



# FEDERATION OF STOKE HILL SCHOOLS

## MINUTES OF THE FULL GOVERNING BODY MEETING

### 9<sup>th</sup> December 2021

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

Apologies	Initials	Reason
Yvonne Hammerton Jackson		

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	<b>Apologies for Absence:</b> Received from Yvonne Hammerton Jackson	
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 and Reconstitution</b> TU welcomed everyone to the meeting. DG said that the new Constitution had been formally agreed and that she had sent each governor a copy of the new Articles of Government	
	<b>Minutes of last meeting</b> These were agreed. TU asked about access to Part 2 minutes. DG explained that these were password protected as they were confidential and could only be read by those who were present at the meeting. She said she would provide passwords on request. CE asked if she could raise a question about an item in the Part 2 minutes. DG said she was not sure as there were people present who were not at the meeting. She said she would get clarification (ACTION)	DG
	<b>Headteachers Report</b> <b>Federation Improvement Plan</b> <b>PPG Strategy</b> As YHJ was unable to be present TU asked governors to let him have any questions which	



# FEDERATION OF STOKE HILL SCHOOLS

## MINUTES OF THE FULL GOVERNING BODY MEETING

### 9<sup>th</sup> December 2021

Item	Description	Owner/ Decision
	he would forward to YHJ for response	
	<b>Finance Update</b> As above	
	<p><b>Reports from Committees</b></p> <p><b>T &amp; L</b> External review of SEND provision carried out at SHINS. Internal review using same model then carried out at SHJS. Action Plans for both schools drawn up. These will be reviewed in February and report given to governors. assistant SENCO to be recruited to assist Vicky Absalom. Hopefully this will allow VA to do more face-to-face work with families etc as much of her time at present is being taken up with Admin tasks. Data Review Presentations given by both Heads of School. Focus is to be on Phonics and Writing. OFSTED change of emphasis from looking at Attainment to Progress made by children as they move through school. Presentation from YHJ showing how assessment would take place throughout the school.</p> <p><b>Finance</b> Financial report for both schools given 2 members of staff have resigned. Position of Premises Manager unfilled so restructure of Admin team taking place. Staff will be expected to work across both schools. Staff absences – claims being made for Covid related absences, however, cannot claim for absences related to post Covid conditions SHINS capital Budget had overspend due to Emergency repairs. Lot of problems occurring because of the age of the buildings. MS asked what the Emergency repairs had been for and also if they were covered by insurance. DG said that she thought it might refer to a flooding incident which had caused problems in the Boiler room. AP said he thought that particular incident had occurred a couple of years ago and an insurance claim had been resolved. TU suggested MS contact Maria Giles for more information. (ACTION) TL expressed concerns that if large sums of money had already been spent what would happen if another unexpected event was to occur. AP said it wasn't usual practice for Public Sector organisations to take out insurance to cover Building failings. CE said that funds were also being reallocated in the Budget for purchasing a new Phonics scheme which had been identified as essential in the Federation Improvement Plan to try and help build secure school improvement.</p>	MS
	<p><b>Governance Review</b> TU thanked everyone for completing the Review form and also thanked SJ, JE and TL for collating the responses SJ gave a summary of the exercise. He said that the responses gave a good base to move forward. Majority of the boxes were amber, but more work was needed to look at the comments and to see how this review could be aligned with the School Improvement Plan TU said he had found the comments very interesting. He said that there were some concerns which could possibly change the summary boxes to red if they were not addressed. Strategy – what input do Governors have into deciding the Strategy and Vision. TU said that lots of discussion about Strategy had taken place during recruitment of the Executive HT, but perhaps more discussion is needed Accountability of the Governing Board – need to have greater knowledge of areas such as What is good governance</p>	



# FEDERATION OF STOKE HILL SCHOOLS

## MINUTES OF THE FULL GOVERNING BODY MEETING

### 9<sup>th</sup> December 2021

Item	Description	Owner/ Decision
	<p>Succession Planning – current plan is for AP to take over as Chair in 2022 but need to have plan in place</p> <p>Induction – what should be included?</p> <p>Structures including roles and responsibilities</p> <p>DG asked what the next steps were</p> <p>SJ suggested a small working group to look at what constitutes good governance and make recommendations based on the comments</p> <p>AP asked if this would produce a Governance Improvement Plan which would be separate to the Federation Improvement Plan. He suggested picking one area of concern and focussing on that e.g., Strategy – what are we doing, how can we make it better?</p> <p>AB said it might be better to focus on areas which could be improved in the short term before moving onto longer term aims. She suggested looking at Induction and the website. She said Strategic Leadership could take longer and as time was short it would be better to focus on “quick wins”. MS said the borderline red areas also needed to be looked at.</p> <p>TU said that all governors needed to have knowledge of what good governance looked like and also needed to be honest about expectations of each other.</p> <p>DL said that a key element was time and suggested that time be set aside on Agendas to focus on Strategy so that OFSTED can see that governors are considering Strategy and Vision. He said he would be happy to run a session looking at this.</p> <p>TL suggested that a smaller group meet to form an Improvement Plan for Governance using the findings from the review.</p> <p>AB suggested that all governors look at the Review and consider an area that they could concentrate on.</p> <p>DG asked for a list of Actions to be carried forward so that the work carried out so far was not lost. She said that the next FGB meeting was not until March 22 and that meeting would probably be taken up with Finance as the Budget needed to be approved at that meeting.</p> <p>1 AP, SJ and JE to meet and look at the Review and identify the risks</p> <p>2 DL and SJ to arrange a meeting in January to look at Strategy</p> <p>3 SJ and JE to look at Induction</p> <p>4 TL to look at Parental engagement</p> <p>5 Review of actions at next FGB meeting</p> <p>6 All governors to look at review and contact TU if there is an area they will take responsibility for.</p>	<p>AP, SJ, JE</p> <p>DL, SJ</p> <p>SJ, JE</p> <p>TL</p> <p>All</p>
	<p><b>SHINS Working Party</b></p> <p>TU said that a smaller group comprising TU, AB, YHJ, MS, HG, ZR would meet in January to consider some of the issues that were specific to SHINS, and they would report back to FGB. He said that the aim was to prevent conversations about SHINS dominating meetings to the detriment of SHJS</p>	
	<p><b>Policies</b></p> <p>Safeguarding – policies for both schools agreed.</p> <p>Governor Visits – agreed.</p>	
	<p><b>Safeguarding</b></p> <p>No incidents to report</p> <p>DG asked AB if the Safeguarding Audits had been done. AB said that they had been done and she would sign them off.</p> <p>SCR has been checked for both schools. DG said she had checked the Governor section with Mel Barton, and they had also updated the GIAS database.</p>	
	<p><b>GDPR</b></p> <p>No incidents to report</p>	



# FEDERATION OF STOKE HILL SCHOOLS

## MINUTES OF THE FULL GOVERNING BODY MEETING

### 9<sup>th</sup> December 2021

Item	Description	Owner/ Decision
	<p><b>Governor Training and Visits</b></p> <p>AP said he had attended online training for Vice Chairs which had been really useful. He said that the trainer had mentioned Q Cards as a useful resource. DG said she had put copies of these in the Useful Articles for Governors folder on Teams.</p> <p>DG said she had booked places for SJ and DL on the Finance course. CE said that last year she had attended a very useful session on SFVS and said that it would be beneficial for SJ to attend. DG said this was not being offered this year, but she had already sent a copy of the presentation to SJ.</p> <p>AP said he had met with TAS last week. This was a follow up to a meeting he had attended previously with YHJ, and he said he would probably hold another meeting with them. He said that the TAs feel angry and frustrated with the current situation, especially when there is recruitment taking place. He said that they questioned the need to recruit an assistant SENCO when there was the prospect of redundancies. Some had said that they thought that governors were getting mixed messages about morale amongst staff and wanted governors to know it was not good. AP said he had sought to reassure them and told them that governors appreciated the hard work that they were doing. AP said he would probably step back once decisions about staffing structure were made.</p> <p>CE asked if Governor Visits into school were allowed as she hadn't been able to go into schools yet to carry out H &amp; S checks TU said that visits by governors were important so that governors could talk to staff and see for themselves what was happening, however given the current Covid situation it seemed very unlikely that governors would be allowed into school. AB encouraged governors to talk to staff using virtual means but added that it was important that governors did not increase pressure on the staff. She said that H &amp; S checks could still be carried out, but it was important to limit contact with pupils.</p>	
	<p><b>Dates of next meetings</b></p> <p><b>27<sup>th</sup> January 2022 Teaching and Learning</b></p> <p><b>17<sup>th</sup> March Resources</b></p> <p><b>31<sup>st</sup> March 2021 FGB</b></p>	
	<p><b>ACTIONS</b></p> <p>DG to seek clarification re Part 2 minutes</p> <p>MS to contact MG re Capital Spending at SHINS</p> <p>AP, SJ and JE to meet and look at the Review and identify the risks</p> <p>DL and SJ to arrange a meeting in January to look at Strategy</p> <p>SJ and JE to look at Induction</p> <p>TL to look at Parental engagement</p> <p>Review of actions at next FGB meeting</p> <p>All governors to look at review and contact TU if there is an area they will take responsibility for.</p>	