

**FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
28th March 2019**

PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	HT SHJS		Andy Pheasant	AP		
Sarah Mackay	SM	HT SHINS		Emma Byett	EB		
Carla Encinas	CE			Amy Bickford	AB		
Rebecca Haynes	RH			Carol Finning	CF		
Bridget Strugnell	BS			James Corbridge	JC		
Kristine Vaaler	KV			Rebecca Ryan	RR		
Lucie Hinton	LH			Zion Lights	ZL		
Vanessa Newcombe	VN			Tom Urwin	TU		

Apologies	Initials	Reason
Fergus Fitzgerald	FF	Work Commitments

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	Apologies for Absence: Received from Fergus Fitzgerald, VN welcomed Zion Lights and Tom Urwin to the meeting. She explained that they were interested in joining the Governing Body	
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 Zion Lights and Tom Urwin to the meeting. She explained that there were 3 vacancies and that Zion had agreed to fill the Parent Governor vacancy and Tom would fill one of the Co-opted vacancies. This was agreed by all present	
4	Minutes of Previous meeting held on 7th February 2019 and 14th March 2019 These were agreed subject to typing errors being amended. KV said the type of concrete referred to by FF was Reinforced Autoclaved Aerated Concrete Meeting moved to Part 2.	
5	Chair's Report VN said she had checked the SCR for SHJS. She said that changes to the SCR had resulted in lots of extra work to be carried out by Mel and Sharron. New Governor training – VN asked DG to circulate details to those governors who had yet to attend. (ACTION)	

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6	<p>HT Report</p> <p>VN asked for details of the Premises Issues.</p> <p>SHJS – Reading bus. Broken into during one weekend. Some damage to cushions. Bus has now been made more secure</p> <p>Gates at SHINS – Delivery driver damaged gates. Gate has been replaced. Delivery firm refusing to accept liability. Ongoing.</p> <p>VN queried the fall in the number of PPG children at SHJS. RS said that there was always a turnover of about 20 children at SHJS in the Autumn term. CF said that funding for PPG children was based on the number on roll in January.</p> <p>VN asked what a Section 17 enquiry in relation was to MASH. SM said this was when a referral was made to MASH.</p> <p>AB asked about statistics relating to MASH referrals. She asked if these were the only categories for which referrals could be made. RS said that a new category could be added if the case did not fit into one of the existing categories. SM said there were a few children were staff had raised concerns relating to child protection, but they did not meet the threshold for a full referral to MASH. RR said that the threshold for referral was very high. RS said that the new referral forms included early help actions which must be shown as completed before a referral could take place.</p> <p>AB asked if there were any cases that it was felt should have been referred to MASH but hadn't. RS said that all cases were discussed with Jo McCarthy who was able to advise on the best way forward. AB asked if there was enough support for early help. SM said that more was being expected of school staff. She said that staff were often asked "Have you done this? If not, why not?" RS said as many as 10% of children will have been abused in some way and it was not always possible to refer every incident. Instead staff were encouraged to build up a picture.</p> <p>VN asked about the use of CPOMS. SM said that there had been some errors in inputting data with the wrong categories being used. RR added that there was overlap with some of the categories and so some cases were being recorded under multiple categories. SM said that following feedback from staff a new best practice guide had been issued to staff.</p> <p>RS said that Claire McKimm and SM reviewed the CPOMs system every Monday. They would track all actions and check to ensure that correct actions have been taken.</p>	
7	<p>Reports</p> <p>PPG SHINS</p> <p>CF said the Budget Figure of 29040 should be 44 000</p> <p>KV asked if the Attainment figures were for the current year or last year. SM said they were for last year.</p> <p>AB asked if the interventions were working. SM said there had been limited progress, mainly due to lack of TA support.</p> <p>KV asked about Hamilton. SM said this was a new Maths Scheme which fitted the needs of this group of children.</p> <p>AP asked if lack of engagement at home was an issue. SM said that the school does have lots of engagement with parents but acknowledged that more could be done. BS asked if the "Structured conversations" project was having any impact. AP also asked about encouraging parents to come into school to listen to readers. SM said a variety of different strategies were being used. She said that having parents in to listen to readers could cause some difficulties if the parents tried to use the methods, they had been taught for reading which were often different to ones used today. She said it would be more useful if volunteers came into school to help with activities that could free up Tas to help support children.</p> <p>CE suggested using Curriculum evenings to offer some training to volunteers.</p> <p>VN suggested that T & L should look at Parental engagement at their next meeting</p>	

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	RR said there was some training for volunteers. SM said this was mainly about confidentiality and Safeguarding. Sports Report No questions	
8	Reports from Committees T & L Meeting on 7 th March had focused on Mental Health and initiatives to improve children's memory	
9	Finance Budget approval date has been extended until 1 st May New Payroll system being implemented by DCC.CF explained that it would involve extra work for herself and Theresa Worth. The new system is portal based and will require employees to enter their own additional hours, sickness and travel claims onto the system direct with a notification per entry being emailed to a nominated administrator. CF said she had a number of concerns including the following <ul style="list-style-type: none"> • CF and TW will need to log onto the new system on a regular basis to view entries and approve. • That not all staff will be able to enter their own claims either through having no IT equipment and/or the skills (mostly MTA's and cleaners). This will mean that Theresa and I will need to still run a 2nd system for entries to be made by the school. • That the recording of absence by staff will need to be carefully checked to ensure it is accurate and will again create two systems; we will both need to ensure that staff have entered their sickness, if not we will need to do it. • That neither of us can approve entries from the 'other' school. May need to create the position of 2 x manager that will ensure staff notifications from JS go to CF and SHINS to TW • That in the absence of CF or TW, notifications from 'the other site' will need to go to another person • The system needs an authorisation which 'could' be the Heads but they could be too busy with other tasks to be able to log onto the system to do this which could lead to non-payment to staff. The system will allow TW and CF to authorise, but this could lead to the same person authorising both the original notifications and the further payment file (the process is currently a separated duty that involves one of the Heads authorising). If TW or CF were to input a claim, it can only be processed once authorised by the other person. • That Chairs will no longer have the facility to authorise claims by Heads as only employees can do that. VN asked if it was possible to find an alternative pay system. CF said that the Federation had already committed to using DCC Payroll services for 2019-20 but this could be reviewed for 2020. JC and KV said they would help with this. (ACTION) Capital budget – Carry forward of £9000. SHJS to sue their allotment on new laptops plus replacement fridge for the kitchen VN asked if the Drains issue had been resolved. CF said it was still ongoing	
11	Health and Safety H & S Audit now taking place at SHINS on 29 th March.	
12	Policies Looked after Children Reviewed by T & L Supporting Children with Medical Conditions Reviewed by T & L. DG explained that the policy had not changed but new advice had been	

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	inserted to allow administration of non-prescription medicines following changes to GP prescriptions. Policy approved by FGB	
13	Safeguarding Covered in HT Report	
14	GDPR No incidents to report	
15	Dates of next meetings T & L 2 nd May at SHJS Resources 9 th May at SHJS FGB 23 rd May at SHJS	
	ACTIONS	