



## FEDERATION OF STOKE HILL SCHOOLS MINUTES OF THE FULL GOVERNING BODY MEETING 2<sup>nd</sup> February 2023

PRESENT:							
Attendees	Initials			Attendees	Initials		
Yvonne Hammerton Jackson	YHJ	Executive HT		Andy Pheasant			
Jade Earle	JE	LA Governor		Daz Low			
Simon Jones	SJ	Parent Governor		Helen Greenhall	HG	Via Teams	
Tina Lawton	TL	Parent Governor		Maria Scholey			
Emma Marsh				Zohal Rohani			
Rhea Beal							
Amy Bickford							

Apologies	Initials	Reason

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	<b>Welcome and Apologies for Absence:</b> AP welcomed everyone to the meeting. Apologies received from Tom Urwin	
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	
	<b>Confirm accuracy of previous minutes and matters arising from the last meeting</b> These were agreed	
6	<b>Governor vacancies</b> 1 vacancy for Co-opted Governor TU term of office ends 27/03. Parent governors 27/04 DG said she had been considering the vacancies and felt that a 2-year term of office for the Parent Governors and Staff governor was perhaps too short. She explained that when Reconstitution took place in 2014 it was felt by governors then, that 4 years was off-putting for many people considering those positions. She said that often the Parent governors were slotted into Co-opted vacancies towards the end of their term of office however this was no longer an option as the current governing body was fairly stable. TL said that 4 years did seem like a long tie but she felt that she was only just starting to get to grips with the role after 18 months. SJ agreed and suggested 3 years as a possible solution. DG said that although someone might be elected for 4 years they always had the right to resign before the end of their term if circumstances changed. It was agreed to alter the Constitution so that the terms of office for all governors would be 4	



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	<p>years. DG said she would contact Governor Services to get the Constitution amended, hopefully in time for the next FGB meeting on 23<sup>rd</sup> March.(ACTION)</p> <p>DG said that there had been an expression of interest in the Co-opted vacancy from a local councillor. AB said she had been contacted by a previous governor who had said she would be interested in re-joining the governing body if there was a vacancy. AP said he would contact both of these people. (ACTION)</p>	<p>DG</p> <p>AP</p>
	<p><b>Executive HT Report</b></p> <ul style="list-style-type: none"> <li>• ISDR report</li> </ul> <p>YHJ has put this into the Teams folder. She said that OFSTED would look at this prior to a visit to help decide which areas to look at during their visit.</p> <ul style="list-style-type: none"> <li>• Attendance</li> </ul> <p>SHJS has received 2 certificates from the Fischer Family Trust for attendance figures which put the school in the top 10%. She said that efforts to improve attendance at SHJS were starting to reap rewards. She said that getting to know families better had helped. The SLT held regular meeting with Jo McCarthy, Vicky Absalom and Ali King at which families with problems were discussed. She said that any medical issues that could impact on attendances were highlighted.</p> <p>MS noted the section on Early Support provided by Jo McCarthy. She said that although this was to be welcomed she asked how many times Early Help support could be provided before the EWO would be asked to intervene.</p> <p>TL asked what support families needed. YHJ said for a lot of them their finances were stretched to the limit so support in the form of Foodbank parcels and vouchers which could be used for food/clothing etc</p> <p>YHJ said it was useful to identify children who belonged to families where older siblings who had attendance problems whilst they had been at Stoke Hill or were experiencing attendance problems at their current school as this could be an influence on younger children</p> <p>Attendance is still poor at SHINS, mainly due to lots of illness. This could be because these children are coming into contact with these illnesses for the first time after lockdowns.</p> <p>MS asked how OFSTED would view Attendance. YHJ said they would want to know what the school is doing to try and improve attendance. AP asked for trends in absences to be included in future reports.</p> <p>TL asked if there was space in either school that could be used for Community engagement, e.g. to offer a foodbank</p> <p>YHJ said that some of the more “needy” families were reluctant to engage with school and this included getting them to come onto school premises</p> <p>AP asked what governor could do to support Jo McCarthy. He said she seemed to be under a lot of pressure, having to do more with less. He asked if she needed more time to carry out her role. YHJ said that Jo felt more valued as part of the Federation and she felt that the new FLT gave her more support than she had been receiving previously. YHJ said that her hours of work had increased and added that she had also been offering support on an informal basis to other members of staff.</p> <p>How do parents who are new to school find out about Jo and the support she could offer. Jo is involved in meetings with new parents. She also makes sure that she contacts families that are already known to school.</p> <ul style="list-style-type: none"> <li>• Behaviour</li> </ul> <p>YHJ said that she had not included some children with more serious behaviour issues to see what impact their behaviour had on overall behaviour data. She said that there were 2 children at SHINS whose behaviour was difficult to manage and unfortunately this was having an impact on others. One of these was currently on a part time timetable. YHJ said she wasn't sure if this was the best solution for the child.</p>	



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	<p>SHJS has got some recurring behaviour problems. An external body is carrying out a 6 week programme to help these children. Covid catch money is being used to fund this.</p> <p>DL asked about the Sunshine Room at SHINS. He asked if it was no longer being used by SEND children. YHJ was used for Sensory breaks and interventions from time to time. SEND children were now being taught with the rest of their class with TAs providing support for groups of children when required.</p> <p>DL said it would be useful to see trends in behaviour patterns which would help in monitoring the effect of interventions</p> <p>TL asked what it was hoped to achieve from the interventions. YHJ said it was hoped that there would be better friendships and more cooperation between the children. If it is successful, then it would be repeated with other groups. Funding is only available for this year. She said that hopefully TAs working with the group will pick up skills that can then be used with other groups.</p> <p>YHJ said that the Heads UP group working with small groups of children across both schools had received an extension to their funding so this programme would continue. She said that the children were enjoying the activities.</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> </ul> <p>There is a lot of pressure on budgets of other agencies and it was difficult to get support.</p> <p>AB said that the use of Early Help was the main focus.</p> <p>TL asked if there were other resources that could be used to help. YHJ said that Jo McCarthy gave lots of information about sources of help to the families she was working with, however this would only work if the parents were engaged in the process. If there was a Child Protection Order in place, then parents could be forced to accept help.</p> <ul style="list-style-type: none"> <li>• SIP Update</li> </ul> <p>SIPS have been updated.</p> <p>Phonics – Year 1 have not been tested yet but progress is good.</p> <p>AB asked about Observations. YHJ said these had been carried out at SHJS to look at the consistency of teaching and learning across the school. She said that the OFSTED framework had been used as a basis for monitoring and hoped that the judgements made would help focus support and guidance where needed. She said that there seemed to be a lack of consistency about observations in the past.</p> <p>MS asked RB how she felt about the process. RB said she said that it felt slightly different to the process she was going through as an ECT but she said that the important thing was that she came away from discussion feeling that she was being supported.</p> <p>AB asked if there was any element of self-assessment. YHJ said that there was and there was also an element of peer assessment.</p> <p>AP asked if any more external reviews were planned. YHJ said that one was planned for SHINS after February half term. The focus would be Phonics and EYFS</p> <ul style="list-style-type: none"> <li>• Website</li> </ul> <p>After reviewing the website it was decided to overhaul the current one. This would save about £8000. YHJ asked governors to provide Pen pictures and Photos (ACTION)</p> <ul style="list-style-type: none"> <li>• Staffing</li> </ul> <p>Successful appointment of Year 1 teacher until end of Summer Term. AP thanked HG for helping with the interviews. Decisions on permanent appointments will be made next term. Claire and Dan McKimm to start Adoption Leave. AP asked for best wishes to be passed to them. YHJ said that their roles were being covered by adjustments to current staffing.</p>	All
	<p><b>Reports from Committees</b></p> <p><b>Resources</b></p> <p>There have been overspends in some areas but MG has identified other areas where savings could be made. Some overspends have been difficult to control because of external factors such as energy and food costs. MG is looking at Procurement to try and fins</p>	



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	<p>savings.            Another area of increased spending was TA overtime which had been caused by asking Tas to attend training on non-pupil days which they are not contracted to attend. However savings have been made by having training in school rather than letting individuals attend external events. Also trying to encourage people to share knowledge and skills from training.            SLAs being reviewed to make sure only what is required is purchased. For example, financial support will probably be reduced as less was actually required this year.            Funding Formula is being changed for 23-24. Details still to be announced.            H &amp; S Audit due 10<sup>th</sup> May so a lot of work is being done to make sure all systems are in place. DL and SJ have carried out site visits. Conditions Survey for SHINS received. Although a satisfactory rating has been given there are still some areas requiring work to be done            Serious incidents – none requiring RIDDOR.            SFVS – being worked on at present. Draft to be presented to next Resources meeting and final version to next FGB for approval.            Policies – finance related policies reviewed.            Lettings – charges to remain the same but more work to be done to try and increase the number of lettings            Dinner Money – Policy reviewed. No changes required but charges for meals are being reviewed. MG is looking at various options including suppliers and charges made by other schools and will bring to next Resources meeting. MS asked if there had been any changes in the numbers of children having school meals. SJ said MG had looked at this and had said that there had been an increase in numbers.            TL asked if there was any scope for offering meals to the local community. She said that CWCS offered meals to the local community on a regular basis. Year 6 children were involved in serving the meals as part of their community service.</p> <p><b>Teaching and Learning</b>            Presentation from LP about Early Career Teachers. It is hoped that this new programme will help to improve teacher retention.            Data            Scrutiny of data. Children in Years 3 and 4 are making good progress helped by benefit of extra support.</p>	
	<p><b>Strike Action</b>            YHJ gave brief summary.            Each school has members of different unions; SHINS mainly NEU, SHJS mainly NAS/UWTHINS had given YHJ advance notice of their intentions so plans were able to be drawn up. Most vulnerable children were offered places to come into school but only 9 out of 30 took up the offer. TAs were able to provide support to these children.            TL asked if there had been any feedback from parents. YHJ said that most seemed supportive. She said that it had been a difficult decision taken by staff and it was important to respect whatever decision they had taken. She said that the dispute was not just about a pay increase but was also about concerns over the overall funding of education.</p>	
	<p><b>Policies for Approval</b></p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Procurement Policy</li> <li>• Charges and Remissions</li> <li>• Lettings</li> <li>• Gifts and Hospitality Policy</li> <li>• Governor Expenses</li> <li>• Behaviour</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Anti Bullying</li> </ul> All policies have been reviewed and amendments made where necessary. DG asked for FGB to approve the Finance policy. This was agreed	
	<b>AOB</b> CE asked if any feedback was sought from families who moved their children away from Stoke Hill schools. YHJ said that information was kept on new starters and new arrivals. She said that if any parents were unhappy they usually had been in contact with the Head of School to discuss any concerns before making a decision to withdraw their child. AP said it would be useful to know if there were any trends. AB agreed saying that this could help prevent negative opinions being circulated	
	<b>Dates of next meetings</b> 16 <sup>th</sup> Mar Resources 23rd Mar FGB All meetings will be at SHINS	
	<b>Actions</b> DG to contact Governor Services to get Constitution of Governing Board amended AP to contact people interested in Governor vacancies Governors to provide photos and pen pictures for the website	