Federation of Stoke Hill Schools

FGB Housekeeping Meeting

Thursday 17th September at 5pm at SHJS

Agenda item number	Agenda Item	Actions
1.	**Welcome, apologies** Present Jesney Toms, Andy Pheasant, Katrina McGuigan, Lucy Walsh, Caitlinwest Searle, Tracy Adams, Yvonne Hammerton Jackson Apologies received from Jade Earle, Jo Cook, Jonathon Kirby, Nicky	
2	**Governor vacancies** Staff governor Discussions being held with possible candidates	
3	**Policies for Governors** • Code of Conduct • Conflict of Interests Policy • Social Media Participation • Governor Expenses Policy Code of conduct Policy has one change from last year. All other policies unchanged. All oresent signed checklist to confirm they had read the policies	All governors to confirm that they have read these
4	**KCSIE** YHJ said that there had been some changes and it was important for govenrors to be aware of these. All present signed to confirm that they have read KCSIE. Claire McKimm has prepared new training video. This will be circulated to governors to watch. (ACTION)	DG
5	**Business Interests - review and update if necessary** Diversity Data – DG asked if governors were happy for this to be collected and published on website. It was felt that t should be published but only if consent was fiven by individual governors. DG said she would circulate a copy of the template and ask governors (ACTION) Skills Audit DG said she would circulate this to governors (ACTION)	DG DG
6	**Approve scheme of delegation** DG to liase with LC and bring to next meeting (ACTION)	DG
7	**Committee Membership and Link Governors** Safeguarding, SEN, PPG, Safeguaarding JT and CS SEN/PPG/Inclusiln – KM and JH H & S/Premises/Allergy Awareness – JC and JK Behaviour/Attendance/Curriculum – JE and JS Wellbeing – AP and JH	
8	**Exec HT appraisal** Appointment of governors	KM

	KM to liase with JE and contact new governors to see if one of them would be interested in taking part. (ACTION) Agree arrangements for appraisal including external advisor YHJ to contact Julie Stephens to see if she is willing to be External Advisor (ACTION)	YHJ
9	Administration of meetings	
10	Items brought forward by the Chair	
11	**Exec HT update** YHJ talked about a PowerPoint that had been shared with staff at the start of term. Works carried put during summer holiday included Roof – this had been completed ahead of schedule. The entire roof has been replaced and was funded by DCC. Kitchen – new extractor unit has been put in which will help when move to one kitchen is made. This was also funded by DCC. Steps at SHINS – problem with old steps caused by damp. Steps have been replaced and recarpeted Year 2 Area has had a "refresh". Repainted and external path widened Next projects Nature area at SHINS to be revamped. PTFA have received funding from B & Q to help with this work Library to be refurbished in preparation for work on new Resources Unit. Lot od work needed including new windows and fire door. Once this work has been done then further planning will take place to decide long term use. Allergy Policy – new statutory policy. This needs to be approved ASAP so that it can be published on the school website. YHJ to circulate and governors to approve (ACTION)	. YHJ
12	**School Improvement Plan 26 -27** OFSTED at SHJS, probably during Spring Term SIP will look slightly different this year Main themes EDI - Embed EDI culture throughout the curriculum. Develop and build upon our sustainability principles SPAG -need to develop foundation skills in this area OAIP - We are committed to meeting the needs of all children. Want to try and embed OAIP best practice across all areas of work. - All leaders are leaders of SEND, all Teachers and TAs are teachers of SEND Teaching - Teachers are confident when making reasonable adaptions. Teaching is clear, meets needs and is well planned Attendance – need to try and improve attendance for PPG children so that it is inline with or above national targets Data -good data for KS2 last year however room for improvement, especially in Maths SEF will be brought to the next meeting.	
13.	**Training requirements** The following needs to be completed by all governors Safeguarding Training GDPR training	
	Part 2 LW left the meeting	

	Actions **KCSIE training video to be circulated to governors and all to watch** **DG to circulate information about Diversity Data template** **DG to circulate Skills Audit** **DG to liaise with LC re Scheme of Delegation** **KM to contact JE and new governors re HT Performance Management** **YHJ to contact Julie Stephens re HT Performance Management** **YHJ to circulate Allergy Policy for governor approval**	
14	**Date of next meeting** 22nd October SHJS – T & L 26th November SHJS – Resources including Pay Committee	