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| Minutes of the Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 15th July 2019 17:30 | | Location | Ladysmith Junior School | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Ian Gibson | IG | Co-opted Governor (Chair) | Emma Brown | EB | Headteacher LINS |
| Robert Boyd | RB | Co-opted Governor | Anthony Fothergill | AF | LA Governor |
| Karen Bates (arrived 17:50) (left 19:15) | KB | Co-opted Governor (Vice Chair) | Lesley Dunford | LD | Co-opted Governor |
| Alex Banks | AB | Co-opted Governor | Mark Wilkinson | MW | Headteacher |
| Emma Brennan (arrived 18:45) | EJB | Co-opted Governor | Jill Green (left 19:15) | JG | Co-opted Governor |
| Greg Hawkins | GH | Co-opted Governor | Sarah John | SJ | Staff Governor |
|  |  |  |  |  |  |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors | Dave Broad | DB | Deputy Headteacher LJS |
| **Apologies** | **Initials** |  |  |  |  |
| Karen Featherstone | KF | Deputy Headteacher LINS | James Hewlett | JH | Co-opted Governor |
| Amy Grashoff | AG | Parent Governor |  |  |  |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Presentation**  IG asked governors for their suggested areas of interest to set up an agenda for presentations for future FGB meetings. MW suggested linking presentations so the SIP (School Improvement Plan).  AB said sometime ago there was a presentation on Safeguarding which was very useful. EB suggested having an annual presentation on Safeguarding.  PPG (Pupil Premium Grant) and SEND (Special Educational Needs and Disability) were further areas that governors agreed would be useful.  EB referred to Q cards (Agenda Item 10) as a useful guide for areas of interest as well as a useful resource for governors.  IG suggested using committee meetings for presentations as a useful way for specific governors to ‘drill down’ into subject areas. LD pointed out that following recent Ofsted training there is an emphasis on all governors have responsibility for certain areas up to a point.  **Action required: A timetable of presentations will be set up as part of agenda setting by Clerk, Headteachers and FGB Chair.** |
|  | **Apologies for Absence** |
|  | JH had sent apologies as unable to attend as away with work.  AG had sent apologies that she is unable to attend.  KF was unable to make the meeting as Monday is a non-work day.  **Approved: Governors approved apologies.** |
|  | **Declaration of Interests invited and declared** |
|  | No declarations of interest were made. |
|  | **Receive Resource Committee Meeting Minutes 14.05.19** |
|  | **Approved: These were signed and dated by the Chair.** |
|  | **Receive FGB Meeting Minutes 20.05.19** |
|  | **Approved: These were signed and dated by the Chair.** |
|  | **Matters Arising** |
|  | * **FGB 20.05.19**   **4. Governor Posts**  **Distribution list to be checked to ensure all staff are included in emails**  This has been done.  **Governors to be invited to PDM (personal development meeting) on 25th September to talk to staff about the SIP at 4.00pm all governors welcome.**  MW confirmed the date and time of this meeting and there will be a further update on 23rd September at the next FGB |
|  | **Governors’ Questionnaire** |
|  | MW said he had received 7 responses so far from governors.  **Action required: JGC to re-forward the questionnaire for further governors to complete. This item is deferred to the next FGB on 23rd September.** |
|  | **Skills Audit Report** |
|  | IG said that he has an updated version of the Skills Audit Summary he forwarded prior to the Meeting.  **Action required: JGC to forward the updated version of Skills Audit Summary.**  KB arrived at 17:50  IG said that due to technical reasons there were some errors in the version he sent out prior to the meeting. IG said after these errors have been corrected the overall governing body results have improved. IG said he believes as a result of this audit the Governing Body is strong. IG said he believes some governors may have scored themselves quite low and are more experienced than they give themselves credit for.  IG said areas that need strengthening are greater financial experience. IG said also greater HR experience would be beneficial as well. Although there is HR at DCC (Devon County Council) to refer to, greater experience for panels would be useful.  LD asked if there are any courses to cover these aspects. IG suggested looking at the courses Babcock offer.  AB asked whether there needs to be a plan to bring these skills up e.g. extra governors or training those already present. LD said she has been trying to recruit more governors and has so far been unsuccessful. She recently sent 7 emails to individuals who have expressed interest in being a governor and received all negative responses.  IG said he would welcome ideas from governors for recruitment of governors. |
|  | **Headteachers’ Report** |
|  | IG referred to the forwarded Headteachers’ Report sent prior to the Meeting.  There were some questions submitted prior to the Meeting:  **GH Questions:**  **The 20% gap for LINS PPG learners in reception seems quite high. How many PPG students are there and how does this compare to previous years?**  EB said that in this year group this covers 4 children which is quite a chunky number but compared to last year this number was 38% and the year before it was lower. GH asked whether at the end of the year it is possible to measure whether this figure has increased or decreased. EB said there is a baseline assessment at the beginning of the year. There are 12 measures used and it is not possible to see how far behind a child will be at the end of the year. EB said the 20% gap is similar to the overall gap in Devon. GH said that comparing the LINS GLD (Good Level of Development) of 50% with the Devon figure of 54% this is a similar level. GH asked whether the gap between PPG and non-PPG children gets smaller because at secondary level this is a large gap. EB said that at the age of 4 years old there is a huge gap in this group of children.  **The overall data for the Junior school - would it please be possible to have this broken down into the different subjects? Also PPG vs others data.**  MW said there will be a breakdown of the data but this is not yet available. MW said this will be discussed at T&L and the next meeting for this is 16th September.  MW referred to the recent Year SATS result which overall were good. MW said he is still awaiting the GD (Greater Depth) scores and the progress results which will be made available in September.  **LD Questions:**  **Could you explain what Operation Encompass is please?**  EB explained this means the school has a direct line to the police service. If a child has experienced domestic violence, the school will get a phone call before 8.00am so the school can put support in place for the child. EB said she has so far only had 2 occurrences of this and for one of these the notification was sometime afterwards.  **Supervision – need for staff to have supervision due to ending of Early Help for Mental Health team – I don’t understand what this means, please could you explain?**  EB said that Early Help for Mental Health was a Devon initiative for teachers who are working one-to-one with children. EB explained that supervision is a term used to describe the time for teachers to talk with an impartial service about what has been going on with children they have worked with and any issues or concerns that have arisen as a result of working with this group. EB said she has been advised this service will continue but is not yet sure in what form this will be. EB said they have not yet found anyone to undertake this role as it is confidential and needs to be delivered by someone not connected with the School.  **Attendance figures – Infant and Nursery, disadvantaged and persistent absence has got worse, can you explain why? What can you do to improve both?**  EB explained this has got worse because of the families that are being worked with; these families have had specific circumstances which has led to this e.g. child in hospital. EB said that the school works with social services and support the child in some of these circumstances.  RB asked whether where there is a small number of children who might skew the results, is it possible to show the results without these individuals. EB said this is possible though will not alter overall statistics. RB suggested this could be beneficial to get a better idea as to how the rest of the school is doing.  IG said there is an EWO (Education Welfare Officer) who visits once a month and they interrogate what is going on in the school. EB said that there are circumstances where headteachers need to go and pick children up to bring them to school.  EB said there is a new leaflet that will be put into the first letter going home to parents which illustrates the impact of attendance on results.  **The HUGG Project – Where is the additional £16,000 to complete the project going to come from?**  EB said that LINS Business Manager, Jessie Hay is applying for some grants for this amount. AB asked if this funding does not materialise, will this jeopardise the other £16,000. EB confirmed this will not jeopardise the already secured £16,000.  **Outcomes for pupils –**  **Infants Year 2 – why is the Maths shown as red in the table when it is above national and your commentary says it has met national?**  EB said this is because these figures are marked against the baseline figure. The baseline figure is the level at which the children came in at and the red indicates that this figure has dropped below the baseline figure.  **Juniors – Year 5 writing – are you seeing progress in writing through the actions that have been implemented? At what point during the academic year have the support actions been taken, were the problems identified early enough?**  MW said this data was based on the last set of spring data where writing in year 5 was low at 59%. MW said Year 5 is now at 69% and this is in line with KS1 (Key Stage 1) data. MW said there has been evidence of progress through judgements and an improvement in the confidence of teachers to assess this. IG asked whether there will be additional support in Year 6. DB confirmed there will be extra support offered and he has a breakdown of children to aim to achieve age related.  **KB Questions**  **Re: Data and Attainment. Are we sure that the current format of KS1 school reports meets the statutory requirements? I don't think that this year's school reports contained any comparative data.**  EB has clarified that a parentmail has been sent to parents of Year Two children to give them the comparative national data from the previous year.  **When I asked for SATS results I was told that this is not made available but I think it does need to be made available on request of parents?**  EB confirmed that she can do this. |
|  | **Budget Update** |
|  | IG explained that the budget has been seen and recommended by the Resource Committee. IG explained that since the Resource Committee Meeting the budget has been looked at by FIPS (Financial Intervention Panel, Schools) who have been very supportive.  IG referred to the budget summary forwarded prior to the meeting. IG said that although the school is running at a deficit, the spending has not been reduced to unsafe levels.  IG explained the FIPS rules are that a school is not allowed to be in deficit for a fourth year and IG has asked FIPS what they will do. IG explained that DCC need to be clear the school is being effectively run and managed and if they did not believe this was the case they would have stepped in already. IG said they have advised there is nothing more that can be done that hasn’t already been done. IG said one thing that came out was that there needs to be an examination of any economies of scale that can be achieved as a result of being a Federation. Therefore, IG said they have given an undertaking that they will review do a staffing review of the Federation. This will have to be governor led and will report back to FIPS at the end of the financial year. Therefore, IG will start this piece of work in September and will be looking for support from governors with this process.  LD asked whether covering the redundancy payments made some years ago would have balanced the budget. IG confirmed this would have balanced the budget.  IG said they are now looking at LJS struggling for balanced budget after the next 2 years. IG said that this is the same for every school in Devon. IG said that in Devon each pupil is funded at £295 per head lower than the national average. RB pointed out that Ladysmith Federation is doing very well after considering the outcomes are around the national average level.  RB asked if they can be forced to merge the two schools’ budgets. IG doesn’t believe they can. KB suggested that if as a result of review there are redundancy costs then this will not help with the budget. IG said that looking at doing restructure through redundancy can have a detrimental effect on staff morale as opposed to restructuring as a result of natural staff movement.  IG suggested catering is another area to look to for some income.  KB said that it shows what a good job the schools are doing as they are over-subscribed.  EB said that at an Headteacher Update last week there was a letter circulated from a group who are lobbying for fairer funding. The group have worked out the amount of money required to make a level playing field. EB asked whether the Governing Body wishes to make parents aware by circulating this letter.  It was suggested referring to it in the Newsletter with a link to it in Federation news.  **Action required: EB and MW to refer to the letter in the newsletter this week and add it to the Federation News part of the website.**    LD asked how reducing school hours saves money which is a strategy some schools have come up with. MW explained this eliminates the PPA (Planning, Preparation and Assessment) which would save money. EB said this could have a negative impact and would not be planned unless other schools in the locality were considering this.  RB suggested putting a letter on Parentmail to help parents understand why the schools are regularly asking for money because it seems like parents are being asked to contribute more and more. MW confirmed that no trips or activities can be subsidised at all which is different to when there previously was a small budget for this.  EJB arrived at 18:45.  **Approved: Governors approved the LINS budget.**  MW referred to the LJS carry forward statement circulated prior to the Meeting.  **Governors have had confirmation of the carry forward.** |
|  | **Governor Visits and School Improvement Plan** |
|  | **LD Question:**  **Not many reds but I’m concerned that several are related to Parent involvement, such as website development, with a few ambers as well. What have been the barriers to achieving these outcomes? Can these be prioritised for next year?**  MW said the barrier for this is time and this will be added on next years.  LD asked what more can governors do on the SIP. DB said the maths mornings have worked well and will be planning to hold these earlier next year. This might be something to get governors to attend as well.  **Infants Year 2 PPG GD values for last year aren’t shown, so can’t tell if they are indeed green. All the ARE % are down except PPG writing although its highlighted red?**  EB explained that it was highlighted in red because it is being compared to the previous end of key stage statistic, rather than any other comparison.  **The Junior school actuals aren’t in the SIP, is this because they have only just been received? Could the SIP be update with them in its final iteration please?**  MW explained that the data will be added and the SIP updated in time for the next T&L meeting in September  **Prior to the Meeting JH had submitted the question:**  **JH Question**  **Can the improvement of the Infant & Nursery School buildings be included in the future SIP? Surely this has a direct link to “developing enabling environments”.**  MW referred to the Strategic Plan which was done earlier this year. MW said this will now need altering and would like to come up with a working party for the strategic goals for the new Ofsted criteria.  MW asked if the same people would be interested in continuing the working party and if any other governors would like to be involved. MW suggested that this could be reported back to the first FGB Meeting.    EJB asked whether there is a SEND section in the Plan. EJB said that a recent DCC inspection on SEND and it has been identified that schools need to be more autism friendly. EJB said that an audit of what is being done to support autism in Devon is underway. MW said this could come under actions and outcomes within the Plan.  IG suggested that this ties into JH’s question regarding the physical environment. i.e. thinking about bricks and mortar.  GH said that personal development is new and this may need to be evidenced. MW said there is a lot in the SEF (school evaluation form) on this.  **Action required:**  **MW to email out strategic plan document.**  **JGC to email governors to establish those interested in forming a working party. The working party to arrange a meeting date.**  KB and JG left the meeting at 19:15. |
|  | **Q Cards** |
|  | EB referred to the Q cards that are available as subscriber content from Babcock LDP site. These cover different areas and are a useful resource for governors to refer to for questions.  **Action required: JGC to email these documents to governors.** |
|  | **End of Year Equality Statement and End of Year Governor Report** |
|  | IG has completed this and sent to JGC who will forward to governors to see and make any amendments.  Action required: JGC to forward these documents to governors and request amendments by the end of Thursday. |
|  | **Policies** |
|  | **Outdoor Education Visits and Offsite Activities Policy** |
|  | **Approved: Governors voted to approve the model policy for Outdoor Education Visits and Offsite Activities.** |
|  | **Federation Data Protection Policy** |
|  | LD pointed out some school specific information that needed completing from the version that was emailed out.  This Policy had been approved at the last FGB on 20th May but since then an update received and JGC signposted amendments made from the previous version in section 6.  **Approved: Governors voted to approve in principle the changes made to this Policy and JGC to ensure areas that need populating have been completed.** |
|  | **Dinner Monies Arrears Policy** |
|  | This was deferred from the FGB on 20th May. MW has checked and there is no model Policy.  **Approved: Governors voted to approve this LJS Dinner Monies Arrears Policy.**  RB asked whether 100% of children will receive a lunch at the school regardless of whether their parents have paid. MW said yes, all children will receive a lunch. MW said the policy is used with discretion and where there may be issues involved the school offers support to parents / carers. |
|  | **Training** |
|  | LD referred to recent Ofsted training she had attended and the information circulated about this to governors prior to the meeting.  LD explained the training was saying that governors are a key part of Ofsted and all governors need to know certain areas which is referred to in the governor handbook e.g. responsibilities for safeguarding, quality of education.  LD said that safeguarding is paramount, and PPG is high priority.  LD said there is a move away from Ofsted only referring to data. LD said they will start by looking at the data and they will be looking at the quality of education e.g. finding out about teachers and children and how things are going.  LD said she felt it sounded positive and will help broaden out education. MW said the data will still be high importance.  AB asked whether it’s feasible to pay someone to come and train all governors. IG said there is not much budget for this. AB suggested doing training across RELP (River Exe Learning Partnership) e.g. financial training.  JG referred to recent Clerk’s Update training. JGC said that a large part of the training was the new Ofsted criteria and ensuring this is reflected in agendas and minutes.  JGC referred to the proposed date changes circulated prior to the Meeting to accommodate the change in dates for the Teaching and Learning Committee and asked if there were any issues with this. No issues were tabled.    IG referred to a recent request for a member of staff to have a day’s unpaid leave to attend their child’s graduation. IG said he has given approval on the governing body’s behalf on the basis that planning was required. IG asked whether everyone was comfortable with this.  **Approved: The retrospective request for a day’s unpaid leave was granted** |
|  | **Date of next meeting:**  **Monday 23rd September 2019 5.30pm @ Ladysmith Junior School** |
|  | **Meeting Closed at 19:30** |

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