

Minutes for Meeting of the Governing Body of Ladysmith Federation					
Date / Time	30 th November 2022 17:30		Location	Ladysmith Junior School	
Attendees	Initials		Attendees	Initials	
Tom Butcher Co-Chair	TB	Co-opted Governor	Annie Fletcher Co-Chair	AF	Co-opted Governor
Mark Wilkinson	MW	Executive Headteacher	Jill Green	JG	LA Governor
Justine Brooker	JB	Co-Opt	Karen Bates	KB	Co-opted Governor
Richard Goodchild	RG	Parent Governor	Kate DeBurgh	KDB	Parent Governor
James Lee	JL	Co-Opt	Hannah Snowden	HS	Co-opted Governor
Present					
Neil Williams	NW	LJS Head of School	Lorraine Carter	LC	SBM
Apologies	Initials				
Greg Hawkins	GH	Work	Andy Thornhill	AT	Work
Ana Salter	AS	Illness	James Hewlett	JH	Work
Sarah Melhuish	SM	Ill children	David Broad	DB	Work

The Meeting was quorate.

Ref	Discussion, Action or Decision
1.	Apologies for Absence
	<p>Greg Hawkins – Work Ana Salter – illness Andy Thornhill – Work James Hewlett – Work Sarah Melhuish – ill children Jill Green Dave Broad - work Approved: Absences approved by Governors</p>
2.	Declaration of Pecuniary Interests invited and declared
	No interests declared
3.	FGB Minutes from meeting 18.10.22
	Minutes were agreed by FGB and signed by co-chair.
4.	New governor and current governing body overview
	<p>New governors were voted onto the governing board as follows: Hannah Snowden – Co -opted</p> <p>Hannah introduced background and expertise.</p>

Ref	Discussion, Action or Decision
5.	Finance and Resources
	<p>Documents shared:</p> <ul style="list-style-type: none"> • FRS report • Income and Expenditure report • Budget dashboard with pay increases • Capital expenditure <p>LC updated where savings are potentially misleading but this is due to lack of recruitment. TB reviewed budget in relation to pay increases. MW discussed this generally and how we still need to move forward against SIP. Balance does not balance in year 3 and we cannot make this happen. LW publish budgets monthly so county can pass this on to government. MW clarified HLTA pay grades and issue at LINS. Staff have been told they can only claim 'E' grade if they are qualified HLTA and covering a class. Any other staff, who are not HLTA, can claim a 'D' grade if covering. Governors agreed this.</p>
6.	Model Terms of reference for Lead Governors
	<p>Community Staff Parental Links – Jill Green – update dates and roll it forward. If Jill has any further comments she can raise these.</p> <p>Curriculum Lead – Justine – No further comments/questions</p> <p>Finance – Andy – Agreed last FGB</p> <p>SEND - Richard – Action – share document with Hannah to discuss. MW to send SEND terms of reference.</p> <p>Personnel Governor – Sarah – Send a note to update</p> <p>Premises – James – Send note to update</p> <p>PP – Jill</p> <p>Safeguarding – MW to answer questions with Kate re: S175. Kate to come in to see completed document. Site security and document - share RA25. Tom to update Kate with date of SCR check.</p> <p>School Improvement – No further comments/questions.</p> <p>Governors passed terms of reference. Governors, who are not present, to raise comments with Mark Wilkinson.</p>
7.	Headteacher's Update – DCC School Improvement Visits
	<p>Both schools had school improvement visits in the Autumn term. The infant school focused on progress from the previous visit and early years. The Junior school was focused on the curriculum implementation. Governors were provided with confidential reports from the Devon County Council school improvement partner.</p> <p>NW gave a brief overview of LJS. Tom and Annie updated on feedback from LINS review. SEND review in Spring is a direct response from DCC Visits in Autumn term. Governor SEND reps to be involved in the review process.</p>
8.	School Improvement Plan (SIP) – Governor Focus
	<p>Following James' meeting with Tom and Annie, discussed changes on the SIP. Discussion around safeguarding and whether it needed to be on the SIP. Annie mentioned supporting leaders in effective implementing of safeguarding. Governors to ensure they have clear actions on visits/monitoring. MW updated why it is highlighted as a priority on the SIP due to needs to the Federation.</p> <p>ACTION: Tom encouraged governors to book in monitoring visits.</p>

Ref	Discussion, Action or Decision
9.	Governor Visits reports
	A report was submitted by: Tom and Annie submitted report/follow up on LINS DCC visit. Governor visits: Greg completed a safeguarding visit to both schools on Wednesday 23 rd November. Greg to complete and send report before next meeting.
10.	Governor Training
	List any training attended by governors: Richard and James completed Devon Governor Induction Training – November 2022 ACTION: MW to resend Prevent training link ACTION: NW/DB send out dates of Level 2 Safeguarding training when date finalised
11.	Policies:
11.1	Attendance Policy
	Model policy provided by DCC and adapted to be school specific Approved by FGB
11.2	PSHE / RSE Policy
	Re-written to reflect the use of the Jigsaw PSHE scheme. Approved by FGB
11.3	CCTV Policy
	Approved by FGB ACTION: Karen to come to LINS/LJS to discuss CCTV and ask questions regarding use
11.4	Complaints Policy
	Approved by FGB
12.	Date of next meeting: FGB Tuesday January 24th 5.30pm @ Ladysmith Infant and Nursery School
	Meeting Closed at: 7:06 p.m.

Signed.....

Dated:.....