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| Minutes for Meeting of the **Full Governing Body** of  **Ladysmith Federation** | | | | | |
| Date / Time | 20th January 2021 17:30 | | Location | Video Conferencing | |
| **Attendees** | **Initials** |  | **Attendees** | **Initials** |  |
| Amy Grashoff (Co-Chair) | AG | Parent Governor | Mark Wilkinson | MW | Headteacher (LJS) |
| Karen Bates (Co-Chair) | KB | Co-opted Governor | James Hewlett (arrived 17:40) | JH | Co-opted Governor |
| Alex Banks | AB | Co-opted Governor | Robert Boyd | RB | Co-opted Governor |
| Jill Green | JG | Co-opted Governor | Sarah John | SJ | Staff 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 |
| **Present** | | | | | |
| Jo Gawler-Collins | JGC | Clerk to Governors | Dave Broad | DB | LINS Head of School |
| Neil Williams | NW | LJS Head of School | Lorraine Carter | LC | Federation Business Manager |
| Fran Collinge | FC | LINS Deputy Head |  |  |  |
| **Apologies** | **Initials** |  |  |  |  |
| Heather Mills | HM | Co-opted Governor | Emma Brennan | EB | Co-opted Governor |

**The Meeting was quorate.**

| **Ref** | **Discussion, Action or Decision** |
| --- | --- |
|  | **Apologies for Absence** |
|  | HM sent apologies due to work commitments.  Apologies not received from EB.  JH said he would be ten-minutes late due to work.  Apologies for absence approved. |
|  | **Declaration of Pecuniary Interests invited and declared** |
|  | No interests declared |
|  | **Covid-19 – Standing Item Guidance for Full Opening**  **Working Group** |
|  | The following documents were circulated to Governors prior to the meeting.   * Infant School RA100 V 2.3 - 8.1.21 * Junior School RA100 v2.3 – 6.1.21 * Priority Places Policy Jan 2021 * 2021 January COVID policy appendix LINS * 2021 January COVID policy appendix LJS   The LJS and LINS RA100 and the Priority Places Documents had already been approved by the Co-Chairs using ‘Chairs Action’ during the first week of term, prior to the FGB meeting because this had to be actioned at very short notice.  Comments about these documents were requested in writing from governors prior to the meeting. No comments were received from Governors. Governors at the meeting confirmed they were happy to ratify the LJS and LINS RA100 document and the Priority Places Policy.  **Approved: Governors voted to ratify the LJS and LINS RA100 documents and the Priority Places Policy that were approved by the Co-Chairs.**  **Approved: The LINS and LJS 2021 January COVID Policy Appendices were approved by Governors.**  AG suggested a COVID working party is formed and that the FGB delegate responsibilities to make urgent decisions which may be necessary relating to COVID.  KB will be Chair of the COVID working party and RB, JG, TB, AG and SM agreed to be part of the COVID Working Party.  **Approved: Governors voted to delegate urgent COVID related decisions to the COVID Working Party.**  **Action required: JGC to create a WhatsApp Group comprising members of the COVID-19 working party so it is possible to receive messages swiftly.** |
|  | **Teaching and Learning** |
|  | AG said that, in light of the very busy start to the term and the new roles, the new Heads of Schools will be feeding back to governors verbally.  **LINS**  DB said that for LINS (not including the nursery) 42% were taking up their places in school. Of these roughly 75% are key workers and 25% vulnerable children. DB said Pupil Premium, vulnerable and SEND (Special Educational Needs, Disabilities) children had been offered places. There are different levels of attendance within these groups. DB said that when a child from ones of these groups is unable to attend there is appropriate contact from the one-to-one support or appropriate resources sent home to help. DB said that where a child has not logged on for 2 days then staff will make phone calls.  DB said that for remote learning, teachers are checking the online logins for ‘Tapestry’ and ‘Seesaw’ records on a daily basis. If they have not logged on then this will flag up and contact will be made with parents after 2 days of non-access. There are a variety of reasons for children not logging on including that some parents will save up the activities. A laptop has been offered to support a family who did not have resources. There is a small bank of laptops ready for this use.  DB said that after initially contacting a family, if necessary the Family Support Worker and appropriate support can be offered. DB said that support that is required has risen.  **LJS**  NW said that currently 41% of children are taking up their places in school. Of this roughly 77% are key workers and 23% include Pupil Premium, vulnerable and SEND. NW said for the Children in Need and child protection cases there are twice weekly meetings.  NW said of the EHCP children, half are in school. For the ones that are not attending this is for either no requirement from the families or COVID reasons. Support from TAs, SEND and TAF meetings are being offered.  NW said for Pupil Premium children 42% are in school. The reasons for non-attendance are due to parents’ choice regarding COVID. NW said that packs and laptops with data have been sent home. NW said school places have been offered at discretion for any children they are concerned about.  NW said that LJS are using Google Classrooms. For the first few days there were some technical issues and issues of getting used to it. At the beginning of each session a register is being taken. For those that don’t attend SIMS is updated. If these children are vulnerable they are added to CPOMS. If the children are not online for two-days then this is followed up.  NW said the biggest concern was for vulnerable children but most of these children have been given places. NW said staff work with a flow chart to determine what actions may need to be taken.  NW said that after the first week, families that required additional data and devices were identified. NW said they are awaiting 16 new Chrome Books.  NW said the Family Support Worker and class teachers are doing weekly phone calls and TAF meetings.  MW asked if governors had any questions.  AT asked whether there have been any COVID-19 cases since reopening after Christmas. MW said there have not been any COVID cases.  AB asked whether there was any thought being given to children’s handwriting because using Google Classrooms means their work is electronic. MW said this isn’t something that has been considered but will give some thought to this.  JH said that with the slightly differing timetables of his children e.g. different lunchtimes, this means that it is not possible to leave the house until after 4.00pm. MW said the regular timetables are followed to keep in line with those children currently attending school.  KB said that once the feedback from parents has been received. It will be helpful to recognise that there are some issues, even if it is not possible to resolve.  RB asked whether there had been further issues of inappropriate chat on the ‘chat’ function. NW said he is not aware of any further issues on this. |
|  | **SIP (School Improvement Plan)** |
|  | AG suggested the SIP will need revising in light of the leadership changes and AB will lead on the SIP. AB said it will be useful to arrange a time with the new Heads of Schools and MW to go through this and to review where the school is with the pandemic and identify what is realistically achievable.  Action required: AB will work with MW, DB and NW to BRAG rate this SIP in time for the next meeting.  MW said that due to the recent changes that some of the SIP will be needing to change but once some of the realistic priorities have been identified there will not be much time left to create a new plan for this academic year. AG suggested that later in the year they will go through the SIP to get it ready to use from September.  Action required: AB to lead on working toward a new SIP ready for September 2021. |
|  | **Finance and Resources – Standing Item** |
|  | AG said she found the graphs LC included in the information extremely informative.  LC said that the budgets that have been circulated to Governors are working documents. LC added the LINS budget is looking like it could be more positive than the deficit mentioned at the last FGB on 23rd November. LC said they need to upgrade the LINS premises staff which will add a further £20,000 onto the budget. LC said that currently some LJS premises staff are assisting the LINS premises staff. LC said LJS has set aside some funding for LINS buildings and site security.  MW said they are trying to use some money wisely and moving some money from LJS to assist LINS in the short-term.  LC asked if governors had questions.  AT said he had met with LC prior to the FGB. AT said that once COVID is over, he will be meeting with LC in a more structured way. AT said that his biggest concern is the LINS budget deficit.  AG said she has been in regular contact with FIPS (financial Intervention Panel, Schools) on LINS behalf and is asking them for support and involvement. AG said they haven’t yet received all the support from FIPS that was planned.  LC said that the LINS financial situation is stabilising partly because she has been able to identify which budget line some costings have been included under.  MW said now some areas have been clarified, it is now possible to include this in the budget. This means that the budgets can be projected more accurately.  Action required: AT said he will be working with LC on the SFVS in time for the next meeting. |
|  | **Matters Arising** |
|  | Action required: MW will get in touch with RELP and to ask if there is an Early Years Terms of Reference for the next meeting. |
|  | **Headteacher’s Report** |
|  | MW referred to the Headteacher Report that had been sent out prior to the meeting. Governors had submitted questions in writing as follows:  **TB asked:**   1. **Are you able to give any indication on the numbers of pupils attending the remote learning sessions over last couple of weeks? I was also wondering how that engagement breaks down across SEND and other vulnerable categories (although I realise that some of these children will be in school)?**  DB and NW covered this in agenda item 3. 2. **Looking at the pupil performance data, I was wondering whether the larger drop in the number of year 6 at ARE is based on how the assessment was made, or is there another reason?** MW said that this is largely due to the assessment. The end of key stage test was taken in November with little familiarity with the tests and not all of the content covered. There will be a drop as many of these pupils have missed a significant amount of school in the first lockdown and then summer. 3. **I know it is very early days, but I was also interested in hearing how the new leadership structure is beginning to bed in if that is possible?**  MW said that the new Heads of School are settling in well and establishing themselves as the ‘go to’ people in each school. MW said that is role of Executive Headteacher is taking a more removed role from the day to day, whilst offering support and guidance. MW said at the moment they are just trying to find a balance.  JH asked how much time is MW spending at LJS and LINS? MW said that he is currently spending more time at LJS due to their changes in the remote learning and also there is not usable office space at LINS. MW said this is equalling out now.   **JH asked**   1. **The Junior School staff survey brought up the lack of communication between staff in different year groups. How do you plan to improve this?**  NW said that he believes previously there is a lack of communication between year groups. NW is seeking to change this to get staff looking more outwards from their teams. NW said he will be setting up more staff meetings throughout the year as a start to this.      1. **There were some financial irregularities at the Infant school brought to our attention at the last FGB meeting. How do they currently stand?**  MW said that there were financial management issues resulting in incorrect contracts, staff overpayments and underpayments. The Federation Business manager is working to rectify these issues. 2. **Why use the COVID Catch Up Grant at LINS on existing teachers? Would all children and staff not benefit from additional teacher support in classrooms?**  MW said that the proposal is not to use LINS catch up on existing teachers because during the Autumn term, LINS employed several extra, non-contracted staff to work with groups and individuals to help catch up on their learning and ability to learn on the full return to school. It is proposed that this already committed spend in this area is taken out of the allocated catch up funding. 3. **The LJS PP strategy has some costings but what does the money actually buy? Training, staff, resources?**  MW said that the majority of PPG money is spent on staffing which allows for Thrive, mentors, class support. Some money is spent on resources and extra-curricular expenses. 4. **Staff absence was brought to our attention at the last FGB and some changes were being made. The headteachers report shows LINS has a considerably higher staff absence for the Autumn term. Is this data skewed due to SLT changes? Have staff been vocal about their reasons for absence? Although only a couple of weeks into a new term and in the middle of a pandemic how do the two schools currently compare?**  DB said that data does not include SLT absence and is therefore not seen to be skewed. DB said he will be re-evaluating absence procedures. DB said absences currently seem legitimate and these reasons include COVID anxiety and shielding. MW said he is not able to provide data for the first two weeks yet but will report back at the next FGB on 8th March. 5. **Some exciting changes on the way on the Infant School site. How are the new changes to be paid for? The office redesign and staff room swap are relatively small costs. What is involved in making a ‘safe zone’ above the car park?**  MW said that improved fencing which will restrict access to the site. There is some money available in LINS capital but the majority of the works will be funded from the LJS budget. 6. **It has always been suggested to me that the internal Nursery area it is too small. A very underused space in my opinion but I was led to believe not suitable to the current learning/play methods and staffing. What has changed?** MW said there aren’t any changes, it is suitable and the floor area, with some minor changes to the layout, is sufficient for the recommended 2.3m2 per child. 7. **What future numbers are expected within the nursery and how does that affect the financial contribution the nursery makes? (I am aware of the other benefits the nursery brings to the school aside from just the income). What’s the short- and long-term plan?** We are having a full review of how the nursery works in terms of hours and funding. Further information is not yet available on this. 8. **I am not surprised DCC have agreed to the changes as it is a problem crossed off their list, but is moving it back into the school an opportunity wasted/delayed?** MW suggested that this could have taken place previously and was unclear why this wasn’t considered.   **AG asked**   1. **What is the plan for surveying the LINS staff?** MW said that next week a survey will be sent to LINS staff which is the same as LJS staff recently completed. 2. **Baby room/staff room swap – any chance of a map to demonstrate swap and corridor? Can’t picture it – sorry!** MW said he hasn’t currently got visual images of the changes. MW detailed the changes in some more detail. MW said he is happy to meet governors to go over it. 3. **Strategic Plan – does this need updating now we have the new leadership structure in place, but also in light of the survey results and the planned building works?** This was covered in Agenda item 5. 4. **LINS plan for catch-up funding – is the plan is to use the additional hours over core to provide 1-1 for children?  When can we expect a statement similar to the LJS one that breaks this all down?** This was covered in TB’s questions earlier in this agenda item. 5. **HT Report – School Improvement section. Realise that this is for the Autumn term, but what plans now to address this as a Federation so future school improvement is synonymous across both schools and collaboration is happening in terms of curriculum planning and internal systems?** MW said that long term there will be a joint school improvement section. MW said there are currently weekly Federation Leadership Team meetings putting joint actions in place and aligning systems, this will take time. 6. **What plans to address the year 6 drop in ARE (though recognise this judgement is based solely on a SATS paper)? And also, to work with secondaries to help year 6 be secondary ready in light of SATS tests being cancelled?** MW said that this is hard to answer until a return date is known. MW said that the level of work in year 6 at the minute and teacher input is of a very high standard. Year 6 will continue to maintain their focus on being secondary ready whether children are at home or at school.   **AB asked**   1. **Places Policy - it's not clear to me if the restricted capacity applies within each class or across the school. Could, for instance, a child temporarily joins a different class bubble within the same year group if their class has 15 full places and another has less than 15?**  MW said that there are no places per class because this limits the contacts and need for self-isolation. This also supports staff wellbeing and the ability to remain open. 2. **HT report - can you say something about how PAMs are working through lockdown? How are children being assessed, if indeed it is possible to assess them?** MW said that the next PAMs meeting isn’t due until the end of this half term. They will continue and we will look at revised criteria. This has yet to be finalised. 3. **Interventions - are children who would ordinarily be receiving specific interventions still able to access some or any of these, or are they just taking part in the wider Google classroom sessions?** MW said yes, they have been able to facilitate some interventions across both schools carried out remotely by TAs. This is working well and MW is very pleased with what the schools are able to provide. 4. **Focus of PPG support to be reconsidered in light of pandemic - any indications of what might change?** MW said support that how support to PPG is offered will work with a needs-led recovery curriculum. This could possibly involve how staff work to support PPG (Pupil Premium Grant) and will need to be in conjunction with Catch Up Premium. 5. **Parent surveys - some very pleasing and encouraging responses, but can you say anything about what might be followed up - e.g. safety, bullying, SEND?**MW said that all answers were passed on to appropriate staff and followed up where names were left. MW said that in some cases, parents were still referring to things that happened with their older siblings who used to be at school or incidents from several years ago. 6. **Although not mentioned in the HT report, can we be confident our FSM children are receiving food parcels or vouchers - is this being monitored?**  MW said that all FSM will be receiving vouchers from Edenred. The system has only just got going this week but the Schools will provide vouchers to registered FSM families even if children are in school and having meals. |
|  | **LINS Building Works** |
|  | MW said that he has some proposals for altering the layout at LINS. MW said he has talked to LINS staff about these changes who had a lot of questions.  MW said that in the main office they need to create three individual offices. This building work is not complicated or expensive.  MW said there are a lot of issues around site security. The external fencing is large and encompasses the staff car park. As this is in use all day by many visitors this compromises the security of the site. The plan is to create an area outside the safe zone so that staff can come in and out all day.  MW said the other plan is to move the staff room to where the baby room is now. This means there is access to the baby room from outside which does not mean having to come through the school. MW said he has consulted an architect who believes this should work and this is not too expensive.  MW said the plan for the nursery is to knock this down and use the internal area which is an appropriate size. MW said the current nursery is capable of taking 52 spaces. MW said this means there will be the benefit of an outside area which can be developed to be an amazing space. This will outweigh the loss of some of the internal space.  JH said that the biggest concern he has is the long-term business plan for the nursery. MW said there are currently 68 children on roll and the nursery can have 52 at one time.  JH asked what the income and expenses of the nursery are. MW said he will be taking the nursery out of the budget to be able to cost against the nursery income to understand this.  JH asked about the benefits of being able to offer a larger capacity of nursery because it is possible to know the children that will be going into Reception which is advantageous.  SJ said that at 52 spaces, LINS is one of the largest nurseries in Devon. Above this number is not manageable.  AG asked that if the financial element was taken out of the situation, what would be an ideal number to ensure the children get the best experience. SJ said that for 3 or 4 adults, 39 children would be a very good size. SJ said she knows the benefit of having a good outdoor space. SJ said that as the current building isn’t sustainable, this approach looks like the best option at the moment.  JH said he would like to see the costings on 39 children in the nursery and how viable this is. MW said they will be having a thorough review of the nursery.  JH asked where the money for this will be coming from. MW said that some of the work such as fencing will come from LJS. MW is currently liaising with DCC (Devon County Council) regarding the nursery.  MW said eventually the LJS and LINS budgets will be going towards a joint budget but at the moment are being kept separate to establish how the budgets are performing. AG said that part of being a Federation is that a federation can choose how to spend across schools.  AG said that this could offer quality provision in a new space which is smaller based on government guidance.  **Approved: Governors were supportive of the building proposals moving forwards.**  MW said that the financial costings will be discussed at a future meeting. |
|  | **Governor Reports** |
|  | AG said that because governors are not currently able to visit schools, what ideas are there for governors to conduct their reviews?  TB said he has contacted the SENDCOs which has worked well. AG said that as Safeguarding Governor she will still be making governor visits.  Action required: Governors will contact their relevant leads in the schools. There will not be a need for a full governor report at the moment. |
|  | **Skills Audit and succession planning** |
|  | GH will be undertaken the skills audit and look into attracting more governors are there are currently three vacancies. JGC has provided GH with information regarding this.  Action required: GH will be in touch with governors with the skills audit questionnaire to complete. |
|  | **Headteacher Performance Management Process** |
|  | SM said she has liaised with HM over this. Previously the Appraisal has been a standalone appraisal linked to a pay review. They would like a performance management system including more regular reviews and 360-degree feedback. This should create a more supportive process.  SM, JG and HM will be meeting a consultant at the end of the month and will discuss this process.  Action required: SM will update governors on the process at the next FGB. |
|  | **Final FGB Meeting Minutes 23.11.20** |
|  | **Approved: Governors approved the FGB Meeting Minutes from 23rd November 2020**  The minutes will be signed and dated by a Co-Chair when this is possible. |
|  | **Training** |
|  | There was no recent governor training to report. |
|  | **Policies: -** |
|  | **Federation Behaviour Policy** |
|  | MW will be reviewing the LINS part of this policy in the future.  **Approved: Governors voted to approve the Federation Behaviour Policy.** |
|  | **Federation Online Safety Policy** |
|  | AG had some queries with the policy as it doesn’t cover inappropriate material or Prevent.  Action required: Defer this policy to the next FGB. |
|  | **Federation Finance Policy and LJS and LINS Appendix As** |
|  | This policy was updated to reflect staff changes.  **Approved: Governors voted to approve the Federation Finance Policy and LJS and LINS Appendix As.** |
|  | **Federation Complaints Procedure / Policy** |
|  | This Policy was approved at the last FGB. SM tabled a change in the section about raising a complaint about a member of staff because this section lacks clarity. No amendment will be made to the policy today because SM will check whether this is a DCC model Policy.  Action required: SM to find out whether this is a DCC Policy and will table any amendments if necessary at a future FGB meeting.  **Approved: Governors voted to approve the Federation Complaints Procedure / Policy.** |
|  | **Federation Supporting Children at School with Medical Conditions Policy** |
|  | TB said he is concerned that it is the responsibility of governors regarding the issuing of medicines and how they are recorded. TB asked how is this done and what is the process. MW said the Heads of Schools oversee that this process.  **Approved: Governors voted to approve the Federation Supporting Children at School with Medical Conditions Policy.** |
|  | **Federation Remote Education Policy** |
|  | **Approved: Governors voted to approve the updated the Federation Remote Education Policy which will be in place until July 2021 or until the end of the pandemic.** |
|  | **Federation CCTV Policy** |
|  | **Approved: Governors voted to approve the Federation CCTV Policy.** |
|  | **LJS and LINS Admissions Policies** |
|  | **Approved: Governors voted to approve the LJS Admissions Policy and the LINS Admissions Policy.** |
|  | **Federation First Aid Policy** |
|  | AG tabled a change in 3.2 regarding delegating responsibility to the Headteacher and an alteration in 4.2.  **Approved: Governors voted to approve the Federation First Aid Policy including the change tabled.** |
|  | **Federation NQT Policy** |
|  | **Approved: Governors voted to approve the Federation NQT Policy** |
|  | **Federation PHSE Policy** |
|  | **Approved: Governors voted to approve the Federation PHSE Policy.** |
|  | **Federation Capability Policy** |
|  | **Approved: Governors voted to approve the Federation Capability Policy.** |
|  | **Federation Health Needs** |
|  | **Approved: Governors voted to approve the Federation Health Needs Policy.** |
|  | **Designated Teacher for Children in Care** |
|  | **Approved: Governors voted to approve the Federation Designated Teacher for Children in Care Policy.** |
| **16.** | The meeting moved to Part 2. |
| **17.** | **Date of next meeting:**  **FGB (Resources, Finances including end of year finance) Monday 8th March 2021 @ 5.30pm via video conference** |
|  | **Meeting Closed at 19:40** |

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