



Federation of Stoke Hill Schools

Full Governing Body Meeting

Thursday 2nd February

5pm at Stoke Hill Junior School

Agenda item number	Agenda Item	Actions
1.	<p>Welcome, apologies & business interests. Present Andy Pheasant, Jade Earle, Amy Bickford, Helen Greenhall, Sarah Padbury, Jo Cook, Simon Jones, Carla Encinas, Emma Guest, Zohal Rohani, Katrina Mcguigan, Yvonne Hammerton Jackson Apologies Jesney Stone 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.</p>	
2.	<p>Confirm accuracy of previous minutes and matters arising from the last meeting Actions DG to check who has completed Safeguarding questionnaire -completed. CE to prepare a brief report on the visit to EYFS area for the Governor Visits folder</p>	
3	<p>Governor Vacancies 1 x Co-opted vacancy. AP to check with TL to see if she intends to continue as a governor. (ACTION) AB's term of office ends on 5th Feb.</p>	AP
4	<p>HT Report – linked to SIP update. Main items to note.</p> <ul style="list-style-type: none"> • Numbers on roll <p>Numbers at ~SHINS have increased during the year. SHJS has fallen but this is due to a family taking an extended visit away from the area. It is very likely that they will re-enrol at Stoke Hill on their return. Numbers for September new intake look very healthy. Provisional figures indicate that 1st choice is 85, 2nd choice, 35 and 3rd choice 30 so Reception should have a full intake. Numbers are being helped by new housing developments to the east of Exeter at Pinhoe and Monkerton Numbers in Year 4 are still low but there is a waiting list for Year 5.</p> <ul style="list-style-type: none"> • Attendance <p>No major issues at present but there are some individual children at each school who are being monitored because of safeguarding or other concerns. These will be reviewed next week and a decision on how to progress will be taken. Are the absence rates for the current year to date? Yes. Would be useful to look at strategies for dealing with attendance issues and identify what is working well at next T & L. (ACTION) YHJ said she attended a meeting of School heads on Monday and the top three issues of concern were identified as 1. Attendance 2. Home Educated pupils 3. Exclusions</p> <ul style="list-style-type: none"> • Behaviour <p>Review of those behaviours occurring most often and also analysis of monthly patterns to see if behaviour policy is being applied consistently or if it needs tweaking Main focus at present is on low level disruption, especially as this is an area often identified by Ofsted as a possible concern.</p> <ul style="list-style-type: none"> • Fixed Term Exclusions 	YHJ

Mainly 4 children. Number of exclusions has decreased. For one child this is partly as a result of getting to know the child better and giving them more individual attention. However, this is taking up a lot of TA time and teacher planning time. Unfortunately there has been an increase in the number of children with more complex needs requiring more support.

SHINS received notification that a child was to be placed in Year 2 as there is currently some spare capacity in this year group. YHJ said after careful consideration the school decided to appeal against this decision. YHJ said that there were already a number of children in Year 2 with EHCPs and there are 4 children who require specialist support. As a result, it was felt that SHINS was not in a position to provide the level of support that this new child required. And this would also impact on the provision for all the other children. YHJ said that the Admissions team accepted the Appeal and have agreed to ring fence the spare place in Year 2 until there are improvements made to SEND provision. YHJ said that appeals are unusual. She said that Stoke Hill had built up a good reputation for being inclusive and she did not want to be in the position where she would not offer a place to a child but it was also important to consider the wider resource implications.

- Safeguarding

Jo McCarthy continues to work hard to try and ensure that Early Help is provided where possible. There are changes being made to the way Early #needs help is being assessed. DCC has recently announced an increase of 0.25% in the High Needs block which will be used to fund Early Help support schemes.

Increase in Online Safety concerns. Plans to try and engage with parents to try and make them more aware of potential issues relating to Online Safety. Other areas of concern relate to neglect which could overlap with other areas. Mental Health is still a big concern. Some issues may be related to the Mental Health of other adults affecting the child rather than Mental Health of the child.

School Improvement Plan

- Curriculum Development

Subject leadership now established across both schools. This is helping to bring both schools together and much closer working is taking place. Shared planning is helping to ensure progression and there is greater sharing of resources. EG said it enabled teachers to see the journey across both schools. KS1 staff can see what is happening at KS2 so they can prepare their children for KS2 and also KS2 staff can see what skills and knowledge the children should have acquired whilst in KS1. She said there was also a good sharing of skills and expertise across both schools.

KM said that her school had held a mini-Ofsted readiness session and one area highlighted was that Ofsted inspectors expected pupils to be able to “verbalise their journey through a subject” SP said that both schools are looking at ways of monitoring progress and are including pupil feedback. This could include asking the children questions such as “Why are you doing this?” “Can you remember what you did before in this subject?”

YHJ said that both schools are using local partnership networks for core subjects. An example of this is Jurassic Maths. Although each school is using it in different ways both Emily at SHUNS and Emma at SHJS meet regularly to make sure that their work in each Key Stage complements each other.

Four leaders across both schools working towards NPQSLs and NPQMLs.

Equality

INSET at the start of term involved an Equalities workshop delivered by Equiteach. It was felt that this was an area of weakness, possibly due to a lack of confidence and also lack of experience of some of the issues. Claire McKimm is going to take responsibility for this area of work and this will hopefully impact policies, behaviours and attitudes.

Zones of Regulation

Approach that aims to support children’s own understanding of their emotions and how and when to manage them. Aim is to use this across both schools to provide consistent approach to help improve mental and emotional wellbeing. YHJ said that there were an increasing number of children with SEND and also higher levels of anxiety amongst all children and it was hoped that this approach would help.

	<ul style="list-style-type: none"> • Assessment <p>Number of children are working at pre-Key Stage standards, usually due to SEN but there may be other reasons and with reasonable adjustments to testing conditions these children could still achieve a reasonable result. What about the impact on these children if they don't do well? Need to build up their confidence and try to reassure them that the assessment is about trying to see what they can do rather than what they can't do. Teachers need to look at what access arrangements could be used to help. E.g. use of a scribe if the child has handwriting difficulties. YHJ said that it was important to make sure that any access arrangements were out in place as soon as possible and that these were used for practice papers to help build up the child's confidence. She said that it was important that SATS did not take over the curriculum and it was progress that was celebrated, not just outcomes. Achievements in other areas were also important and should be recognised.</p> <p>How does this fit into the Year 6 Wellbeing programme? Important to try and introduce language to help and improve communication. Also need to be aware of parent perceptions of what success entails. There are some who will be pushing their children to achieve success in the selection tests for some secondary schools.</p> <p>JC said it was important that school didn't make children feel pressured but it was important to strike a balance as they would be tested later at secondary school.</p> <p>Staffing Part 2</p>	
	<p>Feedback session from Maintained Schools Session</p> <p>Academisation</p> <p>This is back on the Agenda, not because of legislation but a lot of schools are considering it for financial reasons. There have been cutbacks to some of the services offered by DCC such as School Improvement, Education Welfare and the costs of service such as HR, Payroll etc are due to increase in April. Maintained schools are able to enter deals for these services with other providers but this could mean a lot of extra work for procurement etc.</p> <p>RELPA was set up a number of years ago in response to concerns over possible forced academisation but a number of the schools have either joined a MAT or are considering partnerships with academies.</p> <p>AP said that he acknowledged the financial pressures facing Stoke Hill and implications for Teaching & Learning. He added that HG had expressed the opinion that if SH was a public company then it wouldn't be a going concern. He said that the situation needed to be kept under review as things could change after the General election. He said that it would also be important to consult with parents and staff about any proposed changes.</p> <p>YHJ said it was important to realise that schools can't work in isolation.</p>	
5	<p>Report from Committees</p> <p>Resources</p> <ul style="list-style-type: none"> • Budget <p>Currently showing an in-year deficit but hopefully this will be a £57000 surplus once final adjustments have been made.</p> <p>Budget 24-25 – YHJ meeting with CW to discuss. Budget for 34-35 should be a balanced budget but difficult to balance beyond 2025. Main costs are staffing related due to unfunded pay awards. One positive is the After School Club which has a very healthy balance. It is hoped that extra sessions will be able to be held at SHINS from September</p> <ul style="list-style-type: none"> • Personnel <p>Update given earlier.</p> <p>SFVS</p> <p>SJ and ZR are to meet with Charles Woodland to discuss this. Hopefully it should be fairly straightforward to complete as there have not been many changes since last year.</p> <ul style="list-style-type: none"> • Premises <p>List of works to be done has been drawn up and prioritised.</p> <ul style="list-style-type: none"> • H & S <p>2 serious incidents, not RIDDOR</p> <p>Teaching and Learning</p>	

	<ul style="list-style-type: none"> • Data Updates • Federation Improvement Maps – explanation of how these were being used to help drive School Improvement. <p>JE urged governors to contact subject leads to arrange visits to discuss work being done in their areas.</p> <ul style="list-style-type: none"> • PPG reports were scrutinised 	
7.	<p>Policies</p> <ul style="list-style-type: none"> • Finance • Charges and Remissions • Procurement Policy • Charges and Remissions • Lettings • Gifts and Hospitality Policy • Governor Expenses • Behaviour • Antibullying <p>Charges and Remissions – some amendments made to take into account changes to After School Club. Further changes may be required if moves to cashless transactions goes ahead.</p> <p>Lettings – charges will need to be reviewed once new Business Manager is in post.</p> <p>Finance Policy requires FGB approval, all others have been agreed by Committees.</p> <p>AP proposed that the finance Policy be accepted. This was agreed.</p>	
	<p>Dates of next meetings</p> <p>Due to changes in hours of the caretaking team, in future all committee meetings will be held at SHINS and FGB meetings at SHJS.</p> <p>There is no T & L meeting scheduled for the next half term. Resources has been postponed until the beginning of the Summer term to allow more time for Budget preparation. There may be a short online Resources meeting to discuss the SFVS statement before it goes to FGB for approval on 21st March.</p>	
	<p>AOB</p> <p>AP thanked AB for her work and support as a governor since February 2016.</p>	
	<p>ACTIONS</p> <p>AP to check with TL to see if she intends to continue as a governor</p> <p>YHJ to prepare report on strategies being used for improving Attendance</p>	