

FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
22nd March 2018

PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	HT SHJS		James Corbridge	JC		
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			Amy Bickford	AB		
Lucie Hinton	LH			Stuart Holland	SH		
Hannah McCarthy	HM						
Vanessa Newcombe	VN						

Apologies	Initials	Reason
Andy Pheasant	AP	Work Commitments

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	Apologies for Absence: Received and accepted from Mais Attia, Andy Pheasant	
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 VN said that Peter Holland had stood down from his position as LA Governor. DG said she needed confirmation from the LA before the vacancy could be filled however a replacement could be identified for recommendation to the LA. A note about the other vacancy will be put in the Newsletter.	
5	Minutes of Previous meeting held on 1st February 2018 These were signed and agreed	
6	Chair's Report Single Central Record – VN said she had checked this with Mel and Sharon. She said that as well as Level 2 Safeguarding training all Governors were expected to undertake Prevent training. She asked DG to circulate details to all (ACTION) Extended Schools – Email received from Lisa Sinclair asking about refunds for sessions cancelled due to adverse weather. She had said that the loss incurred during recent closures would be approx. £1500 as staff and expenses still had to be paid. AB said that Private Nurseries still charged fees in similar circumstances. RS said that he felt no charge should be made as it was the schools' decision to close and parents would have had to make alternative child care arrangements. CF said that some parents had already deducted the amounts from payments for next term. LM asked if the school could afford to do this. VVN said that the Extended School operated on a separate budget and was currently making a profit. SM Said that DCC had advised that for Pre Schools, sessions in lieu should	DG

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	<p>be offered. VN proposed that "On this occasion we will not charge for cancelled session". This was seconded by JC and all agreed.</p> <p>Wellbeing Survey – results had been circulated. VN asked for comments. KV noted the differences in results between SHINS and SHJS. She asked if this was because the staff at SHINS was newer and perhaps less experienced. SM said she was looking at the survey again to see if there were lessons to be learned. VN added that it was the first time staff at SHINS had been asked to fill in the survey whereas SHJS staff had completed it last year. She said that this could have had an impact on responses. RR said she had emailed staff to ask them about their concerns. She said that staff were working hard but that morale was low.</p> <p>Examples of low morale included limited provision for help for children with SEND. The impact on TAs has a knock on effect on teaching staff. She said that a child in Year 2 with Special needs currently had no TAS support which put a lot of pressure on teaching staff. RR said that one of the main concerns of staff was that of funding. A lot of staff were concerned that funds needed to fix problems such as the recent boiler issue would impact on funding elsewhere and could result in staff cuts. Another concern related to IT equipment, especially reliability. This uncertainty impacted on lesson planning. KV commented that staff morale seemed to be focussed on funding rather than concerns over management.</p> <p>RR said that staff did come and talk to her to voice concerns. She said that staff did feel appreciated.</p> <p>SH asked if parents still came in as volunteers, for example to help with reading. SM said that volunteers were welcome but they needed DBS checks to be done and also had to have safeguarding training.</p> <p>RS said that the Bar Chart showed that Planning and Marking were the areas causing the least workload. He said that this could be as a result of the introduction of Planning Days.</p> <p>LM suggested that VN should meet with staff to hear their concerns. RR agreed that this would be useful as for most staff their main concern was their jobs.</p> <p>VN said it was important for the Headteachers and Governors to reiterate that the most important priority, especially when setting the budget, is to keep teaching staff.</p> <p>LM said that she had recently observed an assembly and noted that the staff had seemed to find it stressful as they were worried that the technical equipment would fail to operate. RS said that staff were concerned over equipment and that checks were continually needed to make sure that it was working correctly.</p> <p>KV asked who provided IT support. RS said it was provided by SCOMIS at SHJS and Ted Wragg Trust at SHINS. VN asked why SHINS had chosen Ted Wragg. SM said it was cheaper but had not been as good and they would be changing to SCOMIS in the next financial year.</p> <p>VN asked HM about morale at SHJS. HM said she had sent the same email as RR to all staff. She said concerns were very similar. She cited an example of TA illness. As TA provision was on a specialist 1 to 1 basis, if the TA was absent then this could cause problems with lack of cover. She said that staff also voiced concerns over lack of equipment. RS said that FLT needed to make staff more aware of budgets available to each year group for items such as equipment.</p> <p>VN thanked RR and HM for their work in liaising with staff.</p> <p>RS said the survey would be repeated again in 6 months' time.</p> <p>RR said that she felt the SENCO should be thanked for her help in trying to help solve problems that arose concerning SEND children.</p> <p>School Closure – meeting moved to Part 2</p> <p>VN thanked FF, KV and Sharron Rudge for their work in trying to resolve the various issues. She gave special thanks to FF who had put a lot of time and effort into trying to resolve some of the problems that had arisen</p>	

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7	<p>Budget</p> <p>CF said that a meeting had been held to discuss the Budget for 2018-19 at which JC, SM, RS, herself and the Finance Officer were present. She said that the priorities drawn up were to maintain staffing.</p> <ul style="list-style-type: none"> • retaining 1 teacher for every class and no mixed year groups within classes. • Maintain management time for SLT • Try not to have redundancies – some TA contracts due to end in July 2018 <p>CF said that the proposed Budget did not balance in Year 3 but there were a lot of uncertainties which could affect the long term picture. These included changes to Teachers Superannuation due in 2019, changes to SEND funding and future pay increases. She said the aim was to try and minimise expenditure where possible.</p> <p>LM asked if the drains repairs would affect the Budget. CF said she was not sure as they would be dependent on the outcome of the report from SWW. RS said that cost of any repairs would come from the Premises Budget.</p> <p>KV asked if Parents to Lunch had any effect on the Budget. CF said it was minimal.</p> <p>VN proposed that the Budget be accepted in principle subject to finalisation of SLA prices and known carry forward. This was agreed.</p>	
8	<p>Finance</p> <p>CF asked for approval of the purchase of new Chromebooks for SHJS. RS said that he wished to purchase 90 new Chromebooks which would mean an allocation of 30 per year</p> <p>VN asked what the cost would be. RS said the total cost would be £16000 but he wanted to ensure that staff had access to working equipment. CF explained that the cost would be covered by using the IT allocation for the next 3 years and then they would be replaced in Year 4. AB asked if the purchase would be the only cost. RS said that it would. HM said that the Chromebooks were proposed as the children would be able to save their work easily and staff could access them to monitor the children's work. LM asked about warranty for the Chrome Books. RS said they came with a 3 year warranty. VN asked Governors to approve the purchase. This was agreed.</p> <p>FRS - CF said she was working on the FRS report which should be ready before the end of term. She said that the Capital Budget had all been allocated and used.</p> <p>SLAs these were agreed by Resources</p>	
9	<p>HT Report</p> <ul style="list-style-type: none"> • KV queried the number of children receiving PPG funding. She noted that the number for SHJS was double that of SHINS. RS explained that PPG funding was available for any child who had received Free School Meals in the last six years. • KV asked about Foreign Language provision. RS said he was hoping that this would start in the Summer Term. He said that it had to be taught by all teachers for a minimum of 20 minutes every day. He said that FLT were currently looking at ways of making this happen. • Phonic Screening check. VN thanked SM for circulating this. She asked when the testing took place. SM said it took place in June for Year 1 children. She said a lot of work was done in Foundation Stage to make sure that the children would meet the required standard when tested. She said that any child failing to meet the required standard would be retested in Year 2. 1 member of staff would work with these children to give them extra help and support. AB commented that the children did not seem to be aware that they were being tested which she thought was good. RS asked if the Phonics test would be continuing given that KS1 SATS were being stopped. SM said she was not sure. • AB said she would like to learn more about the THRIVE programme. VN suggested asking Jo McCarthy to a meeting to present some case studies. SM suggested inviting 	

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	<p>the THRIVE practitioner along as well.</p> <ul style="list-style-type: none"> • RELP – new schools had joined the group which now comprised 9 schools. RS said that the new schools all had new Headteachers which added a new dynamic to the group • CF said she had attended a meeting of administrators from the RELP schools. She said that the main item of discussion was GDPR. She said that the administrator of Ladysmith was in discussions with LdP Babcock to see if she could obtain a cheaper price for their support service. CF said that the aim was to use Babcock support for one year and then review to see what was actually needed. VN said she had been receiving mixed messages about GDPR from different organisations. RS said he hoped that Babcock would be able to provide more clarity 	
	<p>Reports PPG KV asked there was data for non PPG children so that comparisons could be made. RS said that this was not collected. VN asked about take up of Breakfast Club by PPG children. RS said this was very small. KV asked if there were any problems with late arrivals. SM said it was a very mixed picture. LH asked about the leaflet “How we communicate”. She said she had set up a Facebook Group for Parents of Stoke Hill Children which was very effective in communicating to parents. She said there had been lots of comments about the recent Spring Homework topic including some from parents who had said they would have preferred to receive this communication on paper rather than online. VN suggested that Communication should be discussed at the next T & L meeting. KV said that some parents experienced difficulties with Parent Mail and also a number of parents hadn’t received the recent text communication. SM said that SHINS did not use the Text message system. VN asked T & L to look at these issues.</p>	
	<p>Reports from Committees Teaching and Learning Meeting postponed due to adverse weather Resources Main item discussed Budget2018-19</p>	
	<p>Health and Safety Fencing – SM said 2 quotes had been received. Emergency Plan – some amendments needed and then to go to next Resources meeting</p>	
	<p>Safeguarding 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>	
	<p>Dates of next meetings T & L 1st March at SHINS Resources 8th March at SHINS FGB 22nd March at SHINS</p>	
	<p>ACTIONS SM to provide quotes for security fencing and gate DG to check frequency of DBS checks</p>	