

# FEDERATION OF STOKE HILL SCHOOLS

## MINUTES OF THE FULL GOVERNING BODY MEETING

### 3<sup>rd</sup> December 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		
				Sarah Murts	SMu		
Andy Pheasant	AP						
Amy Bickford	AB						
Carla Encinas	CE						

Apologies	Initials	Reason
Zion Lights	ZL	

In Attendance	Initials
Dianne Goodwin (Clerk)	DG
Emily Ford	EF

Item	Description	Owner/ Decision
1	<b>Apologies for Absence:</b> Received from Zion Lights. AB welcomed EF to the meeting	
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>Minutes of Previous meeting</b> These were agreed.	
	<b>Chairs Update</b> AB said that she and TU had been holding very useful discussions with all governors in order to look at how the governing body could change the way in which it works to improve governance of the Federation. She said this was ongoing. Both schools currently facing a very challenging situation because of the pandemic. Procures and routines were constantly being changed, often with very little notice. AB said that one part of the Governing Bodies role was to challenge the Leadership team to make sure that they were working to provide the best outcomes for the school, but it was also important that governors provided support to the school. AB said that governors appreciated what RS, SM and all, of the staff are doing and thanked them for their hard work. AB said it seemed likely that the situation would continue for some time. AB said that she noted that neither committee had elected a chair. She said it would be preferable for each committee to have someone as Chair and encouraged governors to consider taking on this role. AB thanked CD and EB who had been meeting with TU to look at reconstitution and also thanked CE for sharing feedback from the various training events she had attended.	
	<b>Reconstitution</b> TU referred to the document circulated prior to the meeting. He thanked CD and EB for the time and efforts that they had put into looking at this. He said that they had considered the	

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	<p>various roles that they felt were needed and had decided that the number of governors should be reduced from 18 to 16. He said that it was important to try and develop areas of expertise and for governors to feel empowered in their roles.</p> <p>AB said that recent communication for Babcock had suggested that 16 might be still too large. TU said that there had been discussion about the number of governors, but it was felt that 16 would provide enough people to have responsibility for different areas which were considered to be important in relation to the School Improvement Plan. He added that the governors were having to look at the work in 2 schools, not just 1 school. SM said that it was important for governors to look at the transition between the 2 schools. She added that by giving individual governors specific roles then this would encourage more commitment.</p> <p>TU proposed that the Governing Body be reduced in size from 18 governors to 16. This was seconded by CD and agreed by all present.</p> <p>DG asked about the length of office for staff and parent governors. She explained that this had been set at 2 years as it was felt that 4 years might be off putting to prospective governors proposed that the term of office for Staff Governors and Parent governor be kept at 2 years. This was seconded by AB and agreed by all.</p> <p>TU said that there were specific roles that needed to have governor input.</p> <p>Already agreed  Safeguarding AB  SEN AB  H &amp; S CE  GDPR CD</p> <p>TU asked for volunteers to look at Literacy, Numeracy and the overall Curriculum  CE said she would take on Numeracy and SMu said she would take on Literacy and Curriculum</p> <p>TU said that he would be looking at the recently completed Skills audit forms along with AB and AP and would identify any areas where it might be useful to try and recruit new governors. He asked if governors felt it would be necessary to have a subcommittee to look at Governance review, in particular looking at how new governors were inducted and how skills were developed. SMu said that Babcock provided Terms of Reference for some of the roles which were useful starting points. AP said that he felt that Induction was very important, especially if the governing body was to be recruiting a number of new governors. He said that this had been looked at last year prior to lockdown but felt it needed to be worked on as a matter of urgency by 2 or 3 people whilst other governors could be looking at other areas of governance. AB suggested that AP look at Induction. SM said she would be willing to offer advice having been involved with lots of staff induction.</p> <p>TU, AB, CE and CD to look at governance practice  DG said she would be happy to carry out research for this.</p>	<p>CD, TU, AP,  EB  30/11</p>
	<p><b>HT Report</b>  <b>Federation Improvement Plan</b></p> <p>The Plan for SHJS had been circulated prior to the meeting. RS said that the plan was focussed on 3 main areas  Catch Up to try and ensure that the children reached the levels that had been expected of them if lockdown hadn't happened  Complete items outstanding for last year's plan  New areas of development</p> <p>RS said that he had completed a SEF which had been very useful in identifying where the school was now and helped in drawing up an Action Plan to identify how things could be improved.</p> <p>CE said that she would like to see information on how communication between school and parents and also with children could be improved. RS said that was under consideration, but more work would be done once the situation improved and it was possible to engage</p>	

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	<p>more with parents.</p> <p>SM said it was an opportunity to reintroduce those areas that really mattered. She said it was important to ask staff if there were things that were done previously but were unable to be done at present and see if they were really essential.</p> <p>RS said at the moment the core business was to keep children and staff safe.</p> <p>AB asked about targets that had been set previously. She gave an example of participation in After School Clubs. RS said that this was till a target but was not allowed at present. He said that this would be more important as there was a higher number of PPG children – 28 more in SHJS than last year.</p> <p>RS said that the Plan would be reviewed at T &amp; L meetings</p> <p>SM said the plan for SHINS was almost complete</p>	
	<p><b>Reports from Committees</b></p> <p>Draft minutes for both meetings circulated</p>	
	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Pay Policy</li> <li>• Health and Safety</li> <li>• Safeguarding – amendment required as RS is unable to do Refresh training until January. Jamie Sullivan to be Safeguarding Lead</li> <li>• SEND</li> </ul> <p>All policies approved</p>	
	<p><b>PPG</b></p> <p>AB asked for thanks to be given to JS for comprehensive document. RS explained that schools were now expected to produce a long-term strategy. He said he and JS had attended a training session about the new procedures. He said that schools had to provide more clarity as to how PPG money was being spent. He said that the bulk of the money was used to provide extra class teachers so that all the children were able to benefit from smaller class sizes. EB said she was now working with JS and would be monitoring the strategy. She said it was hoped that more enrichment activities could be provided but things were having to be done differently because of Covid.</p> <p>CD asked if there was any data available to show what the attainment gap looked like. RS said that there was none for last year, but the Autumn assessments had just taken place. EB said that these had shown a lot of variation between subjects. She said that there was a big gap with Reading as some children had not done much reading during the lockdown and over the summer. RS said that this years Year 6 were showing and improvement on last Years Year 6 results at this stage, but he added that last years Year 6 contained a large group of SEN children.</p> <p>CD said that national predictions seemed to be that the gap would wide, especially in Numeracy.</p> <p>EB said that extra phonics work was being done with PPG/SEN children, but they also needed to do extra work at home, and this wasn't always happening. CD said this cold bee due to problems relating to access to learning at home.</p> <p>DM said that the number of children who were not achieving ARE level was higher, but the gap was closer. EB said that there had also been a big jump in improvement form the progress achieved by the children at the start of term to the recent tests.</p> <p>TU asked about comparisons with 18-19. RS said that the DfE did not encourage comparisons with previous years but instead advised comparisons with national figures. He added that T &amp; L would be scrutinizing data.</p> <p>TU asked about the level of finance for PPG children. RS said that the figure allocated was complicated by the fact that it was allocated for a financial year which was not the same as the academic year.</p>	

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	<b>Safeguarding</b> No incidents to report DG said that there were still 2 outstanding questionnaires	
	<b>GDPR</b> No incidents to report CD asked about Terms of Reference. DG said she would send these to her (ACTION) RS advised CD to discuss GDPR with Maria at SHJS and Linda at SHINS	
	<b>Governor visits</b> Although Governors are unable to visit school at present there are still opportunities for governors to be involved in monitoring. RS asked for governors to take part in discussions with children who had been involved in Online Learning. AB asked about Safeguarding as an adult would need to be present. RS said that a neutral adult would be present. CD said she was able to do this. SM asked for governors willing to talk to the younger children about feeling safe and what it meant to them. TU and CE agreed to do this. AB said she had done a visit to the Nursery and had been impressed by the children carrying out various Covid related routines, especially lots of hand washing.	
	<b>Dates of next meetings</b> <b>14<sup>th</sup> January – Teaching and Learning</b> <b>21<sup>st</sup> January - Resources</b> <b>4th February- FGB</b> <b>All meetings to be virtual</b>	
	<b>ACTIONS</b> Governance Review to look at Reconstitution	