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| Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 14th January 2019 17:30 | | Location | Ladysmith Junior School | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Ian Gibson | IG | Co-opted Governor (Chair) | Emma Brown | EB | Headteacher LINS |
| Amy Grashoff | AG | Parent Governor (until 19:30) | Emma Brennan | EJB | Co-opted Governor (arrived 18:15) |
| Jill Green | JG | Co-opted Governor (until 18:45) | Lesley Dunford | LD | Co-opted Governor |
| Alex Banks | AB | Co-opted Governor | Mark Wilkinson | MW | Headteacher (arrived 18:25) |
| Ana Salter | AS | Staff Governor (until 19:00) | Robert Boyd | RB | Co-opted Governor (left 20:00) |
| James Hewlett | JH | Co-opted Governor | Karen Bates | KB | Co-opted Governor (Vice Chair) |
| Anthony Fothergill | AF | LA Governor |  |  |  |
| **Present** | | | | | |
| Karen Featherstone | KF | Deputy Headteacher LINS | Helen Smith | HS | LINS representative (until 7.15pm) |
| Jo Gawler-Collins | JGC | Clerk to Governors |  |  |  |
| **Apologies** | **Initials** |  |  |  |  |
| Dave Broad | DB | Deputy Headteacher LJS |  |  |  |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | IG advised the Meeting that MW and DB were currently dealing with an issue and would arrive as soon as possible.  IG welcomed KF to her first FGB.  AF apologised for absence at the last FGB as this was due to an unforeseen circumstance. |
|  | **Declaration of Interests invited and declared** |
|  | No declarations of interest were made. |
|  | **Final FGB Meeting Minutes 26th September 2018** |
|  | IG confirmed with governors that they had seen the Final Minutes circulated prior to the meeting. IG asked if governors were still happy with these.  **Approved: Governors confirmed they were happy with the final version of these Minutes and these were signed and dated by the Chair.**  **Matters Arising**  **7. Governors that were not present for FGB on 24.9.18 and 26.11.18 need to update relevant forms.**  JGC had circulated outstanding Declaration of Interest forms to governors which were duly signed.  Governors returned signature slips to confirm they have read KCSiE (Keeping Children Safe in Education), Child Protection and Safeguarding Policy, Social Media policy, Staff, Governor and Acceptable Use Agreement / Code of Conduct.  **3. (26.11.18) 9. Headteacher appraisals (24.09.18)**  IG advised these rescheduled appraisals took place later in December and thanked AF and LD for working on this. IG is due to sign this off and will and this will come back in relation to the Pay Committee.  AF highlighted a discrepancy that had arisen on how people were reporting to a previous governor from last year which has now been addressed.  **3. (26.11.18) 4.1 Review 5 Year Strategic Plan (24.09.18)**  There is a working party Meeting scheduled for 25th January. The working party is comprised of MW, AG, AB and LD.  **15. Policies**  IG advised he had met with JGC to review the policies for Phase 1 of this process. Some policies can still be amalgamated to Federation policies which will be done as and when policies are reviewed.  IG explained that some policies will now be reviewed by committees and perhaps devolved to specific governors within committees for review. These will then be recommended by the Committees for approval at FGB where this is a requirement.  AF asked how it is possible to link between policies and statistics regarding how to review impact. LD suggested this should come into the HT (Headteacher) Report and also governor with the specific responsibility. IG said the policies need to be practical and have impact.  **15.3 Federation Equality Objectives**  IG’s updated Equality objectives which had been circulated prior to the Meeting.  IG said that this is more generalised because trying to be too specific and include more in the Objectives meant that it had become more possible to leave out areas. LD suggested a link to the specific act which would list categories covered. IG suggested ensuring staff can recognise any discrimination and challenging this.  IG suggested reviewing Equality Policy and Objectives together next autumn. IG said the Objectives will form part of the end of year governor report.  LD asked how policies can be measured. AG said there is a requirement to submit specific types of data regarding equality violations. IG suggested a better approach is to promote equality rather than how many incidents there have been. AF asked if there are infringements of a policy how are they recorded and dealt with. AS said specific incidents are recorded. AG suggested work on a day to day basis promoting equality and diversity across the School. KB suggested looking at a strategy and thinking about whether there are any barriers to the Equality Policy.  IG will explore to see if it’s possible to publish equality targets for the end of year. The Policy will be reviewed next year and consider means of identifying whether policy has been achieved.  **Action required: IG to look at guidance to see how this is incorporated into SIP (School Improvement Plan). This will be a discussion for the end of term.**  **Approved: Equality Objectives with a view to reviewing them with the Equality Policy in the autumn term were approved.**  **15.7 Federation Food Policy**  EB queried with Norse why meat free Mondays were discontinued. EB advised there is a meat free day every week.  **16. Training**  JGC had forwarded link recommended by LD from DAG Conference  **17. Questionnaire – Are we fit for Purpose?**  JGC has added governor Federation email addresses to the website.  **15. (T&L) Report regarding Looked After Children**  Action required: JGC will confirm if this needs signing off. |
|  | **Monitor Progress against the governance section of the School Improvement Plan (self-evaluation and impact on school improvement)**  Action required: JGC to look at skills audit paperwork for governors. |
|  | **Governor Visit Reports**  JGC had forwarded the governor summary and recommendations from governor visits. IG explained it had been decided to forward only the summaries and recommendations so there is not quite so much reading involved. LD and AB said they would prefer the fuller reports to be forwarded so there is a choice to read them in full or not.  Action required In future JGC to forward governor reports in entirety.  EJB arrived at 18:15 |
|  | **LINS Lighting**  EB referred to the information that had been forwarded with the agenda documenting a government loan for lighting at LINS.  EB explained the loan is interest free and LINS will continue pay the same as currently but will have new lighting installed which will subsequently be cheaper. In the meantime the difference funds the works. After 4.7 years LINS will pay a lower rate.  KB advised looking at the small print in the contract so there are no exclusions clauses in there. KB said there had been a similar scheme in Scotland that had clauses enabling more cash to be taking when recouping the money.  JH said installing new lighting is likely to incur some painting and decorating costs.  RB asked if there will be any other quotes. EB said she understands this is the only provider and it’s a condition of the scheme to use this specific company.  **Approved – Governors voted to approve this Scheme for new lighting at LINS.**  MW arrived at the Meeting at 18:30 |
|  | **Verbal Headteachers’ Report including H&S, staffing, Safeguarding and Ofsted feedback**  **LINS**  **Health and Safety and Premises Update**  EB said that a new caretaker started last week. He is booked into training as this is a new role to him. EB said he is being trained up alongside another school site manager. The new caretaker is also picking up some cleaning duties to make up hours.  EB said there is a problem with nursery heaters so have borrowed some from LJS for time being. EB said there may be an upgrade of the nursery so it is not worth spending a large amount of money on these.  EB said there is a little budget underspend from work on guttering and repointing and DCC have said this can be used on capital works. Therefore they are looking at re-doing toilet blocks in Reception, Year One and Year Two. The existing toilets are an issue with some of the children as they are reluctant to use them as they are not suitable e.g. taps too hard to turn.  IG advised checking if the money is ringfenced for 2018 / 19. EB said the money can carry over for one year.  **Personnel**  A maternity leave cover has been appointed.  KF covering is covering for Fran Collinge.  One nursery practitioner left at Christmas so this post has been advertised.  EB said office staff is down so there is considerable pressure in office. There is temporary cover advertised which was not allowed to be permanent as the School is under FIPS (Financial Intervention Panel, Schools).  **Safeguarding and Attendance**  EB fed back on Safeguarding figures which are higher than they have been for some time.  Attendance has improved to 97% in KS1 including Reception which is partly due to monthly monitoring.  Work on the single central records has been continuing which is more solid though trying to ensure it is 100% watertight.  Safeguarding audit report has been sent.  **SIP Update**  Prior to the Meeting, AB had emailed to request some feedback on the SIP and progress against it.  EB said that Year One there are speech and language needs which is being covered by KF.  In Year Two, guided reading strategies were focused on in autumn and focus is going to change to maths.  There is a strategic rethink regarding individual workloads for UPS (Upper Pay Scale) teachers following individual workload interviews with each teacher. This is to make workloads more manageable.  Outcomes phonics year 1 - good outcomes for phonics which have been measured 1st and 2nd half of autumn term though there is still a long way to go.  Year 2 is on track for national. GD (greater depth) is off by around 13% currently, this was possibly better last year so needs unpicking.  Reception progress across the 17 areas is good, except boys making relationships and EAL in health and social care.  PPG (Pupil Premium Grant) Year 2 progress is above national levels. There is a big gap in Year One of 53%, similar in Reception but there are only 3 in reception so each child carries high percentage.  JG left the Meeting at 6.45.  LD said that there is a big gap for PPG, and asked what might help improve this. EB said there are so few children for this that it is specifically what is happening for individual children and their barriers and they need to find ways of getting around this. KF said that there is a clear picture of individuals and working out that individual’s needs. EB said that Year One has a gardening club as this is a natural way to influence speech and talking.  KB asked if there was previously more support for speech and language. EB said there is a very long waiting list for this, more than previously. JH asked if RELP (River Exe Learning Partnership) can help with this. MW said this has previously been discussed but did not progress.  EJB asked whether Year 2 GD might be coasting a bit due to emphasis on other groups. EB said that out of Foundation, GD is capturing and gathering evidence, following the mastery curriculum and pursing and using independently across a wider range of situations and the child has to be secure in all of this.  **LJS**  **Safeguarding and Inclusion**  MW said inclusion and safeguarding has been busy and this will be reviewed at the next Safeguarding Governor visit on 29th January.  MW said there are 4 child protection plans, 2 children in need plans, 2 early helps and 1208 CPOMS incidents involving 206 pupils. MW said everything gets logged so it’s possible to build a picture. MW said there will be a MASH referral being made tomorrow. MW reported there haven’t been any LADO referrals this year.  LD asked if there is a trend with CPOMs. MW said there isn’t a trend, it can be a range of things with one child. AB asked if they are they categorised by severity. MW said they aren’t as they are hard to rate.  AF asked if there is a structure in place for interventions with individual children. MW said this comes up at weekly inclusion meetings.  AB asked how a governor can monitor how good or bad this is. MW said that governors are there to check there are systems in place and whether reporting is consistent. MW said it is monitored termly as to why specific teachers may not log incidents.  RB asked whether issues are broken down to either behaviour or safeguarding. MW confirmed this takes place.  RB asked if the log of CPOMs may give governors an indication of behaviour in school. MW said the amount of issues can be due to greater recording.  RB asked how a governor can judge whether behaviour is deteriorating. AG explained that the other side is that if there is a spike in behaviour then this reflects good recording and reporting. The more logs there is the better the system is being used.  IG said that Ofsted talked to the children as one way of gauging and this is what governors also need to do.  **SIP**  MW said that half termly attainment meetings are taking place and teachers all know where children should be at the end of Year 6. KB asked whether this can mean expectations are set in stone at a young age. MW said this is to pick up ones that aren’t where they should have been and to show teachers which ones should be achieving GD.  MW said there are children who did not meet KS1 who are now GD. As there are sometimes other where family issues occur and they have not progressed.  MW said the triangulation of teachers is taking place.  MW circulated a document regarding teacher triangulation.  AS said she did a survey of teachers regarding the new style of teaching observations. All bar one was positive and said they preferred this approach.  IG said he has discussed this with a different school and this approach can be contentious but there has to be level of trust. IG said it is preferable to ensure teachers are teaching their best all the time rather than preparing for one observation. MW said this approach is encouraging observation e.g. do peer observations and formal observations are not required. AS said the staff are not intimidated as they are used to MW and DB’s presence in classrooms.  LD asked of the one person who was less positive, what were their thoughts now. AS said she will talk to them again.  **Ofsted**  Prior to the Meeting AB had asked to see some evidence that the Ofsted recommendations are being acted upon and key changes are captured in the SIP and equivalents.  MW handed out a Self-Evaluation Ofsted inspection document.  MW said that page 2 details the areas being addressed. MW said Ofsted picked up issues that the School had already identified and already actioned.  MW asked for any questions.  19:15 AS left the meeting.  MW reported he will be attending a conference as part of his CPD.  **Personnel**  MW said there is a teacher going on maternity at Easter  There will be another teacher returning later this academic year.  MW said a one-to-one TA has been appointed.  One MTA has left and another has joined.  MW said there are 2 PGCE students in the School this term.  MW said attendance is up to 97.34%.  **Health &Safety**  MW said DCC (Devon County Council) will be carrying out a 3 year H&S audit on 15th January.  The GROW project is continuing and they are thinking about getting chickens and a water feature.  MW said there are currently 348 pupils on roll.  MW advised governors he may need to investigate the feasibility of taking on a child in Year 6 with challenging behaviour.  1925 AG left the meeting. |
|  | **Policies** |
|  | **Federation Behaviour Policy**  AG had tabled some changes and circulated these to all governors prior to the Meeting.  RB suggested these policies could be separate for each school as these appear on the website so are a public face of the school and different expectations and more age specific wording could be beneficial for LINS.  **Approved – Governors voted to approve the Federation Behaviour Policy including changes tabled.**  **Action required: There will be a review of a policy in relation to LINS** |
|  | **Federation Exclusion Policy**  Altering SEN to SEND was tabled.  IG suggested in future merging Behaviour and Exclusion Policies together. KB suggested the Exclusion Policy is a statutory document so needs to be standalone.  **Approved – Governors approved the Federation Exclusion Policy including minor alteration.** |
|  | **LINS and LJS Supporting Children at School with Medical Conditions Policies**  AG had tabled some minor changes to all governors prior to the Meeting.  **Approved: Governors agreed to accept the LINS and LJS Supporting children at School with Medical Conditions Policies including the changes tabled.** |
|  | **Training** |
|  | JGC said there is due to be Office 365 training at LINS.  Action required: EB said she would send invitation to governors which would confirm the date as JGC and EB had different dates. |
|  | **Staff Governor Elections** |
|  | IG drew governors’ attention to the staff governor post which expires in May. IG said that due to how the holiday dates fall an election for this governor post will need to take place in the second half term of the spring term.  The Meeting moved into Part 2. |
|  | **Date of next meeting:**  **Monday 11th March 2019 5.30pm @ Ladysmith Junior School** |
|  | **Meeting Closed at 19:45** |

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