

Minutes for Meeting of the Governing Body of Ladysmith Federation					
Date / Time	Wednesday 27 th September 2023		Location	Ladysmith Junior School	
Attendees	Initials		Attendees	Initials	
Tom Butcher Co-Chair	TB	Co-opted	Annie Fletcher Co-Chair	AF	Co-opted
Mark Wilkinson	MW	Exec Head	Sarah Melhuish	SM	Co-opted
Justine Brooker	JB	Co-opted	Karen Bates	KB	Co-opted
James Lee	JL	Co-opted			
Hannah Snowden	HS	Co-opted			
Present					
Neil Williams	NW	LJS Head School	Dave Broad	DB	LINS Head School
Adam Brown	AB				
Apologies	Initials				
Ana Salter	AS	Staff	Kate DeBurgh	KD	Parent
Greg Hawkins	GH	Co-opted	Richard Goodchild	RG	Parent
Andy Thornhill	AT	Co-opted			

The meeting was quorate.

Ref	Discussion, Action or Decision
1.	Apologies for Absence
	Ana Salter – ill Greg Hawkins – Work Andy Thornhill - Childcare Kate DeBurgh - Work Richard Goodchild - Work Absences approved
2.	Declaration of Interests invited and declared
	No interests declared
3.	Election of Chair / Co Chair and Vice Chair
	Elected to Co-Chair – Tom Butcher / Annie Fletcher Vice Chair – Greg Hawkins
4.	Current Governor Terms of Office and Succession Planning
	List of current terms of office shared with Governors. LA governor vacancy discussed. James Hewlett (Health and Safety) has resigned his role on the governing body. James' contribution to the governing body was invaluable. Action: Tom to email adult who was interested, who had expressed an interest previously. Governors (Tom) to put communication out to parents who may wish to express and interest. Also, via newsletter at both schools. Additionally, governors to re-advertise for Clerk to Governors role.

5.	FGB Meeting Minutes 28.06.23																										
	Minutes were agreed by FGB and signed by co-chair.																										
6.	Finance and Resources																										
	<p>Governors were given the following updated documents:</p> <ul style="list-style-type: none"> • HCSS Budget Dashboard – 23/24 • HCSS Income & Expenditure report – 23/24 • FRS Federation School Budget Share • FRS Federation Capital 																										
7.	Governor Individual Roles																										
	<p>Governor Roles confirmed as:</p> <table> <tr> <td>Safeguarding</td><td>Greg Hawkins / Kate De Burgh</td></tr> <tr> <td>School Improvement</td><td>James Lee</td></tr> <tr> <td>Community, Staff and Parental Links</td><td>Sarah Melhuish</td></tr> <tr> <td>Inclusion and SEND</td><td>Hannah Snowden</td></tr> <tr> <td>Premises, Security, Health and Safety, ICT</td><td>Richard Goodchild</td></tr> <tr> <td>GDPR</td><td>Karen Bates</td></tr> <tr> <td>Personnel</td><td>Sarah Melhuish</td></tr> <tr> <td>Curriculum</td><td>Justine Brooker</td></tr> <tr> <td>Finance</td><td>Andy Thornhill</td></tr> <tr> <td>Pupil Premium /Disadvantaged</td><td>Justine Brooker</td></tr> <tr> <td>EAL</td><td>Hannah Snowden</td></tr> <tr> <td>Early Years</td><td>Annie Fletcher</td></tr> <tr> <td>Online Safety</td><td>Kate DeBurg</td></tr> </table> <p>Curriculum roles and mandate to be discussed at the next meeting. Action: Mark to resend coordinator roles and contact details for governors.</p>	Safeguarding	Greg Hawkins / Kate De Burgh	School Improvement	James Lee	Community, Staff and Parental Links	Sarah Melhuish	Inclusion and SEND	Hannah Snowden	Premises, Security, Health and Safety, ICT	Richard Goodchild	GDPR	Karen Bates	Personnel	Sarah Melhuish	Curriculum	Justine Brooker	Finance	Andy Thornhill	Pupil Premium /Disadvantaged	Justine Brooker	EAL	Hannah Snowden	Early Years	Annie Fletcher	Online Safety	Kate DeBurg
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8.	Agree Committee Membership																										
	<p>Pay Committee – Tom, Annie, Justine, Andy and Karen Headteacher Appraisal Committee – Sarah, Annie and James.</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 17th October.</p>																										
9.	Signing and review of required forms and documents:																										
	<p>Declarations of Eligibility Forms Declaration of Business Interest Forms</p> <p>Ensure Governors have read KCSiE (Keeping Children Safe in Education) and other safeguarding documents and policies</p> <p>Agree Governor Code of Conduct – Agreed and signed</p>																										

10.	Other Annual Housekeeping Tasks and Meeting Protocols
	<p>Agree process for receiving notification of Ofsted inspection and identify governors who may be available at short notice to attend the inspection: Whatsapp group</p> <p>Agree if meetings will be open: yes</p> <p>Reminder of Part 2 protocol: confidential – staff governor to leave – not open to public</p> <p>Agree timescales for circulation of agenda, minutes and publishing on the school website:</p> <p>Agree attendance at training when required: agreed</p> <p>TB to complete Safer Recruitment via National College. AF and TB to complete additional training on purpose of LADO.</p> <p>Review and update contact details if necessary: any changes to be sent to MW currently</p> <p>Agreement to share contact details with other members of the Governing Body as and when is necessary: agreed</p> <p>Review the procedure for dealing with apologies and sanctioning of absence, reminder the governors' attendance register appears on school website.</p> <p>Ask governors to check the governor section of the website to ensure details are up to date.</p> <p>Annual Safeguarding Training – this is mandatory for all Governors. DB to provide training prior to next meeting.</p> <p>Remind governors about meeting needing to be quorate for decisions to be approved: half of the number of actual governors.</p>
11.	Headteacher Performance Management Process
	<p>Martin Harding has spoken with Sarah Meluish and is happy to continue with HT performance management.</p> <p>Action: SM to email MW to set up a date.</p>
12.	Safeguarding
	<p>Pupil Accidents. MW brought to the attention of the board that there have been concerns from a parent at LJS that they have had 2 incidents where their child has needed to go to hospital after an event at school but they were not notified about it by school.</p> <p>Action:</p> <p>As an outcome NW will be putting in place some Standard Operating Procedures to sit alongside the first aid policy to ensure that parents are notified of injuries where necessary. These will be presented to the board when completed.</p> <p>DB to cascade the same response to the LINS. Governing body agree that the actions taken are proportionate. All staff to have clarification when responding to first aid incidents.</p>
13.	Governor Training
	<p>Governor online level 2 safeguarding needs to be completed by the next meeting.</p> <p>Action: DB will conduct level 2 training at the start of the next FGB meeting.</p>

14.	Policies:
14.1	LJS LINS Child Protection Policy
	Model policies provided by DCC and adapted to be school specific Approved by FGB
14.2	Online Safety Policy
	South West Grid for Learning model policy – adapted for Ladysmith Approved by FGB <i>FGB to suggest/ask Kate DeBurgh to take on Online Safety Governor Once Online Safety Group established, Terms of Reference to be decided.</i>
14.3	Social Media Policy
	South West Grid for Learning model policy – adapted for Ladysmith. <i>FGB request a link between Social Media policy and Code of Conduct and Disciplinary policy made clear on staff use. To be approved by FGB at next meeting.</i>
14.4	Finance Policy / Appendix A
	Model policy provided by DCC and adapted to be school specific Approved by FGB
15.	Governor meeting dates 2023/24
	Dates shared for this academic year. Meeting set for October 17 th at LINS as agreed.
16.	Pay Committee
	Pay recommendations for 2022/23 appraisal process discussed – separate part 2 minutes.
17.	Date of next meeting: 17th October 2023
	Meeting Closed at: 7:30pm
AOB	Trust and School Improvement Offer
	<p>*Discussion around TSIO meeting.</p> <p>TB would like FGB to discuss with Martin Harding regarding further information on MATs and hard Federations.</p> <p>KB fed back to governing body on meeting with Ventrus and how they could support schools. (Gary Chown)</p> <p><i>Action to establish a working party to look at options moving forward. Initial membership to be TB, AF, KB, JL, JB. To be open to all governors who want to participate.</i></p> <p><i>Actions: Mark to follow through with offer from TSIO, but to go to the DfE and discuss option of support from another provider e.g. Ventrus if a better fit further down the line.</i></p>