



## Federation of Stoke Hill Schools

### FGB Meeting

Thursday 24th October at 5pm at SHJS

Agenda item number	Agenda Item	Actions
1.	<p><b>Welcome, apologies.</b> Present Yvonne Hammerton Jackson, Jade Earle, Emily Hearle, Jesney Stone, Jo Cook, Helen Greenhall, Simon Jones, Zohal Rohani, Katrina McGuigan Apologies received from Andy Pheasant</p> <p>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><b>Governor vacancies</b> Co-opted governors x 4 JE said she would contact 2 people who had expressed an interest (ACTION)</p>	JE
3	<p><b>Minutes of last meeting</b> Confirmation of arrangements for HT Performance Management Julie Stephens has been appointed as External Advisor and she will meet with governors on 26<sup>th</sup> November. JE and JS to attend</p>	
4	<p><b>Resources</b> Update from Helen re new FBM Original meeting on 3<sup>rd</sup> October cancelled as new FBM had only just been appointed. New FBM is Lorraine Carter. Has only been in post 3 weeks but has already identified areas where work needs to be done. This is mainly tightening up various processes and reviewing contracts. E.g. printers, staff absence procedures Other areas being reviewed include School Meals – costs being compared with other companies such as Devon Norse. First Steps – some queries over the lease for this. SIMS – SCOMIS support for SIMS is ending at end of March 25 so new system for MIS will be needed. A number of different systems have been considered including Arbor and Bromcom. Most schools locally are using Bromcom and this appears to be the best option for Stoke Hill although not sure how CPOMS will be linked in to the system. YHJ asked if governors were happy to proceed with a move to Bromcom. This was agreed.</p>	
5	<p><b>T &amp; L</b> Emphasis of meeting was on review of data for the end of 23-24 academic year. SHINS -Reception children are all doing well and achieving GLS. Little Wandle is now embedded across all of KS1 and children are making good progress. New Handwriting scheme is being introduced. No statutory assessments at end of KS1 but some assessments still taking place to check on progress.</p>	

	<p>Lot of work has been done to improve transition from Reception to KS1 and KS1 to KS2. Transition from KS1 to KS2 has greatly improved with teachers from both Key Stages much more aware of what is being taught in Years 2 and 3.</p> <p>SHJS – JS wants to see SHJS in top 20% of schools nationally Sparx is being introduced into Year 6 which will help with transition to secondary school as most local secondary schools are using this scheme.</p> <p>Impact of Phonics. JS had shared data which showed that those with poor scores on KS1 Phonics test had made less progress as they moved through SHJS. This showed the importance of Phonics work in KS1.</p> <p>Poor attendance also had an impact on progress scores. The aim of the Attendance Policy was to try and limit absence but to try and do this by establishing good relationships with parents.</p> <p>YHJ said that there had been a meeting with the new Attendance Officer who had reviewed the Policy. YHJ said that the Attendance Officer would only become involved in cases where attendance dropped below 50%.</p> <p>Attendance is monitored at SLT meetings and Ali King is able to provide useful input for cases where absences are greater because of long term illnesses or other medical issues.</p>	
6	<p><b>Exec HT Report</b></p> <p>Numbers – holding up well. Year 2 has increased in numbers. Nursery income is higher than expected due to changes in funding formula. Numbers in Year 5 down. This could be a problem next year as numbers in next years 6 and 3 will be low and this will affect income.</p> <p>Is there a limit on numbers? PAN for each year is 90. There is a legal limit of 30 for classes in KS1 but this doesn't apply to KS2 classes. Could take more but need to be aware of H &amp; S issues and teacher welfare.</p> <p>Attendance – discussed earlier.</p> <p>Absence slightly higher at SHINs due to illness</p> <p>Behaviour – significant improvement in recording incidents over the last few years, especially at SHINs. Now able to identify patterns and trends.</p> <p>Plan to do more work with TAs and MTAs so that they are able to support teachers.</p> <p>One area of increasing concern is related to Online behaviour outside of school. Two serious incidents have been dealt with. Parents were very supportive but seemed oblivious to dangers of social media.</p> <p>Are there any plans to hold Information evenings for parents? We are looking at this. Messages are sent out regularly via newsletters etc.</p> <p>Safeguarding – Jo McCarthy continuing to do a lot of work with families.</p> <p>Thresholds for referrals to DCC seem to vary. Jo continues to provide support to individual children where needed. Young Carers group set up and will meet monthly.</p> <p>Wellbeing – lot of discussion during INSET Day in September. Following feedback from this some new initiatives introduced to try and improve staff wellbeing, especially relating to communication.</p> <p>Leadership – YHJ plus Heads of School attended Leadership Conference. This provided opportunity for networking with other schools. Also, opportunity to reflect on our approaches and core values.</p> <p>Appraisals – although targets for Pay Performance management no longer part of the process, there is still a need for performance management and appraisals. Appraisal policy has been tweaked to reflect changes in processes.</p>	

	Aim is for teachers to focus on strategies that will benefit all pupils, not just focus on a particular group. Appraisals for 23 – 24 have now been completed. Staffing – update on staffing changes since Summer 24.	
7	<b>School Improvement Plan</b> Agree SIP priorities for the academic year and governor monitoring points throughout the year, with success criteria; timetable series of governor monitoring visits for the year, linked to the priorities. Copies of SHINS SIP circulated. SHJS to follow. Priority has been to produce plan for SHINS as Ofsted inspection expected sometime this year.	
8.	<b>Training requirements</b> Details of courses for rest of this term have been circulated. Governors were reminded about Prevent training	
9	<b>POLICIES:</b> Pay Policy - has been amended in light of changes to Teachers Pay and Conditions Document. New Pay ranges included. Policy agreed. Finance Policy – Updated to include levels of delegation. Policy agreed. Appraisal policy – Updated to take account of changes to performance management. Safeguarding Policy – was agreed at Housekeeping meeting. Has been uploaded to school website. Health and Safety – Updated and agreed. Complaints Policy – this is model policy. No amendments have been made. Whistle Blowing policy – HR One policy, no amendments since 2014. Managing unreasonable behaviour – amendments made to include definition of what constitutes unreasonable behaviour. Policy agreed	
	<b>Part 2</b>	
10	<b>Dates of next meeting</b> Pay 7th November - online. Teaching & Learning 21st November - SHINS Resources 28th November - SHINS FGB 12th December - SHJS	