

**FEDERATION OF STOKE HILL SCHOOLS**  
**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**17<sup>th</sup> May 2018**

PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	<b>HT SHJS</b>		Bridget Strugnell	BS		
Sarah Mackay	SM	<b>HT SHINS</b>		Kristine Vaaler	KV		
Rebecca Ryan	RR			Fergus Fitzgerald	FF		
Carol Finning	CF			Lena McFarlane	LM		
James Corbridge	JC			Amy Bickford	AB		
Andy Pheasant	AP			Carla Encinas	CE		
Lucie Hinton	LH			Rebecca Haynes	RH		
Hannah McCarthy	HM						
Vanessa Newcombe	VN						

Apologies	Initials	Reason
Mais Attia	MA	
Stuart Holland	SH	

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	<b>Apologies for Absence:</b> Received from Mais Attia and Stuart Holland	
2	<b>Declaration of Pecuniary Interests:</b> 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	<b>Minutes of Previous meeting held on 17th May 2018</b> Amendments Item 10 – reference to POCA should read SM not KV Item 8 – incomplete sentence These were signed and agreed	
4	<b>Chair's Report</b> New librarian appointed at SHJS. Library is now open every afternoon so that children can go and change books. RS said the new librarian had received training on the Accelerated Reader Scheme so was able to help with this. LM asked if the library could be open after the end of school so that parents could help children choose books. VN said the library would be open until 3.30pm every day.  Prevent Training – VN reminded all governors that they needed to do this training. She asked DG to resend the link (ACTION)  GDPR- VN said she and DG had attended a very useful course on GDPR. She said that one of the recommendations was for governors to have school email addresses. CF said she would organise this. (ACTION)  VN said that she had received a letter of resignation from Stuart Holland. His office had recently relocated, and his manager was unwilling to release him for Governor duties. VN	

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	<p>said she would write to him to thank him for his work as Governor. (ACTION)</p> <p>VN proposed that CE and RH be formally co-opted onto the governing Body. This was agreed.</p> <p>Water City – officially opened at SHINS on 3<sup>rd</sup> July.</p> <p>Fencing – VN had written to Simon Niles at DCC to ask for assistance with funding but this had been rejected.</p> <p>VN said that this would be HM's last meeting and thanked her for her work mas a Governor. Emma Byatt would be replacing her in the Autumn term.</p> <p>VN asked for thanks to be given to Charlie Poustie for his presentation on the work he is doing with the Forest School.</p>	
5	<p><b>Finance</b></p> <p>Budget – CF apologised for not distributing the FRS due to a software problem but hoped to be able to send it out before the end of next week, She said she was meeting with Charles Woodland on Friday to look at possible changes to staffing structure. She asked for approval to increase TA staffing level at the infants from September to reflect the proposal by the Head to end all current fixed term contracts, advertise for 2 x part time permanent posts and 4 other fixed term contracts linked to SEND funding. This proposal has been costed by CF and although it has a cost increase from year 2, it has been approved by hr given the identified support needed for various SEND children. This was agreed.</p> <p>Extended Schools – report circulated earlier and noted.</p> <p>External Funding – VN thanked CF for her work in this area.CF said that since the report was issued £10 000 had been received for the OD and £2500 from Heles for a new running track. This last amount has also been match funded by Cllr Prowse.</p>	
7	<p><b>HT Report</b></p> <p>Report circulated earlier.</p> <p>VN asked about Right4TheChild. RS explained that this was a new system which had replaced the DAF.</p> <p>VN queried the figures for domestic abuse, and welcomed the introduction of Operation Encompass, which means that the police will notify a school within 24 hours if there has been a domestic abuse incident. RS said there had been no cases to report.</p> <p>RELPS update – VN asked if other schools in RELPS did The Daily Mile. RS said that Ladysmith Junior School used the first part of break for all children to run or walk a mile.</p> <p>Mental Health - VN asked about young carers. She said that only 1 in 5 children declare themselves as young carers, others are possibly reluctant to do so because of fears that they might be taken into care. VN asked if there were any in Stoke Hill. SM said that Jo McCarthy was very active in this area and worked hard to ensure that they received support. KV suggested that assemblies about the subject might give children the confidence to come forward and ask for help. SM said that Caring for Others was one of the 10 Topics being looked at in the mental health campaign in both schools.</p> <p>AP asked if Mindfulness was being used to help. RS said that Jo McCarthy had used Yoga</p>	

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	with some of the children to help them. LM said there had been useful items in the Newsletters which had helped increase awareness. SM said work in this area was being incorporated into the next Federation Improvement Plan	
8	<p><b>GDPR</b></p> <p>VN asked if staff at SHINS had seen the presentation that RS had prepared. SM said there had been lots of discussion with staff to increase awareness of the main messages. She said she hoped to show them the presentation later in the week before the end of term</p> <p>JC said there had been one incident to be reported to Governors. A group of 12 parent volunteers had been contacted with all their email addresses shown. An apology had been sent as soon as the mistake had been detected, and it was deemed that they had given their consent to their email addresses being shared.</p> <p>Asked about the length of time that information was kept, VN said there was a separate Information Retention Policy. RS added that this was still being worked on as there were a couple of areas still requiring clarification.</p> <p>VN said that the school address should be placed on the back of envelopes so that letters could be returned to school if they went to the wrong address. CF said this was in hand</p>	
9	<p><b>Reports</b> <b>PPG</b></p> <p>VN asked for thanks to be given to Alison Kenney for the report. KV asked about Maths Live. SM explained that this was a trial system where a group of staff discussed and planned a lesson on a particular topic. One of the staff would then deliver the lesson whilst being observed by the others. Feedback would then be given. SM said that this had been very valuable and added that PPG children would get extra help before the lesson so that they gained confidence. AP asked how challenging this was for staff. SM said it was time consuming. RR said it was positive for the children, but it used a lot of time and being observed also put a lot of pressure on staff. SM said the sessions were currently being evaluated but it was a useful part of CPD for staff. LM asked if it was a one off or would there be more sessions. RR said the impact on children needed to be evaluated.</p> <p>VN asked about the figures on p5. SM explained that 3 children in Year 2 had been retested. VN expressed concern over the low figure for progress in Writing. RR said that these were children with specific problems in this area, but it was important to look at progress made in other areas. She also said it was important not to over rate children at the end of Year 2 as this could affect figures in later years.</p> <p>RS said it might be useful to produce anonymised case studies for governors to look at.</p> <p>RS said that half of the PG children in year 6 had achieved ARE. Of those that didn't, a large group were children with SEN.</p>	
10	<p><b>Reports from Committees</b> <b>Resources</b></p> <p>FF said that the problems with the Waste Pipe connections were to be dealt with during the summer holiday. He added that a One-Way valve was to be installed to prevent similar problems happening in future. FF said that the additional expenses incurred should be listed as part of the claim to be sent to NPS.</p> <p>VN thanked FF and Sharron for their work in trying to resolve this issue.</p>	

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	<p>Fencing FF said that planning permission might be required if the boundary is on a public highway. CF said that Sharron had been in contact with DCC and had been told that planning permission was not required. VN said that this was a matter for Exeter city Council to resolve. FF suggested that Sharon keep a record of all discussions, including any contact that she has had with DCC.</p> <p>SM said that the fence had been done and the gates would be completed in the holiday.</p> <p><b>Teaching and Learning</b> No issues.</p>	
11	<p><b>Health and Safety</b> Play equipment at SHJS. Surface is crumbling so a claim has been made. Currently being dealt with by DCC.</p> <p>Leaks in Yr 3 classroom. Roof space to be checked out to see if asbestos present.</p> <p>SM said hogweed had been found in SHINS field area. Has been removed</p>	
12	<p><b>Safeguarding</b> All Governors reminded to read new KCSIE before 3<sup>rd</sup> September. DG to resend link. JC said he had seen guidance from the NSPCC about changes to the guidance. DG asked him to send her the link for forwarding to other governors. (ACTION)</p>	
13	<p><b>Policies</b></p> <p><b>Data Protection Policy</b> Name of school needs inserting on 3 sections</p> <p><b>Complaints Policy</b> DG thanked CE for her help with this</p> <p><b>Succession Policy</b> AP spoke briefly about this. He said there were some areas he would like feedback from other governors Term of office – should this remain at 1 year or should it be increased to 2 years. Should there be a maximum number of terms of office, for example should it be restricted to 4? KV said that the most important thing was to ensure that the right person with the right skills was in place. AP suggested that one option could be to have a rotation of chairs. RS suggested that the different options should be put to governors so that they could provide feedback to AP before the next meeting.</p>	
4	<p><b>Dates of next meetings</b> FGB Housekeeping 4<sup>th</sup> October at SHJS at 5pm Pay Committee 11<sup>th</sup> October at SHJS at 5pm</p>	
	<b>ACTIONS</b>	