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| Minutes for Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 16th September 2020 17:30 | | Location | Video Conferencing | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Amy Grashoff (Co-Chair) | LD | Parent Governor | Emma Brown | EB | Headteacher LINS |
| Karen Bates (Co-Chair) | KB | Co-opted Governor | James Hewlett | JH | Co-opted Governor |
| Alex Banks | AB | Co-opted Governor | Robert Boyd (arrived 18:00) | RB | Co-opted Governor |
| Jill Green | JG | Co-opted Governor |  |  |  |
| Sarah John | SJ | Staff Governor | Emma Brennan (arrived 18:30) | EJB | Co-opted Governor |
| Greg Hawkins (Vice Chair) | GH | Co-opted Governor | Tom Butcher | TB | Co-opted Governor |
| Sarah Melhuish | SM | Co-opted Governor | Andy Thornhill | AT | Co-opted Governor |
| Amy Grashoff | AG | Parent Governor | Heather Mills | HM | Co-opted Governor |
| Mark Wilkinson | MW | Headteacher |  |  |  |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors | Karen Featherstone | KF | Deputy Headteacher (LINS) |
| Dave Broad | DB | Deputy Headteacher (LJS) | Fran Collinge | FC | Deputy Headteacher (LINS) |
| Jennifer Heuer-Evans | JHE | Teacher (LINS) |  |  |  |
| **Apologies** | **Initials** |  |  |  |  |
| Lesley Dunford | LD | Co-opted Governor | Anthony Fothergill | AF | LA Governor |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | AF sent apologies due to technical issues.  LD sent apologies prior to the meeting.  RB said he would be late due to work commitments.  Apologies for absence approved. |
|  | **Declaration of Pecuniary Interests invited and declared** |
|  | No interests declared |
|  | **Election of Vice Chair** |
|  | JGC said that she had not received any nominations for the role of Vice Chair prior to the meeting. JGC asked if any governors would like to stand for this role. GH said he would stand again, MW seconded this proposal.  **Approved: Governors approved GH as Vice Chair until the first meeting of next academic year.** |
|  | **Current Governor Terms of Office and Succession Planning** |
|  | KB said that herself and AG are co-chairing but this will be for a time limited period. KB welcomes interest from governors, including newer governors and is happy to share out projects, interests or training. |
|  | **Finalise Meeting Dates** |
|  | AG asked whether the timing of the meeting dates is in line with when data becomes available. EB said that the EYFS data can be covered in the November and March meetings. AB said that the data for the self-evaluations aligned for January and May.  AB asked MW and EB whether there are any results that they are working from. MW said there are not any results as no tests took place but they can look at teacher assessment and mock data. MW said that there could be a partial discussion in October about data.  EB said that there has been teacher assessment but as the teachers have not seen the children so this is not necessarily accurate data.  Action required: JGC to circulate the final version of the meeting dates. |
|  | **Agree Committee Membership, Terms of Reference and governor areas of responsibility** |
|  | **Approved: Governors approved the Pay Committee will be formed of JG, AG, KB, HM and AT.**  **Approved: Governors approved the First Committee and Appeals Committee (Second Committee) is formed as and when required by the most appropriate governors for the situation.**  The Meeting then moved to item 7 to assign governors to areas of responsibility. |
|  | **Governors’ Individual Roles** |
|  | JGC explained the only area of responsibility requiring a Deputy governor is Safeguarding, this is optional otherwise.   * Lead Safeguarding Governor - AG * Deputy Safeguarding Governor - JH * Lead School Improvement Governor - AB * Lead Community, Staff and Parental Links Governor - HM * Lead Inclusion and SEND Governor – TB, EJB (KB?) * Lead Premises, Security and Health & Safety Governor and IT – JH * Lead General Data Protection Regulation (GDPR) Governor - RB * Lead Personnel Governor - SM * Lead Curriculum Governor – GH and AF(?) * Lead Finance Governor – AT * Lead Pupil Premium Governor – JG * Early Years – JG and HM   Action required: JGC will investigate to see if there is an Early Years Terms of Reference.  Action required: JGC to contact Simon Stennett, the Associate Governor to ascertain whether he would like to work on finance.  Action required: JGC to contact AF and EJB who were not present to ascertain their areas of interest.  Action required: All Governors with an area of responsibility to check the Terms of References applicable to their specific areas and then submit these for the next FGB Meeting for approval from the FGB. Please can ‘track changes’ be used for any amendments. |
|  | **Signing and review of required forms and documents:**   * **Declaration of Business Interest Forms** * **Declarations of Eligibility Forms** * **Governor Code of Conduct** * **Ensure Governors have read KCSiE (Keeping Children Safe in Education) and sign to confirm** |
|  | Action required: JGC will email governors asap to ask them to confirm via return of email whether they have either signed or read the above documents. |
|  | **Other Annual Housekeeping Tasks and Meeting Protocols** |
|  | **Approved: Governors approved the NGA Governor Code of Conduct 2020.**  The FGB meetings are ‘open’ so that non-governors can attend as observers.  JGC reminded governors that the ‘part 2’ protocol is that any confidential items discussed will not be circulated via email.  JGC said that governors will be expected to attend training appropriate to their role.  JGC said she will be emailing each governor their current contact details held and ask if they can notify her of any contact detail changes. JGC checked that governors are happy to share their contact details with each other if necessary for governor purposes.  JGC reminded governors to notify her in advance if unable to attend a meeting, preferably by email.  JGC advised that safeguarding training is mandatory and asked that all governors complete this training. MW said he has some safeguarding resources that he can circulate; and a Q&A session for governors can be built into the next FGB.  Action required: MW to circulate safeguarding resources and JGC to add a slot to the next FGB agenda to cover Q&A questions. |
|  | **Headteacher Performance Management Process** |
|  | SM, JG and HM volunteered to be part of this year’s Headteacher Appraisal.  Action required: AG will contact Julie Stevens from Babcock to set a time for the headteacher appraisal. |
|  | **Final FGB Meeting Minutes 13.07.19** |
|  | AB advised a date that requires amending.  **Approved: Governors approved previous minutes including change tabled.** |
|  | **Matters Arising** |
|  | **7. Headteachers’ Report**  COVID Working Party to have met for returning children to school arrangements.  KB said this working party met over the summer and since then there have been further updates, but this has not required the working party to reform. This group can be recalled if this proves necessary. KB said she had been happy to approve the arrangements that staff had put in place for the return of the children this term.  9**. School Improvement Plan (SIP)**  Action required: This agenda item is deferred to the next FGB.  AB asked whether any additional governors would be interested in being part of the working party for the SIP (School Improvement Plan). TB and AT volunteered to be part of this group.  Action required: AB to liaise with EB, MW and the SIP Working Party on new objectives for the SIP. |
|  | **Data Feedback** |
|  | AG asked for any feedback from MW and EB on data.  MW said the best data they have currently is from February which is usually fairly accurate. Although he cannot guarantee where the children will be at the moment.  AG asked whether MW has taken teacher assessments, mock results and pass marks and looked at comparisons. MW confirmed they have done this.  EB said it currently looks like Years 1 and 2 have a 10-15% setback against ‘age-related’ levels.  Action required: MW and EB will share an overview of learning in the Headteacher Report at the next FGB meeting on 12th October.  AG asked how the transition into Year 3 has been. MW said they have taken the most up to date LINS data. MW said the process and input has been very different to usual. |
|  | **COVID** |
|  | AG asked EB and MW how the first couple of weeks of this term had been.  EB said it had been lovely to have the children back and it has also been full on. EB said there are challenges, and these challenges are not decreasing. These challenges include managing absence, reasons for absence, testing, and knock on effects this has for staff. EB said operationally a lot of time has been spent on these issues.  MW said that he first day back had eight absences which was good, but the other day there were 43 absences. There are problems of people not being able to access tests meaning they are unable to return to school while awaiting testing.  EB said they are trying to work on contingency plans for potential staff cover because they cannot freely move staff around school at the moment.  EJB asked if the schools have their own tests they can offer. MW said they were sent 10 tests for use for vulnerable children. The latest updates say they can reserve these tests for staff to use. MW said they are not able to order additional tests because a window of time needs to pass before being able to order additional tests. |
|  | **Finance and Resources** |
|  | JH said that the nursery is requiring additional toilets. JH asked whether a working party can make decisions about this. AG said that decisions need to be made as a full governing body. JH said this has come to light as a result of COVID. JH said the upgrade to the toilets could potentially be carried out over the October half term, but for this to happen this needs to be approved by governors asap.  AG and KB are due to meet FIPS (Financial Intervention Panel, Schools) tomorrow, so this request cannot be approved at the meeting this evening.  Action required: JH to work with JMH on the toilet project spend.  JH recommends that IT will be needing to be looked at for LINS and how best to invest in IT equipment e.g. through purchasing or leasing equipment. EB said there was a GDPR breach over the summer due to teachers using their own ICT equipment from home.  AT said that in the Finance Terms of Reference, it suggests the finance governor can consider and approve non-routine expenditure. AG said that if unplanned spends comes to AT, then talk to the Co-Chairs who can decide whether this request will need to put out to more governors, so that these decisions are not all attributable to AT.  Action required: A standing item on all FGB agendas for any expenditure requiring approval from the FGB. |
|  | **Policies** |
|  | **LJS and LINS Child Protection Policy** |
|  | AG asked that as EB is not here for the full year, and FC is named as Deputy Safeguarding Lead (DSL), who will pick this up on the days that FC is not working. EB said that Helen Keenor and Karen Featherstone are named deputy DSLs in the policy.  **Approved: Governors voted to approve both the LJS Child Protection Policy and the LINS Child Protection Policy.** |
|  | **LJS and LINS Finance Policy** |
|  | **Approved: Governors voted to approve the Federation Finance Policy including the LJS and LINS Appendices.** |
|  | **Federation Play Policy** |
|  | **Approved: Governors voted to approve the Federation Play Policy.** |
|  | **Safeguarding** |
|  | Action required: A safeguarding training pack will be circulated to governors and a slot will be scheduled during the next FGB meeting for governors to raise questions and discuss. |
|  | **Training** |
|  | JGC asked if training can be booked through JGC for the time being. A new training booking system has been introduced which requires a discount voucher to be applied to obtain the Babcock subscription discount.  The meeting moved to Part 2. |
|  | **Date of next meeting:**  **Monday 12th October 2020 5.30pm via video conference.** |
|  | **Meeting Closed at 19:00** |

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