

FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
6th December 2018

PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	HT SHJS		Bridget Strugnell	BS		
Sarah Mackay	SM	HT SHINS		Kristine Vaaler	KV		
Rebecca Ryan	RR			Fergus Fitzgerald	FF		
Carol Finning	CF			Lena McFarlane	LM		
James Corbridge	JC			Amy Bickford	AB		
Emma Byett	EB			Carla Encinas	CE		
Lucie Hinton	LH			Rebecca Haynes	RH		
Vanessa Newcombe	VN			Mais Attia	MA		

Apologies	Initials	Reason
Andy Pheasant	AP	Family Commitments

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	Apologies for Absence: Received from 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	Election of Chair DG said that only one nomination had been received for Vanessa Newcombe. She asked VN to leave the room whilst other governors voted on this nomination. VN was duly elected as Chair.	
4	Election of Vice Chair Only one nomination had been received for James Corbridge. JC left the room whilst governors voted on this nomination. JC was duly elected as Vice Chair.	
5	Governor Vacancies VN said that both LM and MA were standing down as Governors due to other commitments, however they had both agreed to continue as Associate governors to offer help and advice on areas which were coming up for review in the next few months such as Equality, Sex and Relationships Education. This was agreed by all. VN said two parents had expressed an interest in becoming governors. She said there was a need for another governor who could represent the interests of the various minority groups present at Stoke Hill, especially those with EAL background. VN asked Governors to consider possible candidates for these vacancies	
6	Minutes of Previous meeting held on 4th October 2018 CF said that point 12 reference to children attending Breakfast Club should be amended to "not as many children attending as we would like" Membership of committees and Lead Governors – BS to be Lead Governor for Creativity	

FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
6th December 2018

Item	Description	Owner/ Decision
	<p>VN said that as MA was standing down a new lead for EAL was required. RR said she was happy to take this role on. IT – will now just be CE Minutes were amended and signed by VN. VN asked if the gutters had been cleaned. FF said these had been done</p>	
	<p>Chair's Report VN asked Governors to consider the timing of meetings. She expressed concerns that some Governors have to leave at 6pm to collect children from After School Club. She said that Lisa Sinclair had said that she could not take children earlier than 4.45pm and After School Club finished at 6pm. VN suggested that one way forward might be for Governors to provide a Child Minder. She asked Governors to consider the issues involved (ACTION) HT Appraisal LM booked to do course on 29th January. VN asked if anyone else would be interested. BS asked for details VN said she had recently attended Safeguarding for Lead Governors which had been a very interesting course and the DAG conference. SCR checked on 23/11 using the new template. VN said that both Mel and Sharron had spent a lot of time inputting data into the new SCR template and are continually checking and updating it. She thanked both for their work. RS said that a lot of work also goes into cross referencing info across all the RELP schools. Mobile phones – VN said that Ladysmith schools ask all visitors to hand in mobile phones. She had discussed this with the Admin staff at both SHINS and SHJS to ask their opinions on such an action. She said that they had suggested putting a notice on display on reception warning visitors that phones should not be used. It had also been suggested that the admin staff remind visitors of this as they given them passes. There is already basic info on the back of visitor passes advising visitors that mobile phones should not be used, LM said there were instances when parents might want to take photos of their children, RS said that this usually was an issue at performances involving children and warnings were usually given out at the start warning the audience about sharing photos etc on social media. AB said it might be helpful if an explanation as to why this was a problem was given out. BS said she had visited schools which gave out a notice to visitors with instructions including the use of mobile phones SM said it was very difficult to police. JC suggested telling visitors to switch off phones when they came into schools and suggested a note be put in newsletters to explain to parents/carers about sharing photos. AB said she was happy to draft a note for parents (ACTION) CF said that staff were no longer required to complete the Disqualification by Association declaration. KV asked why this had changed. VN said it was because of GDPR. CF said that aa member of staff at SHINS had submitted an insurance claim following an accident at work. The incident had occurred three years ago, but the claim was made just inside the 3-year claim limit. She said it would probably take about 6 months to be investigated but added that there would be no cost to the school.</p>	
7	<p>HT Report Report circulated previously. BS queried the Staff Wellbeing Questionnaire. RS said that the report was available to staff. He said that efforts had been made to try and do what staff had asked for, but it was now necessary to question the impact on staff and their workload. He said he would report the findings to T & L. KS1 outcomes – RS said that this was a national trend. SM said that there was much closer working taking place between teachers in Tears 2 and 3 to try and help the transition. AB asked if the progress was measured across each year. RS said at present the Progress score looks at a child's progress from year 2 to year 6 as this is when SATS assessments take place. However once SATS in year 2 stop, the progress score will be based on a</p>	

FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
6th December 2018

Item	Description	Owner/ Decision
	<p>child's progress from Year 1 to Year 6.</p> <p>ABB asked how disadvantaged children compare. RS said that this information had not been provided last year. He said that there were more SEN children than usual this year. KV asked if the provision of fewer TAs was having an effect on behaviour and test results. RS said the lack of TAs did not affect behaviour, but it did have an effect on those children who were just below the SEN level. He said that there were 2 children who required TA provision due to medical reasons. This was costing the school 18500 per annum but no funding had been received yet. SM said that there was a child at SHINS who had additional needs and required extra support, but financial support could not be obtained as the needs did not meet the criteria for additional support. RS said that the schools were continually looking at ways of utilising the TA support to help other children, especially if the child they were supporting was not in school. VN said she was aware of 3 children currently attending the Nursery who were non-verbal who would need a lot of extra help when they started at SHINS. SM said that there are many children who had additional needs who would benefit greatly from extra support, but it was not possible to provide it under the current financial climate. RS quoted a statistic that as many as 4000 children are not attending mainstream schools because their needs cannot be met.</p> <p>(FF and RH left the meeting at 18.00)</p> <p>EB said that larger classes do not help children with additional needs. RR said it was also important to ensure that the child's pastoral needs were met. LM expressed concern that this could be at the expense of others. RR said that was a constant concern for all teachers. RS said that all the Federation teachers did all that they could to help all children make progress. SM said it was also important to teach children about inclusion as soon as possible so that this was appreciated throughout the school.</p> <p>LM said that governors should express their thanks to staff for all their hard work.</p> <p>AB asked why there was no figure for Children in Care. RS said that there were none at present. AB asked if there were any guardianship arrangements. SM said there was no requirement to record these.</p>	
8	<p>Federation Improvement Plan This was approved by all.</p>	
9	<p>RELP update RS said that funding had been obtained to enable children from all the RELP schools to take part in a music project that would culminate in a performance at the University great Hall in July 2019</p>	
10	<p>Reports PPG strategy – VN thanked DG for circulating list of questions for Governors to consider about PPG. RS and SM said they would include answers to these in their next written report SEND – carried forward</p>	
11	<p>GDPR JC to continue as Data Officer No incidents to report</p>	
12	<p>Finance CF said she would be starting work on planning the Budget for 2019-20 with Charles Woodland next week. She said there were still several unknowns including the amount of superannuation to be paid and funding for future pay rises for teachers. She said there were lots of pressures and it was possible that the Budget may be passed to FIPs in March 2019. She said that lack of funding for children with SEN who were now being moved into mainstream schools did not help</p> <p>KV asked if any monies had been received for the Drains problem. CF said that none had been received but it was being chased on a regular basis.</p> <p>LM asked if other schools in RELP had similar issues. CF said funding concerns affected all schools.</p>	

**FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
6th December 2018**

Item	Description	Owner/ Decision
	RS asked if the recent Budget payment of £10000 was included. CF said that this had to go into Capital Budget.	
13	<p>Health and Safety First Aid reports circulated previously VN asked if the number of assaults concerned 1 child or were several separate incidents. SM said they related to several children. She added that the term “assault” covered several different incidents. She said it was quite common for a child to “lash out” because of frustration rather than as a deliberate action. VN said she was glad to see no incidents related to Forest School</p>	
14	<p>Safeguarding Discussed earlier. All governors to sign to say they have read KCSIE</p>	
15	<p>Policies Pay Lone working Stress Management Lettings Safeguarding Equality</p>	
4	<p>Dates of next meetings Pay Committee 11th October at SHJS at 5pm T & L 15th November at SHINS Resources 22nd November at SHINS FGB 6th December at SHINS</p>	
	<p>ACTIONS All to consider times of meetings and possible employment of Child Minder AB to draft note for parents re use of mobile phones</p>	