

**FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
8th October 2020**

PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	HT SHJS		Catherine Dawson	CD		
Sarah Mackay	SM	HT SHINS		Emma Byett	EB		
Dan McKimm	DM			Tom Urwin	TU		
Zion Lights	ZL						
Andy Pheasant	AP						
Amy Bickford	AB						
Carla Encinas	CE						

Apologies	Initials	Reason
Lucie Hinton		
Sarah Murts		

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	Apologies for Absence: Received from Lucie Hinton and Sarah Murts	
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	Structure of Governing Body and Election of Chair Both items are linked so it was decided to discuss them together. AB had emailed all members ahead of the meeting to give details of a meeting she had with TU and AP. TU said that they had looked at possible structures and Leadership options for the Governing Body. They felt that the best option would be to have 2 Co Chairs and one vice chair with other people being Chairs of the Committees. RS said that having people in place was more important than the structure and he was grateful to Tom, Amy and Andy for putting themselves forward. It was agreed to have 2 Co-Chairs and 1 Vice Chair AP proposed that AB and TU be Co Chairs. Seconded by RS. This was agreed by all. AB proposed AP for Vice Chair. Seconded by TU. Agreed by all TU took over Chairing the meeting	
	Reconstitution TU thanked DG for circulating information about Reconstitution. He said that there were a number of issues to consider. Number of governors – currently 6 vacancies. Should they be filled or should consider reducing in size. Skills – need to look at Skills Audits and talk to governors to find out strengths and weaknesses that may not have been identified by the Skills Audit. Also contact previous governors and look at other governing bodies for examples of best practice AB asked if the current committee structure should be kept. TU said that it should.	

FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
8th October 2020

Item	Description	Owner/ Decision
	<p>EB suggested that it would be useful to ask staff what they expected from the Governing Body. AB said she had been approached by staff with concerns when she had visited the school previously.</p> <p>AP said that this review would not be a quick process. He suggested looking at the structure to decide how many governors would be required and then look at the wider plan. He said it was important to get the right structure in place .</p> <p>DG said that if reconstitution was to be pursued then a deadline needed to be set for the review to be completed. She suggested aiming for the next FGB meeting scheduled for (ZL joined the meeting)</p> <p>RS asked what value there would be in changing the structure. He said the current model was used in most schools. AP said that the purpose of the review was to look at the individual roles of governors so that the work could be shared. He said that once the roles had been decided then gaps could be identified, and decisions made about recruiting new governors.</p> <p>SM said she and Claire McKimm had looked at the terms of reference for the Safeguarding Governor and had identified areas for each half term for the Safeguarding governor to look at. She said the same could be done for other governors.</p> <p>TU asked who would be interested in helping with the review. CD, AP and EB said that they would help.</p> <p>(ACTION)</p> <p>Governor Roles</p> <p>DG said that there were some statutory roles that needed to be filled asap.</p> <p>Safeguarding - AB</p> <p>PPG – AP and EB</p> <p>SEN</p> <p>GDPR</p> <p>H & S – CE asked for more information about the Terms of Reference</p> <p>CD said that she thought a governor with responsibility for IT might be useful, especially given the increased use of Online Learning.</p> <p>CE said that there could be also other areas that required a specific governor.</p> <p>DG explained that the roles already allocated were ones which were statutory. It was up to FGB to decide what others were required. Governors needed to ascertain what the school required. Areas could be identified from the SIP. For example, last year two areas of focus had been Numeracy and Phonics.</p> <p>It was agreed that extra roles could be allocated once the Skills Audit had been reviewed</p>	<p>CD, TU,AP, EB 30/11</p>
4	<p>Finance</p> <p>SHJS</p> <p>Overspend in most areas as a result of Covid. Some funding had been received from Govt. Extra costs likely during rest of Autumn term and Spring term due to increased heating and cleaning</p> <p>Catch Up funding</p> <p>This is going to be used for 2 x TAs.</p> <p>Three Year Budget</p> <p>This is looking healthy. More children on roll than originally expected</p> <p>AB asked for more information about the Catch-Up funding</p> <p>1 x TA to work with small groups to help with Phonics and Maths</p> <p>1 x TA to work alongside SENCO with children requiring extra support</p> <p>RS said that most children had quickly settled back into work and were working at pre – lockdown levels.</p> <p>AP asked how children requiring extra support were being identified. RS said that first set of tests would be taking place the following week. He said that teachers had identified Phonics as an area of weakness.</p>	

FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
8th October 2020

Item	Description	Owner/ Decision
	<p>RS said that the level of funding was £8 per child for the whole year. AB asked if there had been any specifics on how it had to be spent. RS said it had to be focussed on certain areas.</p> <p>CE asked what was happening about data. RS said that teaching staff were already aware of gaps in children's' knowledge and skills before lockdown so were able to focus on those areas.</p> <p>SHINS</p> <p>Numbers are down by 6 in Year 1 but there are waiting lists for other years. This shortfall will have a long-term impact on funding</p> <p>Catch up funding will be used on interventions to help children with Phonics. HLTA and TAs would be used to help with this.</p> <p>SM said absence was an area of concern as this was increasing and meant an increase in Supply costs.</p> <p>TU noted the £110 000 underspend. SM said this was a result of various things which were supposed to take place during the Summer term being cancelled. TU said that this could provide a useful surplus. SM agreed but said that it was also important to keep the Three-Year forecast in mind.</p>	
	<p>Pay Committee</p> <p>DG reported that the Pay Committee had met and had accepted the recommendations made by the Head teachers.</p> <p>HT Performance Management</p> <p>TU, AB and CE were going to do the necessary training. She asked RS and SM about the External Advisor. RS said he would approach Sian Lane from Pinhoe School. This was agreed.</p>	
	<p>Remote Learning Policy</p> <p>RS said this was a working document. He said that the approach to be used was being tested to ensure that it would operate as planned. Once this was in place the content would be refined. He said that Remote working had to be in place by 22nd October.</p> <p>AB asked if similar plans were in place for SHINS. SM said that children will be directed to online resources to do activities rather than expect them to be sitting in front of a screen all day.</p> <p>RS said that the system was being practised with children in school so that they would know what to do if they needed to access the Online Learning.</p> <p>AB asked about Safeguarding issues. RS said that there were strict protocols in place which must be followed. AB asked if parents would receive guidelines as well. RS said this was being worked on.</p> <p>TU asked if the policy would apply just for total lockdown or would it be used for a bubble who were self-isolating. RS said it would cover both scenarios and could also be used by children who were self-isolating. He said the new system was an improvement on Seesaw. Seesaw did not have the functionality to monitor the quality of the work being done.</p> <p>AB asked what expectations there were of parents. RS said that all staff acknowledge the difficulties that parents had faced during lockdown trying to juggle home schooling and their own home working. He said that the new system would enable staff to keep track of those children who were not engaging, and this could then be followed up to identify any barriers.</p> <p>AB said she was pleased that there would be more opportunities for children to do things independently as she was aware that some parents had struggled.</p> <p>RS said that there had been a donation of 50 Chromebooks for use with those children who did not have access to IT at home.</p> <p>RS said a trial task was being carried out over the coming weekend and if successful the system would go live on 19th October.</p> <p>TU asked if the policy would be issued to parents. RS said not but guidelines would be issued as the teacher was able to monitor more closely G asked for these to be returned</p>	

**FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
8th October 2020**

Item	Description	Owner/ Decision
	asap.	
	Dates of next meetings 7th November – Safeguarding This would be done online. Claire McKimm was working on a package that could be used by Governors 12th November – Teaching and Learning 19th November Resources 3rd December _ FGB All meetings to be virtual	
	ACTIONS Governance Review to look at Reconstitution	