

# FEDERATION OF STOKE HILL SCHOOLS

## MINUTES OF THE FULL GOVERNING BODY MEETING

### 20<sup>th</sup> May 2021

PRESENT:							
Attendees	Initials			Attendees	Initials		
Roy Souter	RS	HT SHJS		Jade Earle	JE		
Sarah Mackay	SM	HT SHINS		Maria Scholey	MS		
Dan McKimm	DM			Simon Jones	SJ		
Andy Pheasant	AP			Tina Lawton	TL		
Amy Bickford	AB			Tom Urwin	TU		
Carla Encinas	CE			Zohal Rohani	ZR		
Catherine Dawson	CD						
Daz Lowe	DL						

Apologies	Initials	Reason
Emily Ford	EF	Illness
Zion Lights	ZL	

In Attendance	Initials
Dianne Goodwin (Clerk)	DG
Emma Byett	EB

Item	Description	Owner/ Decision
1	<b>Apologies for Absence:</b> Apologies received from Zion Lights and Emily Ford	
2	<b>Declaration of Pecuniary Interests:</b> Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. No interests declared	
3	<b>Governor vacancies</b> TU said that following recent elections we now had 2 new Parent Governors – Simon Jones and Tina Lawton. Jade Earle's nomination for LA governor has been approved by DCC. TU proposed that she be appointed to the Governing Body. This was agreed. TU welcomed 3 new Co-opted Governors – Daz Lowe, Maria Scholey and Zohal Rohani	
4	<b>Minutes of Previous meeting</b> These were agreed.	
5	<b>Staffing</b> <b>SLT structure for 21-22</b> Meeting moved to Part 2	
6	<b>Chairs Report</b> Nothing further to add	
7	<b>Finance</b> <b>Budget 21- 22</b> Budget has been scrutinised by Resources who have recommended it be approved in principle subject to confirmation of carry forward and closedown figures CE proposed that it be approved. TU seconded. Agreed by all present SFVS – AP explained what the Schools Financial Statement was for the benefit of new	

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	<p>governors. He thanked SM, RS and Maria Giles for their work in helping PA and CE complete it. He said that it had highlighted some areas that were only partially satisfied and that governors needed to be aware of these in future. He said that one area that had been flagged up was Supply Costs, but this had been due to long term sickness absences and the use of Supply to cover PPA time. This should hopefully decrease in future. He asked for FGB approval for submission. This was agreed</p> <p>Extended Schools – report had been scrutinised by Resources. Lisa Sinclair had asked for approval to raise prices for the breakfast Club and After School provision. She had also proposed that the prices for pupils from SHINS be the same as for SHJS. CE said that some of the Extended School Reserve Fund had been used to cover staff costs during lockdown. CE said that Lisa was also planning a new Holiday Club which would be trialled during the Half term holiday. The proposal for changes to fees was agreed</p> <p>The meeting moved to Part 2.</p> <p>SJ asked if Breakfasts would be provided again. RS said that once restrictions were sufficiently eased then they would.</p> <p>Finance Audit – AP gave a brief report on the recent Finance Audit. He said that the Auditor had only been able to look at SHJS and aspects which related to the overall Federation as Theresa Worth had been unavailable. He said that the initial feedback had suggested that there were no major concerns and thanked Maria, Theresa and Dianne for their work in putting all the information together for the Auditor.</p> <p>SHINS Fencing – SM asked for approval for funding to complete the rest of the perimeter fencing. This work was to be carried out over the half term holiday and costs would come from the Capital Budget. AP asked if the fencing would replace the existing hedge. SM said it would go inside the hedge which would remain in place. AP asked if there had been any consultation with neighbours. SM said the new fencing would blend in with existing hedging and would not affect any of the neighbours.</p> <p>TU proposed that the new fencing be approved. This was agreed</p>	
8	<p><b>Reports from Committees</b></p> <p>Draft minutes for both meetings circulated</p> <p>Resources</p> <p>Finances</p> <p>Budget and SFVS already covered</p> <p>Benchmarking – Previously the school had received a lot of income from various grants. These sources had diminished during lockdown as many organisations were not giving out grants at present because of lockdown. CE said that this was an area to be looked at in future</p> <p>T &amp; L</p> <p>Main focus was review of use of Catch-Up funding and what both schools were doing to make the best use of the funding.</p> <p>SHINS – funding was being used to provide cover for teachers who were then working with children on 1 to 1 basis or using the time for planning further sessions with children who needed extra support. Transition for children from Year 2 to Yr3 to be looked at during next meeting</p> <p>SHJS – funding used for various IT packages . All strategies were Fund(EEF). Pupil's work being continuously monitored by staff. Transition from Yr 6 to Yr 7 also to be reviewed at next T &amp; L meeting</p>	
9	<p><b>Health and Safety</b></p> <p>Asset management Plan to be reviewed after half term.</p> <p>CE asked if any governors would be willing to help with a visit to school to review the plan.</p> <p>SJ said he might be able to help.</p>	
10	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>Finance Policy – still writing for feedback from Auditor. Carried forward to next meeting</li> </ul>	

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11	<b>Safeguarding</b> Covered earlier under HT Report	
12	<b>GDPR</b> SM said there were no incidents to report. She added that it was now called UKGDPR	
13	<b>Governor Training</b> DG said she had attended the Clerks Update and would provide a summary to governors. reminded governors of training opportunities on the Babcock website. AP asked if a record was kept of training. DG said that there was.	
	<b>Dates of next meetings</b> <b>17<sup>th</sup> June – Teaching and Learning</b> <b>24<sup>th</sup> June - Resources</b> <b>8<sup>th</sup> July- FGB</b> <b>All meetings to be virtual</b>	
	<b>ACTIONS</b>	