



Federation of Stoke Hill Schools

Full Governing Body Meeting

Thursday 21st March February

5pm at Stoke Hill Junior School

Agenda item number	Agenda Item	Actions
1.	<p>Welcome, apologies & business interests.</p> <p>Present Jo Cook, Jade Earle, Emma Guest, Jesney Stone, Andy Pheasant, Yvonne Hammerton Jackson, Sarah Padbury</p> <p>Apologies received from Katrina McGuigan, Zohal Rohani, Helen Greenhall, Tina Lawton</p> <p>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</p> <p>Minutes agreed. AP asked if the password for the Part 2 minutes could be made available. DG said she would circulate it. (ACTION)</p> <p>Actions AP to check with TL to see if she intends to continue as a governor - completed. YHJ to prepare report on strategies being used for improving Attendance – see item 4</p>	
3.	<p>Governor Vacancies Currently 1 vacancy</p>	
4.	<p>HT Report</p> <p>Front page of report provides an overview of the Federation with some comparison with national figures e.g. no of children with EAL at Stoke Hill is 20.3% compared to national figure of 22%. EHCPs - SHINS – 3 in place with 3 in progress. This is highest number since 2020. SHJS – 12 in place. Need for EHCPs is increasing. Vicky is spending a lot of her time compiling the applications for EHCPs. YHJ said that staff use a lot of time in preparing applications for EHCPs gathering evidence over time to support the applications. She said that parents can also bypass the school and apply direct to DCC for an EHCP for their child. When this happens, the application is referred to the school who have to provide the information required within 4 weeks. This means that work on existing applications gets pushed further back as the parent led application has to take priority. YHJ said that parent led applications seem to be on the increase, especially for children moving from Year 6 to Year 7 who have been unsuccessful in obtaining their first-choice secondary school as the EHCP could be used as part of the Appeals process.</p> <p>Numbers on roll have stayed constant. Reception should be full in September unlike a lot of other schools in the Exeter area who have been affected by falling rolls.</p> <p>Attendance – this is being monitored closely, especially as it seems to have dropped this term. Main reasons for fall are related to illness but there are other factors.</p> <p>Meeting held with Emma Hamilton, Attendance Officer. Emma has worked with Stoke Hill for a number of years so is aware of some of the families that may be experiencing difficulties related to attendance. Copy of her report circulated prior to meeting.</p> <p>No major concerns related to Attendance at Stoke Hill although 2 families are raising concerns and these may result in prosecutions.</p> <p>Parents of children in Reception cannot be prosecuted, however it is important to establish good attendance patterns during this year to provide a good basis for later years.</p> <p>SH approach is to try and establish a good relationship with families to try and help improve attendance. Emma is working to guidelines which have bn set out by DCC. She will support the school with any cases that proceed t prosecution,</p> <p>Jo McCarthy and Ali King also attend the Attendance meetings which are held every half term. They try to look at possible issues affecting attendance which could include fallouts with friends or family tensions as well as certain medical conditions.</p> <p>Prosecutions are intended to help improve attendance. Is this the case?</p>	

Not really. The work that is done beforehand trying to engage with the family and provide help and support has more impact on improving attendance.

Has the new Attendance Policy for Stoke Hill been beneficial?

The attendance Officer would prefer to see more processes written down in the Policy but SH has actually got one of the best records in Devon, mainly due in part to the excellent work done by Jo McCarthy. Early help for families is important. If a decision to prosecute is made then one area of scrutiny will be the work done by the school to try and help improve attendance

Behaviour – is the policy being applied consistently across both school? Yes, but it is also important to consider the needs of the individual child. The aim is for the children to be demonstrating calm and purposeful behaviour. Monitoring feedback has shown that where teachers have the strongest relationships established with their class, incidents of serious behaviour are low.

Key features of this good practice include:

- High expectations
 - High levels of praise
 - Clear instructions
 - Welcoming classroom environments that include accessible prompts such as visual timetables
 - Teachers safely making connections with children, sharing their passions for subjects, sports and hobbies
 - Teachers knowing their children well and ensuring adaptations are made to suit personalities
- At SHINS, Claire Mc Kimm has carried out a refresher training session on Co-regulation. Co-regulation is often used with children to help them build self-regulation skills.

Co-regulation involves positive reinforcement and a good support system to help a child learn to self-regulate their emotions and behaviour. Co-regulation forms the basis for the Stoke Hill Behaviour Policy and it is hoped that it will also help children develop secure relationships which will help them to feel safe and secure.

Fixed Term Exclusions – one child nearing trigger point for Exclusion Hearing requirement
Safeguarding – report from Jo McCarthy.

Levels of need through Early Help have changed significantly. Previous referrals to Children Centre took place at Level 2 but this has been changed to Level 3, so an important support agency for families in need is no longer available. Concerns also over a number of families who are reluctant to engage with Early Help schemes. Monthly review meetings are being held for these families.

Pastoral support has increased especially for children in Year 6 who will be starting transition process to KS3 schools.

Some issues have arisen with some challenging families. Some challenges have arisen in relation to a breach of a Court Order. Schools are bound by Court Orders but also have responsibilities that relate to Safeguarding. YHJ proposed implementing a Separated Parents Policy This policy would make it clear that school needs to consider the best interests of the child. The aim is to clarify to all parties what is expected from separated parents and what can be expected from the School. JS welcomed the policy saying that many parents don't realise that schools are not in a position to enforce the terms of a Court Order. The policy was agreed.

AP asked for thanks to be given to Jo McCarthy for her report and the valuable work that she does for children and families of Stoke Hill.

Safeguarding Trends

SHJS – Online Safety is a major concern, especially the use of apps such as WhatsApp. Work is ongoing to try and make the children aware of the possible consequences of posting items online.

JS suggested asking the PCSO to talk to the children.

SHINS – Neglect is a major concern. This can take many forms from unkempt clothing to poor quality packed lunches.

School Improvement – see p12 of report.

Claire McKimm has begun Equality in Leadership course. YHJ asked governors to complete the questionnaire that Claire has sent out. Policy review is taking place to try and make some of the major policies more accessible.

Curriculum – lot more work taking place on establishing consistency in English from Nursery right through to Year 6. This is all part of work to try and build stronger links between the two schools.

KS1 children have visited the Junior School to watch production.

Staffing – restructure of Asmin team following resignation of Maria Giles. Replacement for Linda Atkinson now in post. New roles of Financial Operations Manager and Premises Operations Manager. These will work across both schools. The Financial Operations Manager role will be advertised next week.

Ansy Sinclair is leaving his role as Caretake at the end of April. AP asked for thanks to be given to Andy for his hard work.

	<p>Claire Farion is leaving to take up a position at Exeter College. A temporary appointment has been made pending a permanent appointment for September. AP asked for thanks to be given to Claire for her hard work at the Nursery and with EYFS.</p>	
5.	Attendance report from LA - see item 4	
6.	<p>Report from Committees (no T&L this half term) Resources - SFVS SJ explained the purpose of the SFVS. He said it had been discussed by Resources. Q12 & 13 related to the Budget. YHJ said that work on the 24-25 Budget was still ongoing but it now looked as if a balanced Budget would be produced for ratification by FGB in April. The SFVS was agreed by governors subject to completion of q12 and 13. SJ said he would complete these and arrange for submission by end of term. Benchmarking – SJ said that the files prepared by Chrles Woodland were available in the Resources folder. He explained the difficulties in finding other comparable schools to carry out this exercise. DG said she had put an article explaining how to use the Benchmarking website in the Teams folder. AP thanked SJ and ZR for their work in completing this.</p>	
7.	<p>Reports from govs who have visited school or attended training. SJ and JC have carried out H & S visit to SHJS and have planned a visit to SHINS for early next term. Training – list of courses has been circulated. JS, KM and ZR and have completed Exclusions training. JE and ZR have completed Safer Recruitment training. AP to do Safer Recruitment Refresher training. JC to do Introduction to Finance training</p>	
8.	<p>Policies</p> <ul style="list-style-type: none"> • Exit Interview Policy – policy has been revised to streamline processes. • Maternity and Adoption Support Leave Policy – changes made to reflect recent changes in legislation. • Separated Parents Policy • All polices were agreed. • DG said that she was aware of possible changes to some HR policies in April because of upcoming changes to Flexible Working from 6th April. She said she would check the HR policies in mid April to check for any changes (ACTION) 	
9.	<p>Forward Look</p> <ul style="list-style-type: none"> • Budget – will be reviewed by Resources on and ratified by FGB on . Both of these will be Online meetings. • Visits and Governor Day – 14 June 2024 – Governors to visit both schools during the morning. Feedback session in the afternoon to include T & L meeting. • School Structure – options and merits paper. AP suggested that governors should do some research on the different types of structures, e.g. MATS as this was likely to be a topic for consideration in the near future. • Equality and diversity questionnaire -see Item 4 	
10.	<p>Actions</p> <p>DG to circulate password for Part 2 minutes DG to check HR Policies</p>	
11.	<p>Dates of next meetings</p> <p>18th April Resources – SHINS to discuss 24-25 Budget 25th April FGB - online to ratify Budget 1st May T & L SHINS 16th May FGB SHJS 14th June Governor Visit Day followed by T & L 20th June Resources SHINS 11th July FGB SHJS</p>	
12.		