

FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
7th December 2017



PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	HT SHJS		Andy Pheasant	AP		
Sarah Mackay	SM	HT SHINS		Bridget Strugnell	BS		
Peter Holland	PH			Kristine Vaaler	KV		
Mais Attia	MA						
James Corbridge	JC						
Carol Finning	CF						
Lucie Hinton	LH						
Hannah McCarthy	HM						
Vanessa Newcombe	VN						

Apologies	Initials	Reason
Amy Bickford		
Fergus Fitzgerald		
Stuart Holland		
Lena McFarlane		

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	Apologies for Absence: Received and accepted from Amy Bickford, Fergus Fitzgerald, Stuart Holland and Lena McFarlane	
2	Declaration of Pecuniary Interests: 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	Governor Vacancies DG said there was 1 vacancy. Ideally someone with interest in Creative Curriculum or with IT skills required.	
4	Election of Chair and Vice Chair DG said she had received one nomination for Chair and asked VN to leave the room whilst discussion took place. DG said that this part of the meeting would not be minuted in order to allow a frank exchange of views. It was agreed that part of a future meeting should be set aside to allow members to draw up new guidelines for selecting Chair and Vice Chair which also took into consideration Succession Planning. A vote took place and VN was duly elected as Chair for the remainder of the year. VN came back into the room and took over as Chair. Election of Vice Chair. JC left the room whilst the election took place. He was duly elected and re-entered the room.	
5	Minutes of Previous meeting held on 5th October 2017 These were signed and agreed VN asked if there had been any more H & S incidents. SM said that there had been none. She said she had shared a note received from PCSO Shelton with staff. New lighting and cameras had been installed and quotes for new security fencing were being obtained. VN asked for Health and Safety to be a standing item.	

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6	<p>Chair's Report Staffing changes – Sharon Singh has resigned. New TA appointed Holiday dates have now been agreed by FLT. Format to stay the same as previously agreed, after a consultation with parents. RS has resigned from OFSTED but has now been appointed as a Babcock Associate. This will provide extra income to the school, but also provided extra knowledge of practice in other schools. Meeting moved to Part 2</p>	
7	<p>GDPR VN said that Babcock had now provided details of the services they were going to provide to schools. JC said that the most important thing was to appoint a Data Protection Officer. RS said that an audit needed to be carried out, then work on what actions need to be carried out AP asked if there could be one officer across the Partnership. RS said that RELP had not yet discussed GDPR. CF said that it was possible that the Exeter consortium might offer some services relating to GDPR. AP stressed that any things identified in the Audit needed to be rectified before the GDPR came into effect in May so an Audit should be carried out as soon as possible. RS asked if it was a role for Governors. CF said she would contact Exeter Consortium for advice (ACTION)</p>	CF
8	<p>HT Report KV asked for information about the Online Safety incident. SM said that the children had used the Google search engine rather than Squiggle. Steps had been put in place to ensure this did not happen again. KV apologised for repeating a previous question but said it would be more useful to know if the number of incidents relating to the different children or to the same child. VN asked if CPOMs could still be used when GDPR came into effect. VN asked why Foundation Stage Inductions had been moved to September. SM said it was more “immediate” and helped the children to settle in better. She said that a lot of things could happen over the six week holiday.</p>	
	<p>RELP Peer reviews have taken place. Joint Staff meeting held at Ladysmith School to look at Foundation Subjects Terms of Reference for Joint Governor Appeals Committee agreed. VN and KV to be representatives for Stoke Hill</p>	
	<p>Reports PPG KV asked for clarification of EEF. SM said this was the Education Endowment Fund KV asked about the Pre Teaching project. SM explained that children who are below the age expected level are given booster sessions before a lesson to fill in gaps in their knowledge to help boost their confidence. VN asked if there had been any feedback for these sessions. SM said the children had provided positive feedback. She said it helped those children who were struggling. KV asked about Curriculum Enrichment. SM said policies were in place to ensure that no child will not “not participate”. She said that efforts were made to try and ensure that every child was able to participate. She cited the recent performance of Baboushka as an example of how all the children were included. SEND VN asked for thanks to be given to Alyson for her report. RS said that he and SM met regularly with Alyson and noted that the role of the SENCO has changed. He said that Alyson had met with the 0 to 25 team from DCC. The priority is to sort out applications for funding but also trying to ensure that long term plans are in place.</p>	

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	<p>VN asked HM and RR for an update on Staff Morale. RR said there had been no real change. They highlighted a number of issues Loss of TAs – only 1 to 1 support left. This meant those classes without children needing 1 to 1 support did not have any TA support. HM said that teachers felt that they couldn't support the weaker children as well as before which had a knock-on effect on other children. This was also affecting health of staff. LH asked if this related to any particular year group. HM said it was the same across all year groups. VN asked if the new marking trial was helping. HM said there had been some reduction in work load but added that staff felt they were not able to do as much with their class as they were not getting extra support in class. RS said it was similar to the situation pre1997 before TA support was first introduced. KV said that expectations had changed since then. RS said the FLT was looking at areas where workload could be reduced, for example, progress reports for parents will be reduced in length. JC asked about the use of volunteers. RS said volunteers were always welcome but they were not able to do the same as qualified staff. JC queried the 11 days of SLT time and asked if that could be reduced and used to provide TA support. RS said that SLT time would still have to be paid for. SM said that staffing was constantly reviewed, especially when someone resigned. CF said the reduction in TA support had also affected Admin staff as they now had to do some of the tasks previously carried out by TAs such as First Aid.</p>	
	<p>Finance CF said a revised 3 year forecast had been done. She said it showed a balanced budget for SHJS but didn't take into account changes to the Funding Formula or future Pay awards as these had yet to be confirmed. She said that SHINS showed a balance for Year 2 but she was still working on Year 3. VN said that it had been said that all schools would get an increase of 4-6% but this would not cover everything. CF said she had managed to obtain a rebate on Superannuation payments of £6600. She said she was constantly reviewing the figures and hoped to have more detail by the end of January. LH expressed concerns that this would impact on School Performance. KV said it could impact on other parts of the curriculum. AP asked about Volunteer grants. RS said these tended to be grant specific. He added that CF had worked very hard to obtain extra sources of funding in the past. SM said that using Peer reviews with other schools in RELP rather than buying in the Review service from Babcock had helped to save money.</p>	
	<p>Health and Safety Fencing - Already discussed CF said that First Aid incidents needed to be reported to FGB. It was agreed to add this to the HT report</p>	
	<p>Policies H & S - VN asked if a reference to Forest School needs to be included. RS said that separate Risk Assessments for the Forest School had been carried out as part of their lesson preparation. CF added that this was covered by the Curriculum Policy Safeguarding – minor amendment required to p12 to include name of school AP left the meeting at 5.55pm</p>	
	<p>Safeguarding CF said that DBS info for AP still outstanding (ACTION) DG to chase</p>	DG
	<p>Dates of next meetings T & L</p>	

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Item	Description	Owner/ Decision
	18 th January at SHJS Resources 11 th January at SHJS FGB 7 th February at SHJS	
	ACTIONS CF to contact Exeter Consortium re GDPR DG to contact AP re DBS	