

Minutes for Meeting of the <b>Governing Body of Ladysmith Federation</b>					
Date / Time	30 <sup>th</sup> November 2021 18:15		Location	Video conferencing	
<b>Attendees</b>	<b>Initials</b>		<b>Attendees</b>	<b>Initials</b>	
Amy Grashoff (Co-Chair)	AG	Co-opted Governor	Greg Hawkins (Vice Chair)	GH	Co-opted Governor
Karen Bates (Co-Chair)	KB	Co-opted Governor	Jill Green (arrived 18::20)	JG	LA Governor
Sarah Melhuish	SM	Co-opted Governor	Annie Fletcher	AF	Co-opted Governor
Farah Mihar	FM	Parent Governor	Tom Butcher	TB	Co-opted Governor
<b>Present</b>					
Jo Gawler-Collins	JGC	Clerk to Governors			
<b>Apologies</b>	<b>Initials</b>				
Emma Brennan	EB	Co-opted Governor	James Hewlett – Co-opted Governor	JH	Co-opted Governor
Charlotte Hartland	CH	Staff Governor	Mark Wilkinson	MW	Executive Headteacher
Andy Thornhill	AT	Co-opted Governor	Robert Boyd	RB	Co-opted Governor

**The Meeting was quorate.**

Ref	Discussion, Action or Decision
<b>1.</b>	<b>Apologies for Absence</b>
	<p>JH sent apologies due to work.  EB sent apologies due to childcare.  CH sent apologies.  AT sent apologies due to health reasons.  MW is absent for health reasons.  Apologies not received from RB.</p> <p><b>Approved: Absences approved by Governors</b></p>
<b>2.</b>	<b>Declaration of Pecuniary Interests invited and declared</b>
	No interests declared
<b>3.</b>	<b>Term of Office</b>
	<p>RB's term of office is due to expire on 14.1.22. RB was not present to confirm whether he would like to continue as governor beyond 14.1.22. Governors voted to approve co-opting RB for a further term of office as governor if RB wishes to continue.</p> <p><b>Approved: Governors approve co-opting RB as governor for a further term of 4 years from today's meeting.</b></p>

Ref	Discussion, Action or Decision
<b>4.</b>	<b>Safeguarding Terms of Reference</b>
	<p>The Safeguarding Lead Terms of Reference was circulated prior to the meeting. AG said she recommends these terms of references; and there are not any changes from last year's Safeguarding Terms of Reference.</p> <p><b>Approved: Governors voted to approve the Safeguarding Terms of References.</b></p> <p>Following on from a discussion at the previous meeting AG said that she will be able to continue as Lead Safeguarding Governor. Due to work commitments AG has arranged remote half-termly safeguarding meetings with the Heads of Schools. AG therefore, asked if a governor can visit the schools in person to undertake the single central record checks. TB said he will be happy to visit the schools to undertake these checks.</p> <p><b>Action required: TB to undertake single central record checks for both schools once every half-term.</b></p>
<b>5.</b>	<b>School Improvement Plan (SIP)</b>
	<p>The latest proposed School Improvement Plan (SIP) had been circulated to all governors prior to this meeting and this includes the suggested changes from governors. There were a few changes tabled during the meeting which TB included and the SIP will be recirculated.</p> <p>TB asked if governors present were happy with both the circulated plan and amendments tabled at the meeting.</p> <p><b>Approved: Governors voted to approve the School Improvement Plan (SIP) including those changes tabled at today's meeting.</b></p> <p>AG said that the SIP is a working document and will be evolving and at the next FGB meeting the SIP will be evaluated and there will need to be input from both Heads of School.</p> <p>AG said that NW has two staffing requests.</p> <ul style="list-style-type: none"> <li>In Mark's absence Lauren Deer has been providing additional capacity and Louise Williams has been working solely in SENDCo capacity. NW is asking for governor approval to retain Lauren Deer in the additional capacity until Easter.</li> <li>AG said that LJS is entitled to Pupil Premium funding of £14,000 and NW would like to employ a teacher who will be focused on helping children to catch up.</li> </ul> <p>AG said both requests are on a temporary basis. AG said LC has checked the budget capacity to support these two requests.</p> <p><b>Approved: Governors approved Lauren Deer providing additional capacity until Easter and the appointment of an additional teacher on a temporary basis.</b></p>
<b>6.</b>	<b>Governor Visit Reports</b>
	Governor visit reports for Safeguarding and SEND were circulated prior to the meeting.

Ref	Discussion, Action or Decision
<b>7.</b>	<b>Final FGB Meeting Minutes 18.10.21</b>
	<b>Approved: Governors voted to approve the FGB Meeting Minutes from 18.0.21.</b>
<b>8.</b>	<b>Policies: -</b>
<b>8.1.</b>	<b>SEND Policy</b>
	<p>EB had sent proposed amendments to the SEND Policy via email because she was unable to attend this evening's meeting. The proposed amendments include rewording a few sections of the policy.</p> <p>AG suggested approving today the 2021 SEND Policy which was circulated prior to the meeting. EB's amendments can then be forwarded to Louise Williams to incorporate into the SEND Policy and the amended Policy will be included in the next FGB meeting's agenda.</p> <p><b>Approved: Governors voted to approve the SEND Policy 2021 / 22.</b></p> <p>Action required: JGC to ask Louise Williams to incorporate EB's proposed amendments into the Policy in time to circulate with the agenda for the next FGB on Wednesday 26<sup>th</sup> January.</p>
<b>9.</b>	<b>Amended Dates of FGB Meetings</b>
	<p>AG referred to the proposed new dates for FGB meetings which have altered meeting days to either Tuesdays or Wednesdays.</p> <p><b>Approved: Governors voted to approve the proposed dates of FGB Meetings for the remainder of this academic year.</b></p>
<b>10.</b>	<p><b>Date of next meeting: FGB (Teaching and Learning) Wednesday 26<sup>th</sup> January 5.30pm via video conferencing.</b></p> <p>After the FGB on Wednesday 26<sup>th</sup> January it is hoped that FGB meetings will be face-to-face again.</p>
	<b>Meeting Closed at 6:55pm</b>

Signed.....

Dated.....