

FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
17th October 2019

PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	HT SHJS		Andy Pheasant	AP		
James Corbridge	JC			Emma Byett	EB		
Carla Encinas	CE			Amy Bickford	AB		
Rebecca Haynes	RH			Carol Finning	CF		
Bridget Strugnell	BS						
Tom Urwin	TU						
Lucie Hinton	LH						
Vanessa Newcombe	VN						

Apologies	Initials	Reason
Fergus Fitzgerald		
Sarah Mackay		

In Attendance	Initials
Dianne Goodwin (Clerk)	DG
Mira Grozeva	MG

Item	Description	Owner/ Decision
1	Apologies for Absence: Received from Fergus Fitzgerald and Sarah Mackay	
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 Meeting moved to Part 2 VN welcomed Mira Grozeva to the meeting	
4	Minutes of Previous meeting held on 4th July 2019 These were agreed. CF asked for the reference to Pensions in Section 4 be altered to Holiday Pay AP suggested that the draft Agenda be sent to EB and the new Staff Governor so that they could suggest items that may be relevant to staff. This was agreed	
5	Chairs Report New member of Staff appointed to the Nursery.	
6	Governance Development Review Meeting held on 08/10 to look at Action Plan. AP circulated copies of document drawn up after the meeting. BS said it was a living document and some sections still needed to be completed. E.g. Needed to decide who would be responsible for completing the actions and a timescale needed to be decided. BS said that Governor Visits were felt to be very important as a means of Governors finding out about various aspects of the school. Recommendation is for each governor to make at least one visit per term. RS had previously said that he would like governors to focus on behaviour this term. He had drawn up a list of areas to examine and asked governors to visit school at various times during the day to look at these different aspects. RR said she	

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	<p>would draw up a rota. (ACTION) Governor Induction was also considered to be important, especially as there would be new governors joining in the near future. VN, AB and JC said they would take responsibility for this. The Action Plan was agreed.</p>	
7	<p>HT Report RS said that the Autumn term Census had recently taken place and there were now 361 children on the roll. 97 of these were EAL and he added that 26 different languages were spoken in the Junior School. Curriculum Champions had been appointed at SHJS and they have been meeting regularly. They have been into classrooms to talk to the children and have been asked to report back. Kelly Brearley has been focussing her work on children who have Health Plans in place. She has been talking to the children to ascertain if they are getting the correct support. Staff training includes Safeguarding Refresher Equality Maths – including best use of Online Resources TAs have also been given training to deal with children with Diabetes. SHIS – new classroom has been delayed by one week due to weather 20 parents have received Volunteer training Children have been learning about Respect Vacancy for 1 x MTA. High level Needs in Year 2 so MTA required to cover at lunchtime to give the other TAA some respite. Premises issues Gas Pipe at SHJS has been repaired. Classrooms decorated and Year 3 classrooms roof repaired. Caretaker at SHJS taking Flexible retirement and will only be working mornings in future. CF to leave at end of Autumn term RELP – looking at Exclusions. Want to have consistent approach across all the RELP schools. (ACTION) Add Exclusions to Agenda for next T & L meeting AB asked how EAL was celebrated in school. RS said that the schools had a copy of Diversity Calendar on display which showed the dates of various festivals which would be shared with the children RSE policy – consultation to be held in Spring Term</p>	
8	<p>School Improvement Plan BS noted that 33% of the Infant school children were classed as EAL. She asked how many had no knowledge of English, or very little, when they started school. RS said that quite a lot of them also have SEN. H said that the Federation had more than 50% of pupils with SEN. VN asked why the SENCO role had been split across both schools. RS said that the workload had become too much for one person. VN asked why there were separate Improvement Plan for each school. RS said each school now had its own SIP and SEF (School Evaluation Form) as they both had very different requirements. AB asked who decided on the judgements that were in the SEF. RS said they were based on what it was thought that Ofsted would say. He said that the section on partnership still needed to be completed BS asked about PPG children. RS said that the PPG Strategy would be presented to the next T & L meeting</p>	
9	<p>GDPR JC said that he had been advised by his employer that his role as DPO presented a possible conflict of interests, so he was going to have to step down. RS asked if one of his colleagues would be interested in taking on the role. JC said that the same conflict of</p>	

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	interest would probably occur. He added that he would be willing to offer support to whoever took on the role. VN said that this needed to be explored further	
10	<p>Finance Play Equipment CF gave an update on the situation concerning the faulty play surface. She said that Sovereign were still disputing responsibility. They had said that the warranty was invalid as the surface had not been maintained correctly, however CF said they had been advised that the surface had not been touched because it was not supplied to the correct standards initially. AP asked what advice had been given by the DCC Solicitor. RH said that they had said that they thought if the claim was pursued it would have a 50/50 chance of success. CF said that it would cost £14 000 to repair the surface. IF the claim was lost then the school would be liable for costs of pursuing the claim/ TU asked how much the original work had cost. CF said it was £20 000. AP asked if the response from Sovereign had been from their solicitor. CF said it had come from the Office Manager. RS said eh wanted to see the matter resolved as soon as possible. CF added that she had concerns over H & S risks if the surface was not replaced. AP asked to see the advice given by DCC so that he could understand the risks involved. He said it would probably cost £15 to £20 thousand to take the claim to court. CF said she would let AP have copies of all the correspondence. (ACTION) Pay Policy Policy has not been received however decision needed on Pay Award for 2019-20. Recommendation is for 2.75% to be paid to all staff. Budget had allowed for 2%. Govt to cover 0.75%. This was agreed Budget CF said that the figures were indicative but would depend on the final allocation given to DCC. She said that definitive figures wouldn't be received until January. Meeting moved to Part 2 Single Budget Proposal Paper circulated previously. VN asked about staff who were appointed on Federation contracts. CF said that salaries were apportioned to each school as at present. CF said that there would be a lot of work initially to set up the separate budgets, but this would be beneficial in the long run. VN proposed that the proposal be accepted. This was agreed.</p>	
11	<p>Reports from Committees T & L BS said that they had looked at the initial data from SATS. RS was going to make a presentation on Data and how to review it at the next meeting at which all governors were invited. School Improvement Plans had been presented. These would be scrutinised at subsequent meetings Assessment Policy needs to be updated RSE consultation required Resources Finance items discussed earlier</p>	
12	<p>.HT Appraisal Sian Lane from Pinhoe School is carrying out HT Appraisal on 8th November</p>	
13	<p>Safeguarding No incidents to report Governor training on 7th November at SHINS</p>	

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14	Policies Safeguarding – includes new section relating to Upskirting Policy approved	
15	Governor Visits and Training Visits covered earlier Training – VN has attended Finance training DG has attended Complaints training DAG conference on	
16	Dates of next meetings Safeguarding Training 7 th November Resources 28 th November to include training on Finance reports – all welcome T & L 21 st November – to include training on Data Review – all welcome FGB 12 th December All meetings will be at SHINS at 5pm	
	ACTIONS	