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| Minutes for Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 9th March 2020 17:30 | | Location | Ladysmith Junior School | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Alex Banks | AB | Co-opted Governor | Emma Brown | EB | Headteacher LINS |
| Amy Grashoff  (left 19:30) | AG | Parent Governor | James Hewlett | JH | Co-opted Governor |
| Anthony Fothergill | AF | LA Governor | Lesley Dunford (Chair) | LD | Co-opted Governor |
| Jill Green (arrived 17:45) (left 19:20) | JG | Co-opted Governor | Heather Mills | HM | Co-opted Governor |
| Sarah John | SJ | Staff Governor |  |  |  |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors | Jessie Hay (left 18:15) | JMH | LINS Business Manager |
| Lorraine Carter (left 18:15) | LC | LJS Business Manager |  |  |  |
| **Apologies** | **Initials** |  |  |  |  |
| Mark Wilkinson | MW | Headteacher | Greg Hawkins | GH | Co-opted Governor |
| Emma Brennan | EJB | Co-opted Governor | Robert Boyd | RB | 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** |
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|  | **Apologies for Absence** |
|  | MW sent apologies due to personal reasons.  EJB had sent apologies due to being unwell.  GH sent apologies due to an emergency issue at home.  JG advised she would be likely to be late as she was attending governor training.  Apologies had not been received from RB and KB.  Apologies for absence approved. |
|  | **Declaration of Pecuniary Interests invited and declared** |
|  | No interests declared |
|  | **Final FGB Minutes from 3rd February 2020** |
|  | These were signed and dated by the acting Chair.  **Approved: Governors voted to approve the FGB Minutes from 3rd February 2020.** |
|  | **Final T&L Committee Meeting Minutes from 20th January 2020** |
|  | These were signed and dated by Chair of the Teaching and Learning Committee.  **Approved: Governors voted to approve the previous T&L Committee Meeting Minutes.** |
|  | **Committee Reports** |
|  | LD explained to governors that a Chair is still required for the Resource Committee. The term will be until the remainder of this year after which the FGB is likely to restructure. There were no volunteers and JGC had not received any nominations prior to the meeting. LD said she would be willing to stand until the end of this year.  **Approved: Governors approved LD as Resource Chair for the rest of the academic year.**    JH said he had undertaken a governor visit and fed this back via the health and safety report circulated prior to this meeting. JMH said LJS is working well and is fortunate in both its Site Manager and Site.  The meeting then moved to Items 7 and 8 so LC and JMH could cover the SFVS and Budget. |
|  | **Matters Arising** |
|  | **Matters Arising**  **Matters Arising from Resources - 15.10.19**  **10 Skills Matrices to be completed by Governors (annual requirement)**  JGC said there are still some outstanding. These have been chased up.   * **Matters Arising from FGB 3.2.20**   **6. Matters Arising**  **Collective Worship**  LD said she has been in touch with Babcock and confirmed the 1988 act still holds. LD said the schools are obliged to have collective worship everyday which is broadly Christian and is inclusive. LD drew governors’ attention to point 1.2 which advised the actions of worship are first and foremost for the educational benefit of pupils.  Action required: JGC to circulate via email a copy of this document.  **7. SIP**  JGC advised there have been approximately 6 returned. These are due this Friday 13th March.  Action required: JGC will send a reminder email.   1. **Headteacher’s Report**   HM has made some initial enquiries regarding environmental initiatives, so this is in progress.Action required: HM will keep following this up.  EB said a buildings survey of LINS has taken place. This will be covered further under the Headteachers’ report.  AF has been looking into academisation information and will write a report ready for May’s FGB. LD suggested it is possible to invite a DCC representative to attend a meeting to talk about academisation. AG suggested there could be a conflict of interest as academisation is may not be beneficial to DCC.  EB said there discussions amongst school staff have started regarding academisation and the importance of belonging to a trust which shares the same values as the school.  Action required: AF to prepare report for FGB on 18th May.  **15.3 – Federation Exclusion Policy**  Query - Do we have Governors who have had the appropriate training to be on the exclusion appeal panel?  AG said she has the experience to do sit on the panel. LD advised of some exclusion training available. EB advised governors there has been 3 fixed term exclusions in the last week at LINS.  Action required: LD to email all governors whether someone can attend this training.  15.4 **– Ladysmith Federation Online Policy**  'Governors should take part in online safety training / awareness sessions' - are there any school staff / parents training sessions happening which governors can attend?  EB and MW to keep governors updated when this training is taking place.  AF suggested combining online training and safeguarding training in future.  **16. Training**  JG has attended Headteacher Appraisal training today.  **17. Governing Body Model and Chair**  An email was circulated from which MW has come up with a suggestion for next year’s meeting.  Action required: This is to be included on the agenda for 18th May and will include the discussion around assigning areas of responsibilities to governors.  LD suggested that as some governors work full-time, they can only check the agenda and attachments the weekend immediately prior to the meetings which are usually Monday. LD asked whether it might be possible to forward the info the Friday before the previous weekend. EB and JGC confirmed this could be possible.  Action required: LD will ask MW about this as he is not present at the meeting today because Headteachers produce much of the meetings’ data and information. |
|  | **Approve SFVS (Schools Financial Value Standards)** |
|  | LINS and LJS SFVS’s had been circulated to governors prior to the meeting. LC and JMH asked governors whether they had any queries around this.  LD said that she is a retired IT professional and not a retired teacher as currently featured in the SFVS.  JH said he liked the new format of the SFVS.  **Approved: Governors voted to approve the LJS and LINS SFVS.** |
|  | **Monitor budget for LINS and LJS** |
|  | Prior to the meeting governors had tabled queries via email which were answered as follows:  **LD Queries**  **LJS Income & Expenditure report**  The apprenticeship levy of £5,000 do we just have to pay this regardless.  **MW replied - Apprenticeship Levy** – Yes, we do have to pay this back unless we use it to train an apprentice but there are strict rules surrounding what type of apprenticeship we can pay for.  We tried to use this money for training a specialist teaching assistant apprentice for a visually impaired child but were told it didn’t meet the specified criteria  SIP - What is this money being used for?  MW replied - SIP – this money covers any expenses incurred in the completion of the SIP.  Staff cover, ICT extra  I assume the 'services' refer to the services in the ‘Services to Schools’ documents  MW replied– Yes, it is services to schools which are agreed annually by the Resource Committee.  This year deferred to FGB  I'm surprised by the budget for photocopying vs the budget for subject resources, I'm sure the photocopying is necessary but how is it accounted for, person, no of copies / reason, or some such?  MW replied– Costs include the hire of the machine plus paper.  90% of printing comes from the photocopier as it’s more cost effective the printing from desktop printers.  Each year group has an individual code so that we can monitor how much is being printed and from where.  LJS Budget Dashboard **-** the deficit in the 2023-2024 projection is pretty scary - should we be doing something to prevent this, can we?  MW replied - the LJS Budget Dashboard - 2023-2024 budget **–** This is asurplus figure of £24K not a deficit.  We know the National Funding Formula for three years but not passed that so extra funding is not shown past 2022/23.  Currently DCC need us to show we can balance in 3 years, which we do.  LJS FRS CapSch110220 - What is this telling us? I don't see any notes.  MW replied - LJS Capshare **–** Relatively small spends compared to SBS. Spends have been on furniture in year 3 and replacement of Admin PCs.  **AG Queries**  LJS Income / Expenditure Report – when will you have paid off the loan?  LC replied - Our ICT loan will be paid off at the end of 20-21 financial year.  Is there a saving to be made on telephone costs through using your broadband?  LC replied - I have already spoken to TME (ICT Support) who advised that the ISDN30 telephone system we have probably wouldn’t support internet-based calls.  This is something we can look into once our existing contract is up in 2021.  Contract Register – the GDPR cost seems high – what do you get for that?  LC replied - GDPR is expensive but this is a discounted price as both schools buy into the service. This service includes:   * Telephone and email advice helpline * Complaints management * Handling ICO correspondence * Monthly reporting to the school’s SLT * Provision of regular compliance reports * Refresher training to staff and/or governors * Staff Awareness Training (PowerPoint) * Revised policies, templates, posters and bulletins   **LINS**  JMH explained that the LINS budget is in progress but the FRS has stopped due to an admin issue. JMH said that she is due to be working through the budget with a DCC representative this Saturday 14th March. JMH said she will then send the FRS to governors so they can see it and then feedback.  JMH said that the submission to FIPS (Financial Intervention Panel, Schools), was submitted early to ensure the current issues with the Nursery building were on the agenda for the DCC Buildings team when they met at the end of February to plan projects for 20/21.  JMH informed governors the predicted deficit will be £104,390 for April. JMH said an out of area finance consultant will be reviewing the budget. JMH said that although she had presented a balanced budget to FIPs in early February this had been heavily caveated. It is unlikely that the budget will be set with a £500 surplus as it is already clear there is a need for staff changes which will affect next year’s budget.  JH asked what happens if the budget does not balance on paper. JMH said the four-year process will start again. JH asked whether DCC will still keep a close eye on the budget. EB advised they will continue to scrutinise closely.  JMH explained that DCC are aware there are a lot of building issues and they have agreed to install new heating for the nursery. JMH said the DCC ‘Head of Buildings’ is due to visit LINS. There are other issues that needs looking at such as repairing pipework due to corrosion. A workaround is due to be installed to address this.  **LJS**  LC said that LJS is currently predicting a surplus of £106,000. LC said they may have to spend £5,000 on the lift because they have not been successful in trying to claim for this issue.  LC said that on a 5 year plan the surplus increases until 2022. LC said they do not know what the income will be at this stage so have not yet put in any additional income. LC advised at this stage the budget balances for 3 years.  LC said the capital is healthy and there is a surplus of £11,000. LC asked governors for any further questions.  LD asked whether the excess money has to be spent. LC said this can be carried over and the plan is to spend it on IT equipment and some outdoor shelters.  JH asked whether the additional funding that had been received this year by government, had this money been sucked up by pay and pensions? LC said this money this money now means they are in a better position, although this has not brought up the level of funding up to if they had, had year on year increases and inflation.  LC advised MW had some new ideas about the teaching structure going forward.  LD asked when LJS’s data protection report would be and LC said this is scheduled for next term.  AG queried the GDPR cost because this seems expensive. JMH explained that it is expensive although the two schools together qualify for a discounted rate, so the overall cost is split equally into two and the amount for this year has remained the same as the previous year. JMH said that although it is expensive, this cost covers the potential for any legal representation. JMH explained that the Data Protection Officer is Amber Bradley and after this JMH and LC are the Data Leads.  AF asked whether DCC top slices this cost. JMH said there is some arrangement where DCC is involved but it is not possible to get this service directly through DCC.  JMH said they had tried to combine this cost with RELP (River Exe Learning Partnership) but this would not have been compliant with GDPR.  LC said that in Services to Schools, HR costings, they would like to pay for 10 hours HR consultancy which would add £775 to the figure.  **Approved: Governors agreed an additional £775 could be spent for this.**  AB said the photocopying had gone up from £6,500 to £9,000, was there any particular reason for this. LC explained they have removed desktop printers so more printing and photocopying is coming through the photocopier, but this should lead to a reduction elsewhere in consumables and will be cheaper overall. LC said they have assigned numbers to each year group to be able to monitor usage and have set the photocopier to default to black and white.  JMH explained LINS’ photocopier is likely to show as being higher this year because there is printing carried out for the Learning Institute. This is reimbursed so will provide an income in another line.  **Approved: Governors voted to approve the current budgets to date for both LJS and LINS.**  JMH and LC left the meeting at 18:15.  The meeting then returned to agenda item 6, Matters Arising. |
|  | **Discuss Bought in Services** |
|  | This was covered under Agenda item 7. Monitor budget for LINS and LJS. |
|  | **Headteachers’ Report** |
|  | **The following queries had been submitted by LD prior to the meeting:**  **H&S Monitoring - what is the response to James' question re: budgeting for future replacement of mats etc?**  MW replied, yes, future maintenance of the building has been thought about and budgeted for.  **The following queries had been submitted by AG prior to the meeting:**  Quality of T&L – when will there be new data? Is it monitored termly? KS1 data  LJS Learning Behaviours – what is the plan for sharing these with parents?  EB informed governors that there were 3 fixed term exclusions last week which is very unusual. EB is accessing further support through the inclusions team at DCC (Devon County Council) to try to ensure these children are adequately supported. EB said they have temporarily employed a further TA (Teaching Assistant) and the PE lead is giving extra support. These measures will mean an extra resource.  AG asked whether Fran Collinge, LINS Deputy Head will feedback to both schools about the PPG course she is doing. EB said she will find this out.  Action required: EB to clarify whether this will be fed back to both schools. |
|  | **Governor Visit Reports** |
|  | JGC said she has been made aware there are a couple of governor reports that are in progress, and JH forwarded his report for this meeting.  Action required: For future meetings when governor reports have been circulated, governors will feedback verbally at the FGB any significant action points or recommendations identified. |
|  | **Policies** |
|  | **Federation Data Retention Policy (Federation Record Retention annual review checklist and Record Retention Schedule)** |
|  | LD asked governors how they store or manage information from the meetings. LD suggested using One Drive. JH said he would still download files to the laptop when they are accessed. JGC advised no confidential information is ever circulated electronically. Governors felt leaving their current systems for accessing information is working fine. LD asked governors to tidy electronic and paper governor related files and documents after use.  **Approved: Governors approved the Federation Data Retention Policy.** |
|  | **LJS Admissions Policy** |
|  | This change regarding the priority levels has been amended.  **Approved: Governors voted to approve the LJS Admissions Policy.**  JG left the meeting at 19:20. |
|  | **Nursery Admissions Policy and Oversubscription Criteria** |
|  | LD, AG and AB had submitted some minor amendments via email prior to the meeting including explaining the definition of ‘wings’ stated in the Policy. Also, the admissions form needs to be checked. EB said she will add the definition and check the admissions form.  **Action required: EB to amend the policy in line with suggestions.**  **Approved: Governors voted to approve the Nursery Admissions Policy and Oversubscription Criteria including the changes tabled.**  Action required: EB to check admissions form.  SJ raised a query with the LINS Admissions Policy approved at FGB on 25th November 2019. SJ would like to add a priority for children who live out of the area but have previously used the nursery. SJ advised that although this policy was approved earlier, this is for 2021 and she would like to see if it is still withing the window of time to be able to make an alteration.  Action required: SJ to request amendment asap.  **Approved: Governors voted to approve this suggested amendment to the priorities for the LINS Admissions Policy.** |
|  | **Managing Sickness and Absence Policy** |
|  | **Approved: Governors voted to approve the Managing Sickness and Absence Policy.**  AF asked what actions the schools are doing in relation to the current Coronavirus outbreak. EB said they are following advice given in daily information being received from Public Health, England.  LD asked whether the school Emergency Plan is up to date in terms of personnel and business continuity. EB said the policy is up to date regarding information and personnel although some of Coronavirus issues will not be directly covered by the emergency plan. Therefore, they are following the current advice on a day-by-day basis.  AG left the meeting at 19:30 |
|  | **Lettings Policy** |
|  | This had been circulated prior to the meeting with an additional paragraph regarding preventing undesirable bookings.  Prior to the meeting LD and AG had queried whether the charges had been updated as the dates were ranging from 2017 – 2018. AG queried the high level of responsibility and involvement this policy places on governors contained within this policy and the subsequent practicalities of this.  JH said he considers the charges are quite high in particular for community events. JMH said that she would welcome some flexibility within these costs which would help the school link and build relationships within the community. JMH said she would like room for some discretion to allow for reciprocal arrangements.  JH said he will amend the policy to reflect the flexibility of charges and to allow Business Managers to use their judgement on letting arrangements and charges.  **Approved: Governors voted to accept the lettings policy including changes reflecting the amendments discussed.**  .  Action required: JH will amend policy in line with issues discussed. This will be circulated to Business Managers in the first instance. |
|  | **Training** |
|  | HM is intending to undertake the new governor training. SJ is awaiting a date for this that she is able to make. LD said she would recommend the governor refresher training.  JG has completed the Headteacher’s appraisal training and said it was useful. |
|  | **Governors Accessing Emails** |
|  | LD asked whether governors have any difficulties accessing their emails. LD observed that the response to emails sent out requiring an action or response can be slow.  JGC suggested creating a WhatsApp group for urgent matters e.g. inspections.  Action required: JGC to create this group for those governors willing to be a part of this. |
|  | **Chair** |
|  | LD offered to host an informal governor meeting for all governors who would be interested in meeting informally. AB observed that small meetings to carry out specific tasks had been very successful.  Action required: Anyone who would like the opportunity of meeting informally with other governors or individually with LD to contact LD. |
|  | **Date of next meeting:**  **Monday 18th May 2020 5.30pm @ Ladysmith Junior School** |
|  | **Meeting Closed at 19:40** |

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