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| Minutes for Meeting of the **Full Governing Body** **(FGB)** of  **Ladysmith Federation** | | | | | |
| Date / Time | 28th June 2021 17:30 | | Location | Video Conferencing | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Amy Grashoff (Co-Chair) | AG | Parent Governor | Mark Wilkinson | MW | Executive Headteacher |
| Karen Bates (Co-Chair) | KB | Co-opted Governor | James Hewlett | JH | Co-opted Governor |
| Alex Banks | AB | Co-opted Governor | Andy Thornhill | AT | Co-opted Governor |
| Jill Green (arrived 18:00) | JG | LA Governor | Tom Butcher | TB | Co-opted Governor |
| Greg Hawkins (Vice Chair) | GH | Co-opted Governor | Sarah Melhuish | SM | Co-opted Governor |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors |  |  |  |
| **Apologies** | **Initials** |  |  |  |  |
| Robert Boyd | RB | Co-opted Governor | Emma Brennan | EB | Co-opted Governor |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | RB and EB were not present.  **Approved: Absence approved by Governors** |
|  | **Declaration of Pecuniary Interests invited and declared** |
|  | No interests declared |
|  | **EYFS (Early Years Foundation Stage) Changes** |
|  | AG asked MW about his understanding or training around the coming changes. MW said Sarah John, Nursery Teacher and other EYFS staff have attended training.  JGC advised there will be governor training available for the lead EYFS governor which is currently JG.  Action required: The nursery lead governor for next academic year will need to attend governor EYFS training. |
|  | **Finance and Resources – Standing Item** |
|  | MW said that governors will have received a copy of the budgets for today’s meeting. LC is not present at the meeting today. MW asked if there were any questions.  TB asked whether the level of increase in teachers’ pay had been expected in the projected budget. MW said that this will depend on a number of factors and there will be may be a pay grant available. MW said that LC always presents the worst-case scenario when presenting projected budgets.  MW said that if both school budgets are combined next April this will mean that overall the budgets will be more balanced.  MW said he will be meeting with LC regarding the stage 2 submission to FIPS (Financial Intervention Panel, Schools) prior to the summer holidays. The outcome of this will impact on the budget picture.  AG asked whether there are savings that will occur when the schools have a single budget. MW said there will be some savings if there is a single budget. |
|  | **SIP (School Improvement Plan)** |
|  | AB said that his is not yet fully rated because he is waiting on a few governor responses. AB suggested that all the governor priorities are valid for the 2021 / 22 SIP. AB suggested ‘quality of teaching’ and ‘remote learning’ will need to remain a high learning priority. Governors will need to monitor the best educational outcomes for children around this. An additional priority will be the ‘post-lockdown curriculum’.  AG said that attendance is currently rated as green, although this is only one element of an outcome.  AG asked about behaviour and attitudes because this has not too possible to rate recently and perhaps this can be commented on anecdotally. AG suggested that perhaps post-lockdown this can be rated amber but it is not a huge concern but it has not had much focus this year.  AG said that EYFS will be needing to be rated blue because the environment is due to change.  Action required: JH will look at the EYFS area of the SIP  MW said that he is in the process of BRAG rating the SIP and will complete this by the end of the school year. MW will then look at what transfers over to next year’s SIP.  Action required: Governors need to look at the SIP asap so that this can be updated by MW at the end of week beginning 5th July.    AB said that there are no red ratings in the SIP.  Action required: TB will be picking up the SIP work once AB has left at the end of this school year. TB will make contact with AB for a handover before the end of the school year. |
|  | **Matters Arising** |
|  | * **FGB 19.05.21** * **Matters Arising**   3. JGC to clarify whether there is a recommendation for the number of Co-opted governors JGC said that she has been advised that there is no specific number of co-opted governors that is recommended. The advice is that there need to be enough governors to cover the areas required, Ladysmith Federation have a relatively high number of co-opted governors so may wish to consider reducing this number.  16. AT to action his recommendations from the Finance Training on 24th March.  Action required: AT to action the recommendations from the finance training prior to the FGB in September. These are around a newer format for presenting the budget.  School uniform requirements to be amended to reflect gender neutral  MW said that the website has been updated to reflect this and this was already in the Behaviour Policy. |
|  | **Headteacher Report** |
|  | Governors had submitted questions as follows to MW prior to the meeting:  **TB’s Questions:**   * **Noting that averages for Maths and Writing on the mock SATS results are below 18/19 national average - and also the significantly lower than average SEND (special educational needs and disabilities) results, I am guessing that this is entirely down to the COVID disruptions? How did actual LJS (Ladysmith Junior School) results compare to National Average in 18/19?** Results were above the national average in every area in 18 / 19. The time missed has had a huge impact on results because children have either missed a huge chunk of year 5 and 6. MW said he would have expected higher results in a normal time. MW said it is difficult to gauge just now how far behind the results are. * **What is driving the big increase in teacher's pay in 22/23 FY - is this an expected increase, or change to pensions? Is it expected that the LA funding will be increased to accommodate this?**  This was covered in item 4.   **AB’s Questions**   * **To what extent do you think the interventions introduced for reading (following last Ofsted) are succeeding, and is there any evidence supporting this? Greater depth in reading looks like an impressive indication of how children have progressed.** MW said that although these areas i.e. VIPERS (Vocabulary, Infer, Predict, Explain, Retrieve, Sequence or Summarise) appeared to be embedded, this has not been the case. MW said he believes being interrupted has been the problem.   MW said that Neil Williams, LJS Head of School will be addressing this. MW said that VIPERS was a very good programme being done well consistently across the school but this is not the case at the minute. MW said they are having to start again to ensure everybody is back on track and understanding the basics.  AB asked if there is a good tracker system to ensure a good handle across the groups over the next year. MW said that the have had a shift of emphasis in the pupil attainment meetings i.e. focusing on disadvantaged pupils. MW said they will look more thoroughly at how to address disadvantaged pupils which will include involving parents.  MW said that he believes that in LINS (Ladysmith Infant and Nursery School) there are a number of disadvantaged families who are not yet claiming the Pupil Premium.  AG asked whether there had been an increase in Pupil Premium children since lockdown as might be expected. MW said there has been an increase but not a significant one.  JH asked whether parents understand the benefits to both their children and the school when claiming Pupil Premium. TB asked if the pupil premium benefits can be communicated to parents to translate to what this means. MW said that there will be leaflet going to all parents electronically and there will be a paper version available.   * **Writing results look less encouraging and presumably this is related to lack of time in the classroom?** MW said that writing is not normally judged until the end of June. MW said that teachers say that it’s easier to work on writing when the children are in the classroom. * **If the SEND and disadvantaged patterns are repeated across other year groups, what will be the plan for 2021/22 to try and address this? How concerned should we be about these results?** MW said that his is concerned about the SEND and disadvantaged outcomes in terms of academic results. MW will be meeting with both Heads of Schools and the SENDCo (Special Educational Needs & Disability Co-ordinator) to discuss putting actions in place which will have a positive impact. MW said that this will be a SIP priority. * **Is it possible to briefly comment on the SIP priorities you discussed at the last FGB? I know the SIP has not been rated yet, but any indication of how things are looking, especially if anything governors need to be aware of?** This was covered in Agenda item 5.   **JH’s Questions**   * **Staff absence looks to have been greatly improved at LINS. Is this COVID related or a change in culture/practice that is having an effect?**  MW said that LINS’ staff absence has improved and needs to improve further. MW said they have been putting meetings in place and back to work processes. MW said that it will take some time for these processes to embed. * **Any further news on the nursery building/demolition?** MW said they will be getting internal changes that were wanted; which includes a green area, and a conservatory. MW said that these changes should be in place by the end of next academic year.  Action required: MW will send a set of plans to JH.   MW said that the heating works look like they are going ahead.  MW said he will be submitting a report in which they are looking at new windows because they are not working well, although this will not be a priority 1.  JH asked whether if the school is back to normal, does this include the cookery element at LJS. MW said that NW is looking at the curriculum needs and MW will flag up that not all year groups have experienced the cookery element.  SM said that for the parents of Reception starters in September, what COVID safeguarding needs will there be for parents in school when they come in? MW said that DB is working on this and will ask this to be communicated to parents as a matter of priority. |
|  | **Succession Planning** |
|  | AG explained that she and KB had planned on being Co-Chairs for one year which will be up in September. AG asked if there were any governors who may be interested in taking this up.  MW updated Governors that Charlotte Hartland, Year 4 teacher from LJS was the only nominated staff governor which means Charlotte will be the new staff governor.  JGC said that there was one application for a parent governor for the one available role.  JGC said that AG’s term of office as parent governor will be up in November. Therefore, governors will need to consider AG becoming a co-opted governor either today or at a future meeting prior to November 2021.  AG left the meeting.  **Approved: Governors approved AG to change category from a parent governor to a co-opted governor and remain as Co-Chair**  AG returned to the meeting  Action required: JGC to complete paperwork to reflect AG’s change in category. |
|  | **Appreciation for Staff from DCC** |
|  | AG explained that DCC have offered a financial gesture to staff from governors to show an appreciation of their work during COVID. AG said it is £10 per head which means £610 for LINS and £510 for LJS.  JH suggested a coffee machine for the staff room. MW suggested a year’s worth of tea, coffee supplies alongside this.  Action required: MW to collate some ideas to offer options on how this money can be spent. |
|  | **Review Term Dates and Approve Inset and Occasional Days** |
|  | **Approved: Governors voted to approve the term dates including the Inset and Occasional days for 2022 / 23 which were circulated prior to the meeting.** |
|  | **Governor Reports** |
|  | AG had forwarded the Safeguarding Report dated 18th June.  There were no further governor reports to discuss. |
|  | **Agree Dates for Next Year’s FGB Meetings** |
|  | **Approved: Governors voted to approve the dates for next year’s FGB meetings.** |
|  | **Headteacher Performance Management Process** |
|  | SM said that she and JG had met with MW to measure where MW is against the objectives that were set and the first appraisal meeting.  SM gave an overview of the objectives which included:   * Establish leadership across both schools. MW provided a number of examples including a key one which is a weekly Federation meeting. * Addressing the time lost due to COVID. MW talked through the remote learning strategy, recovery curriculum and wellbeing work. * Consistent procedures and polices across both schools and ensuring compliance with the policies. MW provided written evidence to back this up.   SM said that she and JG are happy that MW has worked well despite both COVID and building work challenges. MW said he has covered the foundation work and will be giving more time to work on the SIP within schools. |
|  | **Review Progress** |
|  | AG said that with the new model of lead governors which started this year, governors have not had the opportunity to visit school to ascertain the effectiveness. JGC said there was progress in that governors now have responsibility for policies for their respective areas.  JH suggested a governance review next year as a possibility as this is available from DCC. |
|  | **Final FGB Meeting Minutes 19.05.21** |
|  | **Approved: Governors approved the FGB Minutes from 19th May 2021.** |
|  | **Governor Training** |
|  | TB attended the governance briefing which was useful and TB suggested it is worth other governors attending this. TB said that governing bodies should pause for thought about how well they are doing.  KB attended a DAG training event at which MW was present. KB said it was an opportunity to talk to other governors and SEND was a big topic. KB said that the number of EHCPs (Education and Health Care Plans) in Devon is far higher than the national average. KB said it would have been helpful to have had more clarity on SEND support.  Action required: Safeguarding and Prevent Training to be prior to the FGB Meeting on 18th October. |
|  | **Policies** |
|  | **Data Protection Policy** |
|  | RB was not present to recommend this policy as this is his area. Therefore, it was suggested that this is approved and also carried forward to the next FGB meeting on 22nd September 2021.  Action required: Data Protection Policy to be on the next FGB Agenda for 22nd September 2021.  **Approved: Governors voted to approve the Data Protection Policy.** |
|  | **Data Protection Request Handling Procedure 2021 22** |
|  | RB was not present to recommend this policy as this is his area. Therefore, it was suggested that this is approved and also carried forward to the next FGB on 22nd September 2021.  Action required: Data Protection Requesting Handling Procedure to be on the next FGB Agenda for 22nd September 2021.  **Approved: Governors voted to approve the Data Protection Request Handling Procedure 2021 -22.** |
|  | **Federation Emergency Management Plan and Business Continuity Plan** |
|  | **Approved: Governors voted to approve the Federation Emergency Management Plan and Business Continuity Plan.** |
|  | **Attendance Policy** |
|  | **Approved: Governors voted to approve the Federation Attendance Policy.** |
|  | **Education of Children in Care Policy** |
|  | There was one change tabled.  **Approved: Governors voted to approve the Federation Education of Children in Care Policy including changed tabled.** |
|  | **Federation Mental Health Policy** |
|  | There was one change tabled regarding a change in personnel.  **Approved: Governors voted to approve the Federation Mental Health Policy including change tabled.** |
|  | **Accessibility Plan** |
|  | **Approved: Governors voted to approve the Accessibility Plan.** |
|  | **Federation Health and Safety Policy** |
|  | JH queried the reference to the Devon County Health and Wellbeing Service which was not consistent throughout. MW said the policy was updated in November 2020 so is up to date.  **Approved: Governors voted to approve the Federation Health and Safety Policy.** |
|  | **Grievance Policy** |
|  | SM said that legislation referred to in the policy is outdated i.e. Employees Relations Act 1999 is now Employees Relations Act 2004; and Data Protection Act is now GDPR (General Data Protection Regulation).  Action required: SM to send this query to Lorraine Carter who can liaise with DCC over this as it is a model policy from DCC.  **Approved: Governors voted to approve the Federation Grievance Policy.** |
|  | **LINS Finance Policy Appendix A - June 2021** |
|  | This had been altered to reflect personnel changes.  **Approved: Governors voted to approve the LINS Finance Policy Appendix A – June 2021.** |
|  | It was AB’s final FGB meeting because as he is resigning as governor due to relocating. AG and KB thanked AB for all his hard work and valuable input in particular to the SIP over the last six years.  AG thanked all governors for their hard work during this challenging year. |
|  | **Date of next meeting:**  **Wednesday 22nd September 2021 at LINS** |
|  | **Meeting Closed at 19:10** |

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