



# Federation of Stoke Hill Schools

Full Governing Body Meeting

Thursday 12th December

5pm at Stoke Hill Junior School

Agenda item number	Agenda Item	Actions
1.	<p><b>Welcome, apologies &amp; business interests</b>  Present  Yvonne Hammerton Jackson, Emily Hearle, Jesney Stone, Jo Cook, Lucy Walsh, Simon Jones, Zohal Rohani  Apologies  Jade Earle, Helen Greenhall, Katrina McGuigan  The meeting was chaired by Simon Jones</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><b>Confirm accuracy of previous minutes and matters arising from the last meeting</b>  Minutes agreed  Actions  JE said she would contact 2 people who had expressed an interest (ACTION)  Carried forward. DG said she would contact JE about this matter</p>	
3	<p><b>Governor Vacancies</b>  Carried forward</p>	
4	<p><b>Reports from Committees</b>  T &amp; L  Presentation from Claire McKimm on Equaliteach.  SEND review. SJ urged all governors to look at the Powerpoint presentation given by Vicky Absalom as it contained lots of useful information.  OAIP – presentation on how this was being implemented at SH  SHJS SIP – feedback on visit to SHJS by Julie Norman  Resources  Comprehensive overview of budget from Lorraine Carter.  Catering – proposal to look at staffing for this  Finance Audit to be held next term. DG asked for all governors to return the form she had recently circulated  SFVS – LC is looking at this. SJ suggested that governors familiarise themselves with the latest Benchmarking data.</p>	
5	<p><b>HT Report</b>  Latest report overview is of the Federation as a whole rather than individual school breakdown. The combined figures give a closer comparison to national figures  Inset day in January is going to be used to review the culture of the Federation. Although SH is a diverse school when compared to other schools in Devon, it is not actually very diverse compared to other schools nationally.  Numbers  Number of pupils in school has gone up since the census took place in October. Unfortunately this will not affect the income for September 2025 which is based on the number on roll on the day of the census. Year 5 is still below capacity which could make the school vulnerable to in year transfers.  Nursery is full.  Next Years 3 and 6 will be low. This could have presented difficulties for SHJS if the 2 school budgets were separate however the single budget helps to spread the risk.  Schools have been told to budget for a 2.8% salary increase for next year.  Attendance</p>	

	<p>Figure of 93.94% for SHINs is lower than we would like. Main reason for dip is illness. Ali King is monitoring absences closely and letters have been sent out and Early Help offered to parents. Unauthorised absences seem to increase around holidays.</p> <p>Holiday consultation – YHJ said this had been discussed with staff and lots of concerns were raised. It was felt that lengthening the Autumn half term break could be unsettling for a lot of children who were just getting used to routines again after the long summer break. It was decided to keep holiday dates as at present. And look instead at the timing of INSET days. It was felt that holding these at the start or end of term were not so useful as there were usually lots of organisational and preparation matters that needed to be done. YHJ said that the 2 days at the start of the Academic year would be retained but the others would be spread across the rest of the year.</p> <p><b>Behaviour</b></p> <p>Fewer fix term exclusions than this time last year. A lot of work has been done with children who were experiencing problems and this has helped to improve their behaviour. This is still ongoing. Online Safety – were these problems that occurred in school or at home? There has been a mixture.</p> <p>Who reports the problems that have occurred at home? This can be the parent or it could be something that another child has talked about. One of the incidents was actually reported to school by the police following on from an incident that they were investigating.</p> <p><b>Safeguarding</b></p> <p>Biggest area of concern seems to be issues related to Neglect, especially at SHINS. This could be as a result of improved reporting but could so be a result of issues related to the increase in cost of living.</p> <p>Domestic violence also seems to be on increase.</p> <p>Jo McCarthy continues to provide Early Help but is often frustrated by lack of assistance from other Agencies who seem reluctant to initiate cases. This can also be frustrating as cases cannot be progressed without parental consent.</p> <p>Anxiety on increase but sometimes the anxiety is coming from the parent rather than the child. Jo McCarthy is hoping to hold workshops with parents next term to help with this.</p> <p><b>School Improvement</b></p> <p>Handwriting - Handwriting scheme is now in place. Discussions are ongoing about which font to use. Year 2 specifically will need greater time to embed the new scheme to ensure skills can built on each year.</p> <p>Appraisals – YHJ was involved in appraisals for all staff on UPS which has helped with ensuring consistency. Focus areas were agreed on personal development strategies that link closely to SIP. Mid Year check-ins have been booked for February.</p> <p>OAIP - Key themes revisited to help support teachers understanding of their roles and responsibilities.</p> <p>EDI - This project will be launched with TLRs in January and will initially focus on 2 out of the 4 sub categories. ‘Leadership and Management’ and ‘Behaviour and attitudes’.</p> <p>Zones of Regulation - Zones are now established in all year groups. Children are demonstrating self and coregulation strategies through pupil voice and behaviour choices. A refresh of our relational approach is due to be the focus of INSET 3 in January.</p> <p>Little Wandle - The Year 3 team have all been trained on how to deliver LW phonics. Now looking at developing this across Years 4 and 5.</p> <p>Mental Health - MHA’s are being led by Sarah Padbury and have established clubs at lunchtimes and now have a mental health mascot ‘Oreo the Cat’ .Georgia Wilkinson is undertaking the Mental Health Leadership role for SHINS</p> <p><b>Staffing</b></p> <p>Ruth Simmons is leaving Stoke Hill this term. She is being replaced by Katie Stephens on a temporary contract until the end of this academic year when staffing requirements will be reviewed.</p>	
6	<p><b>SIPs / Improvement Maps</b></p> <p>Visit by Julie Stephens – feedback</p> <p>YHJ circulated copies of the SIP for SHJS.</p>	
7	<p>PPG reports</p> <p><a href="https://www.gov.uk/government/publications/pupil-premium#full-publication-update-history">https://www.gov.uk/government/publications/pupil-premium#full-publication-update-history</a></p> <p>Sports Premium Reports</p> <p><a href="https://www.gov.uk/government/publications/pe-and-sport-premium-for-primary-schools">PE and sport premium for primary schools - GOV.UK</a></p> <p>PPG funding is similar to previous years – slightly increased at SHINS and slightly down at SHJS.</p>	

	<p>PE funding is used to fund MTAs and Premier Sports at lunchtime in order to support lunchtime activities. It is also being used to help upskill staff. It cannot be used to cover the cost of a member of staff. Also it cannot be used to cover the cost of capital projects but could be used towards the cost of items such as replacing the floor in the hall as the hall is used for PE lessons. Some of the funding is being used to cover the cost of a TLR3 for a member of staff who is responsible for organising entries to sports competition with other schools. The sports funding covers the cost of transport to these competitions.</p>	
	<p><b>Cleaning</b>  YHJ said that LC had carried out a review of Cleaning Services at SHINS. She had been in contact with Norse Cleaning Services who already have the contract for the Junior School. YHJ said that Norse would become the employer of the cleaning staff and would be responsible for absence cover etc. This proposal was agreed by governors</p>	
8	<p><b>Policies</b>  Adoption Policy  Amendment made to Adoption Policy by HROne  Administering Medicines Policy  Still being reviewed along with Supporting Children with Medical Conditions  School Emergency and Continuity Plans  Still being reviewed  SEND Policy annual review  DG to contact VA about this.</p> <p>Terms of Reference for Pay Committee  The terms of reference for Pay Committee</p>	