



FEDERATION OF STOKE HILL SCHOOLS

MINUTES OF THE FULL GOVERNING BODY MEETING

25th May 2023

PRESENT:							
Attendees	Initials			Attendees	Initials		
Yvonne Hammerton Jackson	YHJ	Executive HT		Andy Pheasant	AP		
Simon Jones	SJ	Parent Governor		Maria Scholey	MS		
Jade Earle	JE	LA Governor		Zohal Rohani	ZR		
Amy Bickford	AB						
Carla Encinas	CE						
Emma Marsh	EM						

Apologies	Initials	Reason

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	Welcome and Apologies for Absence: AP welcomed everyone to the meeting. Apologies received from Helen Greenhall, Daz Lowe and Tina Lawton	
2	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	
3	Confirm accuracy of previous minutes and matters arising from the last meeting <ul style="list-style-type: none"> • ALL - Profile photos – please send to Yvonne a profile photo that can be uploaded to the school website. Still some outstanding. AP to chase. • ALL - Please provide AP with an indication of how long you wanted to continue as Governor. We have a number of vacancies coming up and the intention is just to manage changes in the governing body so that we do not end up in the position we were a few years ago when most left within a short period of time leaving us with low numbers. AP thanked those who had responded to this. • SFVS - to update the SFVS at Q22 and finalise the SFVS. Completed. Thanks to SG and MG for completing this. • Andy / Helen / Maria / Tom – Ofsted lessons learnt - to reflect on the Ofsted inspection around what went well, what could be done differently to build this into the self-evaluation prepared by Simon. Responses received. Will be incorporated into Development Plan • Yvonne – Governor Day - to confirm that 23 June 2023 would be the best date for the Federation. - completed 	



FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
25th May 2023

Item	Description	Owner/ Decision
	<ul style="list-style-type: none"> • ALL – Governor Day - all to confirm whether they are free to attend on 23 June 2023 (once confirmed by Yvonne). Still some responses required. • (JE joined the meeting) 	
4	<p>Governor vacancies Vacancies 3 x Co-opted – Rhea Beal and Tom Urwin have stepped down. 2 x Parent It was agreed that EM would move to be a Co-opted governor so that an election for Staff governor could be held. EM said she was happy to this move. Similarly, SJ and TL to move to be Co-opted governors and elections for new Parent governors to be held. SJ agreed to this. AP said he would ask TL if she was happy to be a Co-opted governor. DG said that AP’s term of office ended on 4th July 2023. She said that FGB needed to agree to Co-opt him for a further term if he was willing to continue. AP said that he was. Governors agreed to Co-opt him for a further 4 years. DG said she would arrange elections (ACTION)</p>	DG
	<p>Executive HT Report Main points to note. Class numbers – Low Reception numbers 22-23 will continue as this class moves through the school which will impact finances. Reception for 23 – 24 will be full however a number of the new intake have been identified as having SEND which will present challenges. Year 3 will be full and there is a waiting list Attendance SHINS – main focus is on resetting expectations of parents with crackdown on unauthorised absences. There are a couple of cases of children who are close to the 50% threshold which means that legal action against the parents is likely. Lots of support is being given to parents/carers to try and help improve attendance. Year 1 has a lot of children with SEND/EHCP which can have an effect on attendance. Behaviour Incidents of restraint have reduced since January. Largely due to 1 child being placed on a reduced timetable. Friendship issues have also reduced in one class which could be due to the impact of a new teacher. Incidents of defiance have also reduced since January so now work is taking place to try and reduce aggressive incidents towards other children. Part 2 What support is being given to the teacher? Try to ensure that the staffing mix is correct. Increase in SEND is the biggest pressure on teacher welfare. AP asked for thanks to be given to all staff for their continuing hard work under difficult circumstances. MS asked if governors could provide support to parents. Safeguarding Number of referrals related to Safeguarding. Number of referrals for Early Help. Stoke Hill increasingly having to take the lead in case conferences. This is putting extra pressure on staff. Are the different categories being used consistently? Lots of training has taken place. Still some variation but the use of the different categories as improved. Report from Jo McCarthy. Stoke Hill is now able to make referrals to Baby Bank Exeter. Food Bank referrals continue but the threshold has increased due to increased demand and depleting donations. Attendance Meetings held every half term to identify pupils who have high levels of absence. Concerns</p>	



FEDERATION OF STOKE HILL SCHOOLS

MINUTES OF THE FULL GOVERNING BODY MEETING

25th May 2023

Item	Description	Owner/ Decision
	<p>over some children with poor attendance who also a concern over poor behaviour.</p> <p>School Improvement SHINS</p> <p>Main focus has been Phonics in readiness for tests in June. Improvement in scores across Year 1 and Year 2 retakes. Target is to get a score between 73% and 80% which would be an improvement on last years score of 60%.</p> <p>Year 2 have been selected for moderation.</p> <p>Work ongoing on preparing for OFSTED. Emphasis on curriculum planning to ensure that progression can be seen.</p> <p>EYFS – ongoing work to ensure Nursery and Reception work as one team. Current emphasis is on transition to Year 1.</p> <p>SHJS</p> <p>SATS have taken place – results due early July. Lots of support has been given to the children throughout the year so that they knew what to expect. Teachers feel that the children had worked well and were only concerned over the length of the Reading paper which had also been criticised nationally.</p> <p>Staffing</p> <p>Thanks to ZR and JE for helping with interviews. 1 member of staff on fixed term contract for 22-23 at SHJS has now been made permanent and a new member of staff appointed at SHINS.</p> <p>Wellbeing</p> <p>Surveys carried out with staff. Analysis will be shared with governors. Aim is to try and develop a culture where staff feel comfortable about talking about wellbeing.</p> <p>Surveys of parents will take place after half term.</p> <p>Part 2</p> <p>AB suggested that AP write to DCC to express the concerns of the Governing Body</p>	AP
	<p>Reports from Committees</p> <p>Teaching and Learning</p> <p>Review of RHSE Policy and presentation on Jigsaw</p> <p>Presentation on new Data Tracking tool</p> <p>School Improvement Plans – review of this year, what has worked well and what will be priorities for 23-24</p> <p>Resources</p> <p>H & S Audit took place on 10th May. 100% rating received. Thanks to Maria and Andrea for their work in getting all the paperwork in order</p>	
	<p>Governor Visits and Training</p> <p>DG provided a report on recent Clerks Briefing</p> <p>SJ said he had attended 3 lots of training which had been very useful</p>	
	<p>Policies</p> <ul style="list-style-type: none"> • Managing Attendance Policy • EYFS Policy • RHSE Policy • Online Safety Policy <p>DG said that she had reviewed all the HR polices and only 1 had been changed by HROne. This was the Managing Attendance Policy which required FGB approval. She said that the only changes were to the wording to be used for warnings when a trigger point was reached.</p> <p>MS proposed that it be accepted. This was seconded by AP and agreed by all present</p> <p>The other policies had been reviewed by T & L but the RHSE policy required FGB approval/</p>	



**FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
25th May 2023**

Item	Description	Owner/ Decision
	This was proposed by MS and seconded by AP and agreed by all present AP asked about Extended Schools. DG said that this would be reviewed by Resources at their next meeting	
	Dates of next meetings Dates to be confirmed Sept Housekeeping Meeting Teaching & Learning Resources FGB All meetings will be at SHJS	
	Actions DG to arrange Elections for Staff governor and Parent governors AP to contact DCC re pupil placement	