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| Minutes for Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 18th May 2020 17:30 | | Location | Video Conferencing | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Lesley Dunford (Chair) | LD | Co-opted Governor | Emma Brown | EB | Headteacher LINS |
| Mark Wilkinson | MW | Headteacher | James Hewlett | JH | Co-opted Governor |
| Alex Banks | AB | Co-opted Governor | Robert Boyd | RB | Co-opted Governor |
| Jill Green | JG | Co-opted Governor | Karen Bates | KB | Co-opted Governor |
| Sarah John | SJ | Staff Governor | Emma Brennan | EJB | Co-opted Governor |
| Greg Hawkins (Vice Chair) | GH | Co-opted Governor |  |  |  |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors | Sarah Melhuish (until 18:15) | SM | Prospective Governor |
| Tom Butcher (until 18:15) | TB | Prospective Governor | Andy Thornhill (until 18:15) | AT | Prospective Governor |
| **Apologies** | **Initials** |  |  |  |  |
| Amy Grashoff | AG | Parent Governor | Heather Mills | HM | Co-opted Governor |
| Anthony Fothergill | AF | LA Governor |  |  |  |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | HM and AG sent apologies due to work commitments.  AF sent apologies due to technical issues.  Apologies for absence approved. |
|  | **Declaration of Pecuniary Interests invited and declared** |
|  | No interests declared |
|  | **Final FGB Minutes from 9th March 2020** |
|  | These were approved at the meeting and will be signed and dated by the Chair once this is possible.  **Approved: Governors voted to approve the FGB Minutes from 9th March 2020.** |
|  | **Final T&L Committee Meeting Minutes from 27th April 2020** |
|  | These were approved at the meeting and will be signed and dated by the Chair once this is possible.  **Approved: Governors voted to approve the previous T&L Committee Meeting Minutes from 27th April 2020.** |
|  | **Committee Reports** |
|  | LD explained that the budgets and Data Protection Policy had been reviewed by the Resource Committee on 12th May and forwarded with recommendation for approval by the FGB. |
|  | **Matters Arising** |
|  | **Matters Arising**  **Matters Arising from FGB – 03.02.10 and 09.03.20**  **9. Headteachers’ Report**  HM was due to make some enquiries regarding seeking funding from an environmental perspective. HM was not present this evening so this item will be deferred.  Action required: Item is deferred to the next FGB meeting on 13th July.  Academisation – AF was due to compile a report about academisation. AF was not present at the meeting this evening.  Action required: Item is deferred to the next FGB meeting on 13th July.  **17. Governing Body Model and Chair**  A proposed schedule for meetings next year had been circulated prior to the meeting.  LD updated the meeting on the proposal for amalgamating existing Resource Committee and Teaching and Learning Committee into the Full Governing Body. This will mean that each governor or group of governors will be delegated an area of responsibility which will include relevant policies. Governors will then report on their respective areas to the Full Governing Body Meetings. The areas of responsibility have been previously circulated and discussed at FGB meetings.  LD proposed accepting the meeting schedule. LD also proposed accepting the new areas of responsibility in principle and looking at details including the specific areas of responsibility and the strategy for the Strategic Plan at the next FGB Meeting.  AB asked how the Teaching and Learning data timetable has been mapped into the new schedule. LD asked MW and EB whether it might be possible to rely on internal school data rather than rely receiving the external data for review. MW said that internal data is already factored into the timetable. EB said the internal EYFS (Early Years and Foundation Stage) data does not fit into the Key Stage data schedule but could feed in at a later stage.  **Approved: Governors voted to approve both the meeting proposed meeting schedule circulated prior to the meeting.**  **Approved: Governors voted to approve in principle the proposed new Governing Body structure for next academic year.**  Action required: At the next FGB the new structure including areas of governor responsibilities will be discussed. Clerk to add Governor portfolio list and ToR for each portfolio to support this agenda item in next FGB papers |
|  | **Monitor Budget for LINS and LJS** |
|  | This was discussed after item 14.  Budgets had been circulated to the FGB prior to the meeting. These budgets have been reviewed and are recommended by the Resource Committee.  JH informed governors that the reality of the budgets means that in 3 years LINS will be £250,000 in deficit and LJS will be £3,500 in credit. Therefore, these budget situations are not a rosy picture for the schools. JH said these budgets are the best budgets that can be achieved at the moment, but JH said governors need to be aware of the budget constraints for both schools.  EB said that staffing is at 114% percent of the budget and LINS has a very expensive building to run.  **Approved: Governors voted to approve the LJS budget and the LINS budget.** |
|  | **Headteachers’ Reports** |
|  | LD asked Headteachers for their verbal reports in light of the current school re-openings.  MW said he is in progress with the plan for the LJS (Ladysmith Junior School) reopening. MW said he will be consulting with staff tomorrow (19th May) and will submit the proposals to governors this Wednesday 20th or Thursday 21st May; and then communicate with parents this Friday 22nd May. MW said that the arrangements may not be fully delivering all the government requirements. MW asked whether governors could form a working party with the delegated responsibility of approving MW’s school reopening proposals.  EB said that LINS (Ladysmith Infant and Nursery School) has a similar plan in place which will require governor approval. EB said the plan is in line with Devon County Council and Government requirements whilst considering staff wellbeing.  EB said it is a complex process and will be requiring a lot of risk assessments. EB asked if one governor could be a named as a representative for Coronavirus. KB volunteered to be the Coronavirus representative as she has relevant work experience.  JH asked MW what the areas that may not be fully deliverable in line with government requirements. MW advised the government would like to see children return full-time, but the size of the classrooms and number of pupils means it is not viable to have children full-time and maintain social distancing.  EJB asked what the proposal for part-time is. MW suggested each child with either do a Monday, Tuesday or Thursday Friday and Wednesday will be for deep cleaning.  JG, KB, GH, JH and EJB agreed to form a working party to meet with MW and EB to discuss and approve return to school plans for both schools. KB will report on the summary of the meeting to the FGB.  **Approved: Governors approved devolving responsibility to the governor working party. This working party will review and approve the LINS and LJS proposals outlined for reopening the schools from 1st June. These proposals will require ratification at the next FGB.**  Action required: MW and EB to contact this working party of governors to convene a meeting this week. KB will report back to Governors.  JH asked MW and EB whether there have been safeguarding referrals and if so whether these have been followed up.  MW said the usual processes have been in place. JH said that as usually the child will be in school and can be spoken to, so how is this working at the moment with the schools being closed. MW said there are weekly inclusion meetings and there is a list of vulnerable children who are followed up and where appropriate referrals made to GPs, Early Help etc. as and when necessary.  EB said the same process applies for LINS holding weekly inclusion meetings with the SLT (Senior Leadership Team) and there is a log for vulnerable children which is followed up. EB said the Family Support Worker is maintaining regular contact with the families. |
|  | **School Improvement Plan (SIP)** |
|  | LD asked EB and MW where they were with the progress on the SIP. EB said the majority of actions have not been able to progress at all since LINS’ closure. MW said there has not been any progress on the SIP except there has been some movement on curriculum planning which has been achievable in these circumstances. There has also been considerable update to the Federation website for supporting children’s learning for parents. |
|  | **Agree dates for FGB meetings for the coming academic year** |
|  | This item was covered in Agenda Item 6 ‘Matters Arising’. |
|  | **Ratify Proposed Staffing Structure for the forthcoming year** |
|  | This agenda items was discussed after agenda item 7.  The meeting discussed this during Part 2 of the Meeting.  **Approved: Governors voted to approve the staffing structure recommended by the Resources Committee for the next academic year.** |
|  | **Policies** |
|  | **Schools Pandemic Policy** |
|  | This had been circulated prior to the meeting.  **Approved: Governors approved the Schools Pandemic Policy.** |
|  | **LINS and LJS COVID Policy** |
|  | This policy had been approved by LD during the Easter holidays and ratification is required by the Governing Body.  **Approved: Governors voted to ratify the policy that was approved by LD.** |
|  | **Prospective New Governors** |
|  | LD referred to the pen portraits circulated to the FGB prior to the meeting. LD clarified with SM, AT and TB whether they are keen to become governors. JGC suggested that after governors have left the meeting today the FGB can hold a vote on whether to co-opt the potential governors present today. If the potential governors are co-opted this means they will be in post for the next FGB Meeting.  This part of this agenda item was covered after agenda item 11 ‘Ratify Proposed Staffing Structure of the forthcoming year’.  **Approved: Governors voted to co-opted TB, SM and AT onto the Full Governing Body.** |
|  | **Training** |
|  | LD referred to the recent training she had undertaken and asked governors to take a look at this.  SM, AT and TB left the meeting at 18:15.  The meeting then moved to:  7, ‘Monitor Budget for LINS and LJS’  11, ‘Ratify Proposed Staffing Structure for the forthcoming year’ (part 2 item)  13, ‘Prospective New Governors’ (2nd part of this agenda item) |
|  | **Date of next meeting:**  **Monday 13th July 2020 5.30pm @ Ladysmith Junior School** |
|  | **Meeting Closed at 18:30** |

Signed………………………………………………….. Dated…………………