

# FEDERATION OF STOKE HILL SCHOOLS

## MINUTES OF THE FULL GOVERNING BODY MEETING

### 18<sup>th</sup> March 2021

PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	HT SHJS		Emily Ford	EF		
Sarah Mackay	SM	HT SHINS		Emma Byett	EB		
Dan McKimm	DM			Sarah Murts	SMu		
Andy Pheasant	AP			Tom Urwin	TU		
Amy Bickford	AB						
Carla Encinas	CE						
Catherine Dawson	CD						

Apologies	Initials	Reason

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	<b>Apologies for Absence:</b> None Received	
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>Governor vacancies</b> Discussed later	
4	<b>Minutes of Previous meeting</b> These were agreed. Part 2 minutes amended	
5	<b>Chairs Update</b> AB said that main focus had been looking at recruitment of new Executive HT to be discussed later	
	<b>HT Report</b> Verbal Report Attendance Attendance has been good at both schools since reopening Devon Attendance 93%. Stoke Hill 96% Small number of children who had shown possible Covid symptoms had been sent home with information for parents, but no one had tested positive yet. Punctuality had greatly improved. Could be due to gates being closed promptly at SHINS. Staggered starts in place at SHJS which are working well Engagement No children had done nothing during the latest lockdown. UP take helped by regular Keeping in Touch with children. About 80% did a good amount of work with 20% doing less. At SHJS about 88% took part in Home Learning. RS said that some of the children at SHJS struggled with Home Learning for a variety of reasons but had completed some work.	

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	<p>Catch Up SHINS Teachers are tutoring children in small groups and TAs helping with targeted interventions using No Nonsense Maths. SHJS National Tutoring Scheme being used for 1 to 1 interventions. Mainly for Maths with Year 6 children and Year 5 to be included soon. One of main challenges is for the children who have been in school now having a noisier environment. All children need to adjust to having to follow routines. RS said that the quality of handwriting had deteriorated, and staff had noticed other things seemed to have slipped back such as use of cutlery at mealtimes and also mealtime etiquette. SM added that the children seemed to be a lot more hungry Wellbeing All staff are being tested twice a week and they have all had the first jab Staff are facing lots of challenges. Now that there are more children back in school there is less space to allow social distancing. Also, difficult to give as much support to children as there are more of them Updates to staff are all being done by Zoom. Mainly about updates to procedures etc but now need to get Staff Development back on track. Staff feeling uncertainty about HT recruitment. SHJS staff responses to Staff Pulse have been very positive. Individual conversations have been held to discuss some issues. Children and staff are still in bubbles which could have issues. RS said an update to staff about HT recruitment could help to allay concerns. EF said the main concerns related to the future staffing structure. AB explained that it would be up to the new Executive HT to decide on the Staffing structure which would have to be approved by Governors so she couldn't tell staff at this stage what it would look like. She said that the plan was to have 2 temporary Heads of School in place for September to provide some continuity whilst a new structure was produced. TU asked if this needed to be explained to staff. EF said it would help staff understand why there was no definite structure in place yet. SJM added that even though no decision has been made yet, some information would help to reassure staff. AB said she hoped that the fact that it was up to the Executive HT to decide the Staffing structure would provide reassurance to staff that it was being decided by someone who knows about education and had experience. EB said that staff wanted to know if there were any plans for staff involvement in the recruitment process. AB said that the plans for the interviews were still being discussed. She said there were plans for presentations to be made to the staff who would then be able to provide feedback but wasn't sure how the feedback would be managed. DM said some form of live discussion might be useful. AB said the presentations would be via Zoom. She said it would be useful if EB, DM and EF could help facilitate this. AP suggested that the logistics of this could be discussed later. CE referred back to the HT Report and asked if the provision for Home Learning would continue. RS said that when staff had planned absences such as for training, they would put activities on the Home Learning Portal for children to use. These would be aimed at consolidation of existing work. SM said that the pages are still live but there is not as much detail on them and they needed to be kept under review.</p>	
	<p><b>Reports from Committees</b> Draft minutes for both meetings circulated Resources Finances reviewed. Main headlines</p>	

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<b>Item</b>	<b>Description</b>	<b>Owner/ Decision</b>
	<p>Increased repair costs due to Boiler repairs and other repairs at SHJS. Increased Supply costs due to Long term absence but attempts being made to recoup some of costs. Higher energy usage but unable to ascertain costs at present due to problems obtaining accounts from Energy supplier.</p> <p>Income improved at SHINS due to increased SEN support.</p> <p>Benchmarking to be discussed at next meeting</p> <p>T &amp; L</p> <p>Polices reviewed</p> <p>RSE Policy – positive feedback from parents</p> <p>PPG Strategy examined. Will keep under review. AP proposed that the PPG Strategies be approved. This was agreed</p>	
	<p><b>Finance</b></p> <p>Budget 21-22</p> <p>This has been delayed as Budget Planning Software has not been released by DCC. AP said that Charles Woodland was working on a “Best Guess” for leadership costs for 21-22 to try and produce a budget for 21-22.</p> <p>SFVS</p> <p>CE has been working on this and has produced an initial draft which will be reviewed at next Resources meeting</p>	
	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Lettings Policy – main change is increase in Insurance limits</li> <li>• Supporting Children with Medical Conditions and Administration of Medicines – held over to next meeting as Kelly Walton wishes to review</li> <li>• RSE Policy</li> <li>• HR Policies</li> <li>• Discipline</li> <li>• Grievance</li> <li>• Redundancy</li> </ul> <p>AB proposed that the policies All policies approved</p>	
	<p><b>Safeguarding</b></p> <p>CE had carried out review. She said she had looked at 2 aspects</p> <p>SCR – meeting held with Sharron and Lisa to review the SCR and Staff file. All information and procedures were checked, and all seems to be correct. CE said she had also checked Safeguarding for tutors being used for 1 to 1 tutoring.</p> <p>Case Study – checked on one case to ensure that correct Safeguarding procedures had been followed correctly She said that Action Plans for this child were all in place and being monitored correctly.</p> <p>CE thanked SM and Claire McKimm for their work in this area.</p> <p>SM said it was good to be held to account by someone else and thanked CE for helping with the review. She said that although she and CM are held to account by DCC it was useful to have a third-party oversight. She added that it was also good for staff to see that governors were actively involved in Safeguarding</p>	
	<p><b>GDPR</b></p> <p>CE queried the incident reported at the last meeting re Lateral Flow test. RS said it related to a Privacy notice</p> <p>AP asked if the school was informed of positive tests or was it left to the member of staff to inform school. RS said individuals got their own result. School would be told if there had been a positive test.</p>	
	<p><b>Governor Training</b></p> <p>EB, EF and DM have completed Safer Recruitment. TU said he had also done this and had found it very interesting.</p>	

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Item	Description	Owner/ Decision
	Meeting moved to Part 2	
	Dates of next meetings 29 <sup>th</sup> April – Teaching and Learning 6 <sup>th</sup> May - Resources 20 <sup>th</sup> May- FGB All meetings to be virtual	
	ACTIONS	