June 2020 	<p style="text-align: center;">Resources Meeting</p> <p style="text-align: center;">Tuesday 11.00am</p> <ul style="list-style-type: none"> • 17th September 2019 • 12th November 2019 • 21st January 2020 • 10th March 2020 • 28th April 2020 • 16th June 2020
	<p style="text-align: center;">Achievement Committee</p> <p style="text-align: center;">Wednesday 4.00pm</p> <ul style="list-style-type: none"> • 18th September 2019 • 13th November 2019 • 22nd January 2020 • 11th March 2020 • 29th April 2020 • 17th June 2020 	<p style="text-align: center;">Partnership Committee</p> <p style="text-align: center;">Thursday 9.10am</p> <ul style="list-style-type: none"> • 19th September 2019 • 23rd January 2020 • 30th April 2020
The meeting closed with prayer		

VL left the meeting at 19.14pm

The meeting closed at 19.21pm.

Rheathord

CHAIR _____

DATE 02.10.2019