

**FEDERATION OF STOKE HILL SCHOOLS**  
**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**5th October 2017**



PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	<b>HT SHJS</b>		Hannah McCarthy	HM		
Sarah Mackay	SM	<b>HT SHINS</b>		James Corbridge	JC		
Peter Holland	PH			Kristine Vaaler	KV		
Rebecca Ryan	RR			Lena Macfarlane	LM		
Amy Bickford	AB			Lucie Hinton	LH		
Andy Pheasant	AP			Mais Attia	MA		
Bridget Strugnell	BS			Stuart Holland	SH		
Carol Finning	CF			Vanessa Newcombe	VN		
Fergus Fitzgerald	FF						

Apologies	Initials	Reason

In Attendance	Initials
Dianne Goodwin (Clerk)	DG
PC Steve Parsons	
PCSO Richard Shelton	

Item	Description	Owner/ Decision
1	<b>Apologies for Absence:</b> None received	
2	<b>Declaration of Pecuniary Interests:</b> Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. No interests declared	
3	<b>Governor Vacancies</b> DG said that at the end of the Summer term there were 2 vacancies. Two people had approached VN and had agreed to put themselves forward. These were Lucie Hinton and Bridget Strugnell. DG proposed that they both be Co-opted onto the Governing Body. This was agreed by all. DG said there was now another vacancy as Andrew Page had tendered his resignation.	
4	<b>Election of Chair and Vice Chair</b> DG said it was usual practice to elect the Chair and Vice Chair at the first meeting of the Academic year. She said that she had asked for nominations and had asked the nominees to provide a short statement in support of their nomination to forward to other governors. She said that she had received a number of comments about the statements, some of which voiced an opinion that the election could be unfair and so she had decided to seek advice from Governance Support at Babcock. DG said she had been advised that the best course of action would be to postpone the election and put a proper procedure in place. DG passed round copies of a proposed procedure. KV asked what difference it would make if the election was postponed. DG said postponing it would give all nominees an opportunity to submit a similar format statement which would hopefully be seen to be fair and also she wanted to ensure that the correct process was followed. RR said that each nominee should follow the same format in their statement. DG asked Governors if they were happy to accept the proposed procedure and to postpone the election to the next meeting in December. This was agreed by 11 members. 6 members	



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	<p>communications that went out to parents so that they were kept informed.            LM asked if there was a Neighbourhood Watch scheme in operation.            AB asked how the children had been told about the needle find. SM said she had spoken to children during an assembly which had been followed up by teachers. RR said that parents seemed to accept that the incident was not the fault of the school but they wanted to know that something was being done about it. SM said that fencing might need to be considered as a long term solution. AP said it might be worth sending out a copy of the presentation given to the children to parents/carers so that they could see what messages had been given to the children.</p> <p><b>ACTION – copy of presentation to be sent to Governors</b></p>	SM
	<p><b>Register of Business Interests</b>            These were circulated for signature and amendments where necessary            Skills Audit forms also completed</p>	
	<p><b>Minutes of Previous meeting held on 13<sup>th</sup> July 2017</b>            These were signed and agreed</p>	
	<p><b>Terms of reference of Committees and memberships</b>            Terms of reference agreed. T &amp; L to be amended to reflect changes in membership            LM name to be added to HT Appraisal            KV said she had recently attended an Open Evening at St James' school and had spoken to one of the Governors about a Link Governor. VN said that Andy Sinclair had filled this role previously when he had children at both schools. KV said she would find out more information.</p> <p><b>ACTION – KV to find out more about Link Governor</b></p>	KV
	<p><b>Code of Conduct</b>            All Governors signed to say they had read and accepted the Code of Conduct</p>	
	<p><b>Chair's Report</b>            DAG Conference – Sat 7<sup>th</sup> October at Cranbrook Educational Campus            Andrew Page has resigned from Governing Body but has offered to give advice on technical IT issues. VN has written to him to thank him for all the work he has done in the area of IT and e Safety            KV said she had approached someone who might be a suitable candidate for the vacancy            VN said that she had met with LH and BS prior to the meeting to update them on all the recent developments that had taken place.            Meeting moved to Part 2</p>	
	<p><b>HT Report</b>            Federation Improvement Plan            SM said the structure was very similar to 2016-17. She said that the FLT had tried to factor in achievable targets and that the Welfare of Staff and Pupils was at the centre of the Plan            Staff Concerns            SM said that the FLT had taken into account concerns raised by staff at the end of the previous term. She acknowledged that staff did a lot of tasks in their own time and it was important to ensure that they got the support that they needed. KV asked if the SENCO was finding that a majority of her time was taken up with completion of DAFs. SM said that she and RS were working with the SENCO to ensure that priority tasks were covered. that had been set.            Resources            A lot of effort was made to ensure that the school properties were kept clean and in good state of repair.            CPD            This had been limited but FLT were looking at opportunities for more in house training and</p>	

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	<p>collaborative working, especially with other schools in RELP. PPA time at SHINS had been altered to accommodate part time staff and both SM and Alison Kenny were working with staff during PPA time to ensure they were maximising this. Contact time                      The amount of Contact time had been compared with other schools in RELP and was found to be comparable.                      Responsibility time                      FLT were looking at how to give Subject leaders more time to develop their subjects (RR left the meeting at 18.10)                      Data Protection                      Changes to the Law from May 2018. Audit will have to be carried out of both schools. VN asked if Data Protection Officer could cover all schools in RELP. CF said that the Devon Audit team were looking at the legislation                      AP said that Browne Jacobson had provided a 45 minute webinar about the legislation and its relevance to schools. VN asked DG to circulate the link to this.  <b>ACTION – circulate link to webinar about GDPR</b></p>	DG
	<p><b>REL P</b>                      School reviews have been scheduled for each school. 2HTs from other schools will look at SIPs etc. and provide a report for Governors. RS said that such a review would cost £1250 if carried out by an external advisor He said it was useful to have a fresh pair of eyes looking at the school.                      Action Research – looking at Parental Involvement especially for parents/carers of disadvantaged children. RS said Stoke Hill was sharing ideas with other schools in RELP. E.g. Topsham had provided a Magic Show for children whilst parents attended a meeting                      Headteachers from all the schools are meeting fortnightly to share ideas and discussion on various topics including Leadership and Supervision                      Lesson studies – continuing from last year. All staff to have opportunity to work with a member of staff from another school.                      It had been decided that a panel comprising Governors from all the Schools should have oversight of RELP. It had also been decided that a joint panels should be set up for hearing Complaints, grievances etc.                      VN said that this had been suggested last term and asked DG to resend the information to all Governors  <b>ACTION – DG to recirculate Terms of Reference for Joint Committee</b>                      JC asked what the process for the long term future of RELP was. VN said it was still ongoing. JC said that the new Regional Schools Commissioner was not pushing for all schools to become Academies. RS said the aim of the Partnership was to concentrate on improving Teaching and Learning across the schools and not management structures                      AB asked about Parental involvement. RS said the aim was to look at the process of getting parents more involved in schools and their children’s learning. AB said that schools needed to become “less scary” for parents</p>	DG
	<p><b>Safeguarding</b>                      Nearly all staff have undertaken Refresher training with a “mop up” session planned. All volunteers have been trained                      Audit held last term gave Stoke Hill an “Exemplary” assessment                      CPOMS continues to be used and now includes items such as punctuality so that trends can be spotted and issues resolved before they become a problem                      SHS trialling a system of text alerts. These are automatically sent to parents/carers if a pupil has not registered by 9am</p>	
	<p><b>Term dates</b>                      VN asked if Governors were happy to approve the proposal put forward by RS and SM. KV said that she felt this would cause problems for parents with children at different schools.                      RS said that the responses to the survey had shown 72% in favour. He was still waiting to</p>	

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	<p>analyse 58 more responses. He said that there had been lots of individual comments, including complaints that the schools across Exeter should coordinate their term dates. Others wanted the half term breaks to be extended to 2 weeks.</p> <p>LM asked why this alteration was being made at this time. SM said it was in response to feedback from staff and parents after the late finish to the summer term.</p> <p>LH asked if there would be special provision for parents who had already booked holidays. RS said that no Christmas parties or celebrations would be scheduled for during the last few days of term and no fines would be levied on parents who had already booked holiday. He said this was a one off decision as term dates for the next 2 years had been set with an earlier finish date for the Summer term.</p> <p>VN proposed that once the outstanding responses were analysed, if 2/3 supported the change then it should go ahead. This was agreed.</p>	
	<p><b>PPG report</b></p> <p>KV asked about the use of TAs for targeted support given that a number had been lost at the end of last term. RS said that there were still TAs available to give this support.</p> <p>VN referred to a meeting she and MA had attended with children from Year 5 in June. She said they were very polite and helpful and were making very good progress. She asked for thanks to be given to all the staff for their work with PPG children.</p> <p>KV asked about SATs results. RS said the school was still waiting for Moderated Results. A full analysis would be provided at the next T &amp; L meeting.</p>	
	<p><b>Pay Policy</b></p> <p>VN said that the 2017 Pay Policy had arrived in school with details of the Pay Award. She said that a decision had to be made in a very short timescale about the level of increase to be made to staff on MPG. As this did not affect many staff it was decided to adopt the default position set by DCC.</p>	
	<p><b>Dates of next meetings</b></p> <p>Pay Committee 12<sup>th</sup> October at SHJS</p> <p>Safeguarding Training 9<sup>th</sup> November at SHINS</p> <p>T &amp; L 16<sup>th</sup> November at SHINS</p> <p>Resources 23<sup>rd</sup> November at SHINS</p> <p>FGB 7<sup>th</sup> December at SHINS</p>	
	<p><b>ACTIONS</b></p> <p>Crime Prevention report to be circulated</p> <p>Risk Assessment report to be circulated</p> <p>Link to webinar about GDPR to be circulated</p> <p>Terms of reference for Joint Committee to be circulated</p>	