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| Minutes for Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 3rd February 2020 17:30 | | Location | Ladysmith Junior School | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Alex Banks | AB | Co-opted Governor | Emma Brown | EB | Headteacher LINS |
| Amy Grashoff | AG | Parent Governor | Mark Wilkinson | MW | Headteacher LJS |
| Anthony Fothergill | AF | LA Governor | Emma Brennan (arrived 6.20pm) | EJB | Co-opted Governor |
| Jill Green | JG | Co-opted Governor | Robert Boyd (arrived 5.50pm) | RB | Co-opted Governor |
| Lesley Dunford (Vice Chair)(Meeting Chair) | LD | Co-opted Governor | Greg Hawkins | GH | Co-opted Governor |
| Sarah John | SJ | Staff Governor |  |  |  |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors | Dave Broad | DB | LJS Deputy Head |
| Heather Mills | HM | Prospective Governor |  |  |  |
| **Apologies** | **Initials** |  |  |  |  |
| James Hewlett | JH | Co-opted Governor | Karen Bates | KB | Co-opted Governor |

**The Meeting was quorate.**

**In the absence of a Chair LD was chairing the meeting today.**

| **Ref** | **Discussion, Action or Decision** |
| --- | --- |
|  | **Apologies for Absence** |
|  | JH sent apologies due to working away.  KB sent apologies due to being unwell.  Apologies for absence approved. |
|  | **Declaration of Pecuniary Interests invited and declared** |
|  | No interests declared |
|  | **Governor Recruitment** |
|  | HM was present at today’s meeting because she would like to be a governor having attended the previous FGB on 25th November. HM’s pen-portrait about her herself was circulated to governors prior to this meeting. HM confirmed she wished to become a governor. HM left the meeting  **Approved: Governors voted in favour of appointing HM as a Co-opted Governor.**  HM returned to the meeting. |
|  | **Final FGB Minutes from 25th November 2019** |
|  | These had been circulated to governors prior to the meeting. LD signed and dated the minutes.  **Approved: Governors voted to approve the minutes** |
|  | **Committee Reports** |
|  | AB gave some verbal feedback from the Teaching and Learning Committee from 20th January 2020.  AB said in light of IG’s recent resignation the future of the Teaching and Learning Committee had been discussed. Ideas for alternative structures of delegating T&L responsibilities had been discussed.  AB said that the latest set of data had been reviewed at this meeting. |
|  | **Matters Arising** |
|  | **Matters Arising**   * **FGB 25.11.19**   **3. Current Governor Terms of Office and Succession Planning**  LD will write a paragraph to insert into the school newsletters on a half-termly basis which will ask for people who may be interested in becoming a governor. This will include asking for financial skills and encouraging parents / carers to consider whether they may know individuals from within the community or other friends, family etc who might be interested.   1. **Teaching and Learning Terms of Reference**   AB advised this action which is to check the T&L Committee is discharging its responsibilities can now be taken off. AB said this is in hand and he just has perhaps 2 items to look at in relation to this.  **8. Quality of Transition Arrangements**  This will be covered further on.   1. **SIP (School Improvement Plan)**   This has been updated for this meeting and will be covered further on.   1. **Headteachers’ Report**   EB will be trialling a wish list and will also check to see if parents may feel pressurised by this.   1. **Admissions**   MW said Lorraine Carter has followed this query up and has not yet received an answer. This item will be deferred to the next FGB meeting.  Action required: Defer this item to the next FGB Meeting on 9th March 2020.   1. **Safeguarding**   JGC said there are still a few governors who have yet to do this. Governors can come into the school to complete if this is helpful. JGC said there is a safeguarding audit taking place, so this is a priority. MW confirmed the audit is Friday 7th February.   1. **SFVS**   MW advised that as this is a governors document it needs to be seen by governors. This will be covered at the Resource Committee Meeting on Tuesday 25th February.  Action required: SFVS will be reviewed by governors at Resource Committee on Tuesday 25th February 2020.   1. **Collective Worship**   IG was due to have liaised with Babcock regarding this. LD said she will follow this up.  Action required: LD to review this issue. |
|  | **SIP (School Improvement Plan) (Ladysmith Federation Strategic Plan)** |
|  | LD said that approval of the BRAG rated SIP is required from governors and this needs to be updated by governors. AG said she would update the SIP. AB said that as T&L Chair AB has a number of items that need to be delegated.  LD asked whether the BRAG rated items should be allocated to specific governors. AG said that many items will have several governors who will need to address this so, items cannot be tied to individual governors.  LD asked whether governors are clear which areas of the SIP they need to cover in their monitoring. LD said that Ofsted are monitoring progression through governors and the Federation. AG suggested key priorities are identified to be looked at by governors.  RB arrived at 17:50.  LD asked whether governors need to agree specific areas of the SIP that need to be monitored. AB said that each specific item on the SIP does not need to be addressed and a good action plan generated from the governor reports will implicitly address the SIP. MW said that the SIP contains broad threads that are addressed by governors through their visit reports. AG suggested the SIP is about priorities for that year that will drive improvement.  MW asked governors for questions on the BRAG ratings that have been carried out. LD observed LINS has a lot of blue (new) areas.  AB asked if it is useful if red areas are perceived as outstanding or whether these are perceived as being covered throughout the course of the year.  AG asked whether lesson plans have been arranged. MW said this has been covered.  MW said the key priorities for the Federation come under the quality of education. AB identified the parent element and asked whether these items are urgent. MW said there may be items which do not happen because they may have been quite ambitious but some of it will be addressed but it may be that not every single one is completed.  LD asked whether items D, E and F are priorities. MW said that these are not the highest priorities. LD asked whether they should be included on the SIP. MW said these may change. EB said they may create a web page containing links.  LD referred to the annual skills audit that will need to be completed. AG asked what part of the year this should take place. JGC said that it needs to be started now.  Action required: JGC to forward the skills audit questions for the governing body to DB for adding to SurveyMonkey. |
|  | **Strategy** |
|  | EB asked if this item could be covered after Agenda Item 9 Headteachers’ Report, so this is covered in agenda item 9. |
|  | **Headteachers’ Report** |
|  | **LD had submitted questions as follows prior to the meeting:**  Emma: in SIP Behaviour and Attitudes: 2a&b 'New SEMH programme to be introduced' - what does SEMH stand for?  Social, Emotional and Mental Health  Mark: Also, in SIP Behaviour and Attitudes 1c: - positive outcome '16 pupils on a mentoring program' - I'm curious to know how pupils are selected for this and what does the mentoring program consist of?  Mentors are TAs who have undergone training. Pupils are referred for mentoring through the weekly inclusion team. It consists of weekly / twice weekly sessions with the adult discussing situations, talking about problems, going through social stories etc.  Also 2: what does EH4MH stand for and what is the '10 a day'? Early Help for Mental Health  James' report on the state of the nursery buildings is very worrying. Has there been any progress on funding the upgrade to the buildings with the local authority?  At the FIPs meeting before last, Dawn Stabb had asked for there to be a survey of the buildings. This had not happened, despite JH chasing Neil Pateman (Built environments Capital Programme Manager @ DCC) regularly. At the most recent FIPS meeting last week, DS has escalated this. Our own quotes for building work for the nursery building have come in at £125K, not all needed immediately but over the next two years with heating the priority.  EB updated governors on the LINS budget. EB said FIPS (Financial Intervention Panel, Schools) have been looking at the deficit. EB said the deficit will be written off because it is not possible to have a deficit into a fourth year.  EB said there are recommendations that LINS will need to follow. There has been a lot of work behind the scenes looking at the budget because this needs to be in the black with a very small budget if the deficit is to be written off. Therefore, LINS is still in a place of having a very small amount to spend and LINS needs to look for grants to apply for to help.  EB explained that £125k is needed to get the nursery up to scratch, £23k for insulation, £175k on heating and there is other work that needs doing.  LD asked whether this has been brought to DCC’s attention. EB said they are waiting to hear whether any of these costs will be built into their plans. EB said in addition costs such as lighting and heating are very expensive for the current building.  EB explained this is why she wanted to discuss the Headteachers’ Report prior to the strategy because she does not have the answers on how best to proceed.  LD said she would like to say on behalf of the governors a big thank you to Jessie Hay, LINS Business Manager for all her hard work.  EB explained LINS has a Caretaker as opposed to a Site Manager, which is one example of how jobs are having to be absorbed by other staff. EB said staff are all doing a great job but does not know how long staff can keep doing this.  LD asked whether the announcement from the Government about the extra money being for schools will have an impact. MW said this has not been finalised and RB said the forthcoming staff pay rises will swallow much of any extra money up.  RB asked whether the age range of the nursery could be increased now LINS will be coming out of FIPS if. EB said there is not the pressure for this anymore because they are up to capacity as it stands.  EB said that they are waiting to hear from DCC (Devon County Council) about their decision on the nursery buildings and for this if DCC are to tackle the building they will send in their own staff and then put it out to tender.  HM asked whether there is an allowance available for the building that require such a level of maintenance. EB said there is not the appropriate amount available. HM asked whether there are any funds that can be bid for and consider the USP of the nursery such as the diverse range of people and its standing in the community.  EB said the ultimate action is they will have to close the nursery due to the building’s issues. AB asked if there is money that can be accessed. MW said ESFA (Education and Skills Funding Agency) is the body that would look at this.  EJB arrived at 18.20.  EB said at a previous FIPS meeting a structural survey had been recommended but this has not been carried out and is being chased up. GH asked what the timeframe for getting a survey is. EB said she does not know yet.  EB explained DCC have been very supportive and would like to work with them but they will be having to consider how the nursery can stay open soon due to the building’s issues.  SJ explained the building is costly to run for many reasons such as it is currently heated by fan heaters which are likely to be very expensive. HM suggested looking into the issue from the environmental impact.  Action Required: HM will ask some questions around environmental concerns  EB said they will need to look at turnaround times for tackling the nursery buildings because this would need to be done over the summer holidays in which case any decisions should be taken around this time of year.  RB suggested governors could look at giving a time schedule.  **Approved: Governors agreed that by the end of this term if there is no progress in obtaining a structural survey from DCC then Governors will seek an independent survey to be carried out over the Easter holidays.**  Action required: EB will liaise with DCC and feedback at the next FGB on 9th March.  AG said she wanted to make governors aware that before the next election she believes there could be an agenda to say that every school will need to join a MAT (Multi Academy Trust) which would mean all schools will have to academise. AG said that at some point after the next statement is made, governors need to be prepared and try and take control over this if necessary.  AB asked whether this could be discussed with RELP (River Exe Learning Partnership). MW said the logistics and legalities of creating a trust are massive so it could be better to join an existing Trust.  LD asked whether governors would like to address this now or wait for the time being. AF said he would put together some data and information to circulate to governors regarding academies. AF said he has concerns about the academisation approach in principle. AG said that previously there were some academy trusts that have not been successful and had to be re-brokered, but there are a number of trusts that are value led. AG said there are some MATs where the budgets are held centrally, and this can be a supportive and protective approach as this is looked at as one big collective.  Action required: AF to put together some information regarding academies and this will be on the agenda to discuss at the next FGB on 9th March.  LD asked how it would be possible to research local trusts. AG said the Federation would need to approach some MATs. |
|  | **SRE and Health Education** |
|  | LD said this item has been covered in the Headteachers’ Report and she has seen the letter attached with the agenda informing parents. |
|  | **Governor Visit Reports** |
|  | These have been circulated prior to the meeting. As not all governors had forwarded reports LD asked about the progress regarding this. A few governors said they have their visits scheduled and their reports will be forwarded in due course. |
|  | **Safeguarding** |
|  | LD thanked AG for her Safeguarding Report which was circulated to all governors with the agenda. |
|  | **SFVS** |
|  | LD said these had been circulated to all governors with the Agenda for this meeting. MW said SFVS will be reviewed at the Resource Committee on 25th February. |
|  | **Term Dates for 2021 / 22** |
|  | LD had forwarded the following query prior to the meeting:  On the confirmed dates sheet for 2021/22 there is no key for the blue N and purple O cells. I assume blue N is non pupil day, but what is the purple O?  Occasional Days – holiday dates, neither staff nor pupils attend.  **Approved: Governors voted to approve the Term Dates circulated with the agenda for 2021 / 22.** |
|  | **Policies** |
|  | AG requested that in future there is some indication of amendments to the policies, so governors do not have to check the entire policy. |
|  | **LJS Admissions Policy** |
|  | MW said the query on the order of the priorities has been chased up and they are still waiting to hear back.  Action required: This item is deferred to the next FGB on 9th March. |
|  | **Federation Behaviour Policy** |
|  | **Approved: Governors voted to approve the Federation Behaviour Policy.** |
|  | **Federation Exclusion Policy** |
|  | LD submitted the following questions prior to the meeting:  Exclusion policy - Section 2. Reasons for exclusion. At the bottom there is the statement '  'This is not an exhaustive list.  Other reasons included in the National Standard Reasons for Exclusion may apply.'  Could we put a link here to the 'National Standard Reasons for Exclusion'?  Do we have Governors who have had the appropriate training to be on the exclusion appeal panel?  Action required: This training query will be covered at next FGB on Monday 9th March.  **Approved: Governors voted to approve the Federation Exclusion Policy incorporating changes tabled at the meeting** |
|  | **Ladysmith Federation Online Policy** |
|  | LD submitted the following questions prior to the meeting:  The Policy - states the Online Safety 'group will also be responsible for regular reporting to the Governing Body'. Do we have a regular slot for this?  'Governors should take part in online safety training / awareness sessions' - are there any school staff / parents training sessions happening which governors can attend?  Action required: These two questions will be covered at next FGB on Monday 9th March.  **Approved: Governors voted to approve the Federation Online Policy** |
|  | **LJS and LINS policies for Supporting Students with Medical Conditions** |
|  | LD submitted the following questions prior to the meeting:  LJS Medication policy - the named people i.e. Mark & Lynda Ewin - wouldn't it be better to have a 'role' e.g. 'Headteacher' and they be named at the start of the policy? What is the role which Lynda Ewin has in this policy? I have now read the LINS version and I notice that LINS have used the following 'SEND Administration Assistant' rather than a name!  LINS Medication policy - should the 'SEND Administration Assistant', 'Office Administration Assistant ' etc. be named at the start of the policy?  I have had a quick look at these two policies next to each other and I don't understand why it can't be a Federation policy. Names could be provided for the different roles in each school at the start of the policy which would mean it could be used for both. The term school office is used but this would just mean the school in which the pupil is currently.  **Approved: Governors voted to approve the Federation Policy for Supporting Students with Medical Conditions incorporating the changes made by LD prior to the meeting.** |
|  | **Federation Shared Parental Leave Policy** |
|  | **Approved: Governors voted to approve the Federation Shared Parental Leave Policy.** |
|  | **Training** |
|  | JGC said there are still governors with outstanding Safeguarding training and there is an audit coming up. MW confirmed the audit is on Friday 7th. JGC will forward the link again for this training and asked governors to complete this as priority and then forward certificates that are generated to JGC.  LD said that in light of Ian Gibson standing down, there needs to be a governor training in Headteacher appraisal. JG volunteered to undertake this training.  Action required: JG to attend Headteacher Appraisal Training.  LD reminded governors that it was discussed at a previous meeting that there is budget available so each governor can do one piece of training a year. |
|  | **Governing Body Model and Chair** |
|  | LD referred to the idea of the governing body moving forward and how might be the best way to structure it. AB wondered how useful the committees are and the idea of moving to a model where governors undertaking different roles and meeting separately and producing reports which are fed into FGB meetings.  AG suggested areas that are covered at Resources, are also useful to cover these at the FGB.  MW said much of the Resource Committee information is contained in the Headteacher Reports. The biggest area is the budget and it would be useful to have a Finance Governor who can report back and compile a short report after scrutinising the budget.  LD asked whether governors agree that it would be better to have 6 FGBs with individual responsibilities for governor areas. JG suggested this would avoid duplication. MW said it might be worth getting advice from Debbie Clapshaw.  RB said he is conscious of any perception of reducing scrutiny of budgets. MW said it is important to find the people willing to come in and offer the level of scrutiny.  AG suggested she can get hold of ISCA’s schedule to look at this model.  AG suggested a small group to get together to make a proposal for this. LD, EB, MW, RB and AG. This would compare and contrast what will work for Ladysmith.  Action required: RB to arrange a group of governors to look at how to structure the governing body going forward.  LD said for the time being the Governing Body will compare and contrast what works for Ladysmith.  LD said she would stand as Chair until the end of this year and would like to see a new Chair or Co-chair from September.  GH said he would volunteer to stand as Vice Chair for the remainder of the year.  **Governors voted in favour of LD becoming Chair until FGB in September.**  **Governors voted in favour of GH becoming Vice Chair until FGB in September.**  LD asked if one governor present can volunteer to be part of the Pay Committee because there is a Pay Committee scheduled after this meeting and it requires one extra member to make it quorate. AB volunteered.  **Approved: Governors voted for AB to form part of the Pay Committee.** |
|  | **Date of next meeting:**  **Monday 9th March 2020 5.30pm @ Ladysmith Junior School** |
|  | **Meeting Closed at 7.25pm** |

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