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| Minutes for Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 13th July 2020 17:30 | | Location | Video Conferencing | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Lesley Dunford (Chair) | LD | Co-opted Governor | Emma Brown | EB | Headteacher LINS |
| Mark Wilkinson | MW | Headteacher | James Hewlett | JH | Co-opted Governor |
| Alex Banks | AB | Co-opted Governor | Robert Boyd | RB | Co-opted Governor |
| Jill Green | JG | Co-opted Governor | Karen Bates (part) | KB | Co-opted Governor |
| Sarah John | SJ | Staff Governor | Emma Brennan | EJB | Co-opted 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 |
| Amy Grashoff | AG | Parent Governor | Heather Mills | HM | Co-opted Governor |
| Anthony Fothergill | AF | Co-opted Governor |  |  |  |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors |  |  |  |
| **Apologies** | **Initials** |  |  |  |  |
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**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
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|  | **Apologies for Absence** |
|  | KB said she would be at the meeting at 17:45.  Apologies for absence approved. |
|  | **Declaration of Pecuniary Interests invited and declared** |
|  | No interests declared |
|  | **Governing Board Structure and Terms of References for next academic year** |
|  | LD explained that JGC and LD had been through the schools’ policies and added these to the model terms of references for next year circulated prior to the meeting. LD asked whether governors were happy with these proposals.  LD is concerned that there are a lot of policies for the Personnel Terms of Reference and perhaps these could be shared. MW advised many HR policies are model ones that are not changed at all. JGC said that these policies are not generally on a renewal cycle and are updated as and when changes are made. SM suggested that it might be easier to retain all policies under the HR area so that one person can have control of this, therefore, he HR policies will be left under the Personnel Terms of Reference.  LD asked whether there were any other suggestions for moving policies. None were tabled.  AB asked whether the current committee terms of reference will be covered by the new terms of reference. JGC advised she had checked this with who confirmed these terms of reference cover the same areas as the current structure of FGB (Full Governing Body) and two committees.  AB asked whether there will be more specialisms e.g. currently there is a curriculum governor for maths and English. LD said if there is capacity then there can be specialisms included.  AG asked about the timeframe for agreeing the terms of references. JGC advised that these will be discussed and allocated to governors and adopted at the first FGB meeting next academic year on 14th September.  EB asked whether it might be possible to schedule the FGB meetings to Wednesday or Thursday evenings so part-time Deputy Heads can attend on their allocated working day.  Action required: EB and MW to look at the FGB meeting dates next year and finalise these so these can be circulated by JGC before the end of this term.  EJB asked whether there might be capacity for crossover with some governors e.g. inclusion and curriculum governors will need to work together. AB suggested there can be small working groups of governors who can meet separately to cover this. |
|  | **FGB Chair** |
|  | LD proposed AG and KB as Chair for the next academic year. JG seconded.  LD asked whether any other governors would like to stand as chair going forward. There were no proposals from other governors.  AG left the meeting while governors discussed and voted.  **Approved: Governors approved AG and KB as co-Chairs for the next academic year.**  AG returned to the meeting. |
|  | **Discuss Committee Reports** |
|  | There were no reports to discuss from the Committees. |
|  | **Matters Arising** |
|  | There were no matters arising. |
|  | **Headteachers’ Report** |
|  | JH updated governors on some property issues from LINS.  JH explained there is now a working heating system for the Year 2 main area. JH explained that for this to be addressed fully, this will cost £170,000. JH explained that this is the highest case of urgency for DCC (Devon County Council) but there is no money for them to pay for this. JH said, there is a £10,000 temporary fix that has been proposed but this is too much to spend on a temporary fix. DCC do not have a longer-term strategy for allocating money so, there is nothing that can be actioned on this now. JH said the existing fix should see the school through this winter.  JH said the temporary nursery block has a new air source heat pump being installed at the end of July. This will help with heating, cooling and hot water. JH said that as the building is a temporary structure and not insulated then costs are likely to increase as the heat will not be retained and the quote for insulation is £20,000.  JH said £3,000 had been spent on the fence in the forest school area to make it secure.  JH said the new buzzer for the ‘Baby Room’ is installed.  JH said the nursery playground is still due to be refurbished but this has been on hold due to COVID.  JH said that the Year 2 stair / hallway area needs refurbishing.  JH said the nursery buildings require another two toilets to reach the recommended ratio.  JH said that as a school LINS (Ladysmith Infant and Nursery School) is currently reliant on DCC for repairs funding.  AT asked about funding for zero carbon initiatives that are being suggested. JH said that the LINS school Business Manager has been skilled at being successful with grant applications and will look out for these.  MW said he had no new property issues to report.  LD asked whether schools have been able to contact all vulnerable children. MW confirmed they have contacted all children.  AB asked how the headteachers are planning teaching for the return of children to schools in September.  EB explained that for Early Years, they will be spending time looking at areas where the children are at, such as speech and language, communication, physical activities. EB said they will put routines in place to help the children settle and get to know them.  EB said that for the Infant school, they will look at re-establishing relationships. EB said there will probably be half a term to find out what is required and respond accordingly. EB said that teachers will be planning a two-week topic to start with and then plan throughout the year.  MW said at LJS they will plan a recovery curriculum. MW said they will focus on mental health, wellbeing, maths and English. MW said they will seek to get children back and comfortable so they are ready to learn.  MW asked if the previous COVID working party governors could reconvene to agree risk assessments prior to next term.  Action required: When MW and EB are ready with risk assessments they will contact the working party to convene a meeting to discuss and approve arrangements for returning children to school in September. The working party consists of KB, EJB, JG, RB, GH, JH and LD.  AG asked whether they will be awaiting guidance from the government on 11th August. MW said they will have a broad plan and some of the smaller things can be decided nearer the time. |
|  | **Governing Body Skills Audit Report** |
|  | LD said the skills audit has shown that all required areas have at least one person with strong skills. Although there are some areas of weakness. LD suggested a buddying system would help address this, particularly for the newer governors. |
|  | **School Improvement Plan (SIP)** |
|  | LD asked if a small sub-group can be formed to update the governor’s areas of the SIP ready for next year. MW said the headteachers have BRAG rated the SIP already.  AB and EJB currently form this group.  AB said that he can retrieve governor actions and circulate these to be updated by governors as this needs to be updated by September ready for next year.  Action required: AB to retrieve actions and circulate these to governors and ask them to update these.  Action required: AB to seek more governors to volunteer for this working party group. |
|  | **Review governance and policy areas of the school website to ensure compliance** |
|  | JGC explained that under the new ToRs for next year, there are specified requirements for governors to check the website regarding their specific areas.  MW advised that there is a RELP (River Exe Learning Partnership) checklist for this. |
|  | **Policies** |
|  | **Federation Education of Children in Care Policy** |
|  | **Approved: Governors voted to approve the Education of Children in Care Policy.** |
|  | **Federation Attendance Policy** |
|  | **Approved: Governors voted to approve the Federation Attendance Policy.** |
|  | **LINS and LJS Emergency Management Plan & Business Continuity Plans** |
|  | **Approved: Governors voted approve the LINS and LJS Emergency Management Plan and Business Continuity Plans** |
|  | **Federation Self-Injury Policy** |
|  | **Approved: Governors voted to approve the Federation Self-Injury Policy.** |
|  | **Federation Volunteer Policy** |
|  | **Approved: Governors voted to approve the Federation Volunteer Policy.** |
|  | **LJS and LINS Safeguarding Policies Appendix 2** |
|  | **Approved: Governors voted to approve the LJS and LINS Safeguarding Policies Appendix 2.** |
|  | **Federation Data Protection Policies** |
|  | **Approved: Governors voted to approve the Federation Data Protection Policies.** |
|  | **Federation Data Protection Request Handling Procedure 2020 21** |
|  | **Approved: Governors voted to approve the Federation Data Protection Request Handling Procedure 2020 21.** |
|  | **Training** |
|  | LD said she had attended the Chairs and Vice Chairs’ training and the notes are on Teams.  AT, HM and TB have attended the new governors’ induction.  **Action required: Governors to send any training certificates / information to JGC.** |
|  | **Final FGB Minutes from 18th May 2020** |
|  | **Approved: Governors voted to approve the Final FGB Minutes from 18th May 2020.** |
|  | **Final Resource Committee Meeting Minutes from 12th May 2020** |
|  | **Approved: Governors voted to approve the Final Resource Committee Meeting Minutes from 12th May 2020.** |
|  | **Date of next meeting:**  **Monday 14th September 2020 5.30pm @ Ladysmith Junior School or Remotely depending on the most appropriate arrangements at the time.** |
|  | **Meeting Closed at 18:30** |

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