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| Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 26th November 2018 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 6.50pm) | Emma Brennan | EJB | Co-opted Governor (arrived 6.30pm) |
| Jill Green | JG | Co-opted Governor (until 7.30pm) | Lesley Dunford | LD | Co-opted Governor |
| Alex Banks | AB | Co-opted Governor | Mark Wilkinson | MW | Headteacher |
| Ana Salter | AS | Staff Governor (until 7.15pm) | Robert Boyd | RB | Parent Governor (until 7.15pm) |
| **Present** | | | | | |
| Dave Broad | LC | Deputy Headteacher LJS (until 7.15pm) | Helen Smith | HS | LINS representative (until 7.15pm) |
| Jo Gawler-Collins | JGC | Clerk to Governors |  |  |  |
| **Apologies** | **Initials** |  |  |  |  |
| James Hewlett | JH | Co-opted Governor | Frances Collinge | FC | Deputy Headteacher LINS (until 7.40pm) |
| Karen Bates | KB | Co-opted Governor (Vice Chair) | Karen Featherstone | KF | LINS Representative |
| Anthony Fothergill | AF | LA Governor |  |  |  |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | JH away for work.  KB recovering from hospital visit.  EJB had said she may be late due to Children's Scrutiny meeting.  KF unable to attend due to sickness  AF – no apologies received.  Approved: Apologies for absence approved.  IG welcomed HS to the Meeting as an attendee from LINS (Ladysmith Infant and Primary School) |
|  | **Declaration of Interests invited and declared** |
|  | No declarations of interest were made. |
|  | **Final FGB Meeting Minutes 24th September 2018 including Part 2 Minutes** |
|  | 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.**  Part 2 minutes were circulated to governors not including staff present at the Meeting.  **Approved: Part 2 Minutes were approved and signed and dated by the Chair.**    **Matters Arising**  **7. Governors that were not present for FGB on 24.9.18 need to update relevant forms.**  JGC distributed the signature sheet for the Declaration of Business Interests and KCSiE document (Keeping Children Safe in Education) to those governors still to sign to confirm they had read this document.  JGC distributed packs to governors to read and then sign to confirm they have read the documents listed below. JGC asked if signature slips can be either returned at the Meeting to JGC or to Annette Dickinson at LJS (Ladysmith Junior School). This pack included:  KCSiE  Child Protection and Safeguarding Policy  Social Media Policy  Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct  Action required: Governors that were not present at the Meeting will receive these forms via post and will need to read and sign and return form to confirm reading enclosed documents.  **9. Headteacher appraisals**  IG has completed Appraisal Training. The Headteacher Appraisals that were scheduled for 14th November were cancelled due to Ofsted visit. AG is unable to make another date before Christmas. IG to see if AF can make one of the suggested dates before Christmas. LD said she would be willing to participate if necessary.  Action required: IG to reschedule appraisals to a mutually convenient date.  **4.1 Review 5 Year Strategic Plan**  MW said AG, AB and LD met and updated this plan as far as possible. MW said the next stage is to either agree a further working party meeting with a group of governors or to get all governors’ input.  Since the working party meeting AG has done some further work on the plan so there can be one document incorporating the Federation and Schools’ action plans.  IG asked how to take this work forward. AG said firstly to check that everyone is happy with the goals set and suggested a working group to carry on meeting in the New Year. This can then be circulated to governors for comment. IG said this will mean in future that this document is a work in progress and will then just need reviewing and refreshing.  Action required: Working party to convene a meeting in the New Year and then circulate updated document to governors.  **14. Agree SIP Priorities for the Year**  MW said the SIP priorities document is now complete. |
|  | **Receive Resource Committee Meeting Minutes – 16/10/18**  These had been circulated and agreed as final by the Resource Committee prior to the Meeting.  **Approved: These were signed and dated by the Chair.** |
|  | **Receive Draft Teaching and Learning Committee Meeting Minutes – 6/11/18**  These had been circulated and agreed as final by the Teaching and Learning Committee prior to the Meeting.  **Approved: These were signed and dated by the Chair.** |
|  | **Approve Terms of Reference for Resource Committee**  These are recommended by the Resource Committee and were subsequently forwarded to all Governors prior to the FGB (Full Governing Body) Meeting.  **Approved: Governors voted to approve the Resource Committee Terms of Reference.** |
|  | **Approve Terms of Reference for Teaching and Learning Committee**  These are recommended by the Teaching and Learning Committee and were subsequently forwarded to all Governors prior to the FGB (Full Governing Body) Meeting.  **Approved: Governors voted to approve the Teaching and Learning Committee Terms of Reference.**  **.** |
|  | **Pay Committee and Pay Committee ToR (Terms of Reference)** |
|  | LD, AG and IG have volunteered to form the Pay Committee.  **Approved: Governors approved LD, AG and IG as the Pay Committee.**  The Pay Committee ToR had been forwarded to governors prior to the Meeting.  **Approved: Governors approved the Pay Committee ToR.** |
|  | **Review School Improvement Plan** |
|  | MW said this has been reviewed. There is now a blue rating which represents ‘new’, therefore, ratings are now BRAG ratings.  JH had submitted a question regarding ‘increasing parental engagement to have a positive impact on pupil achievement’. JH said he is unconvinced these planned actions are anything new and not convinced it will improve parental engagement (or the approachability of staff) anymore. JH asked if it’s possible to have a look at what other schools who score well in this area are doing? MW said he believes parental engagement is still relevant and the Schools still put on events for parents because it is very important to build the relationships with the parents to establish a good rapport.  AG asked what prompts the Headteachers to look at the SIP. MW said he will be reviewing the BRAG ratings before the end of term. EB said she tried to book out half termly meetings of SLT (Senior Leadership Team) to look at this. EB said the LINS data is tricky because there is a lot of data that trickles through during the year which might change how the SIP looks. |
|  | **Headteachers’ Report including Safeguarding** |
|  | AG’s Governor Safeguarding Visit Report was circulated to Governors prior to the Meeting. IG thanked AG for her safeguarding governor visit.  AB asked EB what is being done about lowering persistence absence and disadvantaged children at LINS.  EB said that she has looked at how these levels looked at the same point last year which was similar. EB said that as these figures are as a percentage this can look low at this time of year e.g. 5 days illness gives 89% attendance at this point. EB said that looking in more detail at disadvantaged children there are specific reasons e.g. one child has 66% absence due to a hospital stay. EB said that children under child protection have their attendance looked at monthly by a team including a social worker and Educational Welfare Officer. EB said that there is a monthly monitoring system for persistent absence and the school tries to identify any specific barriers there may be. EB said that although there may be some low figures now, there should be an upward movement throughout the year.  AB asked whether there are efforts to communicate with parents. EB said that there are specific systems in place to communicate with parents / carers for children falling into Child Protection (CP) or Children in Need (CiN) groups. When percentages drop below certain levels, then letters followed by meetings with parents happen.  AB asked EB about what is being done to improve the numbers of children in Year 2 working at greater depth. Current figures are well below national, in contrast to ARE (age related expectation) figures.  EB said that Children assessed at GD at this point in the year have already shown that they can access the new curriculum at a deeper level – applying their knowledge across a range of situations. There is another group of children with the potential to be able to do this but they will only achieve GD if they meet all of the standards in the framework for ARE and GD. Therefore, it can be difficult to predict who is on track.  EB said that a comparison between the last two years shows that our current Y2’s are further ahead at this point apart from in reading, where they look very similar on paper for GD  HS explained that as a Year 2 teacher, it is hard to make a judgement on how children will progress. HS said that work is provided for children to enable them to achieve but making the commitment and data expectation means that if the child does not reach the expected target, then there is pressure on the following year’s teacher to make this progression.  AG asked how children’s performance is reported to parents. HS said that this is stated on reports at the end of KS1 (Key Stage 1).  EB said that data from Foundation stage to KS1 is mapped very carefully as these 2 systems were not designed to sit well together. |
|  | **Safeguarding Report** |
|  | All governors had received a copy of AG’s governor visit report prior to the Meeting. |
|  | **T&L and Resource Committee Reports / Feedback** |
|  | AB said the most significant development from the Teaching and Learning Committee Meeting was that the SIP’s BRAG rating gives a framework for consideration of the data which will make it easier to monitor.  AB said that LD has volunteered to be the lead governor for Science.  **Approved: Governors approved LD becoming lead governor for Science**  IG said that at Resources it was reported that Dawn Stabb from Devon County Council has visited LINS and seen the challenges of the site. Since then there has been the possibility of some further support. Since Dawn’s visit it is now possible to make some improvements and use some budget for this.  EB says staff at LINS are doing everything they can and are up to their limits. The message to governors is that LINS will stay in deficit and continue to operate and continue to improve. EB said Jessie Hay, Business Manager at LINS is in constant contact with County and is being open and honest.  IG says that the message is that schools always have to be run safely. |
|  | **LINS Site Management** |
|  | EB said that the previous LINS Site Manager decided to take redundancy based on the change of role. EB said that the Site Manager from St Sidwell’s is covering the H&S aspect of the role.  RB asked whether the redundancy cost is the same as when it was originally offered. EB confirmed the redundancy cost was the same.  EB said they are advertising and interviewing on Friday 30th November. The role has been advertised alongside a cleaning role as the caretaker role is 20 hours per week and this could be combined with cleaning hours. |
|  | **Future Admissions Arrangements** |
|  | MW signposted governors to the link on the website [Ladysmith Admissions Webpage](http://www.ladysmithfederation.net/web/school_admissions_/216280). Governors need to be aware of this although as a maintained school this policy cannot be changed. |
|  | **Policies: -** |
|  | EJB arrived 18:30  AG suggested in future that, for reviewing policies, they should be targeting individual governors to be responsible for specific policies so one person will read these thoroughly.  IG suggested getting the list of policies and review dates and checking whether they are required or not. Also identifying which policies can be Federation Policies or need to be specifically for each School.  Action required: IG and JGC to carry out this work on policies. |
|  | **Federation Behaviour Principles** |
|  | **Approved: Governors voted to approve Behaviour Principles that was circulated prior to the Meeting.** |
|  | **Federation Complaint Policy** |
|  | MW confirmed with governors they had received the latest version as an earlier version had been circulated in error initially.  IG thanked governors for their work on this Policy.  **Approved: Governors approved the policy included a minor amendment to an appendix number.** |
|  | **Federation Equality Objectives** |
|  | MW asked if governors were happy with the objectives. JG said these were demonstrating what has been achieved rather than what is going to happen.  EJB requested transphobic is included in the Objectives.  **Not approved: Governors suggested reviewing the Equality Objectives.**  Action required: IG will work on producing an appropriate document to publish on the website. |
|  | **Federation Online Policy** |
|  | AG recommended an amendment regarding GDPR including laptops being PIN protected, encrypted memory pens, locking computer screens.  **Approved: Governors approved the Federation Online Policy including amendment tabled.**  MW said there needs to be a paragraph inserted into employment contracts and all existing staff will need to sign to reflect that staff are self-declaring they are suitable for caring for children. This is because staff are now deemed to be ‘caring’ for rather than ‘supervising’ children. IG suggested this is not in the governors’ remit as DCC are the employers.  Action required: MW will seek further clarification.  1850 AG left meeting |
|  | **LINS and LJS Health and Safety Policies** |
|  | **Approved: Governors approved LJS and LINS Health and Safety Policies.** |
|  | **Federation Pay Policy** |
|  | **Approved: Governors approved the Federation Pay Policy.** |
|  | **Federation Food Policy** |
|  | IG asked whether this policy complies with Norse. MW confirmed this was the case.  EJB queried what was covered in food education in particular encouraging less meat eating for environmental reasons. AS said a variety of issues come up in informal class discussions. HS said as a teacher they have to ensure certain areas are covered and this aspect is not part of the curriculum. EJB asked why meat free Mondays stopped. EB said she will check why this is.  Action required: EB will look into the reason meat free Mondays were stopped.  **Approved: Governors approved the Federation Food Policy** |
|  | **Federation CCTV Policy** |
|  | RB highlighted the area surrounding covert cctv monitoring as there is the potential for use and misuse. If this is being used RB recommends governors should be aware.  **Approved: Governors voted to approve the Federation CCTV Policy including amendment recommended by RB.** |
|  | **CiC (Children in Care) Attendance Policy**  EB informed governors of a CiC policy that Schools follow as a process, though this does not need to be adopted as a School policy. |
|  | **Training** |
|  | LD referred to her circulated Report on the recent Conference of DAG (Devon Association of Governors). LD said the training was very interesting and worth attending. LD recommend governors access the website which includes a ‘Busy Governor’s Guide’.  Action required: JGC to forward link.  LD informed Governors she had recently attended ‘Understanding Performance Data’ training.  IG has attended the Headteacher’s Appraisal training.  RB left meeting 19:15 |
|  | **Questionnaire – Are we fit for purpose?** |
|  | LD suggested governors refer to the questionnaire to consider whether the governing body is fit. LD said there are useful links to access.  LD said governor contact details need to be added to the website.  Action required: JGC to add governor email addresses to the website.    IG said governor recruitment needs looking at again. LD has been in touch with companies about this but has had little response.  DB suggested advertising in the Newsletter again. EJB suggested including a paragraph explaining what a governor is. IG suggested the New Year for this.  IG said finance skills are a skill area that is required.  MW circulated confidential Ofsted feedback for governors to see. |
|  | **Date of next meeting:**  **Monday 14th January 2019 5.30pm @ Ladysmith Junior School** |
|  | **Meeting Closed a 19:25** |

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