



FEDERATION OF STOKE HILL SCHOOLS

MINUTES OF THE FULL GOVERNING BODY MEETING

14th July 2022

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

Apologies	Initials	Reason
Andy Pheasant	AP	
Tina Lawton	TL	
Kate Osborne	KO	

In Attendance	Initials
Dianne Goodwin (Clerk)	DG

Item	Description	Owner/ Decision
1	Welcome and Apologies for Absence: TU welcomed everyone to the meeting Apologies received from Andy Pheasant, Tina Lawton and Kate Osborne	
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 for Co-opted governor. DG said she had passed details of 1 person who had expressed an interest to TU and AB to consider. CE term of office due to end on 31 st August EF is to step down on 31 st August as she is moving to another position elsewhere KO is stepping down as she is due to go on Maternity Leave Ce said she would be willing to continue. Governors agreed to co-opt her for a further term DG said she would run an election for Staff Governor in September. This would hopefully cover the position of Staff Governor and also the position occupied by EF (ACTION) This would still leave 1 vacancy. TU said that an expression of interest had been considered however given that there were other considerations to take into account, it was decided that the vacancy would be reviewed in the Autumn term. TU thanked EF for her work as a governor and wished her well in her new venture.	DG



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	Minutes of last meeting These were agreed.	
	Staffing Circulated previously All positions have now been filled	
	Executive HT Report Report circulated prior to meeting Behaviour MS asked if there was an overlap between categories with 1 child perhaps appearing in more than one category. YHJ confirmed that this was possible. She was unable to provide specific details because of Data Protection MS asked if staff were getting better at categorizing incidents. YHJ said that there wasn't enough data yet to help identify trends. She said the main issue this year was to improve the recording of incidents in the correct category. YHJ said this had improved but there was still room for improvement. She said that another issue was to get consistency in recording incidents across the whole Federation. EF said that the age of the child could influence the category. For example, incidents of verbal abuse could be considered differently for older children MS asked if incidents related to SEN children could be reported separately Online Safety – incidents seem to be age related ZR asked what was meant by "Unsafe" behaviour. YHJ said these were incidents which were usually H & S related which might be putting the child or another individual at risk Attendance YHJ said that attendance had been poor this year. She said that there had been lots of discrepancies in the use of Covid related absence codes which had not helped with recording absences. She added that there were also inconsistencies in the way in which Late arrivals were recorded. Hopefully this will improve next year as procedures are tightened up. Work also ongoing to engage with families to try and encourage improved attendance before it becomes an issue. YHJ said that there had been more requests for holiday absences than usual. This could be due to families taking holidays that had been delayed due to lockdowns. Phonics Were the results as expected? YHJ reminded governors that Phonics had been identified as an area for concern and a lot of work had taken place to try and improve the situation. A new Phonics scheme is in the process of being introduced and should be in full use by September. Children in Year 1 have been receiving 2 sessions of work on Phonics to try and help them catch up. Was enough help available during Lockdowns? YHJ said that results in 2019 had also been poor so the problems had been in existence for some time, but lockdowns had not helped. CE said that getting the child's family involved could help. YHJ said at the moment, the main emphasis was on the introduction of the new scheme and getting the children involved. There were plans to hold workshops for parents during the Autumn term. EF said that feedback received from parents had been incorporated into next year's work. MS said that a large number had been disapplied and asked why this had happened. YHJ said she would check with Alison Kenny. (ACTION) Data KS1 No national data available KS2 Combined data was strong. Progress scores also good. Writing lower numbers of Greater Depth. Why? YHJ said that not many children had been	



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	<p>entered for this level. Could be due to nervousness. What is risk if child is entered for higher level but then is unsuccessful? Could lead to questions about judgments being made by the teacher. Also, to achieve the higher-level, children need to submit variety of different styles of writing TU asked about the standard of teaching of writing. YHJ said it was good but there was scope for improvement.</p>	
	<p>Finance FRS Monthly statements circulated to Resources members for scrutiny. No further questions raised VELP 22 – 23 Budget has included this money which is to cover the costs of IT Upgrade at SHINS. It will cover the costs of new Whiteboards, Chromebooks and iPad to help with curriculum improvements. YHJ said this money was a loan and would be paid back over 5 years. The money received could only be spent on the items specified in the application. The application was approved by all present. Extended Schools Discussions have been held with Lisa Sinclair who is happy for processes and procedures to be made formal.</p>	
	<p>Reports from T & L Committee 2 Presentations given by staff Curriculum – LP gave a brief presentation on the new Curriculum pans which would cover all areas of work in a particular subject from EYFS through to Year 6. This would enable staff to see what had been previously taught⁵ and what was planned for the future so this should guide lesson planning SENCO – VA gave a brief resume of the day-to-day work that the SENCO and Assistant SENCO have been carrying out during the last year</p>	
	<p>Health and Safety Site visit carried out by CE and SJ with Maria and Andrea CE said that Monitoring systems have greatly improved over the year. She said that Maria and Andrea are both more proactive and regular audits of Risk Assessments are taking place Asset Management Plan Conditions Report is held by NPS who sue it to prioritise repairs. Scholl is due to have ~Quinquennial review next year. Revamp of Foundation Play area. – CE noted a request for help from parents had been made but no action seemed to have been taken. YHJ said that it had been decided to carry out the revamp in a different way, so PTFA had provided some assistance. It is planned that this area will become the EYFS playground and then a review of the other Outside play areas will take place.</p>	
	<p>Policies for Approval Home School Agreement Agreed by T & L</p>	
	<p>Term Dates 2023-24 YHJ gave details of proposed 5 x non pupil dates and 2 x occasional dates. These were agreed.</p>	



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	Safeguarding No incidents to report	
	GDPR No incidents to report	
	Governor Training DG to circulate dates for Autumn term (ACTION)	
	<p>Chairs Update</p> <p>TU thanked governors for their support during the year. He said that he and AB intended to step down as Co-Chairs and asked governors to consider if they wished to stand for Co-Chair, Chair or Vice Chair. Elections would be held at the Housekeeping meeting in September</p> <p>Babcock visit</p> <p>Julie Stephens had visited SHJS and carried out an OFSTED style review. She had looked at Maths, English and Science and had spoken to children as well as staff. She said that Subject Leads were all very clear about their area and what needed to be done to drive improvement. Pace of lessons could be improved. Some were too teacher led and so were not providing enough scope for children to develop their own learning.</p> <p>How can governors measure progress?</p> <p>Through visits to school, discussions with Subject Leads and talking to staff and children.</p> <p>Vision and Strategy</p> <p>Very useful day held with new Heads of School and Assistant Headteachers. PowerPoint is available on Teams for governors to see.</p> <p>Important to look at medium to long term planning. What do we want for the Federation? Possibilities could be to become Centre of Excellence for SEN or Outdoor Learning. Or join with other schools to form a larger Federation. More work to be done in September</p> <p>Link governor roles to be decided at Housekeeping meeting in September</p>	
	<p>Dates of next meetings</p> <p>29th September Housekeeping</p> <p>6th October Resources</p> <p>13th October Teaching & Learning</p> <p>20th October FGB</p>	
	<p>Actions</p> <p>DG to organise Staff Governor election</p> <p>YHJ to ascertain reason for high number of Phonics disaplications</p>	