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| Minutes of the Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 20th May 2019 17:30 | | Location | Ladysmith Junior School | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Ian Gibson | IG | Co-opted Governor (Chair) | Emma Brown | EB | Headteacher LINS |
| Amy Grashoff (left 6.15pm) | AG | Parent Governor | Anthony Fothergill | AF | LA Governor |
| Ana Salter | AS | Staff Governor | Lesley Dunford | LD | Co-opted Governor |
| Alex Banks | AB | Co-opted Governor | Mark Wilkinson | MW | Headteacher |
| **Present** | | | | | |
| Sarah John | SJ | Nursery Teacher, LINS | Dave Broad (arrived 6.45pm) | DB | Deputy Headteacher LJS |
| Jo Gawler-Collins | JGC | Clerk to Governors | Greg Hawkins | GH | Prospective Governor |
| Larissa Jones (until 6.00pm) | LJ | Nursery Teacher LINS | Karen Bates (arrived 6.30pm) | KB | Co-opted Governor (Vice Chair) |
| **Apologies** | **Initials** |  |  |  |  |
| Jill Green | JG | Co-opted Governor | Emma Brennan | EJB | Co-opted Governor |
| Karen Featherstone | KF | Deputy Headteacher LINS | James Hewlett | JH | Co-opted Governor |
| Robert Boyd | RB | Co-opted Governor |  |  |  |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Presentation on Early Years by Sarah John**  SJ and LJ talked to governors about this their work in the Nursery and the new approach this year. The results of this are now becoming evident and nursery now functions as a whole. There is now a play-based approach which is facilitated by trained staff taking the approach of how childrens’ play can be enhanced e.g. by modelling behaviour, interacting socially.  Tapestry now means learning can be uploaded immediately which is working well.  A challenge this year has been staffing, particularly as ratios have had to be maintained and there have been some staff changes; staffing now seems to have settled.  IG observed RELP (River Exe Learning Partnership) were impressed after a recent visit and they commented on how children were able to monitor themselves.  AB asked how Early Years are held to account. EB said there is an Early Years section in the SIP (School Improvement Plan).  AG Congratulated the school on the Opal approach which included a link with planning “in the moment” and play which ties in with the new approach. EB said there is an overlap of the playworker role now with Early Years.  LJ left the Meeting. |
|  | **Apologies for Absence** |
|  | JH unable to attend as away with work.  JG unable to attend as away.  RB unable to attend due to childcare arrangements.  EJB unable to attend due to work commitments.  KF was unable to make the meeting as Monday is a non-work day.  **Approved: Governors approved apologies.**  IG welcomed GH and SJ. |
|  | **Declaration of Interests invited and declared** |
|  | No declarations of interest were made. |
|  | **Governor Posts** |
|  | GH left the Meeting while governors discussed GH becoming a Co-opted Governor.  **Approved: Governors voted for GH to become a Co-opted Governor for a 4 year term of office.**  GH returned to the meeting.  IG welcomed SJ as the new staff governor whose term of office starts on 25th May after AS’s term of office has ended.  AS referred to the recent survey of staff regarding the Governing Body which governors had received prior to the Meeting. AS said the response had not been high although the email group may need to be looked at as perhaps not all staff were included.  Action required: Distribution list to be checked to ensure all staff are included on future emails.  **AG Question**  Governors Roles survey – what are the thoughts/plans for with regards to the responses to the last two questions i.e. How would you like to see the Ladysmith Federation Governors involved in the running of the School? And What do you think the role of the Governor should be?  AS suggested subject links including year group links. IG said this had previously been talked about. MW suggested year group links might dilute the curriculum links.  LD suggested staff being able to informally contact governors. AB queried whether the role of governors can be explained more clearly e.g. at staff induction.  There are PDMs that staff attend and perhaps governors could be invited to attend this to talk about the role of a governor.  AB said that although previously the governor section of the website has been improved this does not seem to have increased staff awareness.  Action required: Governors to be invited to a PDM in September to talk to staff regarding the SIP.  AG left the Meeting at 6.15pm.  IG asked LD on progress regarding recruiting more governors. LD said she has accessed a website for recruiting governors without success. LD said she will widen her search as she had been targeting governors with financial expertise.  AG had submitted a question prior to the Meeting:   * do you have Spring term data for the Junior School so we have an update from the Autumn term data picture?   MW confirmed that the data included was the spring term data - the heading was incorrect.  AB suggested deferring the question ​relating to data reporting in the absence of SPTO (School Pupil Tracker Online) to the T&L Committee.  Action required: This item is to be included on the T&L Committee Meeting Agenda |
|  | **Receive FGB Meeting Minutes 11.03.19** |
|  | **Approved: These were signed and dated by the Chair.**  KB arrived at the Meeting. |
|  | **Matters Arising** |
|  | * **FGB 11.03.19**   **4. Monitor Progress against the governance section of the School Improvement Plan**  IG said governors need to be able to illustrate they can cover this.  **8.1 Behaviour Policy for LINS**  EB said this is still under review.  **15. Report regarding Looked After Children**  KB had checked this and signed this Report.  **11. Governors to carry out governor visit prior to half term**  Some governors have not yet done this but those present said they would endeavour to carry this out in time for visit reports to be available for the next FGB which is on Monday 15th July.  Action required: Governor to carry out their visits in time for governor reports to be available for the next FGB.  **14. Approve Inset Days and Occasional Days for 2020/ 21**  MW had a paper copy of the inset and occasional days for LJS and LINS.  **Approved: Governors approved Inset and Occasional Days for 20 / 21.** |
|  | **Headteachers’ Reports to include:** |
|  | AG had submitted a question prior to the Meeting:   * Are LAC (Looked After Children) absences are prioritised in terms of communication with home.   EB said there is currently a group being monitored for attendance where the attendance has fallen and is of concern. Of this group 57% are ​in the PPG group as opposed to 32% of ​the whole school population.  EB said at LINS there is a process which involves sending a letter home. EB said that there is a monthly meeting with Admin regarding absence although Admin will flag these up in advance on occasions. EB will then respond to the situation depending on the circumstances.  AB asked whether there is anything that can be done differently to tackle this. EB said this year there were a couple of PPG (Pupil Premium Grant) children who did not start back after summer and EB believes these figures are are the effect of this.  IG queried whether adding a time by which parents need to have contacted the school into the Policy. MW explained usually parent / carers have contacted the School prior to this time if they are going to. IG suggested that as the policy is for staff rather than parents the Policy does not require a time adding.  EB circulated a paper copy of the outdoor project that has been awarded funding for the LINS play area.  EB said today there had been 2 moderators from DCC (Devon County Council) who had visited Reception and have fed back that all is in order.  AG’s Safeguarding Report had been circulated to Governors and the next Safeguarding visit is in June. |
|  | **Approve Budget** |
|  | IG explained the Resource Committee had received more detailed budget information for LJS and LINS and the Committee have examined this and recommends both budgets are approved.  IG said that the LJS budget balances up until 2 years. IG said the budget circulated to the FGB did not include a grant which is due to be awarded that covers superannuation.  EB said the LIS budget has been to FIPs (16.5.19) and the staffing structure has been approved.  IG explained there is a Meeting with himself Jessie Hay, LINS Business Manager, and EB with Dawn Stabb from DCC on 20th June. This was previously scheduled for last week.  IG said they will need to query LINS budget going forward because the forthcoming academic year is its 4th year of deficit and FIPS (Financial Intervention Panel, Schools) has always stated deficit budgets must be for up to 3 years.  AF asked whether this time stipulation by FIPS was regional or national. IG said it is a regional stipulation.  DB arrived at 6.45pm  KB said at the Resource Committee there have been discussions around the budget not being below a certain level.  EB said that Jessie Hay, LINS Business Manager has worked hard at explaining the rationale to DCC so DCC are confident that funds are not being mismanaged.  **Approved: Governors approved the LJS and LINS budgets.** |
|  | **Committee Reports** |
|  | AB said the last Teaching and Learning Committee Meeting was before the previous FGB Meeting so there isn’t anything new to report.  IG said the Resources Committee had recommended the Staffing Structures and budgets tabled for the Meeting today.  IG asked whether there were any further questions. None were tabled. |
|  | **Ratify Proposed Staffing Structure** |
|  | IG said LINS and LJS staffing structures had been reviewed by the Resource Committee and recommended for approval at FGB and circulated prior to the FGB.  IG asked if there were any questions. None were tabled.  EB said an extra leadership day has been approved for Karen Featherstone.  **Approved: Governors voted to approve the LJS and LINS Staffing Structures** |
|  | **SIP (School Improvement Plan)** |
|  | MW said the website is the largest area that is red; and this needs to be led by Headteachers.  EB said the Tapestry is not currently covered by SIP. LD said she would like to know more about Tapestry.  AB said the format of the SIP was good. AB said the parental engagement ‘curriculum workshops’ had been very useful. MW said there are some more of these scheduled. |
|  | **Agree Dates for FGB and Committee Meetings for 2020 / 21** |
|  | These had been circulated prior to the Meeting.  **Approved: Governors approved the next year Governing Body meeting dates.**  Action required: JGC to forward these dates to SJ and GH. |
|  | **Policies** |
|  | **Whistleblowing Policy** |
|  | **Approved: Governors voted to approve the Whistleblowing Policy.** |
|  | **Staff Code of Conduct** |
|  | This is covered by the Disciplinary Policy.  There was a discussion to clarify whether Committees or Headteachers would conduct dismissals and governors agreed to keep the Policy flexible to allow both.  **Approved: Governors approved the Disciplinary Policy incorporating change tabled.** |
|  | **Data Protection Policy** |
|  | **Approved: Governors voted to approve the Data Protection Policy.** |
|  | **LJS and LINS Emergency Management Plan and Business Continuity Plan** |
|  | LD had tabled some minor amendments via email prior to the Meeting.  **Approved: Governors voted to approve the LJS and LINS Emergency Management Plan and Business Continuity Plan incorporating changes tabled.** |
|  | **Attendance Policy** |
|  | LD had submitted a question in advance querying who takes the lead role in monitoring attendance and co-ordinating provision and policies for attendance.  AG is the Safeguarding Governor and this would be covered under safeguarding.  **Approved: Governors voted to approve the Attendance Policy.** |
|  | **Education of Children in Care** |
|  | AG had asked whether the Policy should be renamed and worded ‘Looked After Children’.  AG queried who the LAC governor is. KB is the LAC Governor.  **Approved: Governors approved the Looked After Children Policy including amendments tabled.** |
| **13.7** | **LJS Dinner Monies Arrears Policy** |
|  | Although this Policy had not been circulated to governors prior to the Meeting, MW asked if it would be possible to lower the outstanding amount to £30 instead of £40 for passing this issue to DCC. MW said this is taking a lot of admin time and there have been persistent outstanding amounts which do not seem to be for any specific reason.  IG asked if MW could check if DCC have a model policy for this and defer this to the next FGB Meeting.  Action required: Dinner Monies Arrears Policy deferred to next FGB Meeting. |
|  | **Governor Stall at Summer Fair / Colour Run?** |
|  | DB said a governor stall had previously been well received at the summer fair. MW said there would not be many stalls at the Colour Run. AB said there is a fair in Heavitree Park during September. It was agreed governors would consider having a stall at this event. |
|  | **Training** |
|  | LD and AB asked if they could attend the Introduction to Primary Curriculum training. IG confirmed this would be fine.  IG drew governors’ attention to this being AS’s last meeting as her term of office is coming to an end. IG thanked AS for her efforts as staff governor for the past 8 years. |
|  | **Date of next meeting:**  **Monday 15th July 2019 5.30pm @ Ladysmith Junior School** |
|  | **Meeting Closed at 19:25** |

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