

Minutes for Meeting of the <b>Governing Body</b> of <b>Ladysmith Federation</b>					
Date / Time	21 <sup>st</sup> September 2022 17:30		Location	Ladysmith Junior School	
<b>Attendees</b>	<b>Initials</b>		<b>Attendees</b>	<b>Initials</b>	
Tom Butcher	TB	Co-opted Governor	Andy Thornhill	AT	Co-opted Governor
Mark Wilkinson	MW	Executive Headteacher	Jill Green	JG	LA Governor
Sarah Meluish	SM	Co-opted Governor	Annie Fletcher	AF	Co-opted Governor
Greg Hawkins (Vice Chair)	GH	Co-opted Governor	James Hewlett	JH	Co-opted Governor
<b>Present</b>					
Neil Williams	NW	LJS Head of School			
Justine Brooker			James Lee		
<b>Apologies</b>	<b>Initials</b>				
Karen Bates (Co-chair)	KB	Co-opted Governor	Lorraine Carter	LB	
David Broad	DB	Head of School - LINS			

**The Meeting was quorate.**

Ref	Discussion, Action or Decision
<b>1.</b>	<b>Apologies for Absence</b>
	<p>Karen Bates – Family commitments David Broad – Family commitments Lorraine Carter - Poorly</p> <p>Approved: Absences approved by Governors</p>
<b>2.</b>	<b>Declaration of Pecuniary Interests invited and declared</b>
	No interests declared
<b>3.</b>	<b>Election of Chair / Co-chair and Vice Chair</b>
	Tom Butcher and Annie Fletcher stood as co-chairs. This was agreed by the governors. Greg Hawkins was happy to stand as vice chair. This was agreed by governors.
<b>4.</b>	<b>Current Governor Terms of Office and Succession Planning</b>
	<p>Prospective governors who attended the meeting were introduced: Justine Brooker James Lee</p> <p>Discussion over terms of office and any intentions to resign from the governing body: Karen Bates – end of term 01.10.22 Jill Green – to stay on until a new LA governor is appointed. Governing body to aim for 14 governors.</p>

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	Five parents expressed an interest in joining the governing body, MW will explore with Governor Services how all five can be brought onto the body as a combination of both Parent and co-opted governors.
<b>5.</b>	<b>Final FGB Meeting Minutes 29.06.22</b>
	Minutes were agreed by FGB and signed by Annie Fletcher.
<b>6.</b>	<b>Finance and Resources</b>
	<p>Federation carry forwards were shared along with budget dashboard and current budgets. Finance policy and appendix A to finance policy shared.</p> <p>Questions from Tom Butcher:</p> <p><b>Did the LINS deficit get written off in the end? The statement seems to imply a carryover - but I am probably reading it wrong.</b></p> <p>Yes – The statement from county is a statement of year end which was a deficit for LINS, as expected. It was written off.</p> <p><b>I am wondering if we can we talk about impacts of increased costs on the budget during the meeting? I see that there has already been some impact with increased food costs - I know that some energy rises have been factored in, but just want to double check on anything else that might be impacting budgets.</b></p> <p>We have increased the budgets for energy this year and so far, we are pretty much where we thought we would be. However, winter will kick in and we may overspend. Our budget is very healthy, and we can cope with an overspend.</p> <p>MW also updated governors on DfE update regarding energy capping. MW updated prospective governors with budget overview (how it works).</p> <p><b>Is there any capital expenditure that will reduce energy? (James)</b></p> <p>110k refit the windows in LINS on hall and upstairs classrooms. Start October. Heating has already been completed at LINS and classrooms have hot water.</p> <p><b>Prior concern that numbers are decreasing which could affect finances, is this happening?</b></p> <p>In line with expectations. Y3 has most spaces.</p>
<b>7.</b>	<b>Governors' Individual Roles</b>
	<p>Governor(s) to be assigned areas of responsibility in accordance with proposed ToRs;</p> <p>Lead Governor roles were agreed where possible, recognising that some roles will be filled at the next meeting when a new cohort of governor's are expected to join the board.</p> <p>Lead Safeguarding Governor – Greg Hawkins Deputy Safeguarding Governor – Tom Butcher (until new cohort of governors)</p> <p>Lead School Improvement Governor – James Lee (when appointed)</p> <p>Lead Community, Staff and Parental Links Governor -</p> <p>Lead Inclusion and SEND Governor -</p>

Ref	Discussion, Action or Decision
	<p>Lead Premises, Security and Health &amp; Safety Governor – James Hewlett</p> <p>Lead General Data Protection Regulation (GDPR) Governor – James Hewlett</p> <p>Lead Personnel Governor – Sarah Meluish</p> <p>Lead Curriculum Governor – Justine Brooker (when appointed)</p> <p>Lead Finance Governor – Andy Thornhill Deputy Finance –</p> <p>Lead Pupil Premium Governor – Jill Green</p> <p>Lead EYFS Governor – Annie Fletcher</p>
<b>8.</b>	<b>Agree Committee Membership.</b>
	<p>Pay Committee – AT, TB, JG, AF</p> <p>Headteacher Appraisal Committee – SM, AF, TB, JG</p> <p>It was agreed that appeals committees will be assembled as needed.</p> <p>Model terms of References are for governors’ reference. Lead Governor Terms of references will be approved at the FGB on 18<sup>th</sup> October.</p>
<b>9.</b>	<b>Signing and review of required forms and documents:</b>
	<p>Current governors signed the following forms:</p> <ul style="list-style-type: none"> <li>• Declarations of Eligibility Forms</li> <li>• Declaration of Business Interest Form</li> </ul> <p>Copies kept in the current governors file.</p> <p>Governors signed to confirm that they have read KCSiE (Keeping Children Safe in Education) and other safeguarding documents and policies.</p> <p>Governors agreed to adopt the National Governors Association Governor Code of Conduct.</p>
<b>10.</b>	<b>Other Annual Housekeeping Tasks and Meeting Protocols</b>
	<ul style="list-style-type: none"> <li>• Agree process for receiving notification of Ofsted inspection and identify governors who may be available at short notice to attend the inspection.</li> <li>• Agree if meetings will be open: <b>yes</b></li> <li>• Reminder of Part 2 protocol: <b>confidential – staff governor to leave – not open to public</b></li> <li>• Agree timescales for circulation of agenda, minutes and publishing on the school website:</li> <li>• <b>to be discussed with new clerk when appointed</b></li> <li>• Agree attendance at training when required: <b>agreed</b></li> <li>• Review and update contact details if necessary: <b>any changes to be sent to MW currently</b></li> </ul>

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	<ul style="list-style-type: none"> <li>Agreement to share contact details with other members of the Governing Body as and when is necessary: <b>agreed</b></li> <li>Review the procedure for dealing with apologies and sanctioning of absence, reminder the governors' attendance register appears on school website</li> <li>Ask governors to check the governor section of the website to ensure details are up to date.</li> <li>Annual Safeguarding Training – this is mandatory for all Governors. DB to provide training prior to next meeting.</li> <li>Remind governors about meeting needing to be quorate for decisions to be approved: half of the number of actual governors.</li> </ul> <p><b>ACTION POINTS</b></p> <ul style="list-style-type: none"> <li>Annie to set up whatsapp group for governors for key communications e.g OFSTED.</li> <li>MW to communicate key priorities for schools through Headteachers report and top 5 priorities for LINS/LJS.</li> <li>Tom to direct governors to Devon OFSTED governor/ new governor training. Mark W to speak to county regarding training for new governors.</li> </ul>
<b>11.</b>	<b>Headteacher Performance Management Process</b>
	Process has been completed for the academic year 2021-22 and new targets set for 2022-23. Martin Harding was part of the process as an external advisor. Outcome discussed in part 2.
<b>12.</b>	<b>Safeguarding</b>
	Governor L2 safeguarding training agreed to be part of the next FGB October 18 <sup>th</sup> 2022.
<b>13.</b>	<b>Governor Training</b>
	List any training attended by governors: Leading the Governing board course – June 2022 – Tom B
<b>14.</b>	<b>Policies: -</b>
<b>14.1</b>	<b>LJS and LINS Child Protection Policy</b>
	Model policies provided by DCC and adapted to be school specific Approved by FGB
<b>14.2</b>	<b>Federation Online Safety Policy</b>
	South West Grid for Learning model policy – adapted for Ladysmith Approved by FGB
<b>14.3</b>	<b>Social media Policy</b>
	South West Grid for Learning model policy – adapted for Ladysmith Approved by FGB
<b>14.4</b>	<b>Disciplinary Policy</b>
	Model policy provided by DCC and adapted to be school specific Approved by FGB

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<b>14.5</b>	<b>Finance Policy</b>
	Model policy provided by DCC and adapted to be school specific Approved by FGB <i>Pending Andy update to Mark</i>
<b>AOB</b>	<b>Appointment of a Clerk</b>
	ACTION POINT: Mark to email Sarah M / Tom B clerk advert.
<b>15.</b>	<b>Date of next meeting:</b> FGB October 18th 5.30pm @ Ladysmith Infant and Nursery Strategic Plan and Self-evaluation focus
	<b>Meeting Closed at 18:49</b>

Signed.....

Dated:.....