

Minutes for Meeting of the Full Governing Body (FGB) of Ladysmith Federation					
Date / Time	18 nd October 2021 17:30		Location	Ladysmith Junior School	
Attendees	Initials		Attendees	Initials	
Amy Grashoff (Co-Chair) (arrived 18:30)	AG	Co-opted Governor	Mark Wilkinson	MW	Executive Headteacher
Karen Bates (Co-Chair) (left 18:30)	KB	Co-opted Governor	Robert Boyd (attended remotely)	RB	Co-opted Governor
Charlotte Hartland (left 19:15)	CH	Staff Governor	Andy Thornhill (attended remotely)	AT	Co-opted Governor
Sarah Melhuish	SM	Co-opted Governor	Tom Butcher	TB	Co-opted Governor
Greg Hawkins (Vice Chair)	GH	Co-opted Governor	Annie Fletcher	AF	Co-opted Governor
Present					
Jo Gawler-Collins	JGC	Clerk to Governors	Neil Williams (left 19:15)	NW	Head of School, LJS
Dave Broad	DB	Head of School, LINS	Lorraine Carter (left 18:25)	LC	Federation Business Manager
Apologies	Initials				
Emma Brennan	EB	Co-opted Governor	James Hewlett – Co-opted Governor	JH	Co-opted Governor
Farah Mihlar	FM	Parent Governor	Jill Green	JG	LA Governor

The Meeting was quorate.

Ref	Discussion, Action or Decision
1.	Apologies for Absence
	AG will be arriving at 18:30 due to work. KB will depart the meeting at 18:30 due to childcare. FM is unwell and JH is away with work. Apologies not received from JG and EB. Approved: Absences approved by Governors
2.	Declaration of Pecuniary Interests invited and declared
	No interests declared
3.	Succession Planning
	KB said that she and AG have been discussing their roles as Co-chairs and they can remain as Co-chairs for this academic year. KB said that TB is interested in becoming chair from

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	<p>September 2022, but would like the co-chair model, therefore please can governors consider whether if they would be interested in standing as a Co-chair from next September.</p> <p>Action required: JGC to provide leadership training details to TB</p> <p>KB informed governors that as AG is currently Co-chair, she does not have capacity to continue as Safeguarding Lead Governor. KB asked governors present if they could take this role on. AG will carry out the safeguarding visit this half term. JH is currently Deputy Safeguarding Lead which will cover this area and this will be an agenda item for the next FGB.</p> <p>Action required: JGC to add Safeguarding Lead as an agenda item for the next FGB. JGC will find out about governor training for this role.</p>
4.	Approve Terms of References for Lead Areas
	<ul style="list-style-type: none"> • Headteacher Appraisal Panel ToR • Community, Staff and Parental Links Lead Model ToR • Curriculum Lead Governor Model ToR • Finance Lead Governor Model ToR • Inclusion SEND Lead Model ToR • Personnel Governor Lead Model ToR • Premises, Security, Health and Safety Model ToR • Pupil Premium Model ToR • Safeguarding Lead Model ToR • School Improvement Lead Model ToR <p>Governors present confirmed they had read the above model Terms of References covering their respective lead areas as requested prior to the meeting. No changes had been tabled and there were no changes tabled at the meeting.</p> <p>AG had informed JGC prior to the meeting that she hadn't been able to access the Safeguarding Terms of Reference.</p> <p>Approved: Governors approved the Terms of References for all areas except the Safeguarding Terms of Reference.</p> <p>The existing Safeguarding Terms of Reference will continue until this can be reviewed and approved at the next FGB on Tuesday 30th November.</p> <p>Action required: JGC to forward the Safeguarding Terms of Reference to AG to review recommend for approval at the next FGB.</p>
5.	Finance and Resources
	<p>AT Questions</p> <p>I note FIPS need to see a 3-year balanced budget. To confirm that the in-year 13k deficit in 23-24 at LINS will not affect that?</p>

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	<p>LC said there has been a considerable repair bill which is likely to increase. LC will be managing these figures to ensure they are sustainable for LINS.</p> <p>To move LINS to surplus in 22-23 the non-ICT learning resources have been cut as noted in the summary report. The moves look substantial and I want to confirm deliverable without impacting the educational standards.</p> <p>LC said that there are a many figures which are not yet available to make the projected budget accurate.</p> <p>MW referred to a query raised during the previous FGB on 22nd September regarding combining the LINS and LJS budgets for next financial year. This query was whether any funding would be lost if the two budgets are combined. MW confirmed that no funding would be lost if both school budgets are combined.</p> <p>KB said that previously DCC's (Devon County Council) support in writing off the deficit was that this would lead towards combining the two budgets.</p> <p>KB asked governors for any further queries about combining the two school budgets.</p> <p>TB asked whether this deficit to be written off will be approximately £52,000. LC confirmed that yes this is the amount to be written off.</p> <p>Approved: Governors voted to approve combining LINS and LJS budgets from the next financial year starting in April 2022.</p> <p>LC advised governors that there is income received as a result of a several streams of incomes which include catch-up funding, furloughed staff, two years of rent received. LC asked if this can be put towards some funding required for a phonics programme, Read Write Inc; and some equipment which needs replacing alongside this e.g. library books as there haven't been any new ones for a few years. MW said that this is a requirement to help with the phonic levels across LINS.</p> <p>GH said that as there was some reduced staffing recently that does the funding information need communicating to staff. DB said that he will ensure this will be communicated.</p> <p>TB asked whether the phonics programme will require the procurement process by looking at additional sources. MW said that Read, Write Inc is from one source. The purchase will include training for all staff, resources and equipment.</p> <p>AF asked what numbers are requiring phonics targeting for Year 3s. NW said that currently approximately 30% of children require targeting. MW said that once this programme is running from Reception this should then mean that targeting is aimed at Year 2.</p> <p>Approved: Governors approved the funding for the Read, Write Inc programme including resources and equipment at a cost of approximately £25,000</p> <p>LC left the meeting at 18:25</p>
6.	School Improvement Plan (SIP)

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	<p>TB said that he and MW have met and gone through the SIP section-by-section and made some revisions.</p> <p>MW said that some of the actions for LINS had seemed quite basic and some for LJS were more in depth. MW said he had been through a SEF (self-evaluation form) for LINS which has influenced some actions which have been included in the updated LINS part of the SIP.</p> <p>MW said he having done the SEF for LINS, he is recognising that there are areas that need addressing and putting appropriate actions in place. MW said at LINS they have already addressed some systems such as the single central records, now they have recognised some areas around teaching learning which has been incorporated in the SIP.</p> <p>18:30 AG joined the meeting and KB left the meeting.</p> <p>TB walked governor at the meeting through the different areas of the SIP including curriculum, remote learning, SEND, Disadvantaged monitoring, and behaviour and attitudes and asked for some input.</p> <p>Action required: JGC will forward the most up to date copy of the SIP to all governors. Each governor will look at their respective areas and feedback any changes directly to TB. Governors will need to have fed back on their areas by Friday 19th November so that the proposed final draft will be ready to circulate in time for the next FGB which is on 30th November.</p>
7.	Headteacher's Report
	<p>The following questions had been submitted prior to the meeting which MW answered verbally at the meeting.</p> <p>TB Questions</p> <p>It makes sense that the schools are behind 18/19 for ARE (age-related expectations) scores given the disruption since then. Do you have any indication of how these scores compare to any others - perhaps at any of the other RELP schools for example?</p> <p>MW said that no RELP (River Exe Learning Partnership) data has been shared yet to be able to compare across these schools.</p> <p>You also mention that Disadvantaged/SEND pupils are even further behind ARE both in terms of national and school averages. What do you think is causing the widening gap? [I appreciate that this might be picked up in the discussion on SIP]</p> <p>MW said that during lockdown there was a lack of targeted support and interventions for these groups. MW said they will revise the Federation approach to interventions to create more measurable entry and exit points for the intervention programmes.</p> <p>Recorded CPOM incidents seem very high this term at LINS against the summer term baseline. Is this a concern, or is the tool being used differently, or perhaps it reflects a new intake, or something else?</p>

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	<p>MW said that the biggest rise has been in reports of behaviour. MW said that this is largely down to an increase in difficulties in year 2. From talking to teachers, there has been a rise in disruptive behaviour where the demands of the curriculum have changed. Where they have moved from almost entirely play-based learning to more a more structured timetable, staff report that children are struggling with this. This has also led to an increase in concerns that some children may have additional SEND needs which may not previously have been noticeable.</p> <p>MW said that to combat this, they are having conversations as a staff about how the need for a sequenced and progressive curriculum can be balanced through play and creative approaches.</p> <p>Is there any further update on bringing together the two budgets, has this now been agreed by Devon? Maybe I missed it, but I don't think we bottomed out the question about whether we would continue to receive two lots of lump sum payments (currently £117,800 pa) and any other implications moving forward.</p> <p>MW said that this was covered and approved earlier in the meeting. MW re-iterated that both lump sums will be kept as the schools remain two separate schools.</p> <p>AG Question</p> <p>The Medical Report - who has written this? Why has it come about - did you commission it? What actions will/have been taken as a result as there are some concerning findings in there.</p> <p><i>Note: The medical report that was circulated to governors prior to the meeting is regarding LINS only. The report mistakenly refers to LJS.</i></p> <p>MW explained that the medical report is by a member of LJS staff with a nursing background who oversees the implementation of the medical policy at the Junior School. It was requested by Louise Williams, Assistant Head of School SEND and Inclusion, as she noticed that there were gaps in procedure. The member of staff is now working across both schools (7 hrs per week at LINS) to ensure that systems are in place at LINS before handing the role over to a member of staff to carry it on.</p> <p>AF asked whether there are inset days for training between both schools. MW said that this was part of the plan. AG suggested triangulating this with the headteacher appraisal process.</p> <p>Action required: Headteacher Appraisal Panel to pick up triangulating the inset days and evidencing closer team working during the headteacher appraisal process.</p> <p>AF asked whether the new EYFS (Early Years and Foundation Stage) framework has been adopted by LINS. MW said that DB is in process of working on this. MW said that all staff have been trained. AF said that she will undertake her governor visit after half-term.</p> <p>TB asked about the schools' health and safety responsibilities as an employer. MW said they have risk assessments in place which cover areas such as site security, health and safety in the building and addressing the site repairs and maintenance where required. MW said that at LJS</p>

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	<p>every teacher, TA and MTA has first aid training and they are currently rolling out the first aid qualifications throughout LINS.</p> <p>MW said that the current Site Manager role is requiring more time. MW said that there is some money in the budget due to the existing caretaker dropping hours and other staff movement. MW said that the Site Manager is now working across both school sites instead of the one site as previously. AG said that in the past there had been talk about taking on an apprentice. MW said this wouldn't be viable anymore because a certain level of responsibility and skill is required for the new role such as building lock-ups as the current site manager can't cover this within the hours worked.</p> <p>Approved: Governors voted to approve recruiting an additional role to support the Site Manager.</p>
8.	Headteacher Performance Management Process
	<p>SM said that Thursday 11th November in the morning is the proposed date and awaiting confirmation.</p>
9.	Clerk's Appraisal
	<p>SM will be undertaking this on Wednesday 17th November.</p>
10.	Final FGB Meeting Minutes 22.09.21
	<p>These minutes were circulated on 29th September 2021</p> <p>Approved: Governors voted to approve the FGB Meeting Minutes for 22nd September 2021.</p>
11.	Matters Arising
	<p>Matters Arising</p> <ul style="list-style-type: none"> FGB 22.09.21 <p>6. Governors' Individual Roles RB confirmed he has checked the Community, Staff and Parental Links Terms of Reference to ensure it covers wellbeing.</p> <p>7. Signing and review of required forms and documents: JGC has emailed governors to ask them to check and confirm Governor Code of Conduct, reading Keeping Children Safe in Education and updated Declaration of Business interests. JGC is awaiting some outstanding forms.</p> <p>Action required: JGC to follow up with governors who have not yet returned these forms and ask them to complete asap.</p> <p>JGC confirmed there are still some outstanding safeguarding forms from some governors.</p>

Ref	Discussion, Action or Decision
	<p>Action required: Annette Dickinson will chase up some of the safeguarding forms from governors which are still outstanding.</p> <p>8. Other Annual Housekeeping Tasks and Meeting Protocols There are still a few outstanding confirmations from governors for their contact details and their website details.</p> <p>Action required: JGC will chase up the governors who have not yet confirmed these details and ask them to confirm asap.</p> <p>Action required: JGC will forward some online safeguarding training to those governors who were not present for the safeguarding training today.</p> <p>Action required: JGC will follow-up with governors who have not yet completed their Prevent online training.</p> <p>11. Matters Arising 3. EYFS (Early Years Foundation Stage) Changes JGC has forwarded EYFS resources to AF the EYFS Lead Governor.</p> <p>13. Finance and Resources MW to ask LC to work on a model budget to run some comparisons for the next FGB meeting on 18th October. MW said that it is not possible to run these comparisons on the system.</p> <p>15. Safeguarding JGC checked and confirmed that last term's Safeguarding Report had been forwarded to governors.</p> <p>16. Training JGC has forwarded Q card information to all governors so that they can look at the ones that cover their respective lead areas.</p> <p>Action required: JGC will forward out a list of subject leads to governors</p>
12.	Policies: -
12.1.	Pay Policy
	<p>SM recommended this policy for approval and noted one date which needs amending.</p> <p>Approved: Governors voted to approve the Pay Policy including the amendment tabled.</p>
12.2.	SEND Policy
	<p>The SEND Policy will be deferred to the next FGB meeting because it wasn't available in sufficient time for the meeting.</p>
12.3.	Governor Allowances / Expenses Policy
	<p>SM recommended the Governor Allowances / Expenses Policy for approval.</p>

Ref	Discussion, Action or Decision
	Approved: Governors voted to approve the Governor Allowances / Expenses Policy.
12.4.	Teachers' Appraisal Policy
	SM recommended the Teachers' Appraisal Policy for approval. Approved: Governors voted to approve the Teachers' Appraisal Policy.
12.5.	Federation Equality Policy
	This is deferred to the next FGB on Tuesday 30 th November as FM was not present today to recommend.
12.6.	Staff Code of Conduct
	SM said that she had tabled some changes for the policy. SM said the policy hadn't covered home working and company property. Action required: SM will work on some additions to this policy for the next FGB meeting on Tuesday 30th November.
13.	Training
	TB and SM attended the Governance Briefings. TB has shared resources from this training with governors.
14.	Dates of FGB Meeting
	Governors discussed arranging some of the FGBs this year on days other than Mondays due to governors' other commitments. It was decided the next FGB will be Tuesday 30 th November at LINS. Action required: JGC to propose future meeting days / dates. The meeting week in which the meetings are held will remain the same. AT advised governors that he will be out of action as a Governor from 10 th November until Christmas. AG and KB will cover the lead finance area during this period of time.
15.	Date of next meeting: FGB (Resources and Finance) Tuesday 30th November. 5.30pm @ Ladysmith Infant and Nursery School
	Meeting Closed 20:00

Signed.....

Dated.....