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**FEDERATION OF STOKE HILL SCHOOLS**

**MINUTES of the MEETING of the FULL GOVERNING BODY**

**Held at Stoke Hill Infant School on Thursday 13<sup>th</sup> July 2017 at 5 p.m.**

**PRESENT:** Roy Souter (Headteacher SHJS), Sarah Mackay (Headteacher SHINS), Rebecca Ryan, Andrew Page, Hannah McCarthy, Carol Finning, Lena Macfarlane, Mais Attia, Vanessa Newcombe, Amy Bickford, Peter Holland, Andy Pheasant, Dianne Goodwin (Clerk)

**16-17/6.1 Welcome and Apologies**

Apologies received from Kristine, James and Fergus.

**16-17/6.2 Declaration of Pecuniary Interest**

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

**16-17/6.3 Minutes of last meeting**

The minutes were agreed and signed by Vanessa.

Part 2 minutes circulated, agreed and signed by Vanessa

**16-17/6.4 Matters Arising**

None

**16-17/6.5 Chairs Report**

- OFSTED - Vanessa thanked Kristine, Mais and Lena for attending the Governors session with the OFSTED Inspector and to Peter for attending the Feedback session. Vanessa congratulated Roy and his staff for achieving a “Good” rating. Roy thanked governors for their support. He said he was pleased with the outcome and said that the school had been able to demonstrate an improvement over the last 3 years
- Dates of meetings 2017-18 – these had been checked by Jamie Sullivan for SHJS and Alison Kenney for SHINS to make sure there were no clashes with school events.
- Devon Governor – Vanessa highlighted articles on Pupil Premium and Matters Arising. The latter article included interesting comments which had been made by the Regional Schools commissioner who has stepped down since the article was written
- Kelly Brearley has given birth to twins.
- Safeguarding training – Governors are invited to join staff in school for Refresher training on 20<sup>th</sup> September at 3.30pm
- Skills Audit – all to complete

- Governor vacancies – Vanessa said that Ric had resigned due to pressure of work and family commitments. She said she had written to thank him for all his work. This means that there are currently 2 vacancies.
- Vanessa thanked Andrew for the work he has done with Claire and Liz to audit IT procedures at both schools.
- Vanessa said that changes were being introduced to Data Protection Laws from May 2018. One of the most important changes was that the Federation needed to have a Data Protection Officer. Bex asked if it had to be a teacher. Vanessa said not. Andy said that he had been attending a number of briefings on this subject and was happy to provide further information and updates. He said that organisations faced large fines if they did not comply. Carol said she was going on a course in September.
- Occasional days – these were approved

### **16-17/6.6 Staff Report**

Vanessa said that Bex and Hannah had prepared a report for governors on the impact of budget pressures on staff morale.

Bex said that both reports contained similar themes

- Main concern reduction of TAs – effects on staff workload and also on pupils with SEND
- Lack of TA support on educational trips – harder for parents to help
- Reduction in hours of SENCO from September
  - Resources and maintenance of buildings -Lack of specialist equipment to support new curriculum
  - CPD – limited because of cuts
  - PTFA – increased reliance on PTFA for funding
  - Sadness at redundancies
  - Overall uncertainty – unable to carry out strategic planning as future uncertain
  - Concerns that decisions about school trips might be based on cost rather than educational benefit to children

Vanessa thanked Bex and Hannah for their reports and asked Dianne to circulate copies to all governors. Bex said she had found it an interesting exercise to canvass staff opinions. Vanessa said staff should be thanked for their honesty. She also said that staff morale and welfare were important for Governors to review and asked for a further review to be carried out in the autumn term. (ACTION)

Bex said that the comments were not all negative and that staff were aware that some of the planned changes had yet to take effect.

Lena said that governors had told the OFSTED Inspector that they appreciated the work carried out by staff but also were concerned about the impact of cuts to funding.

Peter said that staff responses should be anonymised.

Vanessa said that there were concerns about the budget and impact that this would have. She said that Andrew had already voiced concerns over changes to SENCO staffing and the effect this could have on staff.

**16-17/6.7 Headteachers Report**

This had been circulated earlier.

Vanessa asked Roy and Sarah how they were coping with the position of Acting SENCO. Sarah said it was necessary to find time to be able to concentrate on matters that had been raised. Roy said that Kelly had left everything in excellent order. She had left a list of dates of important meetings with guidance notes so that he and Sarah were not starting from scratch. He added that there were a lot of new acronyms to learn. Sarah said they had managed to make sure that the transfer of children between different year groups would be reasonably smooth.

Carol said that most of the work involved raising new DAFs which was a lot of effort considering funding might not be available. Roy said that other schools in RELP had similar issues with raising DAFs.

Carol said that Mel had also undertaken the Safeguarding training with Sharon.

Vanessa said that the Feedback given on the recent Safeguarding Audit had stated that the Junior School had one of the best Single Central Record databases.

Vanessa said that she and Mais had recently helped with Pupil interviews to look at the effectiveness of the Improving Maths strategy. She said that not one had said that they didn't like Maths. She congratulated Hannah on the Year 5 children and the mature attitudes that they had displayed. Mais added that the children had all thanked their teachers for their work in helping them to enjoy Maths.

**16-17/6.8 RELP update**

Partnership agreement

Andrew asked if there was any exchange of personal data between the schools that could identify a particular child. Roy said that this did not happen.

Vanessa signed the Agreement on behalf of the governing body

Lena asked if the £250 cost mentioned in the Agreement had been included in the budget. Roy said it had not but would be in future

Report to governors

Roy confirmed that Pinhoe School had pulled out. Amy asked if this would have an impact on the Partnership. Roy said that the Headteacher at Pinhoe said she still wanted to take part in Peer reviews. Roy said that they wanted to be able to ask other schools to join the Partnership but needed to have 100% commitment. He added that the Partnership Agreement would provide prospective schools with clarity as to what was expected of them.

**16-17/6.9 Committee Reports**

Teaching and Learning – Roy said that from September all trips would go through Evolve.

Roy referred to the last paragraph of the minutes where he had expressed concerns over the SATs results. He said that the results were actually better than expected, especially for Maths. Andrew asked when the results would be released. Roy said that parents would receive individual results the following day. A detailed analysis of the results would go to the next T & L meeting

Sarah left the meeting

Resources – Carol said the phones were now working although 1 minor issue needed to be resolved.

Carol said that the item referring to a Union member was related to a member of staff at a different school

### **16/17/6.10 Finance**

Carol apologised for sending the reports out late. She said that the current forecast was for an overspend of £13000 at SHINS. She said there were increasing pressures on the Budget and was still waiting to hear what the new Funding Formula would be.

Vanessa thanked Carol for her hard work.

Carol asked governors for approval of purchase of new IT equipment.

15 computers at SHINs cost of £9750 less cashback of £4500= £5250?

30 Notebooks at SHJS replacement of existing ones at an approx price of £5500. This has been budgeted for as it merely replaces existing commitments.

This was agreed

Capital budget – no money available as all funds in the Budget have been allocated.

Vanessa asked what income was received from the solar Panels. Carol said it was about £1600 at SHINs and slightly more at SHJS. She said that the money from SHJS was usually reinvested in sustainable projects such as the Forest School and putting thermostatic controls on all the radiators.

### **16/17/6.11 PPG report**

Vanessa said she was happy to see how the school was using the money to help close the attainment gap

### **16-17/6.12 Safeguarding**

Training - Vanessa said that Safeguarding Training was now compulsory for all governors. She said that Governors were welcome to join the Staff Refresher session to be held in September. A catch-up date would probably be held for those unable to attend in September.

CPOMs – Vanessa said that this was expensive but actually saved time and money. She said that it had been possible to show case studies to the OFSTED inspector which had proved very useful. Roy said there had been 2 situations where staff had to make Home visits to find out why children were not at school. Vanessa asked if the children were now in school. Roy said that they were. He added that the absences had been unauthorised.

Carol said a new registration system had been introduced at SHJS. This enabled a text message to be sent at 9.30am to parents/carers of children who had not been marked present by this time.

### **16-17/6.13 Policies**

13 Policies for approval

- (i) Governors Expenses Policy
- (ii) Disciplinary Policy

- (iii) Appraisal
- (iv) Outdoor Visits
- (v) Nursery Policy
- (vi) Charging and Remissions Policy
- (vii) School Dinners and Extended School Arrears Policy
- (vii) Finance Policy – delegated authority

All approved

#### **16-17/6.14 Governor Visits and training**

#### **16-17/6.15 Dates of next meetings**

FGB	5 <sup>th</sup> October (SHJS)
Pay	12 <sup>th</sup> October (SHJS)
Safeguarding Training	
T & L	16 <sup>th</sup> November (SHINS)
Resources	23 <sup>rd</sup> November (SHINS)
FGB	7 <sup>th</sup> December (SHINS)

All meetings will be at 5pm.