



FEDERATION OF STOKE HILL SCHOOLS

MINUTES OF THE FULL GOVERNING BODY MEETING

19th May 2022

PRESENT:							
Attendees	Initials			Attendees	Initials		
Yvonne Hammerton Jackson	YHJ	Executive HT					
Kate Osborne	KO	Staff Governor					
Jade Earle	JE	LA Governor		Emily Ford	EF		
Simon Jones	SJ	Parent Governor					
				Maria Scholey	MS		
Amy Bickford	AB			Tom Urwin	TU		
Andy Pheasant	AP			Zohal Rohani	ZR		
Carla Encinas	CE						

Apologies	Initials	Reason
Helen Greenhall	HG	
Tina Lawton	TL	

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	Welcome and Apologies for Absence: TU welcomed everyone to the meeting Apologies received from Tina Lawton and Helen Greenhall. Amy Bickford would be joining later	
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 1 vacancy for Co-opted governor. DG said she had posted details on the Governor for Schools database but had yet to receive a response. She said she would follow this up. KO is going on Maternity Leave at the end of the Summer term and EF is leaving SHINS to take up a position elsewhere. DG aid she would organise a Staff Governor election in September	DG
	Minutes of last meeting These were agreed. <ul style="list-style-type: none"> SJ and JE to look at Induction – see item 8 Work has started on these but overtaken by work on new Staffing Structure. SJ, AP, JE, DL and TL to meet and look at these 3 areas. TL to look at Parental engagement – ongoing 	
	Executive HT Report Report circulated prior to meeting Attendance	



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	<p>Improving picture of Attendance. YHJ said that a new approach to tackling attendance issues was needed. She said that the SLT was looking at this and it was hoped that a new Attendance Policy would be in place for September.</p> <p>There has been an increase in requests for term time holiday absences. Some of these have been as a result of holidays that may have been postponed during the various lockdowns however YHJ said that DCC Policy was to refuse all requests for holidays during term time.</p> <p>DG said that the new White Paper included a section on Attendance and new guidance had just been issued by the DfE. YHJ said that both schools needed to pursue a more proactive approach to attendance and try to help parents/carers to resolve any problems before they became a major issue.</p> <p>CE asked if temporary exclusions were included in the figure for absences. YHJ said that they were, but they would be also reported separately in her report. CE asked for clarification on Medical absences. YHJ said these were determined by the circumstances.</p> <p>AP asked if Covid related absences were classed as Authorised absences. YHJ said that they were. Holidays would be classed as Unauthorised absence but there were some instances when they might be authorised depending on the circumstances. She said that the guidance for this was not very clear.</p> <p>AP asked if there were any strategies in place to deal with absence and late arrivals. YHJ said the main problem concerned inconsistencies in the way in which these were recorded so it was hoped that the new policy would clarify this. MS asked if the new Assistant Head Teachers would be responsible for this as part of their Inclusion role. YHJ said responsibility for monitoring it would be part of their role but would also be reviewed by the SLT as part of the wider pupil monitoring role.</p> <p>SHINS</p> <p>Key Improvement Areas – SEND, Phonics and Curriculum</p> <p>SEND – meetings held with staff to look at the recent SEND reviews.</p> <p>Phonics – too early to assess impact of introduction of Little Wandle but initial feedback has been good.</p> <p>Curriculum development – Lot of work being carried out with liaison between staff at both schools to introduce templates for each area of the curriculum that is followed from EYFS to Year 6. All the Foundation subjects now have a subject template in place – only MFL and ICT to be prepared.</p> <p>White Rose Maths has now been introduced to SHINS</p> <p>TU asked if the new templates allowed for variety of breadth and interest over the whole curriculum. YHJ said that this was the case for most of the curriculum but there was still room for more work to be done to ensure that there was</p> <p>TU asked how this could be monitored</p> <p>AP said that he felt that it was perhaps a good time to look at the Vision and Values of the Federation. YHJ said she was hoping to hold a Strategy meeting with the new Assistant Headteachers and Heads of School before the Summer holiday. EF said that this might be hard for staff new to school and it might be better to wait until they have actually been in post for a while. YHJ said that she felt that it might be better to do this sooner as the new staff could bring new ideas.</p> <p>Question form TL</p> <p>How are parents finding the new reading/phonics? How are parents being included in the phonics learning journey that is changing for their children? YHJ said that workshops on Phonics and other curriculum areas were being planned</p> <p>MS asked about numbers of children entitled to PPG. YHJ said this was a continuing effort to try and get parents to register to check to see if the school was entitled to receive PPG funding for their child. She said that it would be included in the information collected for new</p>	



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	pupils in September as part of the enrolment process. MS asked if pupils already in school had been identified. YHJ said she thought that these pupils had been identified but staff were encouraged to identify children in their classes who they thought might be entitled so that checks could be made	
	Staffing Part 2	
	Finance Budget 22-23 Budget scrutinized by Resources and recommended for approval by FGB. Pay Awards and Progression payments have been included. However, proposed new starting salary of £30 000 for new teachers from 2023 still not sure how this will be financed. Other unknown quantities include rising energy costs Concern over fall in pupil numbers although this is also a problem for other schools in Devon. YHJ said that there were still some potential areas where saving could be made, and SHINS had already managed to save 50 000 since the beginning of the Spring Term CE said that the move to a Single Budget was much better, and she felt that the finances were being managed better TU asked for the Budget for 22-23 to be approved. This was unanimous. FIPS application Part 2	
	Chairs Report Governor Visit Day TU thanked everyone for their feedback and said he would do a summary for YHJ (ACTION) Governance Action Plan JE and SJ have had an initial meeting to discuss this. They will meet and provide a plan for the next FGB Meeting (ACTION) AB said she was impressed by the standard of applications for the 2 x AHT roles and asked for thanks to be given to staff for their help.	
	Reports from Committees T & L Follow up review for SEND discussed. MS noted that a number of the actions identified during the review were already being acted upon. She said that the SEN Action Plan would become party of the overall School Improvement Plan Ed Psych services. Increasing number of children are needing support from Ed Psych serves, especially Speech and Learning Therapy (SALT). As there have been issues accessing these services via DCC the school has been in direct contact with an Ed Psych who has been able to provide the necessary resource New Data tracking system in place. Looking at progress rather than attainment. Going forward will be able to provide comparison data to see levels of progress over time. Resources Main discussion concerned Budget as discussed earlier. CE said she was grateful to Maria Giles for her work in providing the Single Budget. Main pressures going forward will be the falling rolls and energy costs. VELP Loan applied for to provide IT Upgrade for both schools Extended schools report received. Finances are in healthy position as numbers have almost returned to pre Covid figures. YHJ said that a review of Extended School provision is to take place.	



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	<p>AP asked what Safeguarding measures were taken in respect of the Extended School. YHJ said that the staff received the same training as others in the Federation. All necessary checks are also carried out.</p> <p>H & S visits to both schools have taken place. Follow up visit planned for after half term. SJ and CE have seen what work has taken place last summer and also were shown what work is planned for this coming summer. MS asked what the Conditions Survey was. DG explained that each school in Devon has to pay a contribution to the DCC Capital fund. Norfolk Property Services (NPS) carries out annual surveys of all schools – Conditions Survey, and then prioritises the work to be done and uses the DCC Capital Fund for this. YHJ said that the fabric of the building had been mentioned in the FIPS allocation as it was a possible risk to school improvement because of the age and likelihood of needing repairs.</p>	
	<p>Health and Safety Covered under Item</p>	
	<p>Policies Np policies requiring FGB Approval. DG said she has checked HR policies and no changes have been made by HROne. She said she would need to review levels of delegation for some of them ready for the Autumn Term (ACTION)</p>	
	<p>Safeguarding Covered in HT Report</p>	
	<p>GDPR Np incidents to report</p>	
	<p>Governor Training and Visits DG gave an overview of the Clerks Update. She said she would send out copy of the presentation later. She would also send out details of training opportunities for the next half term and the Autumn term (ACTION)</p>	
	<p>Dates of next meetings 30th June Teaching and Learning 14th July FGB</p>	
	<p>ACTIONS AP, DL and SJ to arrange a meeting to look at Strategy and Vision SJ and JE to look at Induction TL to look at Parental engagement TU to provide summary of Governor Visit Day for YHJ DG to review HR Policies for September DG to send out details of Clerks Update and Training Opportunities for next half term Review of actions at next FGB meeting</p>	