



Federation of Stoke Hill Schools

Full Governing Body Meeting

Thursday 16th May

5pm at Stoke Hill Junior School

Agenda item number	Agenda Item	Action
1	<p>Welcome, apologies & business interests.</p> <p>Present</p> <p>Yvonne Hammerton Jackson, Jade Earle, Simon Jones, Sarah Padbury, Emma Guest, Carla Encinas, Jezney Stone, Andy Pheasant, Jo Cook</p> <p>Apologies received from</p> <p>Zohal Rohani, Helen Greenhall, Tina Lawton, Katrina McGuigan</p> <p>Declaration of Pecuniary Interests:</p> <p>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</p>	
2	<p>Confirm accuracy of previous minutes and matters arising from the last meeting</p> <p>Agreed</p> <p>Actions</p> <p>1 DG to circulate password for Part 2 minutes - carried forward.</p> <p>2. DG to check HROne policy database for any revised policies. Completed. Four polices have been amended and one new one. These will be brought to next Resources meeting</p>	
3	<p>Governor Vacancies</p> <p>EG to step down at end of term due to increased workload from new role in EYFS. SP is also going to step down at end of term. This means that there will be vacancies for 1 x Staff Governor and 3 x Co-opted.</p> <p>Staff governor vacancy to be advertised after half term.</p>	
4	<p>HT Report</p> <p>First part of report is an overview of the Federation with comparisons to national data. Absence levels are below national level. Persistent absence is significantly below national level. SEND figures above national level. This issue to more accurate reporting by Vicky Absalom. Number on roll is highest for 18 months. Year 1 is still low but has improved due to in year transfers from other schools. Year 4 has also got low numbers.</p> <p>Attendance</p> <p>Ofsted are reviewing guidance so there may be a change to the categories for Low, Average and High. Attendance is still a major concern nationally with reports of particular problems relating to attendance on Fridays and pupils in Years 10 and 11.</p> <p>There was a dip in Attendance at SH for terms 4 and 5, mainly due to unauthorised absences for Easter holidays. Parents have said that they have taken holidays then because of huge price differences between term time and holiday time. YHJ said that the children who were absent were generally not those who were already of concern.</p> <p>Behaviour</p> <p>Regular FLT meetings to look at trends in behaviour incidents so that proactive action can be taken to try and prevent escalation of behaviour. This term there has been an increase in incidents related to anxiety in some children in Year 2 who are concerned about moving to Year 3. SHINS is taking part in the Pyramid Club which is part of research project being carried out by Exeter University.</p> <p>AP asked how children were selected to take part in the project. YHJ said that CM and Emily Hearle discussed the children with class teachers and looked for children who were quiet and seemed reluctant to join in with class activities. They needed to decide which children would benefit the most from participating in the project.</p> <p>AP referred to Timid Tiger which had been used in the past. YHJ said that Timid Tiger was aimed at helping and supporting the whole family whereas Pyramid Club worked with individual children.</p>	

	<p>How will success be measured? This is being used to help with transition to Year 3 so will also be reviewed next term. SP said that the activities are designed to try and build up resilience so that children can hopefully cope better with issues that might cause anxiety. It is also hoped that the increasing self-confidence will equip them to help others.</p> <p>Fixed Term Exclusions</p> <p>No further FTEs this term which has been good. One child who was of particular concern has shown a great improvement. This child had joined the school in Year 2 and by getting to know him better and having a better understanding of the problems and difficulties he faces has helped his behaviour to improve.</p> <p>Safeguarding</p> <p>Very anxious time for children at present, especially Year 6 children who are doing SATS and are starting to think about the move to Secondary School.</p> <p>Jo McCarthy thanked governors for their support and approval of the Separated Parents Policy.</p> <p>Jo is continuing to give a lot of support to families including Foodbank voucher, clothing and toys from Homeless Charity and supplies from the Baby Bank.</p> <p>Further work with staff to take place looking at the various Safeguarding categories, in particular Neglect. Domestic violence is becoming an area of concern, especially at SHINS.</p> <p>Staffing</p> <p>Interviews for Year 1 teacher next week following retirement of Fran Howlett. 40 applications had been received. YHJ asked for govern help with the interviews.</p> <p>Business Manager – this had been advertised as Finance Manager but only 2 applications received, neither of which were suitable. After discussion with admin team, it has been readvertised a Business Manager.</p> <p>Relatively stable position for staffing at the moment.</p> <p>YHJ reported on a meeting she had attended f Maintained Heads</p> <p>SEND team had provided an update. They are introducing a resource called the Ordinarily Available Inclusive Provision Toolkit. This is intended to help children and young people to be more effectively included in their school. It is for all children, not just those with SEND.</p> <p>One of the main issues facing Devon and other LAs is the large increase in applications for EHCPs. Devon needs to do more to complete EHCPs and also provide alternative provision where required.</p> <p>KM asked if this initiative was replacing Quality First Teaching. YH said it seemed to be more like a rebrand. She said she hoped that there would be more training provided for staff.</p> <p>AP asked if there were many children with a high level of needs joining Reception in September. YHJ said that the new cohort does look as if there might be dome children with extra needs.</p> <p>AP asked if there had been a review of Vicky’s workload, especially in respect to the increasing amount of paperwork she has to complete.</p> <p>YHJ said that a lot of VA’s time is taken up with dealing with the 0to25 team which eats into the time when she could be in classrooms helping advise teachers on helping children with SEND. She said that VA was increasingly involved in Progress meetings held by FLT.</p> <p>YHJ said that a possible long-term aspiration was to provide a specialist Resource Bsse to provide support for children who required an element of alternative provision. Income from providing places to children from other schools could then be used to support a second SENCO. There are currently 188 children across both schools with an element of SEND.</p> <p>Is there a full cohort for Reception in September? Yes, 88 have confirmed and there are 4 on the waiting list.</p>	
6	<p>Report from Committees</p> <p>Resources – no meeting this half term to report on.</p> <p>T & L – review of Data including provisional forecasts for SATS which are taking place this week for Year 6. KS1 SATS are optional. Pupils in Year 2 will sit some of the papers to help teachers with assessments and identify any interventions that may be necessary.</p> <p>EYFS feedback following visit. Report has now been received and is in Teams folder.</p> <p>£8000 grant received from Heles Trust which is to be used towards redeveloping the Outdoor area.</p> <p>Presentations from SP and CM on PHSE and RE curricula.</p>	

7	<p>School Development Plan</p> <ul style="list-style-type: none"> • Monitor progress. • What has worked well? • What needs further work? <p>Governance audit – review on Governor Day on 14th June. Plans for both schools have been reviewed and RAG rated. SHINS plan has been updated in readiness for Ofsted. Wellbeing strategies – these are ongoing. Work still needs to be done on helping staff to support each other. Monitoring -now in place at SHJS. 360 reviews have been tried and these have gone well. Members of the SLT have been given mentoring roles which has received positive feedback from other teachers. Comments received include “it is useful in helping teachers identify what their areas if strength are, helps them identify what they could do differently” Allocating time for staff to carry out mentoring activities is a challenge but it is an important activity so will be continuing. SHINS Little Wandle – outcomes have been crucial. Now want to concentrate on Reading for Pleasure. Who will cover Fran Howlett’s role as she has played an important role in the introduction of LW. Juliet Okey will be taking over as Phonics Lead. Responsibility for other areas such as handwriting will pass to others. Leaders from both schools are working well together and a lot of work is being carried out on transition from Year 2 to Yar 3. Tutoring. – opting in for a further year. Main areas will be for Phonics catch up and Maths. SHJS Work on Phonics in Year 3 has been very positive. Some children who are sill struggling with Phonics at this stage are being offered alternative strategies to help them. Some areas still need work such as classroom environment. Some classes still have desks in rows and there is perhaps too much “talk and chalk”. ZR asked about what progress had been made regarding assessment of foundation subjects. YHJ said work was ongoing. Similar subjects were being grouped together and types of assessments looked at. Hopefully expectations for these subjects will be in place for September and work on this will be included in next year’s SIP.</p>	
8	<p>Governor visits and training Governor Day – 14th June Provisional timetable Governors to visit classes and subject leaders during the morning and then have lunch. In the afternoon there will be presentations from members of FLT. This will be followed by a T & L meeting which is open to all to attend. Hopefully there will also be time to review governance. YHJ said she hoped to have the timetable ready for circulation by the weekend.</p>	
10	<p>Policies</p> <ul style="list-style-type: none"> • Online Safety Policy - <i>Amended to include sections on Online Safety and filtering.</i> • EYFS Policy - <i>has been reviewed and names amended where necessary.</i> • Attendance Policy – <i>has been reviewed by Emma Hamilton, local Attendance Officer</i> • Code of Conduct – <i>has been updated and will be circulated with documents for new parents.</i> <p>DG said that there were no planned changes for KCSIE for the next academic year. The DCC Safeguarding Team are reviewing the policy and hopefully it should be published soon so that it can be agreed by FGB before the end of term so that it is in place for 1st September.</p>	
	<p>AOB</p> <p>AP raised the issue of Car Parking in the vicinity of the school. YHJ said she had been involved in discussions about this with the PCSO. There was work to install anew crossing outside SHJS scheduled to take place during the summer holiday. There had been a lot of discussion about residents parking in the area but this was a matter for the local council. School could offer advice to parents asking them to take care in parking and a letter was due to go out to parents with a note from the PCSO about parking later this week.</p>	
11	<p>Date of next meetings 14th June Teaching and Learning at SHINS 20th June Resources at SHINS 11th July FGB at SHJS</p>	