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| Minutes for Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 23rd September 2019 17:30 | | Location | Ladysmith Junior School | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Alex Banks | AB | Co-opted Governor | Emma Brown | EB | Headteacher LINS |
| Amy Grashoff | AG | Parent Governor | Mark Wilkinson | MW | Headteacher LJS |
| Anthony Fothergill | AF | LA Governor | Emma Brennan (arrived 6.10pm) | EJB | Co-opted Governor |
| Jill Green | JG | Co-opted Governor | James Hewlett | JH | Co-opted Governor |
| Ian Gibson (Chair) | IG | Co-opted Governor | Greg Hawkins | GH | Co-opted Governor |
| Sarah John | SJ | Staff Governor | Lesley Dunford (Vice Chair) | LD | Co-opted Governor |
| Karen Bates | KB | Co-opted Governor |  |  |  |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors | Jenni Heuer-Evans | JHE | Year 2 Teacher |
| **Apologies** | **Initials** |  |  |  |  |
| Robert Boyd | RB | Co-opted Governor |  |  |  |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | EJB said she will be arriving at 6.00pm due to work commitments.  RB had sent apologies due to childcare reasons.  Apologies for absence approved.  JHE introduced herself as an attendee as a Year 2 teacher and union rep for LINS. |
|  | **Declaration of Pecuniary Interests invited and declared** |
|  | No interests declared |
|  | **Election of Chair and Vice Chair** |
|  | JGC reported that she had not received any nominations for Chair and Vice Chair of FGB prior to the Meeting.  IG suggested he would be prepared to stand again as Chair of FGB; but raised succession planning as he has been Chair for a few years and the Governing Body needs to be preparing for its future and thinking about future Chairs. IG asked whether any other governors would be willing to stand as Chair. No further governors wanted to stand as Chair. MW nominated IG as Chair and AB seconded this.  **Approved: Governors voted for IG to continue as Chair of FGB and the term of office will be until the first FGB meeting next academic year.**  IG asked if KB would be prepared to continue as Vice Chair. KB said she does not have sufficient time for this role anymore due to work commitments. LD agreed she would be willing to stand as Vice Chair. AF nominated LD to be Vice Chair and JG seconded.  **Approved: Governors voted for LD as Vice Chair of FGB and the term of office will be until the first FGB meeting next academic year.** |
|  | **Current Governor Terms of Office and Succession Planning** |
|  | IG brought to attention the Governors’ whose terms of office are due to expire during this academic year. JGC said the next FGB is 25th November 2019 and these are co-opted governors so these terms of office can be voted on at the next FGB.  EJB – 1/12/19  JH – 1/12/19  AB – 1/12/19  JH said he is happy to stand again though is mindful of not being able to attend a limited number of meetings due to being away for work and asked if other governors were happy with this.  IG said he would still like some more governors to join the FGB as there are vacancies. Ideally governors with financial experience would be useful. |
|  | **Agree Committee Membership, Terms of Reference and Levels of Delegation** |
|  | Prior to the Meeting JGC had forwarded the following ToRs (Terms of Reference):   * Teaching and Learning (T&L) Committee * Pay and Performance Committee * First Committee * Appeals Committee * Safeguarding   **Teaching and Learning Committee**  AB reported the T&L ToR has been recommended by the Teaching and Learning Committee following their meeting where this was considered on 16th September. AB said arising from this meeting the Committee decided it would be preferable if the SEND (special education needs and disabilities) governor could be part of the T&L Committee. KB said she would like to stand down from SEND area of responsibility because due to work commitments she is unable to dedicate time to this responsibility during school hours.  AB said that at the T&L Committee meeting, those present had agreed they would like to continue serving on this Committee. IG asked GH and SJ whether they would like to join Resources or T&L. GH and SJ both said their skills would be better matched with T&L.  **T&L Committee membership is:**  Alex Banks (Chair)  Emma Brown  Mark Wilkinson  Emma Brennan  Lesley Dunford  Anthony Fothergill  Amy Grashoff  Jill Green  Greg Hawkins  Sarah John  **Approved: Governors voted to approve the membership of the Teaching and Learning Committee until the first FGB next academic year.**  IG asked for governors who are interested in serving on the Resources Committee. Those present who are already a member agreed.  **Resource Committee membership is:**  Ian Gibson  Mark Wilkinson  Emma Brown  James Hewlett  Robert Boyd (tbc as RB wasn’t present at the Meeting)  Karen Bates  Simon Stennett (Associate) (tbc as SS wasn’t present at this Meeting)  IG said the Resources Terms of Reference will be on the agenda for the next Resource Committee meeting for recommendation to the next FGB on 25th November.  **Approved: Governors voted to approve the membership of the Resources Committee until the first FGB next academic year.**  **Pay and Performance Committee**  AG, KB and JG agreed to form this Committee  **Approved: Governors voted to approve the Pay and Performance Terms of Reference.**  **First Committee and Appeals Committee**  LD had raised prior to the meeting the naming of this Committee and the Appeals Committee. A discussion ensued about the most appropriate names for these 2 committees.  It was decided that as that as these two committees cover a varied remit; these two committees to be formed and appointed based on need.  **Approved: Governors voted to approve the First Committee and Appeals Committee Terms of References.**  **Safeguarding ToR**  AG agreed to continue her area of responsibility as Safeguarding; JH agreed to be Deputy Safeguarding Governor.  **Approved: Governors voted to approve the Safeguarding Terms of Reference including AG and Safeguarding Governor and JH as Deputy Safeguarding Governor.**  **Action Required: JGC to update Terms of References with approved changes.**  EJB arrived at 18:15 |
|  | **Governors’ Individual Roles** |
|  | Governors discussed areas of responsibilities they wish to undertake for the forthcoming academic year and agreed as listed below. LD suggested prior to the meeting an additional responsibility as lead GDPR governor this year.   * Safeguarding – AG (Lead), JH (Deputy) * Health and Safety – JH * GDPR - JH * Wellbeing pupil / staff inc pupil voice, student council – RB * Disadvantaged - JG * SEND and Children in Care - GH * Inclusion - KB * Curriculum English - AF * Curriculum Maths - AB * Curriculum inc Science - LD * Community – RB (tbc – it was suggested this would combine well with Wellbeing, although RB was not present to agree to this) * Early Years – EJB   **Approved: Governors voted to approve the areas of responsibilities agreed above.**  Action required: JGC to forward governors the list of contacts for governors to contact regarding their areas of responsibilities when this information is available. |
|  | **Signing and review of required forms and documents:**   * **Declaration of Business Interest Forms** * **Governor Code of Conduct** * **Ensure Governors have read KCSiE (Keeping Children Safe in Education) and sign to confirm** |
|  | At the meeting JGC handed out Governors’ Declaration of Business Interest Forms to those present which were duly updated, signed and returned.  JGC said she will forward the Code of Conduct forms for governors to read because governors need to check these annually.  At the meeting JGC handed out a form for governors who have read the KCSiE to sign to confirm they have read the required sections of this document which was duly completed and signed. |
|  | **Other Annual Housekeeping Tasks and Meeting Protocols** |
|  | IG checked with governors whether they are happy for the meetings to continue being open. All present agreed this was still fine.  IG reminded governors of the Part 2 protocol which is that this information will only be circulated within a meeting on paper and these papers must be returned before leaving the meeting. Part 2 information is then stored securely.  IG reminded governors that they need to attend relevant training.  JGC passed around a sheet with contact details for governors to check their information is up to date. JGC with governors that they are happy for these details to be shared with other governors if a need arises for a governor to be able to contact another governor.  JGC reminded governors to forward apologies prior to the meeting preferably via and absences require sanctioning by the rest of the meeting. IG reminded governors that their attendance register from the previous academic year is listed on the Federation website. JGC reminded governors about their code of conduct.  Action required: JGC to forward the Code of Conduct with the Draft Minutes for governors to read. |
|  | **Headteacher Performance Management Process** |
|  | The date for this is 7th November 2019.  LD, AF and IG agreed to undertake the appraisal. IG confirmed he has had the relevant training to undertake this. |
|  | **Final FGB Meeting Minutes 15.07.19** |
|  | IG checked governors had received these minutes and that governors were happy with these. These were signed and dated by IG. |
|  | **Matters Arising** |
|  | * **FGB 15.07.19**  1. **Presentation**   This is to be discussed in agenda item 12.  **7. Governors’ Questionnaire**  This was re-forwarded to Governors on 16th July. MW said there had been some issues with Survey Monkey and this item was deferred.  Action required: deferred to next FGB Meeting.  **8.** **Skills Audit Report**  This updated Report had been forwarded by JGC for Governors to see on 16th July  **10.** **Fairer Funding Update**  This was added to the website at the end of last term.  **11. Governor Visits and SIP**  The working party met over the summer and this item is to be discussed in agenda item 14.  **12. Q Cards**  These were emailed to Governors by JGC on 6th September. IG said governors need to be aware that looking at the recent news events it is quite possible LINS will have an Ofsted inspection this year. EJB asked whether in this event governors can be sent a text alert. IG confirmed a text alert would be sent in the event of an inspection. |
|  | **Presentations** |
|  | IG asked governors for any presentation ideas.  MW suggest that he will check the school improvement priorities and identify relevant presentations from this.  It was suggested that a curriculum presentation would be useful as a first presentation so that governors can see what data is based on. It was suggested that doing a data presentation prior to a meeting may be useful for LINS data particularly as there are 2 key stages for LINS. This would be like the one that occurred prior to this meeting for LJS data. |
|  | **Receive T&L Meeting Minutes 09.07.19 and verbal T&L Feedback from Committee Meeting on 16.9.19** |
|  | The T&L Minutes for 9th July had been forwarded prior to this meeting.  AB said that at the T&L Committee Meeting on 16th September the ToR had been examined and discussed. AB said the Committee had recommended the SEND governor is part of T&L as discussed earlier.  AB said the meeting had looked at the data that governors need to see. AB suggested the T&L Committee have discussed examining the data and pulling out the headlines from this to present to the FGB. AB said the T&L will need to keep deciding what information comes to the FGB.  IG said the information the FGB will need to see will become more apparent through the academic year. IG said the FGB governors could be sent the same information as T&L but only need to reference the summary sheets.  AB referred to the idea of renaming the T&L Committee to ‘Performance and Standards Committee’. After a discussion, governors were undecided about renaming this committee so will continue with the name ‘Teaching and Learning Committee’. |
|  | **Agree SIP priorities for the academic year and Set Objectives for the Year** |
|  | MW referred to the Ladysmith Federation Strategic Plan 2019 2020 document that was forwarded prior to the meeting, which serves as the School Improvement Plan. This had been shared already with the Teaching and Learning Committee and MW said feedback and input from governors is welcomed. MW said there are Federation priorities and individual priorities for LINS and LJS to work towards. MW said the working party had come up with some good suggestions.  MW said he has not yet shared this document with staff. MW said there were some gaps regarding governors around the key priorities and what these should be.  JH suggested the Early Years learning environment is a priority, although all LINS’ learning environment needs looking at. EB said the nursery is at capacity which is brilliant but has added a strain to the building and this will attract a cost implication. EB said she is awaiting a decision regarding the building. JH said he is concerned this decision is taking too long.  Site security at LINS is an issue, although JH said this is mitigated as much as possible considering the structure of the building. IG said Safeguarding and H&S reports will cover these and governors will need to pay attention to this.  MW asked if Governors are happy to put the Strategic Plan 2019 2020 document to staff.  IG suggested a meeting outside of this FGB to populate this document with the governor priorities. IG, AG and AB agreed to meet on Friday 27th in the morning to discuss this.  Action required: IG, AG and AB to meet to populate this document with Governor Priorities on Friday 27th September. |
|  | **Policies: -** |
|  | **LJS and LINS Child Protection Policy** |
|  | Fran Collinge’s email address needs adding and JH to be added as Deputy Safeguarding Governor.  **Approved: Governors voted to approve this Policy including the change tabled.** |
|  | **LJS and LINS Finance Policy** |
|  | EB queried spending levels that the Policy states for SENDCo and Site Manager of £1,000; although LINS Appendix A identifies only 3 staff with any budgetary authorisation. EB queried which of these 2 documents would supersede. Governors believe the Appendix overrules the Policy.  AB identified the responsibility for appointing auditors and services in the Finance Policy should go to Resources and not Teaching and Learning as stated.  **Approved: Governors voted to approve the Financial Policy and Appendix for LINS and LJS including the amendment tabled.** |
|  | **Federation SEND Policy** |
|  | This was recommended by the Teaching and Learning Committee. KB confirmed that as SEND Governor she was happy with this Policy. The Policy will need to now be altered to reflect the change in SEND governor.  **Approved: Governors voted to approve the SEND Policy incorporating the changed tabled.** |
|  | **Federation Play Policy** |
|  | This was recommended by the Teaching and Learning Committee.  **Approved: Governors voted to approve the Federation Play Policy.** |
|  | **Safeguarding** |
|  | Action required: The Safeguarding Governor Visits will be arranged for the year with the headteachers. |
|  | **Training** |
|  | AB asked if any governors can attend the Primary Curriculum Course on 19th November which he is unable to make. IG suggested he could make this training.  LD referred to a DAG and Babcock Conference on 9th November and Babcock Governance Update on 7th November which LD had emailed governors about and these are free. LD said she had attended the Conference last year which had been useful. |
|  | **Date of Next Meeting Monday 25th November 2019** |
|  | **Meeting Closed at 7.10pm** |

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