

## **FEDERATION OF STOKE HILL SCHOOLS**

### **MINUTES of the MEETING of the FULL GOVERNING BODY**

**Held at Stoke Hill Infant School on Thursday 27th November 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, Greg Richmond, Ric Crocker, Claire McKimm, Rebecca Ryan, Dianne Goodwin (Clerk)

#### **14-15/2.1 Welcome and Apologies**

No apologies received.

Vanessa thanked everyone for attending the Extraordinary meeting held on 13<sup>th</sup> November. She thanked Dianne for preparing the new Constitution. She said the forms had been passed to LDP for approval.

#### **14-15/2.2 Declaration of Pecuniary Interest**

None

#### **14-15/2.3 Minutes of last meeting held on 23<sup>rd</sup> October 2014**

These were agreed

#### **14-15/2.4 Matters Arising**

- 1 Vanessa to write to former Governors - completed
- 2 Carol to obtain quotes for Solar Panels for SHINS – carried forward
- 3 Dianne to circulate Skills Audit to be returned by 6<sup>th</sup> November - completed

#### **14-15/ 2.5 Chairs Update**

##### **1. Staffing**

- Headteachers PA – 3 people interviewed, job offer made to one candidate but declined. Position to be readvertised
- Appointment made for Reception cover
- Appointment made for Maternity Cover for Yr 1
- Fixed Term appointment made for Year 2. SM explained why this was not permanent post at present

##### **2 Safeguarding**

JS informed Governors of potential issue relating to an article in current Express and Echo. This concerned a member of staff at St Nicholas School in Exeter who has had his contract with them, terminated following allegations of abuse. JS said this person had worked at SH in 2009. He added that the allegations do not relate to any children in Devon and asked that if any one asked for information these should be referred to him.

## **14-15/2.6. Head teachers Report**

### **1 CPD**

- New FIT teams in place – visits undertaken or info obtained from other schools to help with development of best practice
- FLT looking at targets and children's attitudes to learning
- Work on new Curriculum ongoing
- Inclusion team working on new Code of Practice
- SENCO Kelly Brealy undertaking SENCO award

### **2 Sports Grant Spending**

- SHINS – buy in of expert teaching
- SHJS – specialist teacher teaching across whole school
- New sports introduced – Yr 5 Lacrosse. LH asked about provision for Dance. JS said it was covered as part of National curriculum. JS said they were looking at provision of sports which were outside of usual curriculum eg Archery. LH expressed concern that children who are not interested in sport may be overlooked

### **3 Inclusion Team**

- New Ed Psychologist Kate Antony attended Inclusion Team meeting in November
- New team working very well, now able to focus on families across Federation

### **4 Pupil Premium**

- Alison Kenney coordinating this across whole of Federation – currently reviewing how PPG is being spent
- AK also liaising with Pinhoe and Ladysmith schools to share best practice
- Specific TA role 4 days a week at SHJS  
VN asked if info on how PPG has been used is on website. SM said it was plus information for parents/carers on how to apply for PPG

### **5 Health and Safety**

- All necessary checks have now been done and Laura monitoring to make sure all Risk Assessments up to date
- Emergency Closure Procedure – now in place. VN advised Governors that the decision to close the school was not taken lightly. She said if closure took place it was usually because staff were unable to get into school so there would be inadequate supervision of children
- Serious Incident Report – this was reviewed after child was taken ill

### **6 Website**

- New website now in operation
- Governor logons to secure area now available. This area will host minutes and policies, School Improvement Plan and other documents of interest to Governors
- Parent View – Parents to be encouraged to look at this as OFSTED often look at this as part of inspection process

## **14-15/2.7 Committee Reports**

**(i) Teaching and Learning**

KV queried E Safety policy. She asked about the point stating mobile phones were not allowed. She said her son had one so that he could inform her when he was walking home from school. JS accepted this but said there was no secure area in school for storing mobile phones and they did not want to encourage children bringing expensive items to school which could easily be lost. It was agreed to keep the current wording in the policy

LH asked about use of Social Networking. CM said that access was not allowed through school networks

**(ii) Resources**

Boiler in Nursery has been replaced

**14-15/2.8 Headteachers Induction**

VN reported that Alan Betts has been appointed as School Improvement Partner and he has already met with JS. JS said that he was very supportive and also said he had been given a lot of support from other members of the FLT. This had been circulated prior to the meeting.

Sarah apologised for late circulation due to other work commitments

**14-15/2.9 Finance**

Carol said that there were still problems with the FRS system so reports were still being produced in the old format for the time being.

She expressed concerns over the potential overspend. She said that certain areas of spending needed to be monitored to ensure that spending was controlled

Carol said that Catering in both schools was operating well. Numbers were being maintained in SHJS but it was too early to judge the impact of the introduction of Universal Free Meals. She said that over 200 meals were being produced every day. She said there were some issues in delivering this but these had been overcome and thanked the kitchen staff for their hard work. Carol said that new rules were being introduced from 11/12/14 requiring information on ingredients which could cause allergies to be displayed.

**14-15/2.10 School Improvement Plan**

SM circulated copies of this. She highlighted section on p15 relating to Governor Questions. She said that the FLT would provide feedback on the Plan throughout the year but invited Governors to get involved in the evaluation process. She said the SIP would be looked at in more detail by the T & L committee.

**14-15/2.11 Performance Audit.**

Copies of the various Self Evaluation tools had been circulated to all governors. VN advised all Governors to read through these in advance of OFSTED inspection. SM said these would be looked at by T & L and would help identify items to be included in the Action Plan.

KV asked about mentoring for new Governors. CF offered to help with this.

**14-15/2.12 Safeguarding**

VN said that under the new SENCO Code of Practice a termly report had to be provided to Governors. DG said this had been overlooked on this occasion as previously Jill Ford had provided termly reports to T & L. She said she would contact Kelly to ask for a report to be provided for the next FGB. (ACTION)

SM said that 2 referrals had been made to MASH. These had been followed up by Social Services. She said that the referral system seemed to be working more efficiently.

VN asked if the new Inclusion team was helping in this area. JS said that it was helpful as it was possible to look at the wider picture, especially if there were family members in both schools. He added that he was able to draw on support of others and their experiences of similar cases.

VN reminded Governors to familiarise themselves with the Keeping Children Safe Document. She asked DG to send out a Summary of this document (ACTION)

**14-15/2.13 Policies for Approval**

- I. Health and Safety Policy
- II. Pay
- III. Maternity Leave
- IV. Flexible Working
- V. Acceptable Behaviour
- VI. Attendance Policy
- VII. Home Learning Policy
- VIII. E Safety
- IX. Sex and Relationships
- X. Behaviour Principles
- XI. Volunteers in Schools

These had all been reviewed and approved by the relevant committee.

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

JT said that new legislation relating to Shared Parental Leave was due to come into effect in April 2015. He said that anyone wishing to take this would have to give 8 weeks' notice of their intention to do so.

KV said she had applied to do the course on HT appraisal. She said she had checked on requirements for the course on Data Evaluation and had been told that anyone who was working in associated fields did not need to attend this course. It was primarily aimed at those people who had little experience of data evaluation.

PH said he would be attending the course on Safeguarding and also the Update for Experienced Governors.

**14-15/2.14 Dates of next meetings**

Resources 8<sup>th</sup> January 2015

Teaching and Learning 14<sup>th</sup> January 2015

Full Governing Body 29<sup>th</sup> January 2015

All meetings will be at SHJNS

**ACTIONS**

1 Carol to obtain quotes for Solar Panels for SHINS

2 Dianne to contact K Brealy for SENCO report

3 Dianne to circulate summary document of Keeping Children Safe