

FEDERATION OF STOKE HILL SCHOOLS

MINUTES of the MEETING of the FULL GOVERNING BODY

Held at Stoke Hill Junior School on Tuesday 17th March 2015 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, Ric Crocker, Claire McKimm, Mais Attia, Maria Escribano, Dianne Goodwin (Clerk)

14-15/4.1 Welcome and Apologies

Apologies accepted from Liz Hill and Greg Richmond.

Vanessa explained that the items related to Finance and Resources would be discussed first as Carol had to leave the meeting early.

14-15/4.2 Declaration of Pecuniary Interest

None declared

14-15/4.3 Minutes of last meeting held on 29th January 2015

CF asked for an amendment to be made to point 4 under HT Report. She said that PPG was given to children who were entitled to Free School Meals at any time in the last six years.

14-15/4.4 School Budget

Andrew asked if the format was the same as that used by other schools. Vanessa explained that the format to the Budget had changed in September. Schools had been given a choice of four different ways of presenting the information. Carol added that she had followed the advice given by the Finance Officer, Charles Woodland. Vanessa said that the Resources committee had commented on how much easier the format was to follow. She added that comparative data was available in the Arbor report which had been sent to all governors.

Carol said that two amendments were needed

1 Catering for SHINS -salaries of the Infants budget which for year 2 should read £36950 not £33929.

2 A credit has been received on the gas bill for SHJS so the amount has been reduced to £6500 Vanessa asked why the original amount had been so high. Carol replied that she had based it on the original bills but these had been estimated and were higher than the actual bills.

Andrew queried the amount for staff absence. Vanessa said that staff absence was covered by insurance after 10 days but admin staff were not covered. John said the time limit could be reduced to 5 days but the premiums would be much higher,. Carol said that the present insurer provided a lump sum for maternity cover unlike many other insurers.

Vanessa thanked Carol and Charles woodland for their work on this budget and also for the constant monitoring that takes place to ensure that spending stays on track.

Vanessa proposed that the Budget be accepted in principle. This was seconded by Kristine and accepted by all present.

14-15/4.5 Committee Reports

(i) Resources

- Policies – HR policies deferred as still waiting for policy on Shared Parental Leave. John said this was a complex area
- Windows – Carol explained that the classrooms on the south side of the Junior school got very warm when the sun was shining. The windows did not have enough openings to allow for sufficient ventilation. She said that in order to resolve this some of the panels need to be replaced. She said she was in the process of obtaining quotes and asked for authority to proceed as this work needed to be done as soon as possible. She said that quotes received so far had been in the region of £10 000. Andrew asked how many quotes had been received so far. Carol replied that 2 had been received. Claire said that the rooms were very warm at present and the problem would only get worse in summer. She said that last year she had taken her class outside to work as the heat had been unbearable on some occasions.. Carol said the top quote she had received had been £12 000. John asked if this included VAT. Carol said that they didn't but VAT would be reclaimed. Vanessa asked Governors to approve spending up to £12 000. This was agreed.

14-15/4.6 Chairs Update

- School Crossing Patrol – a new patrol was now in place on Mount Pleasant Road. She said that the other crossing point on Stoke Hill Road and Union road would not be covered by a crossing patrol as it did not meet the criteria. Peter said there had been a lot of confusion because of the various media reports. He asked if there had been any feedback from parents. Sarah said none had been received. Peter said it was important to manage parents' expectations. Sarah said that the School Travel Plan needed to be reviewed as the existing one was very old. Peter suggested a working party to review this and to include those people who had campaigned for the retention of the School Crossing Patrol (ACTION)
- New TA had been appointed to cover Maternity Leave in SHINS
- Vanessa had spent Monday morning in school to meet with parents who might be interested in becoming governors but had no response.
- Admin staff. Teresa still off due to illness. Likely to be some time before she returns. Rest of Admin team have worked hard to cover her work but situation under constant review. Carol said this showed the benefit of one team working across both sites. Vanessa thanked the Admin team for all their hard work
- Inclusion team – Vanessa said that Jo McCarthy had commented on how well the new Inclusion team was working and especially the benefits of working with families across the Federation right from the start of their school life
- Governance and OFSTED. At the last meeting it had been decided that the Chairs of the committees plus the HT and Chair to meet to look at various Audit tools. Three possible areas of weakness had been identified.
 - I. Governor visits – this has been looked at by T & L see item

- II. School Improvement Plan – Section F – Five Year Plan. This was under review by FLT and also T & L committee
- III. Relationship with Stakeholders. Minutes of meetings were placed on noticeboards but were not on website (ACTION) Dianne to deal. Andrew asked who the stakeholders were. Vanessa said this included parents, local neighbours and children. She said that FGB meetings were open so anyone can attend except for Part 2 sections.

Andrew raised the issue of q7 relating to 360 review of Chairs Performance. Kristine said that this was to try and prevent situations occurring similar to that at West Exe School. Vanessa said that she did not sit on any of the committees so that she could not influence their work. Kristine added that there had been a turnover of governors since the Federation had been formed. Peter said that succession planning was important and that some schools stipulated that governors could only serve for a maximum of two terms.

(Carol left the meeting at 6.50pm)

Kristine said that Stoke Hill was in a different situation to other schools. The Federation had only been in place since 2010 and Vanessa was the only Governor remaining. She said that the concern was stagnation but this was not a concern for Stoke Hill as there had been a turnover of parent governors as their children left the school. Andrew asked if the FGB should foster others to put themselves forward as chairs of committees. Vanessa said all processes for electing chairs were open.

Vanessa raised q14 relating to collaboration. She said that Carol had said membership of Exeter consortium should be included in this area.

Vanessa said that the paper was an attempt to show evidence that the governors were reviewing their performance.

14-15/ 4.7 Headteachers Report

- Assessment without Levels. Jamie reminded Governors that the way pupil progress was measured was changing. Previously Levels of Attainment were used but in future children would be measured against expected progress for their Year Group. He said that Pupil Tracker Online had been used in the past but it didn't match exactly to the new system. Sarah said that the progress of children in Year 1 was already being measured using the new objectives. Jamie said staff at the Junior school were looking at various systems in order to prepare for September. He added that the majority of schools in Exeter used Pupil Tracker On line which was being updated to reflect the changes. ? asked how pupils achievement was being monitored. Jamie said the old system was still being used at present whilst various options were considered. Vanessa said that it was important for Governors to be aware of the changes to assessment. Sarah said it was difficult to make an immediate switch from one system to another and it was better to adopt a phased

approach. John asked about SATS. Claire said Years 2 and 6 were working to the old system and SATS this year would be based on levels of achievement as before. Andrew asked for the reason for the change. Vanessa said that schools were still accountable for attainment. She said there was to be more emphasis on applying knowledge. Jamie said that the highest level children should be able to put things in context.

- Curriculum – Sarah said the new Curriculum called for a more creative approach. She said that all children apart from those in Years 2 and 6 were now working on the new Curriculum. She said that one years work had almost been completed and all the work was being reviewed under 3 main areas; old, new and what works well. Sarah said that all children had to be supported in their work, not just those on low income. She said the curriculum was not just about Maths and Reading. One new area Coding presented new challenges for teachers. Jamie added that one of the biggest changes was to history which now had to be taught in chronological order.
- Other curriculum – new national curriculum only part of picture. Other areas to consider include outdoor curriculum, coding. Kristine asked if children were coping with new subjects such as Coding. Jamie said they were doing very well.
- Pupil Voice – Jamie said this was an opportunity for the children to discuss aspects of school. He cited an example of a discussion about school trips had led to a visit to the Fleet Air Arm museum. Andrew asked about Skills force. Jamie said this had arisen out of an event run by DAPH. He said it was similar in content to the Duke of Edinburgh award and its aim was to help teach primary school children communication skills and team work. Vanessa asked if all children were doing this. Jamie said at present only one class was doing it but it could be rolled out to other classes.

14-15/4.7 Committee Reports

(ii) Teaching and Learning

Main points already covered

14-15/4.8 Safeguarding

Sarah said there were currently 3 children in SHINS and 1 at SHJS on the Child Protection Register

14-15/4.9 Policies for Approval

- Supporting Children with Medical Conditions
- Children in Care

These had all been reviewed and approved by the relevant committee.
They were proposed for approval by FGB by VN and seconded by KV. All were approved

14-15/4.10 Head teacher Induction

Vanessa reported that Interim Performance Management review had been carried out by herself and Greg. Jamie said it had been very constructive.

14-15/ 4.11 Governor Visits and training

Peter said the Safeguarding training had been postponed. He had attended Refresher for Experienced Governors which he had found very useful and recommended it to other governors. List of opportunities for Governors to visit school previously circulated

14-15/4.12 Dates of next meetings

Date of next meetings
FGB 11th May
Resources 27th April
T & L 21st April

All meetings will be at the Junior School

ACTIONS

- 1 Working Party to be set up to look at School Travel Plan
- 2 FGB minutes to be placed on website