



# Carlisle & Hampton Hill Federation



## Carlisle Infant School

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Headteacher: Mrs Z Brittain BA (Hons)

Deputy Headteacher: Miss V Trinder BA (Hons)

## Hampton Hill Junior School

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Headteacher: Mr A Went B.Ed (Hons)

Deputy Headteacher: Mrs A Appleyard BAQTS

## FULL GOVERNING BODY MINUTES

### Time, date & location:

6.30 pm – 8.20 pm on Thursday 9 May 2019 at Carlisle Infant School

### Governor attendance:

Name	Category of governor	Attendance
Billy Day	Local authority	Yes
Barbara Clifford	Co-opted (community)	Yes
Alison de Lord	Co-opted (community)	Yes
Jerry Appleyard	Co-opted (community)	Yes
Maggie Bassett	Co-opted (community)	Yes
Ian Seeds	Co-opted (community)	Yes
Caroline Storey	Co-opted (community)	Yes
Sharon White	Co-opted (community)	Yes
Derek Winterburn	Co-opted (community)	Yes
Paul Morgan	Elected parent	Yes
Nina Raban	Elected parent	Yes
Zoe Brittain	Headteacher	Yes
Alan Went	Headteacher	Yes
Karen Hood	Co-opted (staff)	No (apologies given)
Polly Jones	Elected staff	Yes

*Note: Only governors may vote at Full Governing Body (FGB) meetings.*

### Other attendees:

Jane Anderson	Clerk to Governors
Mandy Appleyard	Deputy Headteacher, Hampton Hill Junior School
Danielle Fawcett	School Business Manager
Vicki Trinder	Deputy Headteacher, Carlisle Infant School

### Final minutes to be sent to:

All members of the Full Governing Body and on website once approved

### Papers

<ul style="list-style-type: none"> <li>Minutes of previous FGB meeting</li> <li>CIS consultation summary of responses</li> <li>Draft HHJS budget on staffing structure</li> <li>New Ofsted criteria summary</li> </ul>	<ul style="list-style-type: none"> <li>Discussion session slides</li> <li>Tabled paper – results of AfC survey on voluntary contributions</li> </ul>
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### Preliminaries

1	<p><b>Opening</b> Governors were welcomed to the meeting. Apologies were received and accepted for KH.</p>
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<b>2</b>	<b>Declarations of interest</b> All members were reminded of their duty to declare any direct or indirect pecuniary interest which may relate to any matter under discussion at the meeting.
<b>3</b>	<b>Minutes of the previous meeting</b> The minutes of the previous meeting, held on 21 March 2019, were agreed as a true and accurate record and were signed by the Chair.

#### Matters arising from actions agreed at previous meeting

<b>4</b>	All actions agreed at the last meeting were complete and did not require further discussion, except for the following items.
	<p><b>Self-evaluation forms:</b> Consider whether there should be any refinement of the standard FGB reports to reduce duplication (CS &amp; Clerk to support)</p> <p><i>Update - This work had not progressed due to other priorities, but would be considered prior to the July FGB meeting, considering whether there was any duplication of reporting, whether any change to reports could reduce staff workload and to ensure fit for purpose ready for new Ofsted framework introduction in September.</i></p> <p><i>It was noted that the Achievement &amp; Families committee would cover three of the Ofsted criteria. One option would be to allocate a governor to cover each area, but stick with current committee structure; this needed further thought once the framework was confirmed.</i></p>
	<p><b>School improvement partner report:</b></p> <ul style="list-style-type: none"> <li>• Identify staff lead on sustainability and climate change for HHJS (AW)</li> <li>• Update and recirculate governor subject links list, including BC as lead on sustainability and with the addition of an EYFS lead (Clerk)</li> <li>• Arrange phone calls with staff subject links (link governors)</li> </ul> <p><i>Update – AW would act as contact point on sustainability in the short term and had already engaged with BC and PM who were looking at options for this work.</i></p> <p><i>Q. What is the objective of the subject link roles? A. To gain a good knowledge of the objectives of the subject area and to support staff without being intrusive or creating additional work. As such it was recommended that governors who had not already done so, should have a brief phone call with their staff link. It was felt that associate members should be encouraged to take on these roles as well as governors.</i></p>
	<p><b>Policy review:</b></p> <ul style="list-style-type: none"> <li>• Prepare collective grievance procedure for Pay &amp; Personnel Committee with HR advice (DF)</li> <li>• Consider how members of staff sent home under the Disciplinary Procedure could be supported in practice (P&amp;P Cttee)</li> <li>• Update Staff Code of Conduct, circulate for FGB comments and provide final version for Pay &amp; Personnel Committee for approval (ZB &amp; AW)</li> </ul> <p><i>Update – The Pay &amp; Personnel Committee would consider these matters at its June meeting.</i></p>

Business	Actions
<p><b>5 CIS staff consultation</b></p> <p>It was reported that the consultation had closed and the summary of responses had been circulated to staff and governors. As a result of feedback received, some structural changes were made and this had involved putting some additional support in place. After the first term of implementation the Headteacher and Deputy Headteacher would review how the new arrangements worked in practice.</p>	

	<p>The deadline for applications for affected posts was the following day and interviews the following week. It was noted that a governor (CS) would sit on the interview panel and that interviews would be competency based, with English and Maths tests. Appointments would be made by 20 May and the last date for issuing notices of redundancy was 26 May</p> <p>The governing body thanked AdL, ZB, VT, DF and CS for their involvement in the consultation, which had been a difficult process. It also noted the important contribution made by Gill Coombes (the union representative) in supporting staff affected. Governors also commented that they had found the HR advisor to be very helpful and asked that she be thanked on their behalf.</p> <p>Q. Are there honorariums? A. Not the correct term to use, but a budget in place for some enrichment activities, like maintenance of the garden.</p> <p>Q. Are any members of teaching staff like to leave due to uncertainty or issues of morale linked to the consultation process? A. No indication of that yet, but hard to know. The process has had a huge impact on staff morale.</p> <p>The FGB noted the importance of work to support staff wellbeing, which was within the remit of the Pay &amp; Personnel Committee to take forward.</p>	
6	<p><b>Budget</b></p> <p>The Chair of the Finance &amp; Premises Committee updated the FGB on the development of 2019/20 budgets. It had not been possible to finalise the draft CIS budget until the final staffing structure was resolved and this necessary delay had been agreed with local authority finance officers.</p> <p>Due to sensitivities linked to the staffing consultation, the draft HHJS budget had not been shared with the FGB but, with the agreement of the Chair, had instead been shared with the Strategy Group prior to submission to the local authority. It had since been circulated to the FGB ready for scrutiny at this meeting. Governors discussed the figures and in the course of discussion were told that a lot of work to correct historical coding errors had been undertaken. This made comparison with previous budgets more difficult.</p> <p>The FGB agreed that the final budgets for both schools should be provided in good time to allow for review and approval by email. The Clerk would ask governors to respond to the email with a positive statement of their approval.</p> <p>It was noted that at the HHJS School Improvement Partner meeting some finance issues had been discussed and as a result she had requested to attend the next F&amp;P meeting.</p> <p>Q. Should we identify additional money for staff development? A. This would be considered further.</p> <p>It was noted that some money had been spent on upskilling staff in the specialist resourced provision (SRP). Governors felt that this should have been covered by the contract with AfC (as it had been agreed that the SRP would be cost neutral to the Federation) and this would be investigated.</p> <p><b><u>ACTION:</u> Circulate proposed final budgets for both schools in good time to allow for review and approval by FGB by email (via Clerk) before local authority submission deadline</b></p>	JA & DF
7	<p><b>Voluntary contributions</b></p> <p>A positive meeting had been held with the PTA and the first meeting of the new working group on voluntary contributions would be held on 21 May. DF was thanked for her assistance in setting up the work stream.</p>	

	<p>A paper which summarised the responses received to an AfC survey of local schools regarding their approach to voluntary parental contributions was tabled at the meeting.</p> <p>It was noted that the Federation would move to become cashless in the near future (e.g. school trips would only be payable online).</p> <p><b><u>ACTION:</u> Provide update via Clerk following the working group meeting</b></p>	BC
8	<p><b>General data protection regulations (GDPR)</b></p> <p>It was reported that a subject access request by a former pupil had been dealt with since the last meeting.</p> <p>Q. How much work was involved? A. It was manageable because the pupil had left and so there was not much information held.</p>	
9	<p><b>Governor complaints</b></p> <p>The FGB heard that there had been an incident at HHJS which had escalated and had led to a parental complaint directly to Ofsted. The School Improvement Partner had been involved, had been supportive and had fed back to Ofsted. It was felt that the school was always keen to learn, but in this case it was not felt that the matter could have dealt with any better by staff.</p> <p>In a related discussion, governors gave their full support to staff and stated that there should be a zero tolerance approach to any abusive behaviour towards staff. Governors were clear that legally headteachers had the final say on who should be on school premises and they should not hesitate to call the police should it ever be felt necessary to protect staff or pupils.</p> <p><b><u>ACTION:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Pay &amp; Personnel Committee to develop a standalone statement of procedures for dealing with allegations of abuse against staff (separate to existing content within the Child Protection Policy)</b></li> <li>• <b>Prepare clear messages for parents derived from these new procedures and discuss at next staff inset day</b></li> </ul>	AdL  ZB & AW
10	<p><b>Ofsted criteria</b></p> <p>The FGB had a discussion about the anticipated changes to the Ofsted inspection framework focussed around intent, implementation and impact.</p> <p>It was noted that AfC's curriculum project had a useful focus on intent for the curriculum and as a result CIS staff would be revisiting foundation stage planning. At HHJS staff felt confident that the curriculum was in line with what was required but would look at how to best highlight and communicate this in relation to the new approach. More work was planned in both schools in the following half term and once the final framework was confirmed by Ofsted.</p> <p><b><u>ACTION:</u> Prepare for new Ofsted framework during remainder of summer term and discuss with staff at September inset day</b></p>	ZB & AW
11	<p><b>Discussion session</b></p> <p>Governors were reminded of their three core functions:</p> <p>(i) Ensuring clarity of vision, ethos and strategic direction;</p> <p>(ii) Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and</p> <p>(iii) Overseeing the financial performance of the organisation and making sure its money is well spent.</p>	

	<p>The FGB had a wide ranging discussion session about the approach to Federation governance, which covered:</p> <ul style="list-style-type: none"> <li>• Levels of engagement;</li> <li>• Getting the balance right between support and challenge;</li> <li>• Use of evidence;</li> <li>• Acronyms and new language;</li> <li>• Short term vs long term strategy;</li> <li>• Need to respond to national agenda;</li> <li>• What a critical friend looks like for staff (a friend who asks difficult questions, but doesn't try to catch people out);</li> <li>• Vision and ethos for the governing body; and</li> <li>• Need to ensure Strategy Group is joined up with other governors.</li> </ul> <p><b><u>ACTION:</u> Strategy Group to discuss longer term vision</b></p>	Strategy Group
12	<p><b>360 degree review of Chair</b></p> <p>The FGB had been asked to participate in a 360 degree review of the Chair of Governors by email. The Clerk had circulated a questionnaire and had anonymised and collated the responses for analysis by the Vice Chair. It was reported that there had been 12 responses. The feedback was overwhelmingly positive, with the majority of responses being “strongly agree” in every category.</p> <p>The Chair had excelled in questions about focusing on school priorities and improvement, meetings being well run with decisions and clear actions, as well as understanding the schools in the local and national context.</p> <p>The majority of “agree” responses were in relation to governor induction and understanding their roles and being supported.</p> <p>The comments made in the feedback praised the Chair’s leadership qualities:</p> <ul style="list-style-type: none"> <li>• Very clear about how the governing body should work and leads well;</li> <li>• Takes the time and energy to support headteachers – but is comfortable to challenge if needed;</li> <li>• Strategic focus; and</li> <li>• Hard work and commitment.</li> </ul> <p>There were some suggestions about what could become more effective:</p> <ul style="list-style-type: none"> <li>• Ensure the governor induction packs up to date and used to provide a consistent induction experience for all new governors going forwards (consider a checklist rather than a letter);</li> <li>• Meetings with Headteachers now in place and with the Chair and buddy, but consider meeting with the relevant committee chair;</li> <li>• Could perhaps have a clearer vision for the school and link school priorities to long term goals; and</li> <li>• Clearer about sub-chair roles, without overload.</li> </ul> <p><b><u>ACTIONS:</u> Co-ordinate taking actions as a result of 360 degree review of Chair</b></p>	AdL (with Clerk support)
13	<p><b>Planning &amp; governance</b></p> <p>The FGB discussed how it might organise itself and its committees for the next academic year. It was felt that it was important to ensure that the structure led to a fairly distributed workload and enabled the Federation to easily map its work against the Ofsted framework. The question of frequency and timing of meetings was also discussed.</p>	

	<b><u>ACTION:</u> Committee chairs to canvass views of members of their committees and feedback thoughts on what would work best for their area for the next year</b>	JA, BD, AdL, SW & Clerk
<b>14</b>	<b>Communication</b> The FGB discussed what matters would be of most interest to parents and carers, for the next edition of the newsletter.  <b><u>ACTIONS:</u> Draft newsletter for approval by Chair of Governors</b>	SW

**Next meeting: 6.30pm on Thursday 11 July 2019 at Hampton Hill Junior School**

**Signed: .....Date:.....**