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| Minutes for Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 25th November 2019 17:30 | | Location | Ladysmith Junior School | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Alex Banks | AB | Co-opted Governor | Emma Brown | EB | Headteacher LINS |
| Amy Grashoff (absent 7.10pm-7.20pm, left at 7.20pm) | AG | Parent Governor | Mark Wilkinson (absent 7.10-7.20pm) | MW | Headteacher LJS |
| Anthony Fothergill | AF | LA Governor | Emma Brennan (arrived 6.10pm) | EJB | Co-opted Governor |
| Jill Green (absent 7.10-7.20pm until 7.2pm) | JG | Co-opted Governor | James Hewlett | JH | Co-opted Governor |
| Ian Gibson (Chair) | IG | Co-opted Governor | Greg Hawkins | GH | Co-opted Governor |
| Sarah John | SJ | Staff Governor | Karen Bates (absent 7.10pm-7.20pm) | KB | Co-opted Governor |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors | Heather Mills | HM | Prospective Governor |
| **Apologies** | **Initials** |  |  |  |  |
| Lesley Dunford (Vice Chair) | LD | Co-opted Governor | Robert Boyd | RB | Co-opted Governor |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | LD sent apologies due to holiday  RB sent apologies due to illness.  Apologies for absence approved.  HM was attending the meeting as a prospective governor, and HM and governors introduced themselves. |
|  | **Declaration of Pecuniary Interests invited and declared** |
|  | No interests declared |
|  | **Current Governor Terms of Office and Succession Planning** |
|  | IG said the governors’ terms of office are due to imminently expire for 3 governors as follows:  EJB – 1/12/19  JH – 1/12/19  AB – 1/12/19  IG confirmed with AB and JH that they were still happy to continue as a governor. EJB was not present though at the previous FGB IG had asked these governors to consider whether they were happy to continue.  JH and AB left the meeting.  **Approved: Governors voted in favour of continuing JH, AB and EJB terms of offices for a further 4 years starting from 1.12.19.**  JH and AB re-joined the meeting.  IG brought to governors’ attention the fact that as well as 3 co-opted governor vacancies, there is also one parent governor vacancy. IG had not realised there was also still a parent vacancy so there needs to be an approach via the newsletter for more parent governors.  AG suggested that rather than be a parent governor, she could potentially be a co-opted governor as she is not around too often for drop-offs and pick-up times and so isn’t as available to be spoken to at this time for parent / carers to approach.  Action required: IG to action an approach to parents for potential parent governors to be put in the LINS and LJS newsletters this term. |
|  | **Minutes from Full Governing Body 23.09.19** |
|  | These had been circulated to governors prior to the Meeting.  **Approved: These were approved by governors and were signed and dated by IG.** |
|  | **Receive Minutes from Teaching &Learning Committee Meeting from 16.9.19.** |
|  | These had been circulated to Governors prior to the meeting. AB had spotted an error which JGC has corrected.  **Approved: These were approved by governors and signed and dated by AB.** |
|  | **Receive Minutes from Resource Committee Meeting from 15.10.19.** |
|  | These had been circulated to governors prior to the Meeting.  **Approved: These were approved by governors and were signed and dated by IG.** |
|  | **Resource Committee** |
|  | IG was asking for governors’ views on how the best way to proceed regarding the Resource Committee. IG said this Committee tends to struggle for members and much of what is covered is often covered in governors because delegated responsibilities for policies often come back to FGB. IG wanted governors’ thoughts on whether a Resource section can be fitted into one FGB meeting a term. This would reduce meetings by 3 over year and might mean one FGB meeting a term is slightly longer. IG said this approach would have to have an identified governor overseeing finance.  IG said recent schools’ guidance states that there must be 6 financial reporting points to governors each year.  MW suggested the key is to have someone sitting down with the Business Managers and Heads on a regular basis which is then useful for this to be fed back to governors and allows for scrutiny with the Heads and Business Managers and this level of scrutiny on a smaller basis is very useful.  SJ suggested these skills could be asked for when trying to recruit further governors  JH believed that currently not having a specific governor with specific skills set, it is a big ask to expect a governor to take this responsibility.  IG suggested the Resource Committee continues as it has been due to the lack of a specifically financial governor.  The Proposed Resource Terms of Reference had been forwarded to governors prior to the meeting.  AB asked whether the Resource Terms of Reference contains so responsibilities that covered GDPR that were removed from the Teaching and Learning Terms of Reference. JGC confirmed these had been added to the Resource Terms of Reference.  **Approved: Governors voted to approve the Resource Committee Terms of Reference.** |
|  | **Matters Arising** |
|  | **Matters Arising**   * **Full Governing Body 23.09.19**   **8.**  **JGC to forward the 2019 Code of Conduct for governors to read.**  JGC confirmed with governors they had received this document forwarded out prior to the meeting. **Approved: Governors voted to approve the 2019 Governor Code of Conduct.**  14. **Agree SIP priorities for the academic year and Set Objectives for the Year** This will be covered in agenda item 9.   * **Teaching and Learning Committee 16.09.19**   **5. Teaching and Learning Terms of Reference** AB is to continue monitoring and liaising with the Headteachers regarding the Teaching and Learning Committee covering its remit. AB asked for an ongoing action required to be stated to cover this.Ongoing Action required: AB will keep monitoring the Teaching and Learning ToR to ensure the T&L Committee is discharging its responsibilities.  **6. Quality of Transition Arrangements**  EB has already circulated a pre-transition questionnaire to Year 2 parents to pick up on any concerns. Since this LJS has had an open evening, so this could alter some responses now. EB said one particular concern was about whether or not children would remain in their current classes. HM suggested it could be some parents not being clear on the general process and being concerned that mixing classes may happen. EB had not thought about concern of children staying in class and moving up a class. JH suggested it can also be read that some parents are not happy with the existing classes. MW said a few people had raised that issue at Year 4 evening.  MW said a survey for current Year 3 parents to gauge how transition had been for the current Year 3s has been carried out. MW does not have these results to hand. AG suggested it would be interesting to contrast worries pre and post transition.  Action required: Transition Questionnaires comparing and contrasting the results will be on the agenda for the next FGB on Monday 3rd February.    EB suggested this year transition may have started too soon for the children. MW said the transition letter was sent out at the start of June and there was an activity nearly every week for the remaining approximately 6 weeks e.g. teachers going across, going to field etc. EB felt maybe a later start for transition preparation may help to lessen the anxiety e.g. some children’s behaviour deteriorates from this point onwards.  **7. Data Feedback** MW said he has spoken to RELP (River Exe Learning Partnership) to see whether other schools are working out combined scores and none of the schools asked are working these out.  EJB arrived at the meeting at 6.10pm. |
|  | **School Improvement Plan (SIP)** |
|  | The SIP was circulated prior to the meeting and AB asked whether governors are happy with the governor priorities. Currently there is no named person who is responsible for specific actions and should these be named. JH suggested sorting out priorities amongst governors rather than specifying individuals.  AB said he is concerned not all areas are covered by the existing governors. IG suggested this is because the Governing Body is currently 4 governors short. IG said there is the need to recruit more governors.    AG said the BRAG ratings needs to be carried out. IG suggested forming a small group of governors to undertake this task.  Action required: JH, AG, IG and AB to meet to complete the governor sections of the SIP prior to next FGB meeting on Monday 3rd February 2020.  AB suggested the previous 5-year governor plan needs to come down from the website. MW suggested not putting up the entire SIP and putting up specific pages.  Action required: JGC to put up the relevant part of the SIP on the school website asap to replace the existing 5-year governor plan.  **Approved: Governors approved the SIP.** |
|  | **Headteachers’ Report** |
|  | **LJS**  MW referred to the changed format and asked if governors were happy with this.  **AB said that in previous years there has been the apparent effect of performance getting worse. Is this a consequence of changes to assessments and after this year’s, Year 6 have left, this pattern might not be seen so much?**  MW suggested that the current Year 6 score were at 66 on KS1 (Key Stage 1) which is relatively low, and they are currently thereabouts at this score, so it is more about the end of KS expectation. MW said there is typically a big drop in the autumn term with performance, so it is tricky to judge whether they are on track. MW said Years 3, 4, 5 and 6 expectations were all for the end of the KS, so it is hard to assess it.  MW said Star Reader is a reading assessment tool which has proved to be accurate so judging reading should be accurate.  MW said last year’s maths was 92% which was very good, and although the attainment level may not be this high again, they are looking at achieving a good level of progress.  **AB suggested there is an apparent decline in progress as this year group reaches Year 6, is this to do with how they were assessed at the end of Year 2 because the other year groups do not show this decline.**  **AG asked whether it is because the current Year 6 is from before the schools were federated?**  MW said previously the accuracy of internal data has had some problems.  **AG asked if looking at Year 7, based on least year’s would this upon KS, and then then looking back, what’s the relationship between their results and the other points of data collection?**  MW said the results were up because progress was up  AG suggested looking at final outcomes and tracking back to see the age-related headlines to see if these had been a good predictor. If not, then look to see if the data collection is robust.  MW asked if there any further questions on data, no further questions were tabled.  **LINS**  EB brought governors’ attention to a document that had been forwarded prior to the meting accompanying the headteachers’ report regarding a regular giving campaign.  EB said this had initiated from some parents who had said they would be willing to give a regular amount to the school to help with funding. EB said staff have mixed feelings over this and EB would like a ‘steer’ from governors on how to approach this.  JH suggested this could be handed over to CPTT (Children, Parents, Teachers Together) as they would not want to be seen to be earmarking money and clashing with the CPTT.  IG pointed out there is a 3% charge taken by the organisation that runs this specific scheme.  KB suggested a ‘wishlist’ is an approach some schools use so that parents can choose what they are funding.  EJB suggested asking for funding for a specific project or resources is more comfortable than asking for general amounts for undefined purposes because some parents could feel uncomfortable if they are not able to contribute.  AG said contributors would need to be anonymous.  HM suggested that as a parent, she believes parents would rather know if the school is under pressure.  EJB suggested instead of presents for teachers at the end of the year, asking for a contribution for specifics.  Action required: EB will consider the best approach to give parents a way to contribute that does not put parents under pressure via a wishlist.  EB asked for any further questions on HT Report. No further questions were tabled. |
|  | **Admissions** |
|  | MW referred to the LJS 2021 Admissions Policy circulated prior to the Meeting which requires approval from Governors.  AG queried the order of priority for priority number 4. MW will ask for clarification from this as admissions are through the Local Authority. MW will table this again at the next meeting on 3rd February, however, it might need approval prior to this.  Action required: MW to query the Local Authority regarding the priorities for the LJS 2021 Admissions Policy  **Approved: If the LJS 2021 Admissions Policy needs approval prior to the next FGB Meeting, governors voted to give tacit approval of the Policy once MW has clarified the query with the priorities.**  Otherwise the LJS 2021 Admissions Policy will be tabled at the next FGB.  EJB referred to the LINS 2021 Admissions Policy circulated prior to the Meeting.  **Approved: Governors voted to approve the LINS 2021 Admissions Policy.**  EB referred to the Nursery Admissions Policy circulated prior to the Meeting.  EJB asked if a child attends nursery, should these children get priority. EB said this would be at odds with DC Policy. EB offered to clarify if the school could make an amendment.  EJB suggested there is a lack of flexibility e.g. if a parent changes job, the nursery cannot accommodate altering children’s hours. SJ said there is currently no movement due to the volume of full-time children. SJ said the waiting list is for those who did not get into the nursery rather than those waiting for the next round of admissions.  **Approved: Governors voted to approve the Nursery Admissions Policy.** |
|  | **Safeguarding** |
|  | This item was covered after item 14.  Governors had received the termly Safeguarding Report from the Safeguarding Governor.  JGC explained that governors need to annually update their safeguarding training. The original online safeguarding training was forwarded over a year ago so there are many governors who need to renew their safeguarding training asap. IG asked whether governors would like safeguarding training delivered at the beginning or end of an FGB or using the online safeguarding training.  Some governors cannot make the FGB early and some can’t stay later, so if was agreed governors will undertake the online training.  Action required: JGC to forward safeguarding training link asap for governors to complete training asap.  JGC referred to the updated Safeguarding Terms of Reference that had been forwarded prior to the meeting. These amendments were made by AG and JH who are Safeguarding Governor and Deputy Safeguarding Governor respectively.  **Approved: Governors voted to approve the Updated Safeguarding Terms of Reference.** |
|  | **SFVS** |
|  | This item was covered after item 11.  AG, MW, JG and KB temporarily left the meeting at 7.05pm.  IG said Lorraine Carter had informed him that there is now a requirement for governors to have financial reports 6 times per year.  Governors felt it would be useful to be walked through this information.  Action point: IG to ask LC and JH to visit an FGB to walk through the budget. |
|  | **Collective Worship** |
|  | This item was covered after item 13.  IG referred to a document circulated prior to the meeting. IG said this discussion was originated by a parent from LINS who is concerned that their child is participating in religious worship despite LINS not being a faith school.  IG said he would like to gauge governor response because he does not wish the schools to be hypocritical and have a policy if it is not being followed.  IG said the Collective Worship Policy which was adopted by the Federation in January 2019 is based on a 1988 Act which hasn’t been revisited since 2004. The Policy states collective worship should happen on 51% of school days and based on C of E format.  EJB asked how these assemblies are presented. EB said these assemblies are praiseworthy and relate to nature and are not overtly Christian.  AF referenced a recent case of 2 parents resisting assembly who won the case because they believed their children should be receiving non-Christian worship.  IG suggested the schools’ jobs are to educate children, so all religions should bear equal weight. EB pointed out that RE (Religious Education) and worship are separate.  EJB asked whether any other schools have made a secular policy.  JH asked how this policy affects the Christmas show, EB said the Christmas celebrations are a cultural activity.  MW, KB, JG and AG returned to the meeting at 7.20pm.  JG and AG left the meeting at 7.20pm.  Action required: IG will liaise with Babcock to research how secular schools can adopt a collective worship policy and report back at the next FGB on Monday 3rd February. |
|  | **RELP (River Exe Learning Partnership) Agreement** |
|  | MW referred to the Agreement circulated to governors prior to the Meeting. MW and KB said they feel this arrangement is very beneficial to the schools. EB said she visited Topsham last Friday which had been very interesting, and they are visiting Ladysmith on Wednesday.  SJ said there is a local group of nurseries that meet as well.  KB asked what level of data sharing occurs across this group. MW said this is only done at a high level.  **Approved: Governors voted to approve this Agreement.** |
|  | **Policies** |
|  | **Pay Policy** |
|  | IG explained the Resource Committee has reviewed this Policy and is recommending it to the FGB for approval.  **Approved: Governors voted to approve the Pay Policy.** |
|  | **Health and Safety Policies** |
|  | This Resource Committee has reviewed the LINS Health and Safety Policy and LJS Health and Safety Policy and is recommending both these policies to the FGB for approval.  **Approved: Governors voted to approve both the LINS and LJS Health and Safety Policies.** |
|  | **Ladysmith Federation Online Policy** |
|  | MW believes this policy needs to be reviewed.  Action required: Review any updates on this policy by the next FGB on Monday 3rd February.  **Approved: Governors voted to approve this policy.** |
|  | **Behaviour Principles** |
|  | **Approved: Governors voted to approve the Behaviour Principles.** |
|  | **LJS and LINS Outdoor Education, Visits and Off-site Activities Policies** |
|  | **Approved: Governors voted to approve both the LINS and LJS Outdoor Education, Visits and Off-site Activities Policies.** |
|  | **Training** |
|  | There was no new governor training to report since the last meeting.  HM gave an overview to governors regarding her skills and why she is keen to become a governor. |
|  | **Date of Next Meeting Monday 3rd February 2020** |
|  | **Meeting Closed at 7.40pm** |

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