

MEETING OF	Pre-Incorporation Meeting – Hove Learning Federation	
DATE & TIME	Tuesday 20 th July 2021, 17:00-18:30	
LOCATION	Virtual Meeting – Zoom	
GOVERNORS PRESENT	1. Abby Hedger-Jones (AHJ) 2. Anne-Marie Williamson (AMW) 3. Ben Massey (BM) – HoS, SR 4. Brad Hollick (BHK) 5. Carole Kite (CK) 6. Clare Moonan (CM) 7. David Karp (DK) 8. Denise Morton (DM) 9. Jo Corbett (JC)	10. Lisa Marshall (LM) 11. Lorna Cummings (LC) – HoS, HR 12. Louise Smith (LS) – HoS, CR 13. Louise Wilkinson (LW) 14. Maddie Southern (MS) – HT, HJS 15. Marie Benton (MB) 16. Wendy Harkness (WH) – HT, WHIS
QUORUM	8 (of 16) Governors (50%) needed for the meeting to be quorate. The meeting was quorate.	
OTHER ATTENDEES	None	
CLERKS	Belle Howard – HJS Snr Clerk (BH), Chelle McCann – WHIS Snr Clerk (CMC)	
APOLOGIES	Nargis Miah (NM) – Associate Member, Niamh O’Shea (NO’S) – DHoS, PR & Associate Member	
STATUS	Closed	

SUPPORTING DOCUMENTS

AGENDA ITEM	SUPPORTING DOCUMENTS
3. Governance Framework	<ul style="list-style-type: none"> • 3a. Governance Framework Proposal • 3b. Code of Conduct • 3c. HJS Action Log • 3d. WHIS Action Log • 3e. Scheme of Delegation • 3f. DRAFT Hove Learning Federation Governance Meeting Dates 2021-22 • 3g. Full Governing Body – TOR • 3h. 3h. Chairs of Committees – ToR • 3i. Safeguarding Committee – ToR • 3j. Curriculum & Inclusion Committee – ToR • 3k. Finance and Leadership Committee – ToR • 3l. Pay Committee – ToR • 3m. Headteacher Performance Management - HJS – ToR • 3n. Headteacher Performance Management - WHIS – ToR • 3o. Safeguarding & Child Protection Link Governor – ToR • 3p. Health & Safety Link Governor - Role Description • 3q. Finance Link Governor - Role Description • 3r. EYFS Link Governor – ToR • 3s. DA-EAL-PP Link Governor - Role Description • 3t. SEND Link Governor - Role Description • 3t. Governance Overview and Roles

Questions raised, red. Points agreed, blue. Confidential items, pink. Updates to supporting documents, highlighted.

#	AGENDA ITEM	ACTIONS
1	INTRODUCTION	
	1.1 LW opened the meeting at 17:06 with a warm welcome to participants. Governors introduced themselves to newly appointed Parent Governor, MB.	

Signature

L. Marshall

Date – 13th September 2021

1

	<p>1.2 BH requested that the meeting be recorded for ease of drafting minutes, by utilising the record function available in Zoom. BH confirmed that the recording would be deleted once the minutes had been drafted. All participants agreed.</p> <p>1.3 Apologies were received and accepted from NO'S and NM.</p> <p>1.4 There were no conflicts of interest declared.</p> <p>1.5 DM raised the following items of new/urgent business:</p> <ul style="list-style-type: none"> • New Governor Emails addresses • What's App Groups 	
<p>2</p>	<p>FEDERATED BOARD GOVERNOR APPOINTMENTS</p> <p>2.1 Governor Appointments</p> <ul style="list-style-type: none"> • BH summarised the following recent Governor appointments to the Hove Learning Federation Governing Board: <ul style="list-style-type: none"> ○ Parent Governors (<i>elected on 7th July 2021</i>) – Marie Benton & Anne-Marie Williamson ○ Staff Governor (<i>elected on 7th July 2021</i>) – Lorna Cummings ○ LA Governor (<i>appointed by the Mini-Board on 8th July 2021</i>) – Clare Moonan ○ Co-opted Governors (<i>appointed by the Mini-Board on 13th July 2021</i>) – Lisa Marshall, Denise Morton, Louise Wilkinson, Abby Hedger-Jones, Brad Hollick, Carole Kite, Louise Smith, Ben Massey, Jo Corbett & David Karp. • BH confirmed that all appointments were effective 10th September 2021. <p>2.2 Associate Member Appointments</p> <ul style="list-style-type: none"> • BH explained that the following individuals were proposed by the Mini-Federated Board as Associate Members on 13th July 2021: <ul style="list-style-type: none"> ○ Niamh O'Shea ○ Nargis Miah • As both NO'S and NM were absent from the meeting, Governors agreed that their appointment would be delayed to the first meeting of the Federated Board on 13th September 2021. 	
<p>3</p>	<p>GOVERNANCE FRAMEWORK</p> <p>3.1 Governance Framework Overview</p> <ul style="list-style-type: none"> • DM directed participants to the package of Governance documents that were produced as output of the Governance Framework Working Party for consideration at this meeting. 	

- DM explained that the format of the Terms of Reference documents had yet to be finalised. Additionally, the following items had yet to be added:
 - Confirmation of the number of Governors that will be assigned to each committee.
 - Confirmation of the general scope and responsibilities of each committee.
 - Alignment on those responsibilities that are applicable across all committees, e.g. diversity, inclusion, equality, financial probity etc.
- DM clarified that any suggestions that arise from Governors during the meeting today would be incorporated as output of these discussions.
- Additionally, DM advised that a further piece of work would then be needed to standardise the format of each Terms of Reference document to ensure consistency.
- DM explained that there was one outstanding area that had yet to be allocated to a Board or Committee Terms of Reference, which was 'Exclusions'.
- DM clarified that it was not yet clear whether 'Exclusions' should be assigned to the Board or a specific committee for oversight. DM explained that discussions were ongoing with the Headteachers in order to align on this.
- BH advised that from a statutory reporting perspective, Exclusions are typically reported at Board level, rather than to an individual committee and therefore recommended that this be addressed as such in the Board Terms of Reference.
- DM confirmed that any Exclusions up to 5-day period would be reported to the Board via the Headteacher's Report. However, for any exclusions beyond the 5-day period, it had been suggested by the Headteacher's that this first be reported to the Chair, prior to the Board. If agreed, this approach would therefore need to be incorporated into the Board Terms of Reference.

3.2 Meeting Cadence & 2021-22 Meeting Dates

- DM directed Governors to consider the draft 2021-22 meeting dates for the Hove Learning Federation and the following discussion occurred:
 - BHK asked – should the Chairs of Committee meeting scheduled for 7th September 2021 take place before the Federated Board effective date on 10th September? BH clarified that this was intentional, in order to define the agenda for the first federated Board meeting on 13th September.

	<ul style="list-style-type: none"> ○ CM reflected on earlier discussions, which explored whether both Headteacher’s Reports would be considered at separate FGB meetings and asked – was a decision taken on how this would be managed? DM clarified that both Headteacher Reports would be considered at the meeting on 7th December 2021, to enable both Headteacher’s the opportunity to share an update. DM advised that a final decision had yet to be taken on whether Headteacher Reports would then alternate at FGB meetings thereafter. <ul style="list-style-type: none"> ▪ Action 3.2.1 – Agree the approach for the timing of Headteacher Reports at FGB meetings over the next academic year with MS and WH. ○ DM asked – are the proposed dates for the Finance & Leadership Committee aligned to the timelines for the annual budget setting process? BHK reflected that the May Finance & Leadership meeting date may need to be amended. <ul style="list-style-type: none"> ▪ Action 3.2.2 – Align with the SBMs/HTs/Clerk to confirm whether the proposed May meeting date for the Finance & Leadership Committee needs to be amended. <p>3.3 Terms of Reference:</p> <ul style="list-style-type: none"> ● DM invited Governor comments on the following Terms of Reference documents: <ul style="list-style-type: none"> ○ Full Governing Board – there were no Governor comments. ○ Chairs of Committees – there were no Governor comments. ○ Safeguarding Committee – DM explained that this document remained largely unchanged as this was already a joint committee. There were no Governor comments. ○ Curriculum & Inclusion Committee – the following discussion occurred: <ul style="list-style-type: none"> ▪ CM noted that the Early Years Link Governor role needed to be added to the diagram on Page 3 of the ‘Hove Learning Federation Governance Framework’ document. Governors agreed. ▪ Action 3.3.1 – Amend the ‘Hove Learning Federation Governance Framework’ document to include the Early Year Link Governor role on Page 3. ○ Finance & Leadership Committee – there were no Governor comments. 	<p>LM/LW/ DM</p> <p>JC/BHK</p> <p>LM</p>
--	---	--

	<ul style="list-style-type: none"> ○ Pay Committee – the following discussion occurred: <ul style="list-style-type: none"> ▪ BHk noted that the Pay Committee Terms of Reference detailed a meeting frequency 3 times per year and asked whether this was correct, given that the meeting schedule currently includes only 2 meetings for that committee? BH explained that the Pay Committee schedule had been based on staff pay decisions being taken by HJS in the Summer Term and Headteacher pay decisions occurring later in the Autumn Term, once the Headteacher Appraisal panel had met. ▪ DM queried whether staff pay decisions needed to be finalised by 31st October each year. ▪ Action 3.3.2 – Confirm when staff pay decisions need to be finalised and approved. ▪ JC clarified that the Governance Working Party had previously explored the feasibility of an additional mid-year meeting of the Pay Committee in March, in order to align with the mid-year staff performance reviews, with a view to support budget planning activities. ▪ BH asked – could this be addressed via the Finance & Leadership Committee? JC explained that this additional meeting of the Pay Committee would inform budget discussions for the Finance & Leadership Committee. DM reflected that by addressing this item during the Pay Committee, discussions around staff pay would be managed via smaller group of Governors. Governors agreed. ▪ Action 3.3.3 – Schedule an additional Pay Committee meeting in May 2022. ▪ Action 3.3.4 – Correct the typo on the Meeting Schedule to reflect as ‘Finance & Leadership Committee’. ○ Headteacher Performance Management Panel – there were no Governor comments. ○ Action 3.3.5 – Proof read all of the Term of Reference documents to ensure consistent referencing as ‘Headteachers’ (rather than ‘Headteacher’) and ‘Schools’ (rather than ‘School’). • CM reflected on the timings of the Curriculum & Inclusion Committee meetings, which are due to commence at 08:30 and asked whether there is sufficient time for staff to attend? MS explained that as the meetings were planned so far in advance, there was adequate time to plan for this. 	<p>BH</p> <p>CMc</p> <p>BH/CMc</p> <p>LM/LW/ DM</p>
--	--	---

- DK reflected that Curriculum & Inclusion will need to be 2 hours in duration, in order to ensure that there is adequate time to cover Governance business for both schools.
- AHJ reflected on earlier discussion within the Governance Working Group regarding the need to ensure representation of stakeholder views and asked – how could this best be incorporated into the Board’s governance framework? AMW reflected that this had been included in the scope of the Parent Governor role. LM advised that representation of stakeholder views would be explored further by the Chairs of Committees during their first meeting of the year. LM added that the role of specific Governor types, e.g. Parent/Staff Governor etc., could also be explored during this meeting.
 - **Action 3.3.6 – Include ‘Stakeholder Representation’ and ‘Governor Type Roles’ on the agenda for the first Chairs of Committee meeting.**

BH/LM

3.4 Link Governor Role Descriptions

- DM explained that the number of Link Governor roles was likely to increase over time and that initial roles had been identified to enable the Board to focus on a number of priority areas.
- DM invited Governor comments on the following Link Governor role documents:
 - **Safeguarding Link Governor** – there were no Governor comments.
 - **Health & Safety Link Governor** – there were no Governor comments.
 - **Finance Link Governor** – there were no Governor comments.
 - **Early Years Link Governor** – there were no Governor comments.
 - **DA/EAL/PP Link Governor** – there were no Governor comments.
 - **SEND Link Governor** – there were no Governor comments.
- MB asked – can you clarify the difference between ‘representative’ vs. ‘delegate’ as far as the Parent Governor role is concerned? DK explained that Parent Governors are a representative of parent views, but not a delegate from a voting/decision making perspective.
- AMW noted that Parent Governors can however bring individual or group concerns to the attention of the Board. AMW reflected that there are also existing channels for ensuring representation of stakeholder views, e.g. Parent Council meetings, which were a useful mechanism for parents to engage with members of the senior leadership team.
- DM reflected on the need to protect Parent Governors, to ensure that enquires are directed to the correct channels as appropriate, e.g. Headteachers, Parent Council meetings etc.

	<ul style="list-style-type: none"> LM noted that the Committee Chairs would not have been elected by the date of the first Chairs of Committees meeting, so there would need to be some thought on who would attend the meeting on 7th September 2021. DK reflected that this meeting could be attended by the existing Chairs/Vice Chairs. Governors agreed. AMW expressed concerns that there was currently no Equalities & Diversity Link role proposed at this stage and noted that there were some priority work from BHCC on the horizon from an anti-racist school and trans inclusion perspective. <p>3.5 Other Governance Documents</p> <ul style="list-style-type: none"> DM invited Governor comments on the draft Code of Conduct document – there were no Governor comments. DM explained that the following documents would need to be revisited at the first Federated Board meeting on 13th September, as these would be in force up until this date: <ul style="list-style-type: none"> Outstanding Actions from Boards/Committees – Action Logs Scheme of Delegation (HJS & WHIS) 	
4	<p>COMMITTEE & LINK ROLE APPOINTMENTS</p> <p>4.1 Committee Membership</p> <ul style="list-style-type: none"> LW advised that a spreadsheet would shortly be distributed to Governors to enable them to express their preferences for the committees that they would like to join. LW invited MB to initially attend each of the three main committee meetings, in order to determine her preferences for Committee membership. CM asked – should each Governor sit on only one of the three main committees? Additionally, would it be prudent for Governors to express first/second choice preferences so that membership can be balanced against needs? LW confirmed that subject to capacity and availability, Governors could be a member of more than one committee. DM confirmed that the spreadsheet would enable Governors to express their preferences. DM explained that the output of this exercise would be shared with Governors, including the approach taken for making any role/committee membership recommendations to the Federated Board. DM advised that the existing Chairs/Vice Chairs would co-ordinate this process. DM asked – would Committee Chairs/Vice Chairs need to be appointed by the Committees? BH confirmed that Committee Chairs would need to be elected at the first Committee meetings of the academic year. 	

	<ul style="list-style-type: none"> • Action 4.1.1 – Governors to submit their Committee membership and Link Governor role preferences, once the spreadsheet had been distributed by DM. • DK noted that there are a number of Link Governor roles that have yet to be defined/developed (indicated in the ‘green boxes’ in diagram on page 3 of the ‘Hove Learning Federation Governance Framework’ document). DK noted that Terms of Reference have not yet been developed for these Link Governor roles, but each Committee could subsequently decide to define and appoint these. <p>4.2 Link Governor Roles</p> <ul style="list-style-type: none"> • LW explained that each Link Governor would be responsible for monitoring, championing their area of responsibility and reporting back to the Governing Board/Committee. • LW added that Link Governors will also be expected to engage with appropriate training in order to develop in depth knowledge. • LW advised that Governors would therefore be asked to express their preferences on the same spreadsheet for each of the Link Governor roles. • DK reflected that in line with best practice in the Governance Framework, all Governors should have a dedicated role, whether that Chair/Co-Chair, Vice Chair or Link Governor. 	<p>All Governors</p>
<p>5.</p>	<p>NEXT STEPS & TRANSITION PLANNING</p> <p>5.1 LM shared the following update:</p> <ul style="list-style-type: none"> • The Governance Framework document continued to be developed, which would be managed by the Chairs of Committees, once this has been established. • Key items requiring further discussion and development were: <ul style="list-style-type: none"> ○ Chair/Co-Chair of Governors role, particularly in light of the work required around the proposed co-location plans. ○ Delegation powers for each Committee. ○ Strategic priorities chart. ○ Team building/Governor away day, with a focus on enabling Governors to get to know both schools. ○ Further development of Link Governor role descriptions. ○ Further development of Board/Committee Terms of Reference. ○ Governor Visits Policy & Governor Visits Monitoring Report template. ○ Governor Induction Policy. ○ Outstanding actions from HJS/WHIS Governing Boards. ○ Scheme of Delegation. 	

	<ul style="list-style-type: none"> LM reflected that it would also be important to conduct a Board Self Review exercise half way through the academic year, which would include a review of the effectiveness of the Board structure. 	
6	<p>CONFIDENTIAL</p> <p>A confidential item was discussed.</p>	
7	<p>ANY OTHER BUSINESS</p> <p>7.1 Governor Email Addresses</p> <ul style="list-style-type: none"> DM reflected that it would be preferable for Governors to have a new Hove Learning Federation branded email address set up. Governors agreed. WH advised that the school had already liaised with ICT Support to investigate this and noted that there would be a charge to set up a new Hove Learning Federation domain name. <ul style="list-style-type: none"> Action 7.1.1 – Explore the feasibility of new Hove Learning Federation email addresses being established for Governors. <p>7.2 WhatsApp Groups</p> <ul style="list-style-type: none"> DM reflected that the existing HJS and WHIS Governor WhatsApp groups be disbanded and a new group set up for Hove Learning Federation Governors. BH recommended that the existing groups remain in place until the Boards have been formally disbanded, in the event that Governors need to be contacted over the Summer Break. Governors agreed. <ul style="list-style-type: none"> Action 7.2.1 – Establish new Hove Learning Federation Governor WhatsApp Group. <p>7.3 Next Meeting</p> <ul style="list-style-type: none"> The First Federated Board Meeting was scheduled for 13th September 2021, 18:00. <p>7.4 The meeting closed at 18:03.</p>	<p>WH</p> <p>BH/CMc</p>

ACTION SUMMARY

ITEM	OWNER	ACTION	DUE DATE
3.2.1	LM/LW/DM	Agree the approach for the timing of Headteacher Reports at FGB meetings over the next academic year with MS and WH.	13 th Sept 2021
3.2.2	JC/BHk	Align with the SBMs/HTs/Clerk to confirm whether the proposed May meeting date for the Finance & Leadership Committee needs to be amended.	13 th Sept 2021
3.3.1	LM	Amend the 'Hove Learning Federation Governance Framework' document to include the Early Year Link Governor role on Page 3.	13 th Sept 2021
3.3.2	BH	Confirm when staff pay decisions need to be finalised and approved.	13 th Sept 2021
3.3.3	CMc	Schedule an additional Pay Committee meeting in May 2022.	13 th Sept 2021
3.3.4	BH/CMc	Correct the typo on the Meeting Schedule to reflect as 'Finance & Leadership Committee'.	13 th Sept 2021
3.3.5	LM/LW/DM	Proof read all of the Term of Reference documents to ensure consistent referencing as 'Headteachers' (rather than 'Headteacher') and 'Schools' (rather than 'School').	13 th Sept 2021
3.3.6	BH/LM	Include 'Stakeholder Representation' and 'Governor Type Roles' on the agenda for the first Chairs of Committee meeting.	7 th Sept 2021
4.1.1	All Governors	Governors to submit their Committee membership and Link Governor role preferences, once the spreadsheet had been distributed by DM.	26 th July 2021
7.1.1	WH	Explore the feasibility of new Hove Learning Federation email addresses being established for Governors.	13 th Sept 2021
7.2.1	BH/CMc	Establish new Hove Learning Federation Governor WhatsApp Group.	13 th Sept 2021