



FEDERATION OF STOKE HILL SCHOOLS

MINUTES OF THE FULL GOVERNING BODY MEETING

31st March 2022

| 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 |
|--------------------------|----------|--------|
| Yvonne Hammerton Jackson | | |
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| In Attendance | Initials |
|------------------------|----------|
| Dianne Goodwin (Clerk) | DG |
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| Item | Description | Owner/ Decision |
|------|---|-----------------|
| 1 | Welcome and Apologies for Absence: AB thanked YHJ and the staff of both schools for welcoming governors into both schools today. She said that staff had been very welcoming, and it was interesting to see both schools in action. YHJ thanked governors for taking the time to come into school and welcomed feedback. No apologies received | |
| 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 1 vacancy following resignation of Catherine Dawson. AB said it would be good to have someone who has a background in Education with knowledge of the Curriculum etc. YHJ said she would contact other schools in RELP to see if there were any staff members interested in becoming a governor. (ACTION) | |
| | Minutes of last meeting These were agreed. <ul style="list-style-type: none"> • DG to seek clarification re Part 2 minutes - resolved • MS to contact MG re Capital Spending at SHINS - resolved • AP, SJ and JE to meet and look at the Review and identify the risks | DG |



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| | <ul style="list-style-type: none"> DL and SJ to arrange a meeting in January to look at Strategy SJ and JE to look at Induction – Work has started on these but overtaken by work on new Staffing Structure. SJ, AP, JE, DL and TL to meet and look at these 3 areas. TL to look at Parental engagement – DG said she and TL had met to look at the website to see if the Governor section could be more Parent friendly and provide more information about the work of the Governors. One suggestion was for governors to provide short pen pictures and photos. YHJ said that the website needed to be improved and work would be carried out on this. She asked if governors could keep her informed of any proposals. All governors to contact TU if there is an area, they will take responsibility for. - resolved | |
| | <p>Reports from Committees</p> <p>Resources H & S visits to both schools have taken place. SJ and CE have seen what work has taken place last summer and also were shown what work is planned for this coming summer. Also informed on how this work is financed. Summary of Budget position and work on move to new Single Budget. DCC have agreed to an extension to the deadline for submission of the Budget for 2022-23 so this will now be scrutinised by Resources meeting in May.</p> <p>Teaching and Learning Update on SEN Review Action Plan given by Vicky Absalom. Already signs of recommendations being acted on. Pupils are no longer withdrawn from classrooms for interventions, but help is given alongside other classmates, so children benefit from presence of the class teacher. TAs are getting extra training and new Assistant SENCO now in post. Data Review – concerns about dip in performance in Maths in KS2, especially for girls. Which is being looked at by JS and Subject Leaders Data tracking tool introduced Behaviour Policy reviewed. Although the same policy was in use at both schools, there were inconsistencies in how it was used so policy has been tightened up to prevent this.</p> | |
| | <p>Headteachers Report YHJ thanked governors for coming into school. AB and AP have helped with the Restructure of the Senior Leadership team and the process has been completed. Jamie Sullivan has been appointed Head of School for SHJS, Claire McKimm has been appointed Head of School for SHINS and Alison Kenney is taking voluntary redundancy. These changes will take effect from the 1st of September. They have been shared with staff and parents will be informed next week. The specifications for Assistant Headteachers have been drawn up and the positions will be advertised very soon. YHJ explained the format of her report and also the Assessment programme which was being used. The overview was produced by Insight Tracking programme. She said that she hoped the presentation made it easier for governors to understand the data. Attendance – are the figures live figures or are they based on historical data. YHJ said she was not sure, but this should not be an issue. Covid codes for absence were still being used but some of the staff were not using them correctly so work was needed to ensure consistent approach was being used. YHJ said that both schools were starting to receive more holiday requests and also noted an increase in sickness absences for reasons other than covid. Requests for holidays cannot be approved but it will be interesting to see if this is a trend in other schools. Main concern at moment is Persistent absence. Work is being done to support families to try and help improve attendance</p> | |



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| | <p>Covid – biggest barrier to improvement at both schools. Staff absence has been major factor, especially at SHINS. Residential trip to Heatree has caused a spike in cases but parents and staff have all agreed that the trip was right to proceed to help with children's wellbeing</p> <p>School Improvement</p> <p>SHINS – Improvements seen at SHINS.</p> <p>Inclusion - Work on inclusion has helped to provide a shift in culture.</p> <p>Phonics – massive piece of work in this area. New programme introduced which will hopefully develop pupils to be strong readers in Year 2.</p> <p>Curriculum -Work ongoing on reshaping curriculum from EYFS onwards. Trying to align it with curriculum at SHJS so that it flows smoothly from EYFS, through KS1 to KS2.</p> <p>1 member of staff receiving extra support</p> <p>SHJS – Main focus is on curriculum development, subject leadership and assessment changes.</p> <p>Subject Leadership – system in place using Subject Leaders to monitor and improve subjects. Hope to extend this to SHINS next year to have joint subject leaders</p> <p>Curriculum – monitoring of Maths and Literacy through lesson observations, drop ins and book scrutiny. Looking at ways to support girls with Maths, especially in Years 4 and 5.</p> <p>Assessment changes – introduction of Insight. More information about this will be brought to the next T & L meeting. More emphasis on progress being made by individual children</p> <p>Behaviour – new policy now in place across both schools. Better use of CPOMS to identify patterns which can be addressed more quickly.</p> <p>Incidents – 1 x homophobic incident, 1 x fixed term exclusion of ½ day. This was dealt with using the formal processes that are in place and was followed up by re-integration.</p> <p>AB asked if the incidents recorded on CPOMS could be linked to the same child. YHJ said that this was possible.</p> <p>Concern over the high number of incidents of Defiance recorded at SHJS. YHJ said that more work was needed on getting consistency in recording of incidents. She said that if an act of defiance was recorded on CPOMS however, it must have reached an unacceptable level.</p> <p>Leadership and Management – Restructuring of leadership team now complete. Admin team now working across both sites. Next major piece of work is to align all existing contracts. Some HR issues with regard to these need to be resolved. Mainly affecting staff at SHINS.</p> <p>Safeguarding – AB visited both schools on 18/03. SCR checked and in good shape. CPOMS more consistent across both schools.</p> <p>1 child on Child Protection Plan, 2 Children in Need, 1 x MASH referral resulting in nfa, 1 x MASH referral leading to CiN plan</p> <p>YHJ said that it was important to ensure the correct category was used when entering info on CPOMS. Staff concerned over getting it wrong but confidence us starting to develop.</p> <p>AP said it would be useful to see comparison data in future so that improvements could be seen. This would also help to see how data has progressed.</p> <p>TL note that teachers had been trained in use of the new Phonics scheme and asked if parents would also receive some training. YHJ said that parents would be told about the new scheme over the coming weeks. She said it was important to tell parents “What we are doing and why we are doing it and what we would like parents to do to help”</p> <p>TL asked if there was a plan to involve parents in helping to resolve the gap in Maths understanding. YHJ said it wasn't possible to run workshops for parents for every “gap”, but concerns were being raised with parents at parent consultations. She said that workshops on more general topics were being planned for the future as part of efforts to try and improve partnerships with parents</p> | |



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| | <p>TL asked if there were any plans to run After School Clubs for SHINS. YHJ said that there were none planned at the moment, but this would be reviewed as things started to improve post Covid. She said there were lots of considerations to take into account including what parents wanted, and also the cost of providing these. She said she hoped a survey about After School Clubs would be carried out before the summer holiday.</p> <p>AB asked if there had been any comments from staff about the restructure of the SLT. YHJ said that most of the concerns had been due to worry about not knowing what was going to happen. Now that there is a clearer picture, staff are thinking forward to the future. EF agreed saying that people feel more settled now they know what is happening. She said that staff at SHINS still feel a little worried about the changes that are taking place but the overall mood is very positive.</p> | |
| | <p>Finance Update</p> <ul style="list-style-type: none"> Budget 22-23 – to be reviewed by Resources on 4th May FIPS application - ongoing SFVS – forms are in Teams folder. SJ explained the purpose it to provide assurance that the schools are using their finances properly. He encouraged all governors to read it. He said the completed forms had now been submitted and also thanked MG and CW for their help in completing it. | |
| | <p>Health and Safety</p> <ul style="list-style-type: none"> H & S Policy agreed by Resources Risk Assessments – all completed. New system of reviewing these in place Staff and Children Wellbeing - No Wellbeing Lead at either school at present. Was previously divided between Emma Byett and Jack Mead. <p>Is any monitoring of Staff Wellbeing taking place? Fortnightly online survey takes place at SHJS and results reviewed by JS and used to help monitor workload. Situation needs to be monitored.</p> | |
| | <p>Policies</p> <ul style="list-style-type: none"> SEND Policy Health & Safety Lettings Policy Charges & Remissions Dinner Money and Extended Schools Arrears Gifts and Hospitality Behaviour Policy <p>SEND policy approval by FGB required. MS proposed approval. This was agreed. All other policies reviewed and approved by relevant committee</p> | |
| | <p>Governor Training and Visits</p> <p>DG reminded governors about various courses taking place in the Summer term</p> | |
| | <p>Dates of next meetings</p> <p>28th April Teaching and Learning</p> <p>5th May Resources</p> <p>19th May FGB</p> | |
| | <p>ACTIONS</p> <p>AP, SJ and JE to meet and look at the Review and identify the risks</p> <p>DL and SJ to arrange a meeting in January to look at Strategy</p> <p>SJ and JE to look at Induction</p> <p>TL to look at Parental engagement</p> <p>Review of actions at next FGB meeting</p> | |



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