

**FEDERATION OF STOKE HILL SCHOOLS  
MINUTES OF THE FULL GOVERNING BODY MEETING  
7th February 2019**

PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	HT SHJS					
Sarah Mackay	SM	HT SHINS					
Carla Encinas	CE						
Rebecca Haynes	RH						
Bridget Strugnell	BS						
Kristine Vaaler	KV			Rebecca Ryan	RR		
Lucie Hinton	LH			Emma Byett	EB		
Vanessa Newcombe	VN						

Apologies	Initials	Reason
Andy Pheasant	AP	Family Commitments
Fergus Fitzgerald	FF	Work Commitments
Amy Bickford		
Carol Finning		
James Corbridge		

In Attendance	Initials
Dianne Goodwin (Clerk)	DG
Charles Woodland (Finance Officer)	CW
Zion Lights	
Tom Urwin	

Item	Description	Owner/ Decision
1	<b>Budget 2019-20</b> Meeting moved to Part 2	
2	<b>Apologies for Absence:</b> Received from Andy Pheasant, Fergus Fitzgerald, Amy Bickford, Carol Finning, James Corbridge Emma Byett and Rebecca Ryan joined the meeting VN welcomed Zion Lights and Tom Urwin to the meeting. She explained that they were interested in joining the Governing Body	
3	<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	
6	<b>Minutes of Previous meeting held on 6th December 2018</b> KV suggested that item 6 referring to an accident to a member of staff should have been Part 2. DG said she thought she had done this. She said that she would amend and make sure the correct version of the minutes was placed on the website Minutes were amended and signed by VN.	
	<b>Chair's Report</b> OFSTED – changes to inspections. Consultation period still open. Main changes Outstanding schools no longer exempt Call to schools informing them of inspection will be on morning and inspection team will come into school the same day. Preparatory work in the afternoon and then inspection the following day Change of emphasis – looking at whole curriculum rather than focussing on results SM and VN have met with PTFA at SHINS. VN said it was important to maintain links with	

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	<p>both PTFAs and asked for volunteers to act as liaison with the PTFA at SHJS. CE and BS said that they were happy to do this</p> <p>Equality objectives – VN said Equality Objectives now had to be published on the website. She had met with LM and MA to discuss these and the first one to be reviewed would be Gender – do boys and girls feel they are being treated equally? Children would be interviewed using Pupil Voice and the School Council. Staff and parents would be also be asked for their opinions and the results used to draw up objectives. ZL, TU and RH said they would be willing to help.</p> <p>VN asked DG to circulate the questions to all (ACTION)</p>	
6	<p><b>HT Report</b></p> <p>Federation Improvement Plan</p> <p>Curriculum has been reviewed in response to the planned changes to OFSTED Inspections. Important that children are taught skills and knowledge of how to use them. RS said that each area would be looked at using framework “Intent, Implementation. Impact”</p> <p>E.g. Vocabulary – some children have very poor knowledge of vocabulary so trying to identify list of important words to know for each subject. EB described how this would work for Science. Key concepts were identified for each year group and key words which children were expected to know by the end of the year. This meant that when children moved to the next year the teacher would know which key words and concepts had already been taught. RS said that subject leaders would have an overview for their area. Impact would be measured by asking teachers to monitor children to ensure that they know the correct vocabulary for each subject area.</p> <p>BS said that knowledge of vocabulary was a core skill but asked how children’s attention would be kept. SM said that staff at SHINS had been looking at the use of “precision learning” to help children retain knowledge.</p> <p>SM said that work was ongoing to try and help the transition from EYFS to KS1 and this was being extended by trying to align work in KS 1 and KS2 to help the transition form Year 2 to Year 3.</p> <p>RS said that classes at SHJS were now doing whole class guided reading. The children were being encouraged to circle the words they didn’t know. These would then be looked at by the whole class and were a good source of discussion. Quite often some words that no one knew.</p> <p>VN asked RR and EB about the proposed changes to OFSTED inspections. EB said she thought it was good that other areas would be looked at as there was currently too much emphasis on key skills. She said she had noticed that children seemed to be more willing to ask questions and had more confidence. RR said it was slightly different at SHINS. SM said it was important to try and provide the children with lots of different experiences which could be used as starting points for discussion, e.g. visiting the chickens</p> <p>Maths Advisor has been into school to do work with staff on Number Line</p> <p>REL P</p> <p>English leads are planning moderation across all schools to look at what “Working at Greater Depth”. This work is also helping provide leadership development and other professional development</p> <p>Design &amp; Technology – workshop being run by Fun Kitchen to help teachers run workshops in their own schools</p> <p>Years 1 and 2 are taking part in project “Singing Together” and will be taking part in concert at Exeter University Great Hall</p> <p>Exclusions – member of Exclusion panel coming to talk to REL P Headteachers</p> <p>Partnership – Debbie Clapshaw from LdP Babcock coming to talk about Partnerships</p> <p>Achievement for All – how to have structured conversations with parents. RR explained how sessions worked. She said the focus at the moment was on reading and vocabulary and was used to try and give parents guidance on how they could help their child improve. KV asked</p>	

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	if this was used with disadvantaged families. RR said it could be used with any. VN asked there were problems arising from poor Parent Literacy. RR said there were some. SM said that staff had to be very careful. TU asked if the scheme could be widened so that parents could ask for help. RR said they were looking at ways of widening access to others.	
7	<b>Terms Dates</b> These were agreed.	
10	<b>Reports</b> PPG strategy – RS said that Jamie Sullivan had worked very hard on attendance and figures had shown an improvement. He said that as well as sending out text messages to parents of children not in school JS was phoning parents. He was also providing parents with a bar chart showing how their child’s attendance compared with others in the class. CE asked if there had been an increase in children attending After School Clubs. RS said that there had. LH asked about the Cookery Club. RS said this had been invitation only as so many children had wanted to do it. Resources H & S Audit postponed until after Half Term FF and KV met with Sharron Rudge and did walk round of SHINS T & L Nothing to report	
10	<b>Finance</b> Discussed earlier under Part 2	
11	<b>Health and Safety</b> Discussed earlier	
12	<b>Policies</b> H & S Policy Finance Policy Procurement Policy Charges and Remissions Dinner Money and Extended Schools Policy Gifts and Hospitality Policy  H & S policy and Finance Policy agreed by FGB. All others agreed by relevant Committee	
13	<b>Safeguarding</b> No incidents to report	
14	<b>GDPR</b> No incidents to report	
15	<b>Dates of next meetings</b> T & L 7 <sup>th</sup> March at SHINS Resources 14 <sup>th</sup> March at SHINS FGB 28 <sup>th</sup> March at SHINS	
	<b>ACTIONS</b>	

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