



Schools of Woolton Hill
Minutes of the Full Governing Body Virtual Meeting
Thursday 5th October 2021 - 7pm

Present:	SW Stephen Waite CD Christine Dale JG Jenny Graham PD Paul Davies AM Andrew McLaughlin GP Greg Pilbrow JW Jonathan Walters SR Sarah Rolls YK Yordanka Kavalova LS Laurence Stevens	Foundation Governor Foundation Governor (Ex-Officio) Foundation Governor Executive Headteacher Parent Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor
Apologies:	Alison Sellar, Elaine Watson, Jill Hills	
Absent:	None	
In Attendance:		
Clerk:	SRW (Apologies received from Jill Hills)	

1 Welcome and Apologies	Action
1.1 The Chair welcomed Governors and staff to the meeting.	
1.2 Apologies : Alison Sellar, Elaine Watson, Jill Hills	
2. Declarations of Any Other Business - None	
3. Declaration of any pecuniary interests - None	
4. Election of Chair	
4.1 Request for nominations for Chair was circulated prior to meeting. Sarah Rolls was proposed as Chair by Rev Canon Christine Dale. Seconded by Yordanka Kavalova Sarah Rolls was duly elected.	
5. Election of Vice Chair	Actions
5.1 Request for nominations for Vice Chair was circulated prior to meeting. Steve Waite was proposed by Rev Canon Christine Dale. Seconded by Yordanka Kavalova. Steve Waite was duly elected.	
6. Update from the Chair	Actions
6.1 Sarah Rolls thanked all Governors for their contribution and time given to the schools in supporting the significant progress made by Paul Davies in establishing the organisation and operating structure for the Federation, in such a short timescale. In particular the work of Jon Walters on upgrading the school's websites.	

6.2	Sarah Rolls discussed recent correspondence received from a housing developer re a planning application adjacent to the school grounds. It was agreed that this would be passed to HCC to respond to the developer.	PD
6.3.	Sarah Rolls announced the resignation of: Alison Sellar – Co-opted Governor and Janet Hills – Clerk to Governors. The FGB agreed to fill the Clerk to Governors role via a Service Level Agreement with HCC. PD to contact HCC.	PD
7. Minutes		Action
7.1	Minutes of FGB meeting Thursday 27th May 2021 - outstanding to be completed by Clerk to Governors before leaving 4th November 2021	JH
8. Matters Arising		Action
8.1	To be reviewed on completion of minutes for Thursday 27th May 2021	FGB
9. Executive Headteachers Report		Actions
9.1	Prior to the meeting the Executive Headteachers Report was circulated to the FGB. Areas reviewed were: <ul style="list-style-type: none"> ▪ School Assessment Data ▪ Current evaluation against Ofsted criteria for: <ul style="list-style-type: none"> ✓ Quality of Education ✓ Behaviours and Attitudes ✓ Personal Development ✓ Leadership and Management The EHT report and questions from the FGB are include in the Appendix 1 to these minutes. Together with the responses to all questions.	
10. Federation Improvement Plan		Actions
10.1	FIP to be reviewed at next FGB meeting	FGB
11. Risk Register		Actions
11.1	The FGB discussed the requirement for a Risk Register. Academies must have a risk register, but it's good practice for maintained schools as well An example Risk Register is attached in the Appendix 2 of these minutes. The FGB agreed to review this at the next FGB meeting	FGB
12. Skills Audit		Actions
12.1	The FGB discussed the need to update the GB skills audit. It was agreed that this will be included in the current recruitment process for the GB vacancies.	FGB
13. HCC Internal Audit Findings Summary		Actions
13.1	The recent audit findings were discussed, and actions agreed to update documentation and process as recommended in the audit.	PD
14. Governance		
14.1	The monitoring plan was reviewed and agreed this would be focused by term, based on the Federation Improvement Plan. Emerging from lock down school visits are now possible and should be used to support monitoring.	FGB
14.2	The Federation GB has been operating for 8 months and whilst needing to fill Governor vacancies it was agreed to review the Instrument of Government. Following discussion, it was agreed to revise the total GB members from 20 to 16. In preparing the new IOG	SRW

