

# FEDERATION OF STOKE HILL SCHOOLS

## MINUTES OF THE FULL GOVERNING BODY MEETING

### 1st February 2018



PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	HT SHJS		Andy Pheasant	AP		
Sarah Mackay	SM	HT SHINS		Bridget Strugnell	BS		
Rebecca Ryan	RR			Kristine Vaaler	KV		
Mais Attia	MA			Fergus Fitzgerald	FF		
James Corbridge	JC			Lena McFarlane	LM		
Carol Finning	CF						
Lucie Hinton	LH						
Hannah McCarthy	HM						
Vanessa Newcombe	VN						

Apologies	Initials	Reason
Amy Bickford	AB	
James Corbridge	JC	Work Commitments
Stuart Holland	SH	Illness

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	<b>Apologies for Absence:</b> Received and accepted from Amy Bickford, Stuart Holland and James Corbridge	
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 there was 1 vacancy. Ideally someone with interest in Creative Curriculum or with IT skills required. KV suggested that a note be sent out to Parents via Parentmail advertising the vacancy.	
5	<b>Minutes of Previous meeting held on 7th December 2017</b> These were signed and agreed	
6	<b>Chair's Report</b> RKAT bid to open new school at Okehampton unsuccessful. SM said that they were continuing to look at working with schools to promote Outdoor curriculum. VN asked all governors to complete the Governor monitoring sheet. She asked G to recirculate. Spring Term Checklist – VN said that schools now had to include Swimming provision for Year 6 as part of the Sports Premium report on the website. She said that Stoke Hill provided a course of 10 swimming lessons for Years 3 to 6. RS added that Yr 4 were not having lessons at the moment. MTA at SHINS has resigned, and been replaced. NCTL – VN reported on activity that DG had carried out with RS, SM and VN. This involved looking at a list of various roles and responsibilities and deciding who should own these. VN said that they had been able to allocate all of these and had discussed those areas where there was overlap. She also thanked DG for her work as Clerk.	

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7	<p><b>GDPR</b></p> <p>CF said she had contacted Exeter Consortium for advice. She had completed a questionnaire which had been sent to the Internal Audit team for consideration but she was still waiting for their response.</p> <p>SM said that there had been discussions with other schools in RELP about GDPR. As a result of this a list of "Things to do" had been drawn upon.</p> <p>VN said one of the important things was to appoint a Data Protection Officer.</p> <p>CF said she had been discussing this with the Admin Officer at Ladysmith. It was felt that it would probably have to be a separate role in school.</p> <p>FF said that the legislation was very complex and it was important to get it right.</p> <p>RS said that the DfE had started to produce some materials for use by schools and expected this to be available in the near future</p>	CF
8	<ul style="list-style-type: none"> <li>• <b>HT Report</b></li> <li>• SM said that work was now underway on Water City. She explained that this was a water feature for the children. She said that excavation works were taking place which were proving to be a big attraction for the children to watch.</li> <li>• RS reported on preliminary results from Wellbeing Survey. Findings so far included:</li> <li>• Most staff feel they are able to cope with the demands being placed on them</li> <li>• Staff feel they are being consulted about changes taking place</li> <li>• Things that have helped include:</li> <li>• Planning Days</li> <li>• Changes to Marking Policy</li> <li>• When asked about stress about half of the staff said that they felt tearful at times. RS said no one has had time off due to stress related illness but 1 member of staff has asked for medical help.</li> <li>• RS said that a number of things were being considered to help staff. These included:</li> <li>• Keeping 12 classes at the Junior School.</li> <li>• Keeping Planning days – RS cited the recent trip by Yr 5 to Plymouth Aquarium to Sleep with the Sharks. He said that this had been helped by giving staff time to plan the activity. He was hopeful that an event for Yr 4 would also take place but this was still in the planning stage</li> <li>• Visits to other schools. – RS said he had visited other schools which had been useful. HE said that one of these had led to a review of the Behaviour Policy.</li> <li>• Keeping TAs for children who needed 1 to 1 support</li> <li>• Continuing to consult staff on proposed changes.</li> </ul> <p>RS said that the Federation had 5 items of news published in the TES since September 2017.</p> <p>VN asked about the Reading Bus. RS said it was now in place but needed heating and lighting to be installed. CF said she had managed to get funding from LdP Babcock for this.</p> <p>VN thanked CF for her work in acquiring the bus and the grants.</p>	
	<p><b>REL</b></p> <p>Fortnightly meetings continuing</p> <p>Peer reviews to include reviews of Assemblies</p> <p>Other schools in Exeter have made enquiries about involvement in RELP.</p> <p>CF said attempt had been made to try and arrange a meeting of all the Admin staff. She said it had not been possible to get everyone together but a meeting had taken place which had been constructive</p>	
	<p><b>Reports</b></p> <p><b>PPG</b></p>	

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	<p>KV asked if the reduction in TA support was having an effect upon the children's work. RS said it was difficult to tell at present but progress meetings were taking place shortly.</p> <p>RS said that an issue had been identified relating to punctuality. All incidents involved PPG children which was causing concerns. RS gave an example of one child who had missed several 1 to 1 reading sessions because of late arrivals at school.</p> <p>LH asked why the figure for Yr 5 was low. RS said that this was a small group of children so statistics could be easily skewed by one child's performance. He added that the focus for the next half term was on Yr 5 Reading.</p> <p>BS asked how many of the PPG children were also classed as SEN</p> <p>KV asked if the TAs had specialist skills eg Maths. RS said the TAs were appointed to give 1 to 1 support to individual children, and specialist skills were not really required.</p> <p>VN reported on a visit she and MA carried out to look at PPG children's work in Maths. MA said that the children were all very enthusiastic about TT Rock Stars although the older children seemed to prefer Athletics. RS said that there was a lot of rivalry between classes over TT Rock Stars and teachers had seen a lot of improvement in the children's work in Maths.</p> <p><b>Extended Schools</b></p> <p>KV asked what the surplus would be used for. CF said that this would be discussed with Lisa</p>	
	<p><b>Reports from Committees</b></p> <p><b>Teaching and Learning</b></p> <p>VN thanked AP for stepping in as chair.</p> <p>KV offered help with the Wireless Upgrade. RS said that a parent had come into school to help staff with Coding lessons</p> <p><b>Resources</b></p> <p>No comments</p>	
	<p><b>Finance</b></p> <p>Budget. Revised 3 year forecast circulated prior to meeting. KV queried the zero income for School Meals at SHINS. CF said that the income for meals came under UIFSM. VN asked about Census Day. CF said it had taken place on 19<sup>th</sup> January. SM said that numbers who had taken meals on that day were very good. AP asked about take-up of Halal meals. RR said that most of the children tended to ask for a packed lunch. CF said a lot of effort was being put into this and it would continue for the present.</p> <p>KV asked about the Apprentice Levy. She asked if it had to be paid even though the Federation was not employing an apprentice. CF explained that it had to be paid but it was possible to apply for money from the fund. She said she had spoken to Bicton College and Exeter College but the costs of employing an apprentice wouldn't be covered by the Fund.</p> <p>KV asked if it was possible to employ an apprentice in a role that could be used by all the schools in RELP. CF said that it might be possible to use the Apprentice Levy Fund towards the costs of a PGCE student.</p> <p>CF said that it was still proving difficult to set the Budget for the next 3 years because of unknowns. She said that Superannuation costs for teachers were due to increase by 4% and it was likely that support staff would get a 2% pay increase. She said that she hoped to get figures later in February to help set the Budget.</p> <p>KV asked which part of the Budget paid for Athletics and Accelerated Reading. CF said that it came out of the School Improvement Budget</p>	
	<p><b>Health and Safety</b></p> <p>Fencing – SM said she was still waiting on one quote. CF said she had approached Capital Strategy for assistance with funding for Fencing but was not optimistic. FF asked if the quotes were comparable. VN suggested using hedging such as Pyracantha for some parts of the boundary. She said that some of the Nurseries could be approached for help. SM said the priority was to sort out the access area at the front of school. FF said it would be</p>	

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	<p>helpful if the quotes were broken down into the different components. SM said she would do this for the next Resources meeting.            FF asked if a Risk Assessment had been carried out for the Reading Bus. RS said that this had been done.</p>	SM
	<p><b>Policies</b>  <b>Finance Policy</b> – agreed  <b>Gifts and Hospitality</b> – Section 3.1 needs to be amended to Federation.  <b>Procurement</b> – AP asked about conflicts of interest for staff. KV suggested that this could be added in. CF said that she thought it was covered by a different policy. She said that possible conflicts of interest were dealt with as part of the procurement process. (post meeting note – all staff who deal with finance have to sign Register of Business Interests and there is a separate policy – Code of Ethical Conduct which covers this)  <b>Home Learning Policy</b> – formatting for section entitled Discover needs checking before putting on website</p>	
	<p><b>Safeguarding</b>            MA queried how often DBS checks were carried out for Volunteers. DG said she would check with Mel. SM said that regular checks of the SCR were carried out by VN</p>	DG
	<p><b>Dates of next meetings</b>            T &amp; L            1<sup>st</sup> March at SHINS            Resources            8<sup>th</sup> March at SHINS            FGB            22<sup>nd</sup> March at SHINS</p>	
	<p><b>ACTIONS</b>            SM to provide quotes for security fencing and gate            DG to check frequency of DBS checks</p>	