

# FEDERATION OF STOKE HILL SCHOOLS

## MINUTES OF THE FULL GOVERNING BODY MEETING

### 20<sup>th</sup> May 2021

| PRESENT:         |          |          |  |               |          |  |  |
|------------------|----------|----------|--|---------------|----------|--|--|
| Attendees        | Initials |          |  | Attendees     | Initials |  |  |
| Roy Souter       | RS       | HT SHJS  |  | Jade Earle    | JE       |  |  |
| Sarah Mackay     | SM       | HT SHINS |  | Maria Scholey | MS       |  |  |
| Dan McKimm       | DM       |          |  | Simon Jones   | SJ       |  |  |
| Andy Pheasant    | AP       |          |  | Tina Lawton   | TL       |  |  |
| Amy Bickford     | AB       |          |  | Tom Urwin     | TU       |  |  |
| Carla Encinas    | CE       |          |  | Zohal Rohani  | ZR       |  |  |
| Catherine Dawson | CD       |          |  |               |          |  |  |
| Daz Lowe         | DL       |          |  |               |          |  |  |

| Apologies | Initials | Reason |
|-----------|----------|--------|
|           |          |        |
|           |          |        |
|           |          |        |
|           |          |        |
|           |          |        |

| In Attendance          | Initials |
|------------------------|----------|
| Dianne Goodwin (Clerk) | DG       |
| Emma Byett             | EB       |
| Helen Greenham         |          |
|                        |          |
|                        |          |

| Item | Description  | Owner/<br>Decision |
|------|--|--------------------|
| 1    | <b>Apologies for Absence:</b><br>Apologies received from   |                    |
| 2    | <b>Declaration of Pecuniary Interests:</b><br>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    | <b>Governor vacancies</b><br>TU said that Zion Lights had resigned which meant that there was one vacancy. He welcomed Helen Greenham who was interested in being a governor, to the meeting.  |                    |
| 4    | <b>Minutes of Previous meeting</b><br>These were agreed.   |                    |
| 5    | <b>Staffing</b><br><b>SLT structure for 21-22</b><br>This has now been agreed and secondments for 12 months have been agreed for Claire McKimm as Head of Inclusion, Jamie Sullivan as Head of School for SHJS and Alison Kenny as Head of School for SHINS<br>RS said that Yvonne Hammerton Jackson would be allocating further roles and responsibilities later once the School Improvement Plan had been agreed,  |                    |
| 6    | <b>HT Report</b><br>TU thanked RS and SM for their report<br>SM thanked governors for the questions that had been submitted. She said these showed that governors had read the report and had put forward challenging questions. She also said that governors shouldn't be wary of asking questions as none were irrelevant.<br>Responses to questions<br>Attendance of PPG children. – RS said that both schools used the same approach. He said that attendance figures overall were higher than previously. SM said that there had been |                    |

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|      | <p>slightly more contact with parents at SHINS which could have contributed to improved attendances.</p> <p>End of year pupil data. – no national data for comparison this year. Year 6 children were given 2019 papers to use as a benchmark. DCC have set up an online platform “The Pobble” which has work of various standards so that teachers can make comparisons and compare their own assessments</p> <p>RS said he was pleased with the standards of work that have been produced by Year 6. He said that considering they had not the same levels of preparation that had taken place in previous years they had done really well. RS said that this could be because it is difficult to teach new mathematical concepts online. He said it would be difficult to compare performances with other schools as they had all used different approaches</p> <p>Year 2 Data – SM said that the data was low as it was Spring Term data. She said she would let governors have the summer term data shortly. (ACTION)</p> <p>Maths results – RS said that this could be because Mathematical concepts were more difficult to teach online. He said that teachers were concentrating on making sure that children had a good working knowledge of the basic skills before working on Problem Solving. He said that OFSTED had recently produced a report on the teaching of Maths which EB was currently reviewing. EB said that she was working through the report and would be sharing the main findings with staff, but she agreed that children needed to know their number facts first.</p> <p>SM said that the curriculum for EYFS was changing in September and there had been changes of emphasis in Maths.</p> <p>Science – EF has reviewed Science curriculum and made some recommendations for improvement. RS and SM said that her recommendations had been included in the new School improvement Plan and EF would also be given time to monitor the implementation of her recommendations.</p> <p>Behaviour – concerns about consistency in how Behaviour issues were being dealt with across both schools. RS said that the same Behaviour Policy and procedures were being used across both schools. AP said that concerns were raised about 18 months ago when a pupil at SHJS was excluded. It seemed that the issues had started whilst the pupil was at SHINS, and this had raised the issues that perhaps staff at SHINS were not using the policy correctly. AP said that the exclusion had led to a review of the Behaviour Policy and the Exclusion Policy. He asked if the changes to both policies had helped in resolving recent issues with Behaviour. RS said that they had. He said there was now a step-by-step process which clearly explained what would happen and why. He said that having a set process in place helped to provide consistency EF said that the issue of inconsistencies between the 2 schools had arisen when discussions about HT recruitment had taken place and it had been felt that having an Executive HT would help improve this situation.</p> <p>New Starters – SM had provided a document outlining the procedures to be followed for new starters to the school. (AB joined the meeting)</p> <p>EF said that different procedures had been used in September 2020 for new children joining Reception because of Lockdown restrictions. She said the new procedures had worked well and the children had settled in very quickly. JE said as a parent of a child who had started last September, she had found the process really good, and her child had settled in very well.</p> <p>SENCO exit interviews – due to take place next week. SM said that before the new position was advertised a lot of discussion had taken place with both SENCOs and also the Senior advisor to help in deciding the requirements of the role. She said that the role of the SENCO was difficult with a lot of administration involved. SM said that the feedback would be given to YHJ.</p> <p>EF asked for clarification over the decision to appoint 1 SENCO for the Federation rather than 2 as at present. SM said that YHJ had been involved in the discussions over this and</p> |                    |

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|      | <p>had decided that it would be a Federation Role.</p> <p>Behaviour – concern over the number of incidents. RS clarified this and said that all concerns over behaviour “niggles” were recorded to help build up a pattern of behaviour. He said that they were not necessarily violent behaviour but could include incidents that might be of concern such as changes in behaviour. He added that interactions with parents were also recorded so that staff could be aware of these.</p> <p>Diabetes – RS said that the Federation did not receive any extra funding to provide assistance for children with Diabetes. He said tat the children currently at SHJS had different care needs and staff received training to help deal with these needs, however if a member of support staff was absent then another might be asked to provide support at short notice. MS said that staff concerns over being moved to other roles at short notice had obviously been detected through staff /wellbeing surveys. She asked if there was a process of feeding back these concerns and how they were being dealt with to staff. RS said that the information was collected anonymously.</p> <p>Maths – concerns over differences in achievement between boys and girls. Rs said that this was a long-standing issue. He said that the extent of the differences differed from year to year. He said that there had been a report by OFSTED issued recently and the new Maths lead was looking at this.</p> <p>AB reminded governors of the importance of visiting school to look at aspects of the School Improvement Plan and to report back to governors.</p> <p>EWO workload – RS said that the new Inclusion Lead would have a lot of input in this area. He said that Jo McCarthy worked very hard to try and offer support to families, including signposting them to other sources f help and assistance</p> <p>AB asked about Staff Wellbeing. She said that it seemed that some staff felt that they were not being consulted, especially about all of the changes taking place. RS said that it was mainly TAs that expressed concerns which related to the earlier comments over being moved to other roles at short notice. RS said that understandably there were lots of uncertainty over what would be happening in September, but he said there was no detail available yet.</p> <p>AP said it was important to monitor communications and revisit staff feelings in September and again in January. TU said it was important to monitor the wellbeing of staff.</p> <p>SM said that she and RS had been in contact with YHJ who had said she wants to keep things as they are at present so she can see what is working well and what is not working well and also wants to earn the trust of staff before making changes. She said that there may be a need for more consultation with staff.</p> <p>DM said that not all staff will put forward their views but seem happier to voice opinions after the event. CE asked if governors should find out what people are thinking. TU asked if staff would appreciate governor having communication with them about changes etc. RS said it would be better to wait until September once people have settled into their new roles.</p> <p>EF said that there were still lots of unknowns which were creating uncertainties for staff. For example, When would YHJ be in each school and how long would she be in each school? How will the SENCO work across both schools? TU said that these were operational matters which were not the remit of governors.</p> <p>SM said that a message from Governors to staff before the end of term might be useful. It would need to be open and positive.</p> <p>AB said that the start of the new term will be unsettling at first for everyone. SM said that the staff already knew the Heads of School. The only new staff were YHJ and the new SENCO. TU said there was a need to communicate to staff that governors feel strongly about the importance of wellbeing.</p> <p>DM said it was also important for staff to realise that there needs to be flexibility for YHJ, Claire McKimm and the new SENCO as they adapt to their new roles.</p> <p>TU thanked everyone for their questions</p> |                    |

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| 7    | <p><b>Finance</b><br/> <b>Extended Schools</b><br/> AP said that an update had been provided to Resources. He said he had been in contact with the DCC Finance team and was waiting response to further questions. He said that they had provided assurances that they would work with governors to resolve any issues that might arise. AP said it was important that the finances for Extended Schools were monitored regularly to make sure that they were sound.<br/> Finance Audit.<br/> DG said that SHINS had received a favourable report from the recent Audit.<br/> DCC Thank You.<br/> TU said that all schools were being given a sum of money amounting to £10 per member of staff as a token of thanks for their work during the pandemic. He said that governors had to ensure this money was spent on staff and not items in the budget.<br/> EB said that no one seemed able to make a decision but some suggestions including a new microwave oven, using it for an event for all staff , giving each member of staff a £10 token<br/> EF said the staff at SHINS seemed to prefer an individual token rather than a collective item.</p>  |                    |
| 8    | <p><b>Reports from Committees</b><br/> Draft minutes for both meetings circulated<br/> Resources<br/> Finances<br/> Budget reviewed. Both schools have a carry forward which is good. Provisions have been made in the Budget for any changes YHJ may wish to make in the first term<br/> TA contracts have been extended to help with Catch Up activities and support<br/> H &amp; S – CE and SJ visited both schools. Thanks were given to Maria and Sharron for their help with these. Jobs to be done were identified. Playground to be resurfaced at SHJS during summer holiday. CE said she would like to see standardised reports for both schools. She added that a decision on moving to a Single Budget would need to be made before the October half term holiday.<br/> T &amp; L<br/> Presentation by Lesley Potter on Enrichment activities. These are still subject to Covid restrictions but some After School clubs have been able to restart. Each year group has also been able to take part in one out of school trip.<br/> Maths Update. Ongoing challenges with Maths but hopefully new Chromebooks will help as every child will be able to have use of one. Thanks were given to Lesley for her hard work in trying to improve Maths.<br/> Science – presentation by Emma Byett on work undertaken to achieve Science Quality Mark. Thanks were given to Emma for her hard work in achieving this award for the school. best use of the funding.<br/> Transition – Update provided on Transition from Year 2 to Year 3 and Year 6 to year 7 p</p> |                    |
| 9    | <p><b>Health and Safety</b><br/> Discussed earlier</p>   |                    |
| 10   | <p><b>Policies</b><br/> • <b>No policies for approval</b></p>  |                    |
| 11   | <p><b>Safeguarding</b><br/> AB thanked CE for checking the Single Central Record during the Spring Term. AB said she had checked it this week.<br/> AB said she had also met with Year 5 pupils to talk bout Safeguarding and Online Safety. She said she was very impressed with their knowledge of various issues including Cyber Bullying</p>   |                    |

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| 12   | <b>GDPR</b><br>No incidents to report.  |                    |
| 13   | <b>Governor Training</b><br>DG reminded governors of training opportunities on the Babcock website.   |                    |
|      | <b>Chairs Update</b><br>TU said that he, AB and AP had met to look at how the governing body operates. He said they wanted to look at the various processes in place and see what could be improved. Hopefully this would lead to setting of objectives for the governing body which would sit alongside the School Improvement Plan.<br>AB said that an initial review had taken place during the Autumn term when the search for new governors took place but unfortunately this stalled when the HT recruitment started. She said that some things had improved over previous years, for example, the level of questions about the HT Report was much better. AP said that if anyone wanted to be involved, they should contact himself or AB or TU.<br>TU said that governors need to set a strategic vision for the school. He said he and AB planned to meet with YHJ and the SLT to discuss this. He added that they would also discuss this with RS and SM before they left.<br>DG said the first meeting in September would be the annual Housekeeping meeting. She hoped that this would be in school to enable the various bits of paperwork to be completed. She said that the governing body needed to decide if they wished to continue with the Cochair model. AB said it had worked well and she proposed that it continue to help provide consistency. AB said it was also important to include succession planning and encouraged other governors to consider chairing a committee or even taking on the role of Cochair or Vice Chair. |                    |
|      | TU gave thanks to RS and SM for their hard work as Headteachers. He said that both schools reflected the values of the Headteachers which included warmth, nurturing, inclusiveness. He wished them both a happy retirement<br>SM said it had been a privilege to meet and work with so many people during her time as Head teacher at Stoke Hill. RS echoed this and thanked governors for their support.  |                    |
|      | <b>Dates of next meetings</b><br><b>23<sup>rd</sup> September Housekeeping</b><br><b>30<sup>th</sup> September – Teaching and Learning</b><br><b>7<sup>th</sup> October – Resources</b><br><b>14<sup>th</sup> October – Pay</b><br><b>21<sup>st</sup> October- FGB</b><br><b>All meetings to be held at SHJS – to be confirmed at Housekeeping Meeting</b>  |                    |
|      | <b>ACTIONS</b>  |                    |
|      |   |                    |