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| Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 11th March 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 (arrived 18:47) | EJB | Co-opted Governor |
| Jill Green | JG | Co-opted Governor (until 18:50) | Lesley Dunford | LD | Co-opted Governor |
| Alex Banks | AB | Co-opted Governor | Mark Wilkinson | MW | Headteacher |
| Ana Salter | AS | Staff Governor (until 19:25) | Anthony Fothergill | AF | LA Governor |
| James Hewlett | JH | Co-opted Governor |  |  |  |
| **Present** | | | | | |
| Sarah John | SJ | Nursery Teacher, LINS | Dave Broad | DB | Deputy Headteacher LJS |
| Jo Gawler-Collins | JGC | Clerk to Governors | Greg Hawkins | GH | Prospective Governor |
| **Apologies** | **Initials** |  |  |  |  |
| Robert Boyd | RB | Co-opted Governor (left 20:00) | Karen Bates | KB | Co-opted Governor (Vice Chair) |
| Karen Featherstone | KF | Deputy Headteacher LINS |  |  |  |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | IG welcomed GH. GH’s details had been circulated to Governors prior to the Meeting.  RB sent apologies due to short staffing at work.  EJB sent apologies that she may not be able to make the meeting due to unwell child.  KF was unable to make the meeting as Monday is a non-work day.  No apologies had been received from KB.  **Approved: Governors approved apologies.** |
|  | **Declaration of Interests invited and declared** |
|  | No declarations of interest were made. |
|  | **Matters Arising** |
|  | * **FGB 14.1.19**   **4. Monitor Progress against the governance section of the School Improvement Plan**  JGC has found some NGA (National Governor Association) skill audit paperwork from Babcock’s website. IG asked if JGC can send this out to governors to complete. IG said over the summer term an overall skills audit for the Governing Body can be put together.  **Action required: JGC to forward skills audit paperwork and governors to complete and return.**  **8.1 Behaviour Policy for LINS**  EB said this is currently under review to alter the age appropriateness of some of the wording.  **Action required: EB to continue work on this so deferred to the next FGB.**  **9. Office 365 Training to have taken place**  The training took place, LD attended. JGC will be uploading policies for governors to access. Meeting documentation with be added in due course. JGC will signpost governors to this once this is available.   * **T&L 4.2.19**  1. **EB and MW to BRAG rate SIP and circulate**   This has been done.  **15. Report regarding Looked After Children**  KB was not present at the Meeting to sign this off.  **Action required: Deferred Looked After Children Report to the next FGB.** |
|  | **Receive FGB Meeting 14.1.19 (including part 2) and T&L 04.02.19** |
|  | **IG signed and dated the FGB Minutes from 14.1.19.**  Part 2 minutes will be reviewed at the end of the Meeting.  **AB signed and dated the Teaching and Learning Minutes from 4.2.19.** |
|  | **Approve Budget and SFVS statement** |
|  | **LINS Budget**  IG explained that the LINS budget was approved at Resources Committee because it has already gone to DCC (Devon County Council). EB reported the budget will then go to FIPS (Financial Intervention Panel, Schools) and the budget may come back to governors for review.  EB said that FIPS may call a meeting with JMH, EB and Dawn Stabb (DCC). IG said he would like to attend this Meeting. AB asked what would be the aim of this Meeting. IG said that a recovery plan would be discussed.  **LINS SFVS**  LINS SFVS had been circulated to governors prior to the Meeting.  **Approved: Governors voted to approve LINS SFVS.**  **LJS SFVS**  LJS SFVS had been circulated to governors prior to the Meeting.  **Approved: Governors voted to approve this LJS’s SFVS.**  **LJS Budget**  The LJS budget was circulated to governors prior to the meeting. IG said it has been reviewed by the Resources Committee who recommended approval.  IG noted to governors that there had been a version of the budget that had been carried out that included superannuation costs as well. Although there is expected to be funding to cover superannuation.  **Approved: Governors voted to approve the LJS budget recommended by the Resources Committee.** |
|  | **Headteachers’ Reports to include:**   * **Safeguarding** * **Health and Safety Issues (GDPR is a standing item under H&S)** |
|  | The Headteachers’ Report had been circulated to governors prior to the Meeting.  IG suggested headteachers incorporate the number of EHCPs (Education, Health and Care Plans) in future reports.  IG asked governors at what point do schools say they have exceeded the funding included within the budget to support special educational needs.  JH asked how the H&S audit had gone. EB said this was successful.  Prior to the Meeting LD submitted the following queries:   * *The report seems to say that the Infant School reviews pupil progress and updates booster plans etc termly, whilst the Junior School appears to do this half termly. Would it be beneficial if the Infant school also reviewed half-termly? If so is it a resource problem or something else?*   EB said the current monitoring system involves a number of processes including a termly focus week follow-up. EB said this process identifies specific children that require follow-up.  EB said the termly PAMs (Pupil Achievement Meetings) has a lot of other work carried out in between and EB does not believe this is required twice a term.   * *Could you explain what exactly "planning in the moment" (Nursery Practice) actually involves please?*   EB explained this means when children are engaged in creative play they learn more quickly. SJ explained research indicates that neural connectors occur much faster so that a synapse can be created after 14 or 15 repetitions when engaged in play rather than 2 or 3 hundred otherwise. EB said this approach works if the nursery is set up correctly including fully trained staff; SJ is in the process of training staff.  Prior to the Meeting AB submitted the following queries:   * *HT Report: SIP - many of the red ratings seem to relate to parental engagement across the schools. Is this a problem? Is it better to establish this early in the school year in future so parents' expectations are set?*   AB reported to governors that he had attended a parental engagement that morning for Year 3 parents. This was a maths lesson alongside the children and was a process and methodology lesson. AB said he could see parents engaging with the workshop and the value of it.  MW reported there had been a good turnout and he had received a list of positive comments. MW said the plan is to roll out for the other year groups on a termly basis.    LD asked whether this session had managed to engage some parents who they had hoped to reach. DB said slips had been returned for those wishing to attend. This meant teachers had targeted some parents they felt might benefit most.  EB said that sometimes there had been a language barrier as some EAL (English as an Additional Language) parents who were hard to engage. EB said with planning it is not impossible to get interpreters potentially.  AF asked whether there will be an equivalent for literacy. MW said there will be further ones on this.  AB asked if LINS has anything similar. EB said they will look to see if they can get parents into lessons. EB said she is currently rethinking how to engage parents as there are other events e.g. cooking on a budget sessions as an alternative means to get parental involvement.   * *What are the court proceedings and LADO references against LINS? Is this anything governors need to know about? It sounds serious - is it?!*   EB said governors do not need to be aware of this specific case because the LADO (Local Authority Designated Officer) had been consulted, a referral made and returned as no further action. It was because they were being careful around a procedure.   * *RELP (River Exe Learning Partnership) - what is the 'more formal partnership' expected to comprise? Are there formal arrangements.*   MW said RELP are keen to keep working together. They have liaised with Debbie Clapshaw (DCC). MW said RELP will be staying as it is with a slightly more formal arrangements in place and the involvement of DCC.  IG said he had been asked to meet Debbie Clapshaw and Alan Betts to find out if there is anything more that can be done in relation to the budget. IG said they talked through strategies and approaches. IG said there has previously been discussion with RELP on whether to become a MAT (multi academy trust) or Trust to achieve economies of scale. IG said nothing will happen without discussion or consultation.   * *LJS data - any indications in improvement of % at ARE since these autumn data were collected? Especially Year 5 and Year 3 where absolute percentages look very low.*   MW said they are aware of where there are gaps and it is a case of pinpointing this of which some will be easily fixed and some will be more challenging. MW said there will be further data to review after Easter.  AS said Leaders have been emailed regarding areas that need to be addressed.  IG asked if MW if he is comfortable with results at the moment. MW said he will be concerned if the results have not improved with the next set of data.  AF asked about scheduling the mid-year meeting with the headteachers. MW suggested this will be most useful after Easter.  AG observed one class in Year 2 seems lower; AG asked how classes are balanced when they are put together in Reception. EB said they try to balance classes although there is always some variability and over time children come and go which alters things. |
|  | **Committee Reports** |
|  | There were no further Reports from the Committees.  IG highlighted the change of date for the next Teaching and Learning Committee Meeting which is Tuesday 9th July at 5.30pm at LINS. |
|  | **Governor Posts** |
|  | IG’s term of Office of 4 years is due to expire on Sunday 17th March. IG confirmed he is willing to continue as a Co-opted Governor.  **Approved: Governors approved IG renewing his term of office and IG continuing in the role of Chair of the Full Governing Body.**  IG informed governors the election for the new staff governor would start shortly. JGC will send out a letter to all staff inviting nominations. If there is more than one candidate then a ballot will need to be held. If this occurs, due to time constraints this will be held at the beginning of next term.  IG suggested if there is more than one staff candidate interested then it is possible to co-opt to the Governing Body, as it would be useful to have a representative from both schools. |
|  | **Staff Presentation on an aspect of the School work (linked to the, curriculum or an area of focus)** |
|  | IG suggested starting future FGB meetings with presentations from staff on curriculum areas or particular aspects of school life. IG asked which areas governors might like to explore.  AG said this would enhance understanding e.g. members of teams with responsibilities for different areas. AG said that governors look at figures and learning about the school work that sits behind them would give a deeper understanding.  EJB arrived at 18:47.  It was agreed that future FGBs except for the first FGB of the academic year will start with a presentation on an area decided by governors. MW and EB will arrange the first presentation at the FGB in the summer term.  **Action required: MW and EB to arrange a presentation for the first FGB of the summer term.**  JG left at 18:50. |
|  | **Revised 3 – 5 Year Strategic Plan** |
|  | IG thanked governors for their work on the Strategic Plan.  AG explained the new plan had been put together to articulate key goals based on the current documentation in place under Ofsted descriptors. AG said the revised format means that the Vision for Every Child sits at the heart and our strategic goals evolve from this vision. Key priorities and key actions are then inputted in response to strategic goals. AG said Ofsted have released the new framework so the goals will need to change and the updated version will be ready from September 19.  AG said the LJS and LINS may differ in their approaches.  JH asked whether this is teaching and learning focussed rather than budget focussed. AG said the strategic goal is to ensure financial security from the leadership and management. EB said for the school to be financially secure then it needs to attract the children.  LD reiterated a point that MW had made that governors will need to decide on SIP priorities before the summer. Therefore all governor visit reports need to be in so priorities can be discussed and decided at the final FGB and then written into the Plan over the summer; this is so this can be shared with staff after they return to School in September.  IG suggested all governors will need to conduct their summer term governor visits before half term. The main part of the agenda for the final FGB meeting can be devoted to the discussion of key priorities. Therefore, policies will need to be kept away from this Meeting if possible.  **Action required: All summer term governor visits need to have taken place before half term so the main agenda for the FGB in the summer can be a discussion of the key priorities.**  **Action required: JGC to try to keep the number of policies to review as few as possible for the final FGB Meeting of the academic year.**  **Approved: Governors approved the format for the 3 – 5 Year Strategic Plan.** |
|  | **New Ofsted Consultation** |
|  | LD referred to the weekly Governor Alert emails and asked if governors had looked at this link. LD said this gives a lot of information about what Ofsted is looking for which governors need to be aware of.  **Action required: JGC to forward this link again.**  LD said the Consultation ends on 5th April so feedback needs to be sent before then and anyone can respond.  EJB suggested putting this out to parents perhaps for mental health and behaviour.  LD and EB are going to an Ofsted workshop in Bristol on 21st March. |
|  | **Getting involved in NGA call to action week re funding** |
|  | LD said this had finished. LD said 104,000 signatures were received and had to be considered by Parliament. |
|  | **Approve Inset and occasional days for 2020 / 21** |
|  | These have not yet been received from DCC.  **Action required: MW and EB will meet to decide this and this will be approved via email.** |
|  | **Policies** |
|  | **Whistleblowing Policy** |
|  | This was not accessible at the time of compiling the agenda.  **Action required: Deferred to next FGB.** |
|  | **Staff Code of Conduct** |
|  | This was not accessible at the time of compiling the agenda.  **Action required: Deferred to next FGB.** |
|  | **Finance Policy** |
|  | **LD had submitted the following comments prior to the Meeting:**   * *Finance Policy, in the Table of Delegated Authority/Responsibility Financial Management  there are a couple of things which don't seem to be assigned:* * *-3 Year Development Plan updated annually – This needs to be delegated to finance but will have to be ratified by FGB with a review of the Finance Policy.*   AG said the 2 schools are in different financial positions, so should the Policy be updated to acknowledge the different scenarios. JH suggested it may not be such a good idea to alter the Policy. MW suggested amending the Appendices for each school to reflect this.  **Approved: The Finance Policy was approved and will be reviewed with the Appendices in the autumn FGB.**  EB informed governors that she has 3 quotes for updating LINS toilets using the capital amount in the budget.  EB said the toilets will be essentially the same as the current design but the cubicles, flooring etc will be replaced.  LD asked if the quotes are itemised.  EB said she has suggested other contractors but these need to be DCC approved contractors. DCC will project manage this as it is a significant spend. EB said the quotes obtained are from approved contractors only.  JH asked why Year One’s toilets are prioritised over Year 2’s. EB said Year 2’s toilets can be updated by the School themselves. Planned to be completed before September 2019.  AG asked if it is worth getting contractors that are not DCC as a point of comparison. EB said DCC advised that as the School are in a deficit position this has been verified by necessary DCC parties. This would also mean Jessie Hay would have to spend time as a Project Manager.  EJB asked if EB can get in touch with other headteachers who have used these contractors to ask how happy they are with the work carried out.  **Approved: The capital spend is approved if EB liaises with other Schools that have used the contractors to ascertain whether they are happy with their work.**  AS left at 19:25. |
|  | **Governor visits** |
|  | IG thanked governors for visit reports. IG reported that the Safeguarding Governor visit has been carried out and the visit report circulated to Governors.  IG asked for any comments from these.  AB said governor visits should be in the first half of the term so that it’s possible to look back at the previous term’s data.  IG said all governors need to do their visits prior to half term in summer term so these can be discussed at the final FGB of the year and fed into the School Plan.  LD asked about governors attending TA Meetings so they are included by Governors.  DB said there are regular TA Meetings and there is a grammar training for TAs on 22nd May at 9.00am.  AG left at 19:30. |
|  | **Training** |
|  | IG said Office 365 training took place. LD and JGC attended this training. JGC will be adding policies and subsequently governor attachments for governors to access. JGC will inform governors of instructions on how to access this.  LD said there is Ofsted update training for governors on 26th June.  At the Teaching and Learning Committee there was a query about training budget for governors. It was decided every governor should have one course per year based on a budget of approximately £45 per course and an extra £50. |
|  | **Date of next meeting:**  **Monday 20th May 2018 5.30pm @ Ladysmith Junior School** |
|  | **Meeting Closed at 19:45** |

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