

FEDERATION OF STOKE HILL SCHOOLS
MINUTES OF THE FULL GOVERNING BODY MEETING
21st October 2021

PRESENT:							
Attendees	Initials			Attendees	Initials		
Yvonne Hammerton Jackson	YHJ	Executive HT					
Kate Osborne	KO	Staff Governor		Daz Lowe	DL		
Jade Earle	JE	LA Governor		Emily Ford	EF		
Simon Jones	SJ	Parent Governor		Helen Greenhall	HG		
Tina Lawton	TL	Parent Governor		Maria Scholey	MS		
Amy Bickford	AB			Tom Urwin	TU		
Andy Pheasant	AP			Zohal Rohani	ZR		
Carla Encinas	CE						

Apologies	Initials	Reason
Catherine Dawson	CD	Work Commitments

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	Apologies for Absence: Received from Catherine Dawson	
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	Governor vacancies and Reconstitution AB welcomed KO to the meeting. DG said that governors now needed to review the Constitution. She said that there were two options 1 Keep 16 governors and replace the second Ex Officio position with a Co-opted governor 2. Reduce the number of governors to 15 TU asked about Associate governors. DG explained that Maria Giles was an Associate governor who attended Resources meetings to give information about the Budget and other Finance matters. She said that at other governing bodies, the Heads of Schools were Associate governors and they attended T & L meetings. YHJ said that inviting the Heads of School to T & L meetings was a good idea. TU said that he was in favour of reducing the Governing Body to 15 and put forward this proposal. All those present agreed in favour of the proposal. DG said she would carry out the necessary paperwork for this (ACTION)	DG
	Finance Update CE gave a brief report on the Resources meeting held on 7 th October.	

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	<p>Budget reviewed. YHJ and MG are reviewing Budget and Finances. Some areas showing an underspend but concerns over high costs for supply. MG has proposed moving back to a Single Budget for the Federation from April 2022. This had been agreed by Resources.</p> <p>Extended Schools AP referred to previous meetings at which governors had been made aware that they had liability for the Extended Schools provision. He said he had been in contact with Warren Smart for the Devon Finance team to seek clarification of the implications of this for governors. Governing Body is responsible for ensuring that the Contingency Fund can cover the costs of any redundancies DCC are responsible for employees and would work with the school if there was a threat of closure. To date, only 2 schools have closed their after-school provision and there were very small amounts of money concerned. AP said that any surplus left if the Extended School provision closed would be absorbed into the School Fund. MS asked if it was possible to take out insurance against governor liability. AP said he was not sure. He said that prior to lockdown the Extended School had built up a reasonable surplus, but this was eroded during lockdown. YHJ said she wanted to carry out an in-depth review of the Extended school provision, including looking at financial controls as these did not seem to be very robust.</p> <p>(Meeting moved to Part 2)</p>	
	<p>Headteachers Report YHJ thanked governors for their questions and said she would try to answer them PPG figure for SHINS is lower than National average. MG is looking at ways of encouraging parents to sign up. SEND figure for SHINS is lower than National average. This could be due to missing data which Claire McKimm is checking Class data has been taken from CPOMS. Claire McKimm is looking at data for Late arrivals to decide on course of action. Safeguarding Training All staff have been given access to Safeguarding video prepared by Claire McKimm. DG to send copy for Governors to all non-staff Governors Safeguarding Incidents Categories need to be reviewed which should lead to improved recording of incidents Behaviour Quality of data is not detailed enough – need to improve reporting of incident on CPOMS Concerns – what are they? Behaviour is good but more work is needed on “Behaviours for Learning” More training for MTAs required. MS asked if children with behaviour issues were also ones with SEND. YHJ said there was some overlap AP asked about “systems and processes”. YHJ said that a single Federation Behaviour Policy was in place but its application across the Federation was inconsistent. She said that the processes needed to be made clearer. E.g., when to contact parents PPG New method of reporting use of Pupil Premium Strategy and Recovery funding Detailed Catch Up plans in place. Main issue so far relates to increased staff absence, especially at SHJS Federation working YHJ spending more time at SHINS at present, mainly because more change is needed</p>	

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	<p>there than originally envisaged. Main focus of work for this term is to build on systems and processes across the Federation to help build secure school improvement</p> <p>Data Information is secure about levels of attainment but there is no detail on progress. OFSTED focus has moved away from attainment and is now focussed on progress made by children as they move through the school. YHJ to work with Heads of School and Curriculum leads on assessment and quality of data. (AB and AP left the meeting) YHJ said that she would bring the latest ISDR (Inspection Data Summary Report) to the next T & L meeting. She said that OFSTED would use data from the most recently published one which was 2019. EF said that 2019 was an extremely challenging year at SHINS. Year 2 contained a larger than average number of children with SEND who also had Behaviour issues which caused a lot of disruption to learning TU asked how the Data compared to other schools. YHJ said that there was not a lot of data available from other schools for comparison because of Covid and the various lockdowns. She added that OFSTED did not make comparisons with other local schools.</p>	
	<p>School Improvement Plan New Improvement Plan drawn up. Structure of plan – broken down into sections – colour coded MS asked how progress would be measured TL asked What was the Strategy TU said that the current Vision Statement has been in place since the Federation was set up and it may need to be reviewed at some stage. YHJ said that the Strategy for School Improvement was outlined on p4 of the document. The rest of the document outlined what needed to be done in the areas defined as priorities. She said that regular reports to governors from herself, Heads of School and Curriculum Leads would help inform governors. Governors were also welcome to visit school to look at areas of improvement for themselves. TU asked when the plan would be finished. YHJ said it was an organic document. It would be shared with staff after half term. She said that she had worked with Julie Stephens, the School Improvement Officer, when drawing up this plan. CE welcomed the plan but said it was important for governors to have more clarity about how progress was being made across both schools. She also said it was important to remember staff morale and well-being.</p>	
	<p>Policies Finance Policy – including Scheme of Delegation Pay Policy Governor Expenses All policies have been reviewed and agreed by Resources</p>	
	<p>Dates of next meetings 11th November - Pay 18th November – Teaching and Learning 25th November - Resources 9th December – FGB</p>	
	<p>ACTIONS DG to prepare paperwork for Reconstitution</p>	