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| Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 24th September 2018 17:30 | | Location | Ladysmith Junior School | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Ian Gibson | IG | Co-opted Governor (Chair) | Emma Brown | EB | Headteacher LINS |
| Amy Grashoff | AG | Parent Governor (left 7.35pm) | Emma Brennan | EJB | Co-opted Governor (arrived 6.10pm) |
| Jill Green | JG | Co-opted Governor (left 7.30pm) | Lesley Dunford | LD | Co-opted Governor |
| Alex Banks | AB | Co-opted Governor | Mark Wilkinson | MW | Headteacher |
| Karen Bates | KB | Co-opted Governor (Vice Chair) | Anthony Fothergill | AF | LA Governor |
| Mark Wilkinson | MW | Headteacher | Ana Salter | AS | Staff Governor (until 6.40pm) |
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| **Present** | | | | | |
| Dave Broad | LC | Deputy Headteacher LJS (until 7.40pm) | Frances Collinge | FC | Deputy Headteacher LINS (until 7.40pm) |
| Jo Gawler-Collins | JGC | Clerk to Governors | Helen Smith | HS | (until 7.00pm) |
| **Apologies** | **Initials** |  |  |  |  |
| James Hewlett | JH | Co-opted Governor | Catherine Winterbottom | CW | Co-opted Governor |
| Robert Boyd | RB | Co-opted |  |  |  |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | JH away for work.  RB is unwell.  EJB will be late due to work commitments.  CW no apologies received.  Apologies for absence approved. |
|  | **Declaration of Pecuniary Interests** |
|  | No other Interests were stated. |
|  | **Election of Chair and Vice Chair** |
|  | Nominations for Chair and Vice Chair were requested prior to the Meeting and none had been received.  IG pointed out he had been Chair for 3 years which is the recommended maximum term and the FGB needs to be addressing succession planning. IG suggested someone becoming a co-Chair. AF suggested that Chair is not possible for those that have full-time jobs.  MW proposed IG as Chair and JG seconded.  IG said that in the absence of other governors stepping forward as Chair, he would be willing to stand again.  **Approved: Governors agreed unanimously that IG should remain as Chair of Governors.**  AS suggested a governors’ presence at parents evening might help for governor recruitment, this has been done before. LD suggested visiting local businesses and she would be happy to do this. AB asked how successful previous recruitment drive has been. IG said he has seen more people that those that have become governors and IG would like further governors to get involved.  MW proposed KB as Vice Chair and AS seconded.  **Approved: Governors agreed unanimously that KB should remain as Vice Chair of Governors.** |
|  | **Current Governor Terms of Office and Succession Planning**  IG introduced HS who is a LINS member of staff who is attending the Meeting today to gain more understanding of the governor role.  IG pointed out that KB’s term of Office is due to expire on 1st October, his own term of Office in March and AS’s in May. AS’s is a staff role so this will need addressing in the 2nd part of spring term. |
|  | **Confirm Committee Membership**  Governors agreed Memberships of Resources and Teaching and Learning Committees as below. JH and RB who were not present today had expressed their preferences via email:  **Resources**  Robert Boyd  James Hewlett  Simon Stennett  Ian Gibson  Karen Bates  Amy Grashoff (interested in attending 1st Resources)  Lesley Dunford (to attend a Meeting then decide)  **Teaching and Learning**  Jill Green  Anthony Fothergill  Alex Banks  Emma Brennan  Ana Salter  Amy Grashoff  Lesley Dunford (to attend Meeting then decide) |
|  | **Governors’ Individual Roles**  Governors decided on their specific areas of responsibility. JH and RB had expressed their preferences via email:   * Safeguarding - AG * Health and Safety - JH * Wellbeing pupil / staff inc pupil voice, student council – RB * Disadvantaged - JG * SEND - KB * Inclusion - AG * Curriculum English - AF * Curriculum Maths - AB * Curriculum Wider - LD * Community – RB (tbc – it was suggested this would combine well with Wellbeing but RB was not present to agree to this) * Early Years – EJB (tbc as EJB had not yet arrived at the Meeting) * Children in Care – KB   Action Required: Confirm with RB whether happy to combine Community with Wellbeing.  Action Required: Confirm with EJB whether she is happy to take on Early Years |
|  | **Signing and Review of Required forms and documents:**   * **Declaration of Business Interest Forms** * **Declarations of Eligibility Forms** * **Governor Code of Conduct** * **Ensure Governors have read KCSiE (Keeping Children Safe in Education) and sign to confirm**   JGC handed out Declaration of Business Interest Forms which those present signed. JGC asked governors to update their contact details if necessary.  JGC handed out signature sheet for governors to sign who have read Keeping Children Safe in Education (KCSiE).  JGC said the Governor Code of Conduct has had some slight amendments and will circulate this with the Minutes so Governors can re-familiarise.  Action Required: JGC to circulate current Governor Code of Conduct.  Action Required: JGC will ensure governors not present today will update necessary forms. |
|  | **Other Annual Housekeeping Tasks and Meeting Protocols** |
|  | IG reminded Governors of the following meeting protocols:   * Meetings are open * Part 2 (confidential) items will only be circulated on paper at meetings and this paperwork does not leave the Meeting. * Governors need to be willing to attend training where necessary * Governors need to ensure their contact details are up to date. * Governors need to send apologies if they are unable to attend a meeting and reminded governors meeting attendance is displayed on the school website. |
|  | **Headteacher Appraisals** |
|  | IG advised the date for the appraisals is 14th November and requested volunteers to undertake this.  IG, AF and AG agreed to undertake this. AG said she is interested in undertaking the training for this.  Action required: IG to communicate and make arrangements for this. |
|  | **Final FGB Meeting Minutes 16th July 2018** |
|  | IG confirmed that governors they had seen the Final Minutes circulated prior to the meeting.  IG signed and dated the Minutes.  **Approved: Minutes had been approved via email.** |
|  | **Matters arising from previous Minutes** |
|  | **4.1 Governor Training** |
|  | JGC said she hadn’t received any new training certificates since the last meeting.  DB said the Level 2 Safeguarding training will be delivered to Governors at a Meeting which should take approximately 45 minutes. |
|  | **4.1 Review 5 Year Strategic Plan** |
|  | IG asked if anyone had looked at this as he is aware some of this cannot be achieved for Ladysmith Infant and Nursery School (LINS) because some aspects require a budget.  MW suggested adding a small report to each section which would acknowledge areas that have been achieved and what needs to happen next.  AG suggested breaking some of the areas down to key performance indicators (KPIs) for the next five years so they become achievable and measurable objectives. Any that are not achieved will then roll on.  MW suggested there is a need for a vision but perhaps the FIP (Federation Improvement Plans) and (School Improvement Plans) SIP could be joined up more.  AG suggested the 5 year strategic plan is a vision rather than a strategic plan; EJB said the 5 Year Strategic Plan is an over-arching document.  IG said this was originated as a vision of where the Schools would like to be. This needs reviewing to look at what is achievable in light of budgetary issues. Therefore, governors will meet with the Headteachers to go through this. LD, JG, AB, and AG agreed to this.  Action Required: MW and EB to suggest some dates to Meet to work on the 5 year strategic plan. |
|  | **4.1 Governor Email Addresses** |
|  | IG reiterated all governors now have their Federation email addresses. |
|  | **4.1 Governor Visit Reports** |
|  | EB said there is a Meeting on Wednesday 26th to clarify subject leads. JGC will email these details when confirmed. |
|  | **Policies: -** |
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|  | **LJS and LINS Child Protection Policy** |
|  | IG signed and dated this Policy as this had been approved by Governors via email.  EB stated that Safeguarding needs to be a standing agenda item for all FGB Meetings in line with this Policy. IG added item 18 as Safeguarding at today’s Meeting.  **Agreed: The LJS and LINS Child Protection Policy incorporating tabled amendments was approved unanimously by Governors and will be signed by the Chair.** |
|  | **Federation Complaints Policy** |
|  | LD observed this Policy is a procedure rather than a policy. It was suggested this policy will be reviewed and re-drafted.  **Not Agreed: The Complaints Procedure will be reviewed and re-drafted into a Policy for Governors to approve at a future meeting.** |
|  | **LJS and LINS Finance Policy** |
|  | IG noted the significant change to LINS in which only the Headteacher, Deputy Headteacher and Business Manager are able to authorise expenditure due to the current financial position.  **Agreed: This LJS and LINS Finance Policies were approved unanimously by Governors and will be signed by the Chair.** |
|  | **Federation Play Policy** |
|  | AB highlighted a couple of dates that need altering.  **Agreed: The Play Policy subject to dates being altered was approved unanimously by Governors and will be signed by the Chair.** |
|  | **Federation SEND Policy** |
|  | LD asked whether the cutting back of TAs in LINS means the SEND Policy can be delivered. IG explained that the schools have to be run safely so this can be delivered even if doing this might mean going over budget.  **Agreed: The SEND Policy was approved unanimously by Governors and will be signed by the Chair.**  **AS left the meeting.** |
|  | **Pay Recommendations** |
|  | This was covered in Part 2 of the Meeting. |
|  | **Agree SIP (School Improvement Plan) priorities for the academic year** |
|  | AG queried whether it is possible to quantify this with clear target numbers so that it can be more easily measured when governors are looking at this. It would then be easier for governors to gauge how near these areas might be working towards.  AG suggested measuring progress of student groups e.g. disadvantaged students against national standards as opposed to school standards so measurements can be more easily triangulated.  EJB asked whether the year groups are tracked results in Foundation stage so that it is possible to see in advance where there may need to be planning and appropriate targets to set.  AB suggested that some of the vision doesn’t feature in the SIP. MW observed that it’s not possible to include everything as it will become unwieldly.  **Action Required: MW will look at the SIP with a view to producing a tighter more quantifiable document including numerical targets for the outcomes section.** |
|  | **Set Board Objectives for the Year** |
|  | IG said this is to recruit more governors which had been discussed in Agenda item 3. |
|  | **Review Governors’ Strategy** |
|  | IG observed this had been covered in earlier discussions around SIP and FIPs. |
|  | **Review of KS end results 17 / 18** |
|  | **LJS**  MW referred to these the results that had been forwarded again for this Meeting. MW said these will constantly alter until February / March as further data will be received and collated. The latest data includes Pupil Premium data.  AG asked whether there is more time being spent on reading instead of grammar. MW said more reading is being timetabled.  MW said he is pleased with Maths. AG said the maths results are now good so reading needs to be looked at more. AG asked whether the current year group have been tracked back from year 2 to determine what level of focus might be required for the current Year groups. MW said the current data used includes back data so it is possible to back track in this way.  **LINS**  KB asked whether it is possible to base the strategies on cohort rather than results so gaps can be closed early on. EB explained there has been a change to the tracking of students as well as the responsiveness of teachers so this should be possible.  HS left at 7.00pm.  EB explained their KS data is currently the same as in the summer. There will be a further break down later.  EJB asked whether the results trigger and inspection. FC explained if the School is inspected, inspectors will look to see what actions the School is putting in place. |
|  | **Letter re LINS Deficit** |
|  | IG informed governors that EB and Jessie Hayes, Business Manager from LINS have recently sent a letter to Dawn Stabb from Devon County Council (DCC). The letter states where improvements are currently being made in the School, and the amount of staff time it is taking and points out there is not the budget to achieve the aims in SIP.  IG said the letter pointed out that were redundancies were made without any budget support. EJB suggested altering the SIP which would be noticed by DCC.  IG pointed out the great job Jessie Hayes, LINS Business Manager has being doing which has included working on the buildings over the summer and acquiring some new ICT equipment.  EB says she has since received a letter from DCC offering a programme for Early Years. EB said she is needing to weigh up costs for undertaking this very carefully as costs for staff cover has to be factored in. EJB suggested getting assistance through RELP (River Exe Learning Partnership). EB said she has had some help although this incurs the cost of covering the RELP member of staff.  KB suggested sharing expertise on how it is possible to work differently with fewer staff. EB said an issue that comes into this is the LINS buildings require greater proportion of staff. |
|  | **Safeguarding**  EB explained there is a new audit which governors need to evidence how safeguarding is being monitored in schools. |
|  | **Other Business** |
|  | FC and DB left the Meeting as there the Meeting moved to Part 2.  Before the close of the Meeting, the Meeting was still quorate and IG asked governors that as KB’s term of office ceases on Monday 1st October whether they would vote to approve KB’s new term.  **Approved: Governors voted unanimously to approve KB’s term of office** |
|  | **Date of next meeting:**  **Monday 26th November 2018 5.30pm @ Ladysmith Junior School** |
|  | **Meeting Closed at 19:50** |

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