

FEDERATION OF STOKE HILL SCHOOLS

MINUTES of the MEETING of the FULL GOVERNING BODY

Held at Stoke Hill Infant School on Wednesday 3rd July 2014 at 6.15 p.m.

PRESENT: Roy Souter (Headteacher SHJS), Jamie Sullivan, Sarah Mackay (Headteacher SHINS), Vanessa Newcombe (Chair); Carol Finning, Liz Hill, Liz Edwards, Kristine Vaaler. Greg Richmond, Andrew Page, John Turnbull, Dianne Goodwin (Clerk)

13-14/6.1 To receive apologies

Apologies were accepted from Sharon Whitgreave, Ric Crocker and Jill Ford.

13-14/6.2 Declaration of any pecuniary interest in any agenda item

Vanessa asked governors to declare if they have any pecuniary interest in items on the current agenda. None were declared.

13-14/ 6.3 Minutes of the last meeting held on 12th May 2014.

Approved

13-14/6.4 Matters arising from those minutes that are not covered in the agenda

none

13-14/6.5 Chair's Update

- 1 Governor vacancies – Vanessa said following the meeting on of her nomination as LEA Governor had been forwarded to DCC for approval. This had been turned down and Mr Peter Holland, local councillor for Pennsylvania had been appointed from 1st September. She continued by saying that Abdullah Al Shahrani had resigned as Community Governor because of work commitments. This meant that there was a vacancy. Liz Edwards proposed that Vanessa should fill this vacancy. This was seconded by Kristine and approved by all.
Andy Sinclair's term of office is due to finish on 31st August. Vanessa asked Dianne to contact him to see if he wished to continue. (ACTION)
- 2 Vanessa thanked Liz Edwards and Jill Ford for their many years of service on the Governing Body, firstly at SHINS and more recently for the Federation.
- 3 Staffing – Vanessa reported that two new members of staff had been appointed. She also gave thanks to Jillian Davidson and Sheila Millican who have been working at the school for 25 years.
- 4 Strike on 10th July. Vanessa said that both schools would be open as normal
- 5 Dates for next year. These had been circulated prior to the meeting.

13-14/6.6 Headteachers Report

- This had been circulated prior to the meeting. Vanessa asked if Governors had any questions for Roy and Sarah
- (i) Vanessa asked about the wide range of attainment from 65 to 92 %. Sarah said that the data is presented in bands. She explained that there were variations in attendance at foundation Stage as some pupils only attended on a part time basis. John asked how the children were assessed. Roy said assessment took a number of different forms including formal tests and standard assessments.
 - (ii) Kristine asked about Lesson Observations which she said had become increasingly important because of the impact on pay. Greg asked how much notice was given to staff. Sarah said that one session was unannounced and two were planned.
 - (iii) Andrew asked about the new school website. Sarah said that work was ongoing but it was hoped to be operational in September.

13-14/5.7 Committee Reports

1 Teaching and Learning Committee

Vanessa queried the statement that History was now to be taught chronologically. Jamie explained that topics had to be taught in order, for example Romans could not be taught after Tudors.

Vanessa asked about concerns over Teacher Placements. Roy explained that there had been a couple of bad experiences at the Junior School with poor quality teaching by students which had had an adverse affect on pupil progress. He said that it was now felt that the quality of teaching throughout the school was much better and that would be less likely to be affected in the same way as previously. Jamie added that the University had improved its monitoring of students.

2 Resources Committee:

Liz raised concerns over the use of Coaches for School trips. She said that it had been revealed that Carmel coaches had been under investigation for some time prior to the accident. She said that the school ought to be informed if other companies recommended by DCC are also under investigation. Andrew asked what the rationale was behind ending the contract. John advised that the best course of action would be to contact the County Solicitor for advice (ACTION)

Budget – Vanessa asked for this to be a standard item on future Agendas. Greg said that the statements had been examined by the Resources committee. Carol said that this was probably the last time the Monitor would be produced as it was being replaced by FRS. (Financial Reporting Standards) She said that the new format didn't produce as much detail but work on the format was still ongoing.

Vanessa gave thanks to Carol for her hard work in raising funds for the Federation.

Governor expenses. Kristine queried the need to provide translation services for Governors. John said that this was probably a requirement of the Equality Act.

Vanessa asked Dianne to seek advice from Governor Services about language requirements for Governors (ACTION)

13-14/6.8 Policies

The following policies were put forward for approval by the Governing Body

- i. Safeguarding
- ii. Intimate Care
- iii. Appraisal of Headteacher and Teachers Policy
- iv. DBS Policy
- v. Governors Expenses
- vi. Initial Teacher Education

These had all been reviewed by Committees. They were proposed by Vanessa and seconded by Greg.

Andrew asked about the Appraisal Committee mentioned in the Appraisal Policy. Dianne said she had contacted Governor Services for clarification and had been advised that the Governors dealing with the Headteachers Appraisal comprise the Appraisal Committee and terms of reference are not required as they do not make the decision regarding Pay. This is done by the Pay Committee.

13-14/6.9 Safeguarding

Roy reported that there had been a couple of incidents resulting in referrals to MASH, he added that MASH had told him the incidents had been handled by SHJS in an exemplary manner.

Vanessa asked if the MASH referrals system was now working fully. Roy said it seemed to be working well but there was still a backlog which was being dealt with.

13-14/6.10 Governor Visits

Vanessa said that there were a number of very useful courses being held in the Autumn term \nd she encouraged Governors to attend. Greg said that he was to attend training on Performance Pay which had been oversubscribed.

13-14/5.11 Date of next meeting

The next meeting will be on 2nd July 2014 at 6.15pm in the Infant School.

Meeting closed at 7.00 p.m.

ACTIONS

Dianne to prepare papers for Staff Governor elections for start of new Academic Year

Dianne to contact Andy Sinclair re position as Parent Governor

Vanessa to contact County Solicitor re School Buses

Dianne to seek advice about Language qualifications for new Governors