**Darley & Summerbridge Community Primary School Federation**

**Minutes of the meeting of the Full Governing Board held on**

**Wednesday 7 December 2022**

**At 18.00 at Darley Community Primary School**

**Present:**

Nick Coates (NC) - Headteacher

Stuart Mallender (SM) - Co-opted Governor (Chair)

Carol White (CW) - Co-opted Governor (Vice Chair)

Andy Howarth (AH) - Staff Governor

Kate Milne (KM) - Co-opted Governor

Eddie Moore (EM) - Co-opted Governor

Lucy Martin (LM) - Parent Governor

Peter Massey (PM) - Co-opted Governor

**In attendance:**

Sharon Langton (SL) - Federation Business Manager

**Core Functions of a Governing Board:-**

Ensuring clarity of vision, ethos and strategic direction.

Holding the Headteacher to account for the educational performance of the school and its pupils.

Overseeing the financial performance of the school and making sure its money is well spent.

**A Procedural**

1. Apologies received from Lynne Chapman and Jim Dixon.

2. No pecuniary interest declared.

3. The FGB were reminded of the confidential nature of the meeting. Confidential matter to be discussed under item 12 on the agenda.

4. No urgent business matters to consider.

5. The minutes of the meeting held on 19 October 2022 were approved and signed by the Chair.

6. It was requested that the wording to item 11 on the minutes of the meeting held on 19 October 2022 be amended as follows:-

“Following a presentation by the Chair a resolution was passed by the FGB that the Federation should progress the process to become a MAT with a formal consultation to the teaching staff on Friday 21 October 2022”

**B Business of the meeting**

7. All Governors completed the Register of Business Interests.

8. The Federation Business Manager provided details of the revised budget ahead of the meeting.

It was noted that the budget surplus has reduced due to the significant increase in energy bills. The Federation is looking at further energy efficiencies

A replacement server is urgently required at Summerbridge. The Federation Business Manager is currently exploring the acquisition of a cloud based server across the Federation. The Governors suggested that the Federation discuss current arrangements used within YCAT.

The Federation has budgeted for an increase in admissions at both schools which should result in a more positive financial position.

9. The Governor’s Action Plan. **Action: CW**

10. The Parents Consultation meeting held on Monday 5 December to discuss the Federation conversion to a MAT was attended by seven parents.

Following the presentation by the YCAT CEO several questions were asked as follows:-

i Future ownership of the school property

ii Total number of schools within the MAT

iii Location of schools within the MAT

iv Timing of conversion to MAT

v Difference in school performance between LA and MAT schools

The parents consultation period is due to close on 16 December 2023. All parents have been provided with full details and have been invited to complete the consultation reply form and return in January.

The Governors agreed that the Federation would continue to progress with the conversion to MAT status despite the announcement by the Government on 7 December 2022 that not all schools need to be part of a MAT by 2030 as previously stated in the Government White Paper.

It was noted that an additional FGB meeting would be arranged following the completion of the consultation period.

11. Details of policies due for review would be sent to all Governors for approval. Any comments to be forwarded to the Headteacher before 16 December 2022. **Action: NC**

12. Headteacher Report - a copy of the detailed headteacher’s report had been circulated in advance of the meeting.

The report updated the Governors on the following:-

Health and well-being of staff

Federation Development Plan

School Self Evaluation

Safeguarding and Child Protection

Health and Safety

Premises

Personnel

MAT update

Policies and risk assessments

Pupil performance and assessment update - presentation by AH

Curriculum update

Clerk to Governors vacancy

In addition to the above, the Headteacher reported that a highly confidential personnel matter has been referred to the LADO. A full risk assessment has been conducted by the Headteacher. Any further developments to be reported to the Chair of Governors and FGB where appropriate.

The Headteacher also reported that a newly appointed Governor has suggested that a parents forum be established due to concerns over perceived high turnover of staff. This was discussed and felt it was not appropriate at this time, but instead we needed to focus on establishing further staff stability in school

13. Any other business - The number of children in Preschool at Darley continues to increase, currently 30 children. KM confirmed that staff hours may increase due to the high number of children.

Preschool children numbers in Summerbridge is currently 12 children. KM confirmed that with further networking and taster days this number should increase.

**Date of next meetings:**

**Wednesday 11 January 2023 at Darley at 18.00 - to discuss MAT consultation comments**

**Wednesday 8 February 2023 at Summerbridge at 18.00 - FGB**