

FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
12th December 2019

PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	HT SHJS		Andy Pheasant	AP		
Sarah Mackay	SM			Emma Byett	EB		
Carla Encinas	CE			Amy Bickford	AB		
Rebecca Haynes	RH			Dan McKimm	DM		
Bridget Strugnell	BS						
Fergus Fitzgerald	FF						

Apologies	Initials	Reason
Carol Finning	CF	
Lucie Hinton	LH	
Vanessa Newcombe	VN	

In Attendance	Initials
Dianne Goodwin (Clerk)	DG
Mira Grozeva	MG
Sarah Murts	SMu
Ana Sorrenje	AS

Item	Description	Owner/ Decision
1	Apologies for Absence: Received from Vanessa Newcombe, Lucie Hinton and Carol Finning The meeting was chaired by Amy Bickford	
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 AB said that CF and FF were stepping down as governors at the end of term. She thanked them both for their hard work. FF said he would be happy to offer advice if needed in future on premises related matters. This means that there are 4 vacancies at present 1 x Parent 3 x Co-opted It was proposed that the four governors who had expressed an interest in the parent vacancy be co-opted onto the governing body from 1 st January 2020. This was accepted	
4	Minutes of Previous meeting held on 16th October 2019 These were agreed. Actions Governor Visits – discussed under Governor Action Plan. Induction – discussed under Governor Action Plan Exclusions – discussed under HT Report Play Equipment – discussed under Finance	
5	Chairs Report No report due to Chairs absence	

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6	<p>Governance Action Plan</p> <ul style="list-style-type: none"> • Composition of Committees <p>AP expressed concerns that the Resources committee had been unable to meet this term because of insufficient numbers being present. He said he was willing to move to Resources. SM and MG said that they wished to be on T & L. AS and DM agreed to be on Resources. DG to draw up a revised list of committee membership (ACTION)</p> <p>BS said that following the meeting of governors to discuss the Action Plan a number of areas of action had been identified</p> <ul style="list-style-type: none"> • Visits <p>RH said it had been difficult to draw up a list for the Autumn term. It was agreed that visits to SHINS would be better on Thursdays and Fridays</p> <ul style="list-style-type: none"> • Governor Induction Plan <p>AB, VN and JC to draw up a written plan</p> <ul style="list-style-type: none"> • 360 reporting <p>It was agreed that governors would carry out a review of the Chairs performance and also review their own contribution to the governing Body in the first half of the summer term</p> <ul style="list-style-type: none"> • Succession Plan <p>To be reviewed annually in summer term</p> <ul style="list-style-type: none"> • Annual review of skills <p>To be done in first half of summer term</p> <ul style="list-style-type: none"> • School Improvement Plan <p>Governors to have more input to the SIP when it is drawn up</p> <ul style="list-style-type: none"> • Surveys <p>Cycle of surveys for stakeholders to be drawn up. First one already done on Wellbeing. Governors to consider other topics to be covered e.g. Curriculum To be included in Agendas for Spring Term Committee meetings</p> <p>BS said that there were a number of areas which needed input from other governors</p> <ul style="list-style-type: none"> • Raise profile of Governing Body – to include items in school newsletter and liaison with parents <p>MG and LH</p> <ul style="list-style-type: none"> • Cross working with other schools in RELP – RS to raise ay next RELP meeting <p>CE, RH, AB to act as points of contact</p> <ul style="list-style-type: none"> • Understanding Data – one from each committee <p>BS T&L, AS Resources</p> <ul style="list-style-type: none"> • Pupil Premium <p>BS T & L, AP Resources</p> <ul style="list-style-type: none"> • School Improvement Plan <p>Writing & Phonics SMu</p> <p>AP said a review of the existing Governor Roles was needed. He said that a clear focus was required for each role. It was agreed that the Action Plan Committee would meet again in the Spring term to look at this. (ACTION)</p>	<p style="text-align: center;">DG 31/12</p> <p style="text-align: center;">VN, AB, JC 31/01</p> <p style="text-align: center;">All 30/04</p> <p style="text-align: center;">14/05 30/04</p> <p style="text-align: center;">16/01 23/01</p> <p style="text-align: center;">BS, AP, RH, AB 28/02</p>
7	<p>HT Report</p> <p>Exclusions</p> <p>AP asked about exclusions. He was concerned that this was the first time a permanent exclusion had been used and asked if lack of resources and support had contributed towards this happening. FF said that the DCC rep at the Exclusion Panel meeting had said that exclusions were increasing both in Devon and nationally. RS said he and SM were reviewing the strategy for Exclusions and would be presenting it to T & L in the Spring Term. He also reminded governors that they were responsible for drawing up the Behaviour</p>	

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	<p>Principles. He asked them to consider if the existing ones were fit for purpose. AP said it was necessary to ensure that the approach was the right one. BS said that it was important to make sure that strong criteria for exclusions were in place. EB said that staff also wanted more clarity and consistency. SM said that they did not want to exclude any pupils, but it was important to ensure that correct procedures were in place to help safeguard all pupils and staff. BS said that a number of issues were raised during the Exclusion Hearing which needed to be addressed. She said that it was necessary to review what had happened on this occasion and try to make sure that similar situations did not occur in the future.</p> <p>Leadership and Management CE asked about Leadership and Management. She wanted to know if staff changes had any effect at SHINS during the Autumn term. SM said that the HT report had contained more information from SHJS as time constrains and changes to ways of working had impacted on Management time. This was being reviewed.</p> <p>Pupil Voice AB asked what the next step was following the Pupil Voice responses. RS said that Curriculum Champions would be carrying out more work in the Spring and Summer terms and would then use this to draw up Action Plans. He said it was important to see what is meant to be taught and what is actually being taught. BS asked how this related to the School Improvement Plan. EB said that at present there were no specific curriculum plans, but these were in the process of being drawn up for each area of work.</p> <p>Staff Abuse AB thanked RS for this report. She expressed concerns that this could have an impact on self confidence and cause increased anxiety. She said it was important for governors to help and support staff. AP asked if there were processes in place for staff wellbeing. RS said that ad-hoc responses had been made in the past. EB said that staff wanted reassurances that there were procedures in place that would be followed if incidents occurred. AP said it was important to show parents that governors would support staff.</p> <p>ACTION - Letter to be sent from VN and AB on behalf of Governors to all parents/carers including information about Grievance procedure.</p> <p>ACTION – T & L to consider reintroducing Home School Agreement RS said that a letter had been sent to parents to explain why changes had been made to Parent Consultations. He said that feedback would be sought after the next event. DM said that staff had appreciated the change. (MG and RH left the meeting)</p> <p>AB said that it was important to try and improve communications with parents. CE said that parents of children with EAL may have difficulties if they don't understand some of the systems and procedures in place. BS said that there were a lot of different languages in use in school.</p>	<p>VN & AB 31/01 T & L 16/01</p>
8	<p>Finance FRS Discussed at Resources meeting as part of Training Session. In future will be distributed to all governors who can then pass questions to Resources meeting</p> <p>Play Equipment AP said that CF wanted this to be resolved before the end of term. He asked if Governors were willing to pay for the faulty surface to be replaced. RS said that it was not fit for purpose in its current condition, but the issue remained as to who would pay for the replacement. 2 options Pay for replacement and try to claim money back from Sovereign Pursue Court Claim to force Sovereign to replace faulty surface FF said it was too complex for Small Claims Court. ZL asked if an independent review had</p>	

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	<p>been made which had recommended the surface be replaced. RS said that it had. He said that the school had been advised that the surface in its current state was not dangerous, but it would need replacing, AP said that 3 quotes had been received. BS asked where the money would come from to replace the surface. RS said it was already in the Budget. AP proposed that the money be approved subject to a final letter being sent to Sovereign. FF advised that as much evidence as possible be obtained including photographs of the faulty surface. AP's proposal was accepted.</p>	
9	<p>Reports from Committees T & L RS had made very useful presentation on Data. Focus for this year would be to improve Writing and Phonics Resources Finance training from Charles Woodland. No meeting as not quorate</p>	
10	<p>PPG Report for SHJS previously circulated/ PPG governors to have more involvement in scrutiny in future</p>	
11	<p>Safeguarding Governor training on 7th November at SHINS. Those unable to attend reminded to send certificates to DG asap (ACTION) SCR checked</p>	<p style="text-align: center;">All 06/02</p>
12	<p>GDPR Following JC's resignation as DPO, CF had been in contact with Ben Craig from SchoolPro TLC Ltd. They were willing to take on the role of DPO for the Federation at a cost of £1000. They would carry out a full audit of each school and provide a number of Data Protection related services including training for staff. It was agreed to appoint SchoolPro as Data Protection Officer</p>	
14	<p>Policies SEN Agreed Health & Safety New Policy had previously been agreed in June 2109 Pay Annual review of policy. AB asked for policy to be looked at by Resources</p>	
15	<p>Governor Visits and Training Visits covered earlier Training – VN has attended Finance training DG has attended Complaints training DAG conference on November</p>	
16	<p>Dates of next meetings T & L 16th January 2020 Resources 23rd January 2020 FGB 6th February 2nd December All meetings will be at SHINS at 5pm</p>	
	<p>ACTIONS DG to draw up new Committee membership and Governor Responsibility list VN, AB and JC to draw up Induction Plan 360 reporting of Chairs performance and individual review Skills review Topics for surveys to be decided Action plan committee to meet to discuss Governor Roles</p>	

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	VN and AB to send letter to parents about Grievance Procedure T & L to consider Home School Agreement Safeguarding Training Certificates to DG asap	