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| Minutes for Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 8th March 2021 17:30 | | Location | Video Conferencing | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Amy Grashoff (Co-Chair) | AG | Parent Governor (arrived 17:45) | Mark Wilkinson | MW | Headteacher (LJS) |
| Karen Bates (Co-Chair) | KB | Co-opted Governor | James Hewlett (arrived 17:50) | JH | Co-opted Governor |
| Alex Banks | AB | Co-opted Governor | Robert Boyd | RB | Co-opted Governor |
| Jill Green | JG | Co-opted Governor | Sarah John | SJ | Staff Governor |
| Greg Hawkins (Vice Chair) | GH | Co-opted Governor | Tom Butcher | TB | Co-opted Governor |
| Sarah Melhuish | SM | Co-opted Governor | Andy Thornhill | AT | Co-opted Governor |
| Heather Mills | HM | Co-opted Governor | Emma Brennan (arrived 18:25) | EB | Co-opted Governor |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors | Dave Broad | DB | LINS Head of School |
| Neil Williams | NW | LJS Head of School | Lorraine Carter (left 18:00) | LC | Federation Business Manager |
| Jennifer Heuer-Evans | JHC | LINS Teacher |  |  |  |
| **Apologies** | **Initials** |  |  |  |  |
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**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | EB will be arriving at approximately 18:30 due to work commitments.  AG will be arriving from 5.45pm due to work commitments.  **Approved: Apologies approved by Governors** |
|  | **Declaration of Pecuniary Interests invited and declared** |
|  | No interests declared |
|  | **Covid-19 – Standing Item Guidance for Full Opening Working Group**  MW highlighted the two documents detailing the return to school plans that were circulated to governors prior to the meeting. KB asked how the return to school had been today. MW said this had gone very well. There was good attendance and apart from a few logistical issues e.g. problems with gates, the day had gone smoothly.  MW asked if governors had any questions. No questions were tabled. |
|  | **Finance and Resources – Standing Item** |
|  | AT explained that LINS (Ladysmith Infant and Nursery School) budget is currently in deficit and if the budget continues as it is, the deficit will increase year-on-year. The current proposals being worked on are seeking to bring the budget back to zero. AT said the aim is for LINS to become self-funding and, then to incorporate the two school budgets into one single budget.  MW said there will be some additional spending required regarding cleaning and site security.  LC said they have found there are some issues that have been uncovered regarding the water supply at LINS and this will require some additional spend.  LC said they are applying to FIPS (Financial Intervention Panel, Schools) to apply for the deficit to be written off.  TB asked if LC could clarify whether it’s the deficit being carried over, or is it a growing deficit.  LC said that the current proposals address the in-year overspend as opposed to the deficit. LC said the current budgets reflect the current staffing which is why the deficit is showing as growing year on year.  LC said that this is the restructure which will put the budget into a clear year-on-year stable position. The plan is to stabilise the LINS budget and then join both LJS (Ladysmith Junior School) budgets and operate from one budget.  TB asked whether it is possible to see modelling of the proposed changes so that governors can look at these changes. LC said she will provide this information after the meeting.  Action required: LC will provide modelled budgets to governors after the meeting.  KB asked whether there are any exceptional spends. LC referred to the water expense for which they have received a quote for £6,000. LC said this quote does not look like the full scale of the problem will be addressed so she is going back to find out what the full extent of works will cost because the £6,000 is for a temporary fix. AB asked whether other companies have been approached to provide quotes. MW said they are required to work with approved contractors through Devon County Council.  LC said she has not provided the Services to Schools information today due to workload and this will need to be agreed during the last week of term.  Action required: An extraordinary meeting to be held on Tuesday 30th March for Services to Schools item.  JGC asked governors to confirm whether they can make the proposed finance training on Wednesday 17th March. There are some governors who are interested who cannot make this date JGC will ask if this can be postponed by a week.  Action required: JGC to request to reschedule finance training for Wednesday 24th March from 6.00pm.  LC informed governors that the deadline for the SFVS (Schools’ Financial Value Statement) has been extended from the end of March to 23rd May, so this will be covered at the next FGB meeting.  Action required: Defer SFVS to FGB on Wednesday 5th May 2021. |
|  | **Teaching and Learning – standing item** |
|  | NW had submitted information to governors prior to the meeting for the NQPH (National Professional Qualification for Headship).  NW explained that this is a whole school change programme, although due to lockdown NW is looking to raise attainment, in particular the middle ability groups who are not making attainment. The project will find out whether reading is taking place for these children and why there is a lack of engagement with reading.  NW said that this is peer tutoring and a reciprocal programme. NW said that he is hoping that by addressing reading, this will subsequently have an impact on writing.  AB submitted the following questions prior to the meeting:   * The EEF website suggests that training of staff and peer tutors is a key part of success. How will this be managed against the backdrop of recovery curriculum and catch ups for children? NW explained that the catch-ups are based around writing and maths. NW said there are two members of staff who are working on this, who currently work with both lower key stage and EAL children. * How will peer tutors be selected? (see above) * Have any of the teaching staff (or governors) experience with this type of intervention with reading? So much of reading is based on enjoyment - can this type of approach unlock that enjoyment? NW said that training for two teachers will be starting tomorrow. NW said they will be seeing whether a shorter sharper intervention will be more effective at engaging those children who have not been interested. NW said they will be trialling this on a small scale to begin with, and then see if teachers can develop this in class.   HM asked whether the project was book focused or can they choose other forms of reading e.g. comics. NW said that the children will have some autonomy over what they read.  TB asked whether there are quantifiable metrics for the project? NW said that children on the programme will need to be 18 months or more below their reading age, and these children will be measured to measure impact.  TB asked whether it’s possible to monitor a control group. NW said he will get the group up and running and will track this over time.  RB asked whether there is the ability to compare the children participating in the project against children at the same level who do not have this intervention. NW said that all the children will be below their reading age and the hope is that this will pick up. The long-term plan is that a child whose reading is age-related who then drops below, they will drop into a programme and then back out if their reading level increases.  AB said that it will be useful to collect quantitative and qualitative metrics. |
|  | **SIP (School Improvement Plan)** |
|  | AB explained that this has been seen by governors prior to the meeting today. AB said he will be adding a couple of further governor priorities he has received for the areas of behaviour and attitudes, and disadvantaged children.  AB ran through some of the elements with governors. AB said there is nothing of immediate concern. AB said that he will meet with MW a week after the Easter holiday to review the SIP and check whether there is anything of concern to bring back to the May FGB.  MW said the recovery curriculum is taking priority at the moment. AB said that there have been some areas of progress which is encouraging in light of the recent challenging time.  Action required: SIP to be reviewed by AB and MW in time for the next FGB on Wednesday 5th May. |
|  | **Matters Arising**   * **FGB 20.01.21** * **Matters Arising** * GH has circulated the Skills Audit questionnaires to governors. GH said that he is awaiting a couple of governors to complete their skills audits. GH said the skills are following similar trends from the last few years. GH said there is a lack of financial confidence for which training is being put in place.   Action required: GH will collate and share the overall skills audit results at the next FGB Meeting on Wednesday 5th May. |
|  | **Headteacher’s Report** |
|  | TB submitted the questions below prior to the meeting:   * **In the report you mention the remote learning action plan. Would it be possible to share what the key learnings have been over the last couple of months and some of the headline actions from the plan(s)?** MW said they need to look at consolidation across both schools for remote learning is a learning point for the future. For LINS there was some issues of needing to put hardware in place to deliver the education, and to further develop the face-to-face contact with the teacher. For LJS, risk assessments around ergonomics e.g. screen display risk assessments needed to be looked at. PE needed developing. MW said learning sessions tended to be very focused on English and Maths. MW said that both schools need to reinforce the online protocol and safety information for children and adults.   TB said that it will be important to make sure they are still prepared for delivering home learning for potential circumstances such as classes which have to isolate etc.   * **Could you clarify how the attendance during remote learning is calculated? Is it just based on pupils attending one of the online sessions in the day, or all of the sessions? My anecdotal sense is that engagement with the online lessons may have fallen a little over the last few weeks – is this in line with your observations? If this is the case, what will be the impact on the recovery curriculum?**  MW said that on the whole engagement was good and attendance very strong until towards the end of school closures. MW said that attendance had been measured as all students were marked with an ‘x’, meaning they had attended. Except children with and EHCP or vulnerable who get a ‘c’ if they chose to stay at home rather than take up their school place. This knocks the overall attendance down. MW said there will be no action taken relating to these families who have low attendance over this time period. * **In the LINS budget documents, the deficit still appears to be growing. Can you clarify if this now takes account of the staff changes that are currently underway, or is it yet to be updated?** This was covered in Agenda Item 4.   RB asked about pupil wellbeing because the number of Early Help on CPOMS has gone up. MW said that this is a knock-on effect from the first term of lock down where early help is being actioned.  KB said that the admin from LJS is assisting LINS’s admin in going through LINS’ single central record to check the records are consistent. KB said that this is being dealt with as a matter of urgency and progress on this will be checked before Easter. |
|  | **Governing Body Reconstitution** |
|  | JGC informed governors that the Instrument of Government is being updated to reflect the change from two headteachers to one Executive Headteacher. Governors had received a copy of the current Instrument of Government detailing the current composition of the Governing Body prior to the meeting. JGC said that this is an opportunity to review the overall composition and had asked governors to reflect on this prior to the meeting.  JGC highlighted there are currently 12 co-opted governor roles, currently 11 of these filled. JGC suggested governors may wish to reduce this number as it is a high number of co-opted roles.  JGC highlighted the LA governor vacancy due to the resignation of the LA governor during the autumn term. The LA category of governor is mandatory and so the governing body needs to seek a new LA governor. JGC asked whether any governor present might consider altering their category to LA. JG said that she was previously one of the LA governors at Ladysmith and changed category to co-opted during a previous reconstitution when the number of LA governors was reduced from two to one. JG said that she would be happy to stand as a LA governor if governors are happy.  **Approved: Governors voted for JG to alter governor category from Co-opted Governor to LA Governor, pending approval from the Local Authority to take effect from Wednesday 5th May 2021.**  JGC pointed out that the parent governor role currently has one vacancy. KB asked if something can go into the newsletter to request if there might be any interested parents.  **Approved: Governors voted that with effect from Wednesday 5th May, to reconstitute the governing body as follows:**  **1 x Executive Headteacher**  **11 Co-opted Governors**  **1 LA Governor**  **2 Parent Governors**  **1 Staff Governor**  Action required: JGC to action the reconstitution of the Full Governing Body.  Action required: JGC to clarify procedure and timings around recruiting parent governors |
|  | **Review term dates and approve Inset and Occasional Days** |
|  | Action required: This is deferred to the next meeting as the information is not yet available. |
|  | **Governor feedback** |
|  | AB asked whether the governing feedback forms need to be reinstated so there is more formal governor feedback.  Action required: MW to check the previous governor feedback forms, update and circulate. |
|  | **Headteacher Performance Management Process** |
|  | SM said that she has met with Martin Harding, who is an experienced Executive Headteacher. Martin has agreed to be an advisor, and will help set MW’s objectives which will be effective from February this year. SM said that herself, JG, HM and MW will meet in the spring and summer terms to discuss the objectives. SM said they will be looking to adopt a 360-degree feedback once the new structure is in place.  SM said that the objectives will broadly cover:  Embedding MW as an executive head to provide challenge and support to drive the school forward  Developing consistent policies and procedures across both schools to ensure compliance and good practice. |
|  | **Final FGB Meeting Minutes 20.1.21** |
|  | These were circulated on Monday 27th January.  **Approved: Governors voted to approve the FGB Meeting Minutes from 20th January 2021.** |
|  | **Governor Training** |
|  | JGC said that she had attended a Clerk’s Update training earlier in the term. JGC said Clerks’ Updates are currently short update sessions at the beginning of each term which JGC finds very useful and relevant for that term. Previously Clerk Update training has been annually at the end of the academic year. |
|  | **Policies: -** |
|  | **Federation Online Safety Policy** |
|  | **Approved: Governors voted to approve the Federation Online Safety Policy** |
|  | **Federation Exclusion of Pupils Policy** |
|  | TB said some staff roles need updating to reflect recent staff changes.  **Approved: Governors voted to approve the Federation Exclusion of Pupils Policy including the changes tabled.** |
|  | **Federation Collective Worship Policy** |
|  | **Approved: Governors voted to approve the Federation Collective Worship Policy.** |
|  | **Federation Data Retention Policy (Federation Record Retention Annual Review Checklist and Record Retention Schedule)** |
|  | RB queried that is states that paperwork relating to appointment of headteachers is kept 6 years from appointment, is this quite a short period of time. MW said that this would relate to their personal information not being kept for longer than 6 years.  **Approved: Governors voted to approve the Federation Data Retention Policy (Federation Record Retention Annual Review Checklist and Record Retention Schedule)** |
|  | **Federation Lettings Policy** |
|  | **Approved: Governors voted to approve the Federation Lettings Policy.** |
|  | **Federation Charging and Remissions Policy – March 2021** |
|  | **Approved: Governors voted to approve the Federation Charging and Remissions Policy** |
|  | **Nursery Admissions Policy - March 2021** |
|  | MW said there had been discussion around whether it might be possible to offer more priority to those children who are already attending nursery but it’s not possible to change priorities.  EJ said the childcare vouchers section listing which ones are accepted needs updating.  **Approved: Governors voted to approve the Nursery Admissions Policy including the change tabled.** |
|  | **Federation Managing Sickness Absence Policy** |
|  | **Approved: Governors voted to approve the Federation Managing Sickness Absence Policy.** |
|  | The meeting moved into Part 2. |
| **17.** | **Date of next meeting:**  **FGB (Resources, Finances including end of year finance) Wednesday 5th May 2021 @ 5.30pm via video conference** |
|  | **Meeting Closed at 18:40** |

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