

Minutes for Meeting of the Full Governing Body (FGB) of Ladysmith Federation					
Date / Time	22 nd September 2021 17:30		Location	Video Conferencing	
Attendees	Initials		Attendees	Initials	
Amy Grashoff (Co-Chair)	AG	Co-opted Governor	Mark Wilkinson	MW	Executive Headteacher
Karen Bates (Co-Chair)	KB	Co-opted Governor	Robert Boyd	RB	Co-opted Governor
Charlotte Hartland	CH	Staff Governor	Andy Thornhill	AT	Co-opted Governor
Jill Green	JG	LA Governor	Tom Butcher	TB	Co-opted Governor
Greg Hawkins (Vice Chair)	GH	Co-opted Governor	Annie Fletcher	AF	Co-opted Governor
Farah Mihar	FM	Parent Governor			
Present					
Jo Gawler-Collins	JGC	Clerk to Governors			
Apologies	Initials				
Sarah Melhuish	SM	Co-opted Governor	James Hewlett	JH	Co-opted Governor
Dave Broad	DB	Head of School, LINS	Emma Brennan	EB	Co-opted Governor
Neil Williams	NW	Head of School, LJS			

The Meeting was quorate.

Ref	Discussion, Action or Decision
1.	Apologies for Absence
	SM and DB due to personal reasons. JH due to work commitments. Apologies not received from EB. NW sent apologies due to being unwell. Approved: Absences approved by Governors
2.	Declaration of Pecuniary Interests invited and declared
	No interests declared
3.	Election of Chair / Co-chair and Vice Chair
	AG welcomed FM and AF to their first FGB (Full Governing Body) meeting. JGC said she hadn't received any nominations for Co-Chair, Chair or Vice Chair prior to the meeting. GH agreed to stand as Vice Chair.

Ref	Discussion, Action or Decision
	<p>Approved: Governors approved GH as Vice Chair until the first meeting of the next academic year.</p> <p>AG asked for Co-chair or Chair nominations. No nominations were received. AG and KB agreed they would stand as Co-Chairs for now but due to their commitments are seeking new leadership. They asked governors to consider taking a lead role.</p> <p>Approved: Governors voted to approve KB and AG as Co-chairs and will keep this under review.</p> <p>AG asked governors to confirm they had read the 'pen-portrait' submitted by AF prior to the meeting. AF confirmed she would be happy to become a governor of the school.</p> <p>Approved: AF approved as a co-opted governor.</p>
4.	Current Governor Terms of Office and Succession Planning
	<p>AG said that the only governor term of office due to expire this academic year is RB on 14.1.22.</p> <p>AG said that there are currently one co-opted governor vacancy and one parent governor vacancy.</p>
5.	Agree Committee Membership. (Model terms of References are for governors' reference. Lead Governor Terms of references will be approved at the FGB on 18 th October)
	<p>Agree Committee Membership.</p> <p>JGC suggested the First Committee and Second (Appeals) Committee are appointed on an 'as and when required' basis. This is so the most relevant governors can be appointed depending on skills needed and governor availability.</p> <p>Approved: Governors voted to approve appointing the First and Second (Appeals) Committee on need, as and when required.</p> <p>JGC said that SM had prior to the meeting said she would be happy to continue on the Headteacher Appraisal Panel. JG and AF agreed to form this panel.</p> <p>Approved: Governors approved SM, JG and AF a the Headteacher Appraisal Panel.</p> <p>AG, KB, JG and AT volunteered to form the Pay Committee.</p> <p>Approved: Governors approved AG, KB, JG and AT to form the Pay Committee.</p> <p>AG advised governors that the Terms of References for the Lead areas had been circulated prior to the meeting for governors' reference. AG said that prior to the next meeting JGC will be circulating the model terms of references, and the previous year's terms of references. Governors can then check the terms of references corresponding to their lead areas to recommend for approval at the FGB on Monday 18th October.</p>

Ref	Discussion, Action or Decision
6.	Governors' Individual Roles <p>Governors agreed to undertake lead areas as follows:</p> <ul style="list-style-type: none"> • Lead Safeguarding Governor - AG • Deputy Safeguarding Governor - JH (JH was not present so this will be confirmed) • Lead School Improvement Governor - TB • Lead Community, Staff and Parental Links Governor - RB • Lead Inclusion and SEND Governor EB (EB was not present so this will be confirmed) and FM • Lead Premises, Security and Health & Safety Governor – JH • Lead General Data Protection Regulation (GDPR) Governor - RB • Lead Personnel Governor - SM • Lead Curriculum Governor - GH • Lead Finance Governor - AT • Lead Pupil Premium Governor - JG • Lead EYFS Governor - AF <p>Action required: RB will check the Community, Staff and Parental Links Terms of Reference to ensure it covers wellbeing.</p> <p>Approved: Governors approved the delegation of individuals to lead areas above until September 2022</p>
7.	Signing and review of required forms and documents: <ul style="list-style-type: none"> • Governor Code of Conduct • Ensure Governors have read KCSiE (Keeping Children Safe in Education) and sign to confirm • Declaration of Business Interest Forms • Governor safeguarding documents for signature.
	<p>Approved: Governors approved the updated Governor Code of Conduct circulated prior to the meeting.</p> <p>Due to today's meeting being held remotely, JGC will email governors and ask them to check and confirm via return of email the above.</p>

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	<p>Action required: JGC will email governors to ask them to check and confirm Governor Code of Conduct, reading Keeping Children Safe in Education and updated Declaration of Business interests.</p> <p>There are safeguarding documents that JGC forwarded to governors via email on 21st September. These need to be signed and returned to Annette Dickinson at the Junior School office.</p> <p>Action required: All Governors to print, sign and return the safeguarding forms for the attention of Annette Dickinson at the Junior School office.</p>
8.	Other Annual Housekeeping Tasks and Meeting Protocols
	<p>JGC ran through housekeeping protocols as follows:</p> <p>Governors will use a WhatsApp group for receiving notification of an Ofsted inspection. Governors have varying availability so those governors who have availability at the time will respond.</p> <p>Full governing body meetings will be open and this will be arranged through Clerk and / or Co-chairs.</p> <p>Minutes of full governing body meetings will be posted on the school website once finalised after the subsequent meeting.</p> <p>Governors will attend training as and when necessary for their lead areas.</p> <p>Action required: JGC will be emailing governors with current contact details so that governors can check this and update where necessary, prior to the next meeting.</p> <p>If required, contact details of governors will be shared amongst governors.</p> <p>Virtual attendance at governor meetings is also permitted if the meeting is a face-to-face meeting.</p> <p>Governors need to send their apologies to the Clerk, via email preferably, if unable to attend a meeting. Absence is sanctioned by governors at full governing body meetings. Attendance at governing body meetings is posted annually on the school website.</p> <p>Action required: JGC will be emailing governors asking them to check and confirm their details on the website are up-to-date.</p> <p>Action required: The annual Safeguarding training will be held for all governors to attend prior to the next full governing body meeting. This training is mandatory.</p> <p>Action required: MW will email some online training for Prevent prior to the next meeting on 18th October.</p>

Ref	Discussion, Action or Decision
	JGC reminded governors that meetings need to be quorate for any decisions that are carried. This is over half of governors eligible to vote on a specific decision need to be present.
9.	Headteacher Performance Management Process
	JGC informed governors that SM has said she will be liaising with the relevant parties next week for setting up MW's appraisal date.
10.	Final FGB Meeting Minutes 28.06.21
	Approved: Governors approved the minutes of the Full Governing Body Meeting on 28th June 2021.
11.	Matters Arising
	<p>Matters Arising</p> <ul style="list-style-type: none"> FGB 28.06.19 <p>3. EYFS (Early Years Foundation Stage) Changes Action required: JGC will forward some resources to AF, the lead EYFS Governor.</p> <p>5. SIP (School Improvement Plan) JH will look at the EYFS area of the SIP – this was deferred as JH was not present.</p> <p>TB confirmed he liaised with AB (Alex Banks) at the end of last year for the SIP handover.</p> <p>6. Matters Arising AT will have recommendations which arose from finance training put in place for the budgets for the next FGB meeting.</p> <p>9. Appreciation for staff from DCC MW said both schools held a staff event.</p> <p>16. Governor Training This was covered in Agenda item 8.</p> <p>17.9 Grievance Policy SM to have liaised with LC regarding outdated legislation referred to in this DCC model policy which is out of date. This item was deferred as SM was not present.</p>
12.	COVID
	MW said that there have been pockets of people absent due to COVID. MW said the risk assessment has been updated to reflect changes. These include an emphasis on ventilation and handwashing, but there are not year group bubbles anymore and normal break and lunchtimes have resumed. MW said the main emphasis is keeping distance to the adults.

Ref	Discussion, Action or Decision
	<p>AT said there has been some confusion amongst parents because LINS (Ladysmith Infant and Nursery School) letters said parents needed to wear facemasks on the premises and LJS's (Ladysmith Junior School's) letter said the opposite.</p> <p>FM asked whether vulnerable staff are struggling with COVID risks. MW said LJS and LINS had been more different in their approach previously but this has evened up now. MW believes that staff are comfortable. MW said that children have never worn masks and so the more recent changes haven't been so great. MW said the biggest hurdle was when classes were 15 children and reverted to 30.</p>
13.	Finance and Resources
	<p>MW asked governors for feedback on the carry forward figures from LJS and LINS which was circulated prior to the meeting.</p> <p>MW said that the deficit for LINS has been reduced by £20,000 in two terms.</p> <p>MW said the LJS budget looks relatively healthy.</p> <p>MW said the plan now is to join the budgets together for the next financial year. MW said this will need to be applied for by October. MW informed governors that he had received the letter to agree that FIPS (Financial Intervention Panel, Schools) will recommend paying off the deficit. MW said that a condition of this is that the school can demonstrate financial sustainability, which is the two schools combining their budgets.</p> <p>AG said that the original plan had been to join the two school budgets. AG said that FIPS have been very supportive throughout this process.</p> <p>AG said that LC has done an amazing job. AG said it is important to recognise all the work LC has put in for both governors and making the budget fit for purpose.</p> <p>AT asked whether LJS's surplus would be retained. MW said LINS' deficit will be paid off and then both budgets will combine.</p> <p>TB asked whether there are disadvantages to combining both budgets. MW said the budget share which is the vast majority will remain the same because this is dependent on the number of children.</p> <p>Action required: MW to ask LC to work on a model budget to run some comparisons for the next FGB meeting on 18th October.</p> <p>Approved: Governors approved the carry forwards for LJS and LINS.</p>
14.	Policies
14.1.	LJS and LINS Child Protection Policy
	Approved: Governors voted to approve the LJS and LINS Child Protection Policy.
14.2.	Federation Play Policy
	JGC suggested making this policy renewed every three years.

Ref	Discussion, Action or Decision
	Approved: Governors voted to approve the Federation Play Policy including the change tabled.
14.3.	SEND Policy
	<p>This will be deferred to the next meeting on 18th October as it was not ready in time for the meeting.</p> <p>Action required: Defer to FGB on 18th October 2021</p>
14.4.	Data Protection Policy
	<p>This was carried forward from the meeting on 28th June as RB was not present. RB said he is happy to recommend this policy.</p> <p>Approved: Governors voted to approve the Data Protection Policy.</p>
14.5.	Data Protection Requesting Handling
	<p>This was carried forward from the meeting on 28th June as RB was not present. RB said he is happy to recommend this policy.</p> <p>Approved: Governors voted to approve the Data Protection Request Handling Policy.</p>
14.6.	Finance Policy including Appendices A for LINS and LJS
	Approved: Governors voted to approve the Finance Policy including Appendices A for LINS and LJS.
14.7.	Federation Equality Policy
	<p>This is deferred to the meeting on 18th October so that FM can check this policy.</p> <p>Action required: Defer Federation Equality to FGB on 18th October 2021.</p>
15.	Safeguarding
	<p>MW and AG met prior to the FGB on 28th June 2021. AG will put in place a visit once every half a term and send a report to Governors.</p> <p>Action required: JGC to check if AG's latest report was circulated to governors.</p> <p>AG said that governor safeguarding training will be prior to the FGB on 18th October.</p>
16.	Training
	<p>JGC said she hasn't yet had any governors volunteer for the Governance Briefings:</p> <p>Tuesday 28th September 1.00 – 2.00pm</p> <p>Thursday 30th September 6.00 – 7.30pm</p>

Ref	Discussion, Action or Decision
	<p>JGC asked if a governor can attend this training as it is good practice for one governor to attend these termly briefings.</p> <p>JGC said she has attending Clerks' Briefing. JGC said there are new Q cards for Safeguarding and SEND.</p> <p>Action required: JGC will forward Q card information for all areas to governors so that governors can look at these relevant for their respective lead areas.</p> <p>Action required: MW will email a list of lead staff to governors for their respective lead areas once he is able to.</p> <p>Action required: JGC to circulate the latest SIP for all governors to check their respective areas and add comments.</p>
17.	Date of next meeting: FGB (Strategic Plan and Self-Evaluation focus) Monday 18th October 2021 5.30pm @ Ladysmith Infant School.
	Meeting Closed at 19:00

Signed.....

Dated.....