

FEDERATION OF STOKE HILL SCHOOLS

MINUTES of the MEETING of the FULL GOVERNING BODY

Held at Stoke Hill Junior School on Thursday 29th January 2015 at 6.15 p.m.

PRESENT: Jamie Sullivan (Headteacher SHJS), Sarah Mackay (Headteacher SHINS), Vanessa Newcombe (Chair); Carol Finning, Kristine Vaaler, Andrew Page, John Turnbull, Peter Holland, Greg Richmond, Ric Crocker, Claire McKimm, Maes Attia, Maria Escibano, Dianne Goodwin (Clerk)

14-15/3.1 Welcome and Apologies

Apologies received from Liz Hill and Bex Ryan. Vanessa welcomed Maes Attia who was attending her first meeting.

Vanessa thanked everyone for attending the Extraordinary meeting held on 22nd January.

14-15/3.2 Declaration of Pecuniary Interest

None

14-15/3.3 Minutes of last meeting held on 27th November 2014

JS asked for an amendment to be made to point 2 under Chairs Update. He asked for "hadn't been charged" to be added. This was agreed. The minutes were agreed subject to this amendment

14-15/3.4 Matters Arising

- 1 Carol to obtain quotes for Solar Panels for SHINS - ongoing
- 2 Dianne to contact K Brealy for SENCO report - completed
- 3 Dianne to circulate summary document of Keeping Children Safe -completed

14-15/ 3.5 Minutes of the meeting held on 22nd January 2015

KV said that the minutes should reflect that several times people asked about the benefits of closer working with Ladysmith Junior School

14-15/3.6 Chairs Update

1. Governor Vacancies following Reconstitution. Vanessa proposed that Liz Hill and Kristine Vaaler resign from their positions as Parent Governors and be reappointed as Co-opted Governors. This was agreed. This means that there are now vacancies for 2 Parent governors and 1 for a Co-opted Governor. It was decided to wait until after Parent Governors had been appointed before deciding on a suitable candidate for a Co-opted Governor.
DG to arrange elections for Parent Governors (ACTION)

2. Proposed Partnership with Ladysmith School.

Vanessa circulated copies of Staff responses to proposal. She said that as Jamie and Claire had a potential interest in the outcome they would not be able to vote on the proposal, however they could take part in discussion prior to the vote taking place.

Andrew asked for clarification of costs of the proposal. Carol gave details of 5 different proposals which had been costed, three of these with Roy returning to SHJS as HT and 2 with the proposed Partnership in place. She said that all scenarios were affordable.

Sarah said that Governors should be looking at the proposal in terms of the best outcome for the children of Stoke Hill Schools.

Jamie commented on some of the points raised by staff at SHINS. He said that the proposal would have more impact on SHJS rather than SHINS. He said that it was important to add that communication was very important in keeping parents aware of all the proposed changes if the proposal was accepted.

Sarah said that a lot of the staff at SHINS had found difficulties with the proposal. She said that 18 months planning had gone into the setting up of the Federation so staff had had time to prepare whereas there would be very little time to prepare for this partnership.

Claire said there had been a lot of discussion between staff at SHJS. She said that some had said they felt it would have been beneficial if Governors had held a meeting with staff to discuss the proposal with them. Vanessa said this had not been possible because Ladysmith wanted a decision quickly as they would need to advertise for a Headteacher before half term.

Peter asked if any discussions had taken place with the Teaching Unions. Claire said that six weeks notice was required for discussions about reconstruction of staffing structures. She said no talks had taken place. Peter expressed concern that the proposal had been put to staff at short notice. Vanessa agreed that it would have been beneficial if more time had been available.

Kristine asked if it was possible for the schools to still enter into a working relationship without a formal partnership agreement. Vanessa said that Governors could decide that both Federations should work more closely together. Sarah said that both schools were similar and had been in existence for 50 years. She said they were both aware of each other but doubted that closer working would happen without a formal link. Kristine said that the relationship between the schools might now develop as a result of Roy's involvement. Vanessa said that was a possibility to be explored.

Greg said that Ladysmith had approached Stoke Hill with this proposal. He asked if this was setting Stoke Hill on a path to a future structure. Sarah said it was not but the proposal did offer opportunities for Stoke Hill. She said that helping others to succeed could help Stoke Hill improve further.

Kristine asked what impact the lack of consultation would have on the unions. John said that consultation needed to take place at the proposal stage. Kristine asked if there was any possibility that someone could take the case further because of the lack of consultation.

Vanessa said that there would probably need to be consultation at some stage in the future as Roy wished to consider appointing a Deputy Headteacher at SHJS.

Vanessa asked Jamie and Claire to leave the room whilst a vote took place.

Secret ballot held. Majority of votes against the proposed partnership. Vanessa said she would inform Roy after the meeting.

Jamie and Claire rejoined the meeting. Peter asked that feedback to be given to staff at both schools as soon as possible.

14-15/3.7 Head teachers Report

- Vanessa asked what effect the level of absence was having on the budget. Carol said that insurance for supply cover had now taken effect but the long term absence in Admin would not be covered. Vanessa asked how much had been spent on Supply cover. Carol said she was not sure of the exact figure. Peter asked if staffing costs could be covered by a joint Budget. Vanessa said that the Resources committee were looking at working towards a joint Budget.
- Vanessa asked about Bullying. She asked if Kelso had helped to reduce Bullying. Sarah said it had. Jamie added that staff input had also helped. He said a consistent message was given by all staff, including non teaching staff. Jamie said that the “Stoke Hill Way” was reinforced throughout school. He said that it was also mentioned in assemblies. Vanessa said that the Ethos of the school helped as the children were all very well behaved, especially out of school on visits. Kristine suggested that a reminder to parents in the School Newsletter could help parents to reinforce this at home
- Jamie said that a message about e safety had been included in a recent newsletter. Vanessa said that staff had all received training from SWGfL about e-safety and Cyber bullying
- Kristine asked about PPG. Sarah said it was important for Governors to look at the Data to see if it was having the desired effect. John asked how it was allocated. Vanessa explained that the school received £1300 pa for each child who was entitled to PPG. This was for children who were entitled to free school meals, children-in-care, and children of members of the armed forces. She said that full details of how the school used this money could be found on the school website.

14-15/3.8 Committee Reports

(i) Teaching and Learning

Kristine asked about the Collective Worship Policy. She said that it was unclear to a lot of parents what Collective Worship actually was, especially those who had come from other countries where religion and education were kept separate. She asked if the policy was explained to parents when children started school. Sarah said that it was. Jamie said that people were invited in to assemblies and said that Governors were very welcome. He said that people were invited in to lead assemblies from time to time. He said that ICE had recently led an assembly at SHJS for Year 6. Kristine asked if assemblies were very religious. Claire said most assemblies did not mention religion but aimed to inspire children. Maria asked if the word “Worship” was necessary. Vanessa said it was a legal requirement for every school.

Kristine said that some parents were unaware that Collective Worship was a legal requirement and that they should be made more aware. Andrew said that the legal requirement was clearly stated in the policy. Sarah said there was a section on Vision and Values on the website which could include a statement about Collective Worship. Peter said that the concluding paragraph of the policy could also be included. John said the word “worship” was misleading. Kristine said that the NGA had said that Worship in schools should be abolished, not just for pupils but for staff as well.

John left the meeting at this point, due to another commitment.

(ii) Resources

Carol said that Absence was having impact on the Budget. She said that it had been agreed to keep Charges for Lettings at the same rate as last year.

14-15/3.9 School Improvement Plan

Sarah said this was being looked at and progress reviewed by the T & L committee but other Governors were invited to ask questions about it.

Jamie said that there were a number of small groups looking at different areas.

14-15/3.9 SEN report.

This has not been received. Sarah said a copy was on the website.

14-15/3.10 Finance

Carol said that the Budget for 2015-16 was being drawn up by the Finance Officer who would be attending the next Resources meeting.

She said that new chairs and tables had been bought for SHJS. This had been approved by Greg.

Jamie said that this meant that all the furniture in the Junior School had been replaced and added that the old furniture had been recycled and was being sent to schools in Ghana.

14-15/3.11 Performance Audit.

Copies of the various Self Evaluation tools had been circulated to all governors. Vanessa suggested that a working party should meet to look at the Document circulated recently. It was agreed that the Chairs of Committees plus Vanessa, Kristine, Sarah and Jamie meet to discuss.
(ACTION)

14-15/3.12 Safeguarding

Jamie said that all staff had completed the new Disclosure forms.

Peter said he was attending Safeguarding training on 11th February and offered lifts to anyone else attending

14-15/3.13 School Holiday and Term dates

Vanessa said that some schools were putting all the non teaching days together to add to one of the half term holidays. Claire said she thought the current system of putting a non teaching day just before or after a holiday was very beneficial to teachers for preparation and INSET.

Vanessa said this would be discussed by FLT

14-15/3.13 Policies for Approval

- (i) Finance Policy
- (ii) Lettings Policy
- (iii) Charging and Remission
- (iv) Collective Worship

These had all been reviewed and approved by the relevant committee. Andrew asked about Procurement Policy. Carol said that this needed to be attached to the Finance Policy. She said it was a standard statement.

They were proposed for approval by FGB by VN and seconded by GR. All were approved

14-15/3.14 Dates of next meetings

Date of next meetings

FGB 17th March

Resources 12th March (revised date)

T & L 10th March (revised date)

All meetings will be at the Infant School