

FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
17th May 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		
Andy Pheasant	AP			Amy Bickford	AB		
Lucie Hinton	LH			Stuart Holland	SH		
Hannah McCarthy	HM						
Vanessa Newcombe	VN						

Apologies	Initials	Reason
Carol Finning	CF	

In Attendance	Initials
Dianne Goodwin (Clerk)	DG
Carla Encinas	CE
Rebecca Haynes	RH

Item	Description	Owner/ Decision
1	Apologies for Absence: Received from Carol Finning	
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 welcomed Carla Encinas and Rebecca Haynes to the meeting. She said that there were currently 2 vacancies on the Governing Body for LA Governor and 1 x Co-opted. It was agreed that JC would be nominated as LA Governor and that be appointed as Associate governors for this term with a view to Co-opting them at the first meeting of next Academic Year.	
5	Minutes of Previous meeting held on 22nd March 2018 These were signed and agreed	
6	Chair's Report VN said there was very little to report. She congratulated DG on completing the NCTL training for Clerk	
6	Finance Budget 2018-19 VN asked if everyone was happy to accept the Budget for 2018-19. She said it had already been scrutinised by Resources who had recommended its approval. This was agreed.to ensure that staff had access to working equipment Chrome Books RS said that in order to use these, the Wireless Network had needed upgrading with increased Bandwidth. This had cost £900 but had been covered by the IT Budget	

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7	<p>HT Report SM gave a report on CPD which was part of the Federation Improvement Plan All staff had visited one of the other schools in RELP and observed lessons Projects taking place across the Federation, hope to develop further across other schools in RELP Ross McGill to work with RELP Senior Leaders in Sept 18. Changes to Home Learning to try and increase support for children at home Eg introduction of Learning Opportunities – make a Bug Hotel, use of SEESAW in SHJS for parents to see children’s work</p>	
8	<p>GDPR RS gave a brief presentation to Governors on GDPR. He said this had been shown to SHJS staff and would be shown to SHINS staff before the end of term. HE said the main purpose of the presentation was to increase awareness of issues relating to data collection and its storage amongst staff. RS said it could not be assumed that consent had been given by patents/carers for data to be collected. He said that the reason for collecting data had to be specified. RS said that the length of time that data could be kept varied. Some data had to be removed when the child left school but other data had to be kept until the child reached 25. He said that one thing that had to be checked was displays which included photos of former pupils as these could no longer be displayed. RS said that a decision had to be made regarding the appointment of a Data Processing Officer. One option had been offered by LdP Babcock for them to carry out an audit but this would cost £3000 per school. RS said that the FLT had looked at the guidelines issued by the DfE and had checked to make sure systems were in place. JC offered to act as DPO for an interim period whilst a more permanent solution was found</p>	
9	<p>Reports PPG VN asked for thanks to be given to Jamie Sullivan for the report. She noted that the gap did not seem to be improving and asked if that was “cohort driven 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>	T & L
10	<p>Reports from Committees Resources Discussed under Part 2 Fencing – SM said she had received a number of quotes but unfortunately there is not enough money available to cover the costs. A grant has been applied for but this has been refused. DCC have said the project should be paid for using money in the Capital budget. SM said she would pursue the installation of a new secure gate. SM suggested making an application to the POCA fund held by the Devon & Cornwall Police Commissioner. KV asked if any quotes had been obtained for hedging. She suggested asking parents for donations. SM said the work on making the gate secure would probably be about £7000. RR said that as well as preventing unauthorised entry to school premises, consideration should be given to preventing children from getting out.</p>	

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	<p>VN asked for thanks to be given to Sharron Rudge for her hard work. Incident with dog.- Signs have been put up at SHINS</p> <p>Teaching and Learning KV asked about the use of ParentMail. She suggested that Home Visit to new parents could be used to publicise this as a means of communication. KV asked how many children were not taking part in the Residential trip. RS said only 7 were not going. KV asked if this was due to financial reasons. RS said it was not.</p>	
11	<p>Health and Safety Covered earlier</p>	
12	<p>Safeguarding Prevent training KV said she had done an Online training session. She said she would send a link to DG for circulation to all Governors.</p>	
13	<p>Policies Behaviour Principles KV asked what was meant by Restorative Questions. RS explained that the child would be asked "How they could make it better?" AB asked how this would help. SM said it made the whole process briefer and included more praise for children AB asked how FLT could make sure this was being used across all of the school. RS said that this was the start of a journey. Staff had been given information on words and actions to use. AB asked if training was to be given. RS said that it had and that this would continue. Online Safety LH has agreed to be the Online Safety Governor</p>	
4	<p>Dates of next meetings T & L 14th June at SHINS Resources 21st June at SHJS at 4.30pm to include Site Visit with Lee Herd from NPS FGB 12th July at SHJS at 4pm to include Pizzas and Presentation on Forest School</p>	
	<p>ACTIONS T & L to look at communications</p>	