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| Minutes for Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 23rd November 2020 17:30 | | Location | Video Conferencing | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Amy Grashoff (Co-Chair) | LD | Parent Governor | Mark Wilkinson | MW | Headteacher (LJS) |
| Karen Bates (Co-Chair) | KB | Co-opted Governor | James Hewlett | JH | Co-opted Governor |
| Alex Banks (arrived 17:35) | AB | Co-opted Governor | Robert Boyd (left ?) | RB | Co-opted Governor |
| Jill Green | JG | Co-opted Governor | Heather Mills (left 19:30) | HM | Co-opted Governor |
| Sarah John | SJ | Staff Governor | Emma Brennan (arrived ?) | 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 |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors | Dave Broad | DB | Deputy Headteacher (LJS) |
| Karen Featherstone | KF | Deputy Headteacher (LINS) | Lorraine Carter | LC | Federation Business Manager |
| **Apologies** | **Initials** |  |  |  |  |
| Emma Brown | EB | Headteacher (LINS) |  |  |  |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | AB said he would be five minutes late due to work.  Apologies for absence approved. |
|  | **Declaration of Pecuniary Interests invited and declared** |
|  | No interests declared |
|  | **Finance and Resources – Standing Item** |
|  | The Meeting went into Part 2. |
|  | **Matters arising** |
|  | **Matters Arising**   * **FGB 12.10.20**   **4. Matter Arising - School Improvement Plan**  AB has assigned himself to keep an eye on behaviour and attitudes through the Strategic Plan that may arise due to COVID.  Governors confirmed they have been checking the Strategic Plan against their individual lead areas.  AB confirmed he will request information early next term from governors so he can BRAG rate the Strategic Plan  **7. Approve Terms of References**  JGC has contacted Babcock for a model IT policy and forwarded the links to JH.  Action required: SJ will get in touch with RELP and / or Trinity to see if they have an Early Years Terms of Reference.  **10. Clerk’s Appraisal**  This has taken place and the paperwork is in progress.  **12. Policies**  AB has included an objective in the SIP to encompass and environmental action plan for the schools to work to. |
|  | **Headteachers’ Report** |
|  | This had been circulated to governors prior to the meeting. Governors had submitted questions in advance of the meeting.  **Questions**  **AT - In the head teacher report there are absences, does this have a financial impact from arranging cover? Is this covered by the absence insurance?**  LC will investigate the financial viability for this in relation to TAs at LINS. Staff need to be absent for six-weeks before the insurance invokes, so this would not be financially viable for other staff.  **TB - The pupil wellbeing table for LJS shows SEMH incidents at 194 and mentions that this is an increase from last year. I am wondering if you can you explain a bit more about what sorts of thing constitutes an SEMH incident that gets reported on the system? - Also, are you able to give an indication of last year's figures by way of baseline?**  MW said last year’s figure was 108. These incidents concern social and emotional mental health and cover such areas as children socially at school and home life. This gets recorded and feeds through to the inclusion team who will provide appropriate support for children.  **TB - Looking at the staff absences for LINS, you mention that this is mainly associated with TAs. I am wondering the extent to which this is due to one, or two, staff members with significant periods of absence or a wider cross section of staff?**  KF said there are some long-term cases absent.  **GH - At the college we’re not recording COVID related absences within overall absences. Is this the same with yours? And if so do you have an idea of how many absences there have been as a result of COVID / students isolating?**  LJS has been recording COVID absences within all absences with a different mark. This means it is possible to separate these absences out. MW said COVID is accounting for approximately half the absences currently. This is something to talk to LINS about recording.  **AB - Following up Tom's question about the 97 days of staff absence in LINS, how effective is the support in allowing staff to return to work? What effect does this level of absence have in teaching? Are the absent staff covered by supply, and does this impact the budget if so?**  This has been covered in this meeting.  **AB - The HT report indicates phonics and baseline tests are resuming. Are tests of this type covered by the remote learning policy?**  MW said yes, if they have to do them remotely. Regarding self-isolating coverage, this is written into the policy as part of the daily provision. There will be another test in July for any Year 2s who should have taken the test in Year 1.  **AB - I'm sure we've all seen media reports about the growing gap between children at different learning stages as a result of summer lockdown. How much of an issue is this in LINS and LJS, how are children requiring additional support identified, and what measures are in place to ensure the gaps can be reduced as much as is realistically achievable?**  MW said that at LJS gaps will have widened. MW said there has been a strong emphasis on wellbeing and PHSE lessons. They are now getting more back to the regular curriculum. The teacher assessments will be over the next few weeks and it is over a year since children had their last teacher assessment. They will be conducting pupil attainment meetings with teachers before Christmas. How to address the gaps that are identified will start in January.  **HM - My query/question is linked to Tom and Greg’s about staff absence.  For context are the absences COVID-19 related?  It mentions that a coaching approach is currently being used, is that why?**  KF s said that this is the picture they’re seeing. One of things put in place is coaching. The SLT is supporting staff to look at the lowest 20% of children to offer peer support and coaching. KF said that schools are using it in different ways. Some schools are using it for children who are not yet returning to school.  MW informed governors that LJS had the first positive COVID case last week and sent a class home on Friday. MW is informing governors now because it took place after the Headteacher Report was circulated. |
|  | **Health and Safety Issues** |
|  | AG referred to the Safeguarding minutes for LJS and LINS. The LINS safeguarding minutes were uploaded later after the meeting at the end of last week. AG reported there was an issue regarding some DBS checks which is documented in these minutes.  JH said he has some unanswered queries which will get ironed out but are on hold until there is a long-term plan. |
|  | **Admissions** |
|  | LINS and LJS Admissions polices were not ready in time for this meeting and will be deferred to the next meeting.  Action required: Deferred to next FGB meeting on 20th January 2021. |
|  | **Update on Headteacher Performance Management Process** |
|  | HM said that this has taken place, this is the first time SM and HM have undertaken this. HM would like to suggest some changes to be made next year that can be better supported by Babcock.  HM said they have completed half of the process. They have delayed setting targets for MW until in post in January. One approach might be having input from all governors with a 360 degree, or 180 degree process which would mean objectives can feed in from other avenues. |
|  | **Circulating Information to Governors** |
|  | AG suggested that as all governors now have their lead areas. Information which is relevant to a governor area will be distributed to that specific cover. This information can then be circulated to other governors or fed back at an FGB as appropriate. This will cut down on volume of information governors receive. AG confirmed governors are happy with this approach. |
|  | **Governor Safeguarding Documents** |
|  | Action required: MW requested that the two signed sheets are returned to Annette Dickinson, LJS by this Friday 27th November as there are still some outstanding. |
|  | **Final FGB Meeting Minutes 12.10.20** |
|  | These minutes were circulated on 19th October. |
|  | **Training** |
|  | No governor training has been attended or booked since the previous meeting. |
|  | **Policies: -** |
|  | **Federation Pay Policy** |
|  | **Approved: Governors voted to approve the Federation Pay Policy.** |
|  | **Federation Behaviour Principles** |
|  | **Approved: Governors voted to approve the Federation Behaviour Principles.** |
|  | **LINS Finance Policy – Appendix A** |
|  | **Approved: Governors voted to approve the LINS Finance Policy – Appendix A** |
|  | **Federation Complaints Procedure / Policy** |
|  | **Approved: Governors voted to approve the Federation Complaints Procedure / Policy.** |
|  | **LJS Health and Safety Policy** |
|  | JH tabled a change regarding changing to the School Business Manager instead of governors to ensure hirers have public liability insurance.  **Approved: Governors voted to approve the LJS Health and Safety Policies including the change tabled.** |
|  | **LJS Remote Learning Policy** |
|  | AG raised some queries around whether this is specific to COVID situations or in other situations. There will also need to be a policy for LINS which will be different.  DB is due to circulate a questionnaire to ask parents’ experience of remote learning after the currently self-isolating children return to school.  EJB asked about availability for IT equipment for those children who may not have access to this. MW said there will be equipment for this which becomes available only after a group of children are self-isolating. These have now been ordered.  Action required: This policy is deferred to the next meeting. |
|  | **CCTV Policy** |
|  | RB had left the meeting so was unable to table any changes. SM tabled a query around using the CCTV for staff.  Action required: This policy is deferred to the next meeting. |
|  | **Federation Relationships and Sex Education Policy** |
|  | GH asked MW to confirm which bits can be opted out on the curriculum map.  **Approved: The Federation Relationships and Sex Education Policy was approved including the change tabled.** |
|  | **Agenda Items for Future Meetings** |
|  | AG suggested that governors will need to feed into the agenda now they have lead areas. JGC will circulate a skeleton agenda prior to the next FGB for governors to add their input. This will then feed into the agenda setting meeting for the Headteacher and Co-Chairs. |
|  | **Date of next meeting:**  **Wednesday 20th January 2021 5.30pm via video conference.** |
|  | **Meeting Closed at 20:00** |

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