



Federation of Stoke Hill Schools

Full Governing Body Meeting

Thursday 7th December

5pm at Stoke Hill Infant School

Agenda item number	Agenda Item	Actions
1.	<p>Welcome, apologies & business interests.</p> <p>Present Jade Earlier, Andy Pheasant, Carla Encinas, Simon Jones, Zohal Rohani, Emma Guest, Sarah Padbury, Katrina McGuigan, Jo Cook, Jesney Stone, Yvonne Hammerton Jackson</p> <p>Apologies Tina Lawton, Helen Greenhall, Amy Bickford</p> <p>Declaration of Pecuniary Interests: 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. AP welcomed the new governors to their first meeting.</p>	
2.	<p>Confirm accuracy of previous minutes and matters arising from the last meeting Minutes agreed. AP to resend staff contact details.</p> <p>Governance Action Plan – SJ to review – SJ to meet with AP and JE in January All governors to complete Safeguarding questionnaire – DG to check with Mel. DG to circulate training details for Autumn term - completed. Revised dates for Budget meeting</p>	
3	<p>Governor Vacancies TL is stepping down at the end of this term due to increased work commitments. AB term of office ends 5th Feb 24 Current vacancies – 1 x Co-opted</p>	
4	<p>Welcome to new governors</p> <p>Introduction</p> <p>Appointment of ‘buddy’</p> <p>Appointment to sub-committees AP welcomed the new governors to the meeting. He gave a brief overview of the work of the Governing Body. CE and SJ agreed to mentor the new governors. JS and JC to join T & L and KM to join Resources. Link Govenors. The following were agreed</p>	
5	<p>Reports from Committees</p> <p>Resources Main item of discussion was Finance. Current position is likely deficit. SLT trying to identify areas where savings could be made and also making sure that money is being spent wisely. Main cause of overspend is salaries. Teachers Pay Award was much higher than budgeted for. Some support for the extra has been agreed by government but this is not enough to cover increases in pension payments and the uplift to NQT salaries. Another area of overspend has been Energy bills. A change of provider by DCC meant that previous bills had not been received so it had not been possible to forecast future costs.</p>	

	<p>Some grants have been received which will help cover some of the costs of new Outdoor play area for EYFS.</p> <p>Estate Strategy – new plan drawn up which will help with budgeting for repairs in future.</p> <p>Premises – crack in Year 4 classroom at SHJS still being monitored. RAAC – further surveys being carried out.</p> <p>H & S – no serious incidents to report. Fire drills had been carried out and Emergency Procedures updated.</p> <p>YHJ has proposed altering dates for Resources meetings in Spring Term to allow more time for Budget setting. Easter is much earlier next year and current schedule would mean agreeing Budget in March. This was agreed.</p> <p>CE said that the previous Business Manager had done a lot of work on fund raising. She asked if was worth allocating time to fund raising. YHJ said that there had been some limited success with applications to local funding sources such as Jeles Trust, however although applications had been successful there seemed to be difficulties in actually receiving the money.</p> <p>Teaching and Learning</p> <p>Presentations by staff from 2 areas</p> <p>EYFS – tour of EYFS area. Explanations of restructuring of EYFS. Next steps are to extend the zoned areas into outdoor space.</p> <p>SEND – Vicky Absalom has now completed assessments of every child in school and is using this to help direct support to where it is most needed. VA had noted that there had been an increase in the numbers of children diagnosed with Autism.</p> <p>AP asked CE to prepare a brief report on the visit to EYFS area for the Governor Visits folder (ACTION)</p>	
6	<p>HT Report</p> <p>Numbers on roll – Years 1 and 4 have smaller cohorts. 11 spaces in year 1 and 12 in year 4. In year transfers cannot be refused. These tend to be children with problems such as SEND.</p> <p>Attendance</p> <p>Is above average. Lot of work has been done with parents, especially Reception children. Meetings are held with parents of children with attendance less than 50%</p> <p>AP asked if the new Attendance Policy was helping to improve attendance rather than using direct letters. YHJ said that a more holistic approach was being used. Jo and Ali met with patents to discuss ways of improving attendance rather than issuing penalties. SLT review attendance regularly and look for patterns to try and improve figures. DCC Attendance Officer will meet with SLT to discuss Attendance if it drops below 50%.</p> <p>Exclusions</p> <p>increase in number of Fixed Term exclusions. Both schools are in a good place for behaviour but lack of specialist settings for children with SEND can lead to problems. Decision to exclude is taken by YHJ in consultation with the HoS / AHoS. There is always a balance to strike against supporting the child and maintaining the safety of pupils and staff. This equation can become more complex depending on the individual circumstances of each child and each incident. An incident involving a child with SEND or a child / family surrounded by safeguarding concerns will need to be dealt with differently and other factors may need to be taken into account.</p> <p>Devon’s rates of FTE’s are also on the increase and FTE’s for SEND children are the largest pupil group.</p> <p>What support is given to staff?</p> <p>It isn’t possible to provide individual support to children with SEND so a team-based approach is used. A debrief is held after any incidents to try and look at what went wrong, what worked well and to provide strategies for coping with possible incidents in the future.</p> <p>Are staff using Wellbeing resources?</p> <p>Yes, Pilates has been very popular and other course will be run in the Spring Term. SP said that holding a debrief session was a useful tool as it helped staff process what had happened but also provided support on how to move forward in dealing with similar incidents.</p> <p>Safeguarding</p>	

	<p>Demand for “Early Help” has increased. This is partly due to other agencies such as SEMH teams, 0-25 team, School Nursing, Devon Attendance Team requesting that families engage with Early Help. However, not all families meet threshold for Early Help/targeted support/nonuniversal, mostly due to higher threshold level of needs and also because of lack of supporting agencies willing to get involved in a team through Early Help.</p> <p>Academy update</p> <p>It seems the Academy agenda has taken off once again. With more inspections taking place, it is likely that more schools have fallen into the ‘at risk’ bracket for forced conversions and are choosing to jump before they are pushed. According to ‘Schools Week’, the other factor driving voluntary conversions is financial pressure. LA support services have been drastically reduced, and it is possible that schools are able to receive a better financial deal as part of an Academy Trust especially when it comes to school improvement packages.</p> <p>This will be an area that governors will need to consider in the future.</p>	
7	<p>SIPs / Improvement Maps</p> <p>Since September both schools have started to realise the potential that lies within the Federation. The expertise and skills that are evident at both schools are now working together and supporting one another to improve teaching and learning across the Primary phase. Subject leaders have worked with their counter parts, sharing progress, barriers and next steps. For the first time we have undertaken a Math Moderation with mixed year groups running from Nursery to Year 6 and perhaps most significantly we have been able to share leadership capacity across the schools to ensure the Infant school continues on its rapid journey of school improvement by reassigning Sarah Padbury at the Infant school for the last 6 weeks.</p> <p>Lot of work being done to build bridges across both schools so that there is much closer cooperation than previously.</p> <p>KS1 curriculum more robust and is part of wider curriculum across both KS1 and KS2</p> <p>Phonics – much improved results after the introduction of Little Wandle.</p> <p>Assessment of reading has improved with the use of PIRA assessment tool to support teacher assessment.</p> <p>AP asked for thanks to be given to all the staff, especially Claire, Emily and Sarah, for their work towards the Improvement Plan. He said that the work done so far was a good example of working as a Federation rather than 2 separate schools.</p>	
8	<p>Reports</p> <p>PPG reports</p> <p>Sports Premium Reports</p> <p>These have now been put on the website</p>	
9	<p>Policies</p> <p>Health and Safety Policy annual review</p> <p>School Emergency and Continuity Plans</p> <p>Educational Visits</p> <p>SEND Policy annual review.</p> <p>Complaints Policy</p> <p>Managing Unreasonable Behaviour extra line added “Recording meetings or conversations without consent” added to section 3 behaviours which can lead to a ban.</p> <p>HR Policies</p> <p>Managing Sickness Absence – amendments made because of changes to HR IT procedures.</p> <p>Adoption Policy adapted from previous ‘schools and corporate’ policy to be specific to schools and academies.</p> <p>Maternity Policy adapted from previous ‘schools and corporate’ policy to be specific to schools and academies.</p> <p>H & S Policy and SEND Policy require FGB approval</p> <p>Managing Sickness Absence requires FGB approval.</p> <p>All approved</p>	
10	<p>Governance Models</p> <p>This will be looked at in the Spring Term</p>	

	AOB TL is stepping down at the end of this term due to increased workload. AP thanked her in her absence for all her hard work.	
	Actions DG to check who has completed Safeguarding questionnaire CE to prepare a brief report on the visit to EYFS area for the Governor Visits folder	
	Date of next meeting 18 th January Teaching and Learning 25 th January Resources 1 st February FGB All meetings will be at SHJS at 5pm	