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| Draft Minutes for Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 12th October 2020 17:30 | | Location | Video Conferencing | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Amy Grashoff (Co-Chair) | LD | Parent Governor | Emma Brown | EB | Headteacher LINS |
| Karen Bates (Co-Chair) | KB | Co-opted Governor | Mark Wilkinson | MW | Headteacher |
| Alex Banks | AB | Co-opted Governor | Robert Boyd | RB | Co-opted Governor |
| Jill Green | JG | Co-opted Governor | Heather Mills | HM | Co-opted Governor |
| Sarah John | SJ | Staff Governor | Emma Brennan (arrived 18:30) | EJB | Co-opted Governor |
| Greg Hawkins (Vice Chair) | GH | Co-opted Governor | Tom Butcher | TB | Co-opted Governor |
| Sarah Melhuish | SM | Co-opted Governor | Andy Thornhill | AT | Co-opted Governor |
| James Hewlett | JH | Co-opted Governor |  |  |  |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors | Dave Broad | DB | Deputy Headteacher (LJS) |
| **Apologies** | **Initials** |  |  |  |  |
| Karen Featherstone | KF | Deputy Headteacher (LINS) | Fran Collinge | FC | Deputy Headteacher (LINS) |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | EJB said she would be late due to work commitments.  KF sent apologies due to being unwell.  FC was unable to attend as it is her non-work-day.  Apologies for absence approved. |
|  | **Declaration of Pecuniary Interests invited and declared** |
|  | No interests declared |
|  | **Safeguarding Questions and Answers** |
|  | Prior to the meeting governors received safeguarding Level 2 training via email. All those present confirmed they had undertaken this training. EJB had already confirmed this with JGC prior to the meeting as she was due to be late.  Questions were tabled from governors and answered by EB and MW.  Action required: Due to this being a remote meeting, JGC will email governors asking them to confirm they have completed the Safeguarding Level 2 training for the paper records. |
|  | **Matters arising**  **FGB – 16.09.20 – School Improvement Plan (SIP)** |
|  | Governors working on the School Improvement Plan working party met recently to update the Strategic Plan. This was circulated prior to the meeting including queries that had arisen.  AB shared this document with those present and walked them through the document.  AB said he felt the new governor areas of responsibilities align well with the areas for improvement identified within the Strategic Plan.  AB said that alterations have been made to reflect governors remoting in rather than physically visiting the schools.  TB asked whether there is action planning for the eventuality of remote learning. TB suggested this needs to be recognised as a requirement for the next year or so.  Action required: TB to include this action in the Inclusion ToR (Terms of Reference).  KB said she is happy to continue as the lead governor for COVID for this year.  Action required: The SIP Governor (AB) will keep an eye on behaviour and attitudes via the Strategic Plan to potentially pick up on issues that may have arisen as a result of COVID.  AB said the group has talked about moving more to surveys e.g. for staff and parents, instead of governor visits, to cover some elements to provide feedback for governors. Surveys will ensure evidence is being gathered.  Action required: AB asked all governors to cross check the Strategic Plan against their individual lead areas.  Action required: AB will BRAG rate this document once a school term because this needs regular review to keep on top of priorities. AB will be requesting information from governors to achieve this. |
|  | **Headteachers’ Report** |
|  | MW asked for questions on the Report.  RB asked what the threshold is for a racist incident. MW said any comment is included. MW said that racist issues are not high but happen occasionally.  AG asked if MW and EB could talk through the data sections.  EB said that at the end of EYFS (Early Years Foundation Stage) there are 17 judgements across the curriculum. EB said that this year’s end of Reception 62% had GLD (good level of development) against a national average of 72%. However, looking at this term’s Year 1, teachers are saying they would already make a different evaluation about many of the children.  AG asked if the same process had been carried out for the current Year 3s. EB said these judgements would have been based on reading, writing and maths and then compared to the end of Reception.  EB said that due to COVID the overall data is currently not accurate so it is difficult to know what to take away from the data. AG asked how the data compares to a normal year. EB said cohorts vary enormously year on year so this depends completely on the specific cohort.  HM asked what learning can be taken since lockdown and applied in case this situation reoccurs. EB said that with the younger children a lot of their learning is through playing and doing. Therefore, remote learning is not as effective for the lower age ranges. EB said currently in Reception many of the children are exceeding targets and there are some that are nowhere near and there is not much in between these two areas.  MW said that for LJS at the end of Year 6 last year there were no Year 6 SATs results. Year 6 children were measured against their KS1 (Key Stage) markers to indicate their progress and they were compared against where they were in February 2020.  MW said that overall the data reflected reading as being the same, writing had picked up and maths was variable.  KB said she has heard from current Year 7 parents, that there was a lot of ‘unfinished business’ for last year’s Year 6 which included not having any SATs results. MW said all last year’s data has been passed to children’s respective new schools so there was not any of last year’s Year 6 data in the school anymore. KB asked what could be done to help with this if this situation arises again. MW said he would be happy to talk to parents. MW said they had received their reports at Easter as usual and were just missing their SATs results.  AB said that comparing children from KS1 benchmark, there are more children working at GLD for reading at LJS than previously. MW said this could be because they had introduced some additional strategies into reading.  AB said maths looks strong again which is good because this is staying strong alongside reading while it is improving.  HM asked how the KS1 results for the current Year 3s are benchmarked through the school. MW said they check to see if the children are on track using Year 2 teacher assessments.  Action required: At future FGB meetings JGC will ask governors to submit questions to Headteachers by the morning of the of the FGB meeting so that MW and EB can provide more detailed responses.  AB asked MW how the transition from Year 2 to Year 3 is going and if there is any evidence for this. MW said that transition seems to have gone well from a number of conversations and comments received, so this is mostly anecdotal feedback currently. MW said the current Year 3s received tours and met the teacher prior to starting this year.  AG thanked EB and MW for their Headteacher Reports which include a huge amount of detail. |
|  | **Finance and Resources – Standing Item** |
|  | LINS and LJS budgets had been circulated to governors prior to the meeting.  AT said that as Lead Finance Governor, he has already met with MW and Lorraine Carter, LJS Business Manager to look though the LJS budgets.  AT said he had noticed that the five-year budget currently shows deficit. MW said that typically they work to a three-year budget because there will be many forthcoming changes so the five-year budget is typically budgeted using the worst case scenario for the time being. |
|  | **Approve Terms of References (ToR) covering the areas of responsibility** |
|  | These had been circulated prior to the meeting. Governors have made any amendments to their respective ToRs which all governors are able to see.  JGC asked whether there were any questions or comments on these.  JH said that as IT lead governor, there was not an IT Policy. JGC said that there is not a statutory IT Policy although there is the Federation Online Policy in place currently. AG said there is also the social media policy. MW said elements of IT are included across a number of policies.  Action required: JGC to contact Babcock to see if they have a model IT policy available.  HM said that as there isn’t currently an Early Years ToR, could there be someone from RELP who might be able to help HM and JG as Early Years governors. HM suggested the new Head of School might like to feed into this process.  Action required: EB to get in touch with RELP.  **Approved: Governors voted to approve amendments made to following Terms of References:**   * **Community Staff and Parental Links** * **Curriculum** * **Finance** * **GDPR** * **Inclusion and SEND** * **Personnel** * **Premises, Security, Health and Safety** * **Pupil Premium** * **School Improvement** * **Safeguarding**   JGC said that if governors would like to amend the ToRs throughout the year then these can be brought to future FGBs for approval.  Action required: JGC will put the Terms of References into a final format and will add these to a Teams folder so all governors can see. |
|  | **Confirm arrangements for Headteacher Performance Management Process** |
|  | AG said she has emailed Babcock and followed this up but has not received any response for their advisor to participate in the appraisals.  Action required: JGC to get in touch with her governor Babcock contacts to ask their advice including whether this can go ahead without an external advisor if no one is available. |
|  | **Final FGB Meeting Minutes 16.09.20** |
|  | **Approved: Governors approved FGB Minutes from 16.09.20.** |
|  | **Clerk’s Appraisal** |
|  | SM, Personnel Governor agreed to undertake JGC’s appraisal.  Action required: SM and JGC to arrange appraisal during November. |
|  | **Training** |
|  | HM and SM attended Headteacher Appraisal Training.  AG attended Leadership of the Board training.  SJ has governor induction scheduled for November. |
|  | **Policies**: |
|  | TB asked whether there were any polices regarding climate change or the environment and whether this can be an ambition for the school.  AG suggested using SIP action to articulate the schools’ vision for this.  Action required: AB to include an objective to form an environmental action plan for the schools to work to. This could involve parents further in the future. |
|  | **Federation Pay Policy** |
|  | This is deferred to the next FGB because it has only just become available for review today. |
|  | **Federation Teachers’ Appraisal Policy** |
|  | SM, as HR governor reviewed and recommended the Federation Teachers’ Appraisal Policy.  **Approved: Governors voted to approve the Federation Teachers’ Appraisal Policy.** |
|  | **Federation SEND Policy** |
|  | This has been reviewed by the SENDCos from LJS and LINS; and as SEND Governor TB has reviewed and recommends this Policy.  **Approved: Governors voted to approve the Federation SEND Policy.** |
|  | **Federation Charging and Remissions Policy** |
|  | Lead Finance governor, AT reviewed and recommends this Policy.  **Approved: Governors voted to approve the Federation Charging and Remissions Policy including a change tabled.** |
|  | **Federation Governor Allowances Policy** |
|  | Lead Finance Governor, AT reviewed and recommends this Policy.  **Approved: Governors voted to approve the Federation Governor Allowances Policy.** |
|  | The meeting moved to Part 2. |
|  | **Date of next meeting:**  **Monday 23rd November 2020 5.30pm via video conference.** |
|  | **Meeting Closed at 19:00** |

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