

FEDERATION OF STOKE HILL SCHOOLS

MINUTES of the MEETING of the FULL GOVERNING BODY

Held at Stoke Hill Junior School on Thursday 23rd October 2014 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, Dianne Goodwin (Clerk)

14-15/1.1 To elect Chair

Vanessa Newcombe was proposed by Kristine Vaaler and seconded by John Turnbull. No other nominations received. A vote was held. All voted in favour except Peter Holland who abstained. Vanessa was duly elected as Chair

14-15/1.2 To elect Vice Chair

Vanessa said that Sharon Whitgreave had resigned due to personal commitments. She proposed Kristine Vaaler as Vice chair. This was seconded by Jamie Sullivan and agreed by all. KV was duly elected as Vice chair.

14-15/1.3 To receive apologies

Apologies were accepted from Greg Richmond and Claire McKimm, Ric Crocker and Liz Hill had been in contact to say they would try to attend depending on circumstances. Bex Ryan might be late arriving. Bex Ryan would arrive once Parents Evening had finished. Apologies were not accepted from Taha Hassan

14-15/1.4 Declaration of any pecuniary interest in any agenda item

Vanessa asked governors to declare if they have any pecuniary interest in items on the current agenda. None were declared. Dianne circulated Register of Business Interests for all to sign.

Vanessa welcomed Peter to the Governing body.

14-15/ 1.5 Minutes of the last meeting held on 3rd July 2014.

Andrew Page asked for an amendment to be made to Point 13-14/5.7 s2 re Expenses for Governors. This was accepted.

14-15/1.6. Matters arising from those minutes that are not covered in the agenda

- i. Dianne to prepare papers for Staff Governor elections for start of new Academic Year
Done – Bex Ryan and Claire McKimm appointed
- ii. Dianne to contact Andy Sinclair re position as Parent Governor
Done – Andy had confirmed he did not wish to seek re-election. Vanessa said she would write to Andy, Liz and Jill to thank them for their work and support as Governors (ACTION)

- iii. Vanessa to contact County Solicitor re School Buses
Done – Vanessa said school should receive guidance
- iv. Dianne to seek advice about Language qualifications for new Governors
Done – Governor Services had provided a template letter which could be used for Parent Governor Elections

Chair's Update

- 1 Staffing - Vanessa said that Carol Yeo had resigned as PA to the Headteachers. The FLT had carried out a review of the Admin Support team and it had been decided to appoint two new members of staff.
- 2 SEN – Vanessa said she had attended training for this. It would involve more work for Governors and a termly report had to be provided to FGB. Andrew queried the number of hours worked by the SENCO. Sarah said it was similar to other schools but needed to be monitored. Jamie said that then hours were not rigid and the work load did vary from week to week. Sarah said that it was not a solo role and other members of the Inclusion team also gave support. Vanessa asked Jamie to provide a report on the work of the Inclusion team to the next meeting.
- 3 Vanessa asked about the provision of PV panels for the Infant School. She said that the Federation was in possession of a £8000 grant which had to be used. She asked carol to obtain more quotes. (ACTION)
- 4 Performance Management – Vanessa said that Alan Betts had been appointed as School Improvement Officer to monitor Jamie's work. She said that FGB had to receive a termly report on Jamie's Induction period.

Bex Ryan joined the meeting

14-15/1.7 Review of Operations

These were agreed. Andrew agreed to take on responsibility for e safety

14-15/1.8 Headteachers Report

This had been circulated prior to the meeting.

Sarah apologised for late circulation due to other work commitments

Kristine asked about the Attainment figures as they didn't add up to 100%. Sarah explained how the figures were obtained. Kristine asked how they compared with national figures. Sarah said that the comparative data had not been received but was due before half term.

Jamie said that 65% had achieved Level 4. John asked what was meant by L4+. Jamie explained that the Government had set L4 as a benchmark that all children should attain by the end of KS2. He added that tests were available up to L6 and 70% of Year 6 had achieved L5 in Reading.

Vanessa said that the results showed that PPG pupils were improving but there was still a gap. She said that the use of PPG should be monitored

Kristine asked if there was anything in particular that could be done to help with writing. Sarah said that very young children have difficulties with writing. Jamie added that the assessment of writing did not look at handwriting but covered areas such as content, structure and use of paragraphs across a range of different types of writing. Sarah said that younger children the emphasis was on motor skills. Jamie invited Governors to look at children's writing when they visited school.

Sarah then asked Governors if they were able to answer questions that might be asked by OFSTED, for example about the effectiveness of SEN teaching. Peter asked if a decision had been made as to which Governors would meet with OFSTED inspectors. Vanessa said that the rules for inspections had changed and OFSTED would ask to see those Governors who were available. Peter said that OFSTED had carried out a recent inspection at the school where he was previously a governor. He said one of the areas looked at was the training undertaken by Governors and how effective it had been. Vanessa said that OFSTED would look at various things such as the Effectiveness of Pupil Premium Grant, Single Central Record. Dianne said she had recently seen a list of questions that OFSTED might ask Governors. Vanessa asked her to circulate this.
(ACTION)

14-15/1.9

The following policy was put forward for approval by the Governing Body

i. Self-Harm

Sarah explained that this was not a Statutory Policy but it was strongly recommended as part of Safeguarding. The policy was seconded by Vanessa and approved by all.

Vanessa asked the T & L committee to look at the new SEND policy as soon as possible.

14-15/1.10 Budget Update

Carol gave a brief update on the current situation. She said that the Budget for SHINS was very tight and was being monitored closely. She said that the Budget for SHJS was on track. She said that SHJS were planning on leasing Laptops and I Pads for 3 years rather than buying replacements. Kristine asked about the relative costs. Carol said there was minimal difference. Vanessa said that the format of the Budget Monitor was being changed. So far 4 proposals had been put forward. She said that she had looked at these with Carol who would bring these to Resources Committee to look at.

Vanessa said this was the 5th year that the Federation had been in place and it was now time to consider moving to a single budget. She asked the Resources committee to look at this. Carol said a single budget would make it easier to produce but would still require a significant amount of work.

14-15/1.11 Safeguarding

Kristine asked about Pink Slips which had been referred to. Vanessa said these were completed if there were any concerns about a particular child. Sarah said these could include physical signs such as bruising or non-physical such as a change in child's behaviour that was out of character.

14-15/1.12 Reconstitution

Vanessa reminded Governors that the Governing body had to reconstitute by 31st August 2015. Stoke Hill had been placed in the first tranche but this could be altered. She said an extraordinary meeting had been set up for 13th November to look at Reconstitution. Vanessa said that another school had set up a working party of 3 people to look at all the issues and asked if this would be preferable. It was decided to go ahead with the extraordinary meeting as planned. Vanessa asked Dianne to circulate a Skills Audit form to all Governors to be returned by 6th November.
(ACTION)

14-15/1.13 Dates of next meetings

Resources followed by Pay Committee 6th November

Full Governing Body – Extraordinary meeting to look at Reconstitution 13th November

Teaching and Learning 19th November

Full Governing Body 27th November

All meetings will be at SHINS

ACTIONS

1 Vanessa to write to former Governors

2 Carol to obtain quotes for Solar Panels for SHINS

3 Dianne to circulate Skills Audit to be returned by 6th November