

| Draft Minutes for Meeting of the Governing Body of Ladysmith Federation | | | | | |
|--|----------------------------------|-----------------------|------------------------|-------------------------|---------------------|
| Date / Time | 29 th June 2022 17:30 | | Location | Ladysmith Infant School | |
| Attendees | Initials | | Attendees | Initials | |
| Tom Butcher | TB | Co-opted Governor | Andy Thornhill | AT | Co-opted Governor |
| Mark Wilkinson | MW | Executive Headteacher | Jill Green | JG | LA Governor |
| Sarah Melluish | SM | Co-opted Governor | Annie Fletcher | AF | Co-opted Governor |
| Greg Hawkins (Vice Chair) | GH | Co-opted Governor | | | |
| Present | | | | | |
| Neil Williams | NW | LJS Head of School | Dave Broad | DB | LINS Head of School |
| Apologies | Initials | | | | |
| Amy Grashoff (Co-chair) | AG | Co-opted Governor | Emma Brennan | EB | Parent Governor |
| James Hewlett | JH | Co-opted Governor | Karen Bates (Co-chair) | KB | Co-opted Governor |
| Charlotte Hartland | CH | Staff Governor | | | |

The Meeting was quorate.

| Ref | Discussion, Action or Decision |
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| 1. | Apologies for Absence |
| | James Hewlett – Work commitments Amy Grashoff – Work commitments Karen Bates – Work commitments Emma Brennan – Work commitments Charlotte Hartland – Approved: Absences approved by Governors |
| 2. | Declaration of Pecuniary Interests invited and declared |
| | No interests declared |
| 3. | Agree FGB Meeting Minutes from 25.5.22 |
| | Minutes agreed – signed by Tom Butcher |
| 4. | Matters Arising |
| | 13.3 MW to share updated Equality Policy with all Governors - Completed |
| | 13.4 Federation Early Career Teacher Policy (NQT) To be reviewed in June – Sarah M to review - APPROVED |
| | 13.7 Staff wellbeing Policy – new Policy APPROVED Policy approved by Governors pending slight alteration – to be sent to MW by SM |

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| 5. | Finance and Resources – Standing Item |
| | <p>Budget dashboards were shared with governors. Questions raised were explained:</p> <ul style="list-style-type: none"> - Amount of carry forward was incorrect due to a typo. - Utility bills are not yet known. (see Head report section) |
| 6. | SIP (School Improvement Plan) |
| | <p>Tom has met with MW to review the SIP which has been updated with Neil and Dave. Dave and Neil will meet with Mark to take priorities into next academic year. Tom recognised the progress made across the federation this year. Governor sections of the SIP need to be reviewed this half term. The document is available via TEAMs.</p> |
| 7. | Headteacher's Report |
| | <p>Including governors approval for LINS conservatory spend. APPROVED Governor questions:</p> <p>Tom Butcher <i>Noting the 4x physical assaults on staff in the Spring term at LJS seems very high- is this an area for concern? Is it something that has a particular cause?</i> Obviously, any assault is an area of concern. These assaults came from the same children and therefore are not a widespread problem. Relevant partners are involved to try and support us with these children. One is in Year 6 and will be leaving in July – we have liaised with DCC inclusion team and his secondary school. One is in year 5 and currently on a part-time timetable. We are seeking further support.</p> <p><i>I think that there is an error on the LJS carry over budget in the HT report - £291,822.59 not £29,822.59 as is in the text of the report.</i> Correct – typing error.</p> <p><i>Probably just me looking at it wrong - but there doesn't seem to be any capital income or expenditure listed in the Income/Expenditure report - am I missing something?</i> There are no figures for capital in the report. These papers were drawn up less than 2 working weeks from the Governors meeting at the end of May and there has been no expenditure to date. The unconfirmed carry forward for Capital remains the same at £45,544.15. We will see income by the time we meet in the new term and from then on, I will produce Capital FRS reports, as usual, and include figures in the I&E report.</p> <p>Andy Thornhill <i>What is "Twilight" in the Calendar of Professional development meetings?</i> Twilight means an extended meeting – time put into this often contributes towards further time off on an inset day as appropriate.</p> <p><i>Can we discuss at the meeting the pupil outcomes as I appreciate that there is an impact of C19 when using an 18/19 baseline and that we have implemented WRI to address this area which will take time to flow through to the numbers but it would be good to understand how we sit with other local schools even if anecdotal and what the future may look like in terms of outcomes.</i> Overview is that pupil outcomes are expected to be particularly low this year across all Key Stages. Year 1 phonics test was 40% Age related. This is especially low. Key Stage 1 teacher assessments for reading, writing and maths are all expected to be in the 60% Key Stage 2 outcomes for reading, writing and maths are expected to be in the 60-70% range.</p> |

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| | <p>CPOM - Why has LINS improved (normalised for a half term) however LJS appears to be almost at the previous term position with 3 weeks left?</p> <p>The difference is attributed to a number of reasons: Level of CPOMs incidents reported by staff – staff at LJS have a history of reporting all incidents on CPOMS, this is not yet embedded at LINS. Age of the children – number of incidents related to this. Effect on older children of the pandemic – we have seen a sharp decline in behaviour standards but also an increase in safeguarding and pastoral issues.</p> <p>Staff absence has significantly improved which is good to see. What is the general staff morale at school? (appreciate you may want to wait for the staff survey but would be good to have a high level view)</p> <p>Staff morale is a difficult one to answer easily. It can feel very negative in both schools at times when individual staff have concerns. However, when conducting a learning walk it also can feel very positive. We are asking people to do a hard job – at all levels – after difficult times. Staff survey results will give us a snapshot picture.</p> <p>Conservatory - what is the design life, warranties given by the installer and what does it cover (foundations or just structure)? Has the cost /m² been benchmarked?</p> <p>The conservatory will be made by Exeter Window store. The warranty is 10 years frames, 5 years glass, 12 months handles/hardware. Andy will be constructing the base. We will employ a different installer. Our other quote for the same size conservatory, including base and creating the door into nursery (but only with an internal wooden door) was £28,177 plus VAT.</p> <p>We have costed the door separately and have a wide access door, externally rated, installed for £2700. The conservatory will cost less than £9000 (excluding VAT) and we will put some money aside for Andy to create the base. We envisage being able to complete the project for £15,000.</p> <p>James Hewlett Are energy costs in the Income/expenditure report for 2022/23 23/24 predicted (ie within a fixed contract term) or are we at the mercy to the market? I see they are predicted higher but is it enough? County buy in a year ahead and we get energy at a cheaper rate. However, it is subject to being raised.</p> |
| 8. | Governor Reports |
| | <p>SCR checks submitted SEND and Inclusion report submitted by Emma Brennan Sarah met with Lorraine earlier in the term on 6th June.</p> |
| 9. | Governor Succession Planning |
| | <p>2 applications received with another interested. DB to forward application. Tom will be meeting with them and asking them to produce a pen portrait. Meeting in September will tell us how many active governors we have. Applicants will be invited to a FGB meeting. Annie to have a discussion with Tom about the possibility of supporting the co-chair model moving forward.</p> |
| 10. | Review Term Dates and Approve Inset and Occasional Days |
| | <p>Dates not available yet.</p> |

| Ref | Discussion, Action or Decision |
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| 11. | Headteacher Performance Management Process |
| | 8 th July – 1pm. |
| 12. | Governor Training |
| | Tom accessing governor leadership training on 30 th June. MW are not receiving governor training links. Tom to request these at the training. |
| 13 | Policies |
| 13.1 | From previous meetings: Equality Policy - approved Early career Teacher - approved Staff Wellbeing – Sarah sending this to MW |
| 13.2 | Data Protection Policy |
| | Approved subject to quorum. |
| 13.3 | Data Protection Request Handling Procedure 2022 |
| | APPROVED There was a questions about a lack of reference to SAR in the second policy 12.3. MW to enquire via firebird |
| 13.4 | Federation Emergency Management Plan and Business Continuity Plan |
| | Approved |
| 13.5 | Attendance Policy |
| | Delayed until September 2022 when a new county model is being published. Current policy will remain in place until a new version is completed. |
| 13.6 | Education of Children in Care Policy |
| | Approved |
| 13.7 | Intimate Care Policy |
| | Approved |
| 13.8 | Federation Health and Safety Policy |
| | Approved |
| 13.9 | Grievance Policy |
| | Approved – noted that data protection reference should be changed to GDPR |
| 15. | Date of next meeting: September 2022 FGB 5.30pm @ Ladysmith Juniors. Date TBC Wednesday 21st September 2022 |
| | Meeting Closed at 7:00pm |

Signed.....

Dated.....