



The Federation of Bedenham & Holbrook Primary Schools

MINUTES OF THE FULL GOVERNING BODY MEETING OF THE FEDERATION OF BEDENHAM AND HOLBROOK PRIMARY SCHOOLS

HELD ON MONDAY 14TH NOVEMBER 2016 AT 6PM

Held at Holbrook Primary School

Present:

J Heath (JH)	Co-opted Governor
T Potter (EHT)	Executive Headteacher
L Newman (LN)	Co-opted Governor
L Dovell (LD)	Co-opted Governor left 8.30pm
K Lethbridge (KL)	ACTING CHAIR Local Authority Governor
C Landon (CL)	Co-opted Governor
A Foice (AF)	Staff Governor

In attendance:

Z Dudley (ZD)	HOS Holbrook Associate Member
C Wood (CW)	HOS Bedenham Associate Member
M Wise (MW)	Prospective Co-opted Governor left 7.25pm
S Pellatt (SP)	Finance Officer (Bedenham) left 7.50pm
S Kelly (SK)	Finance Officer (Holbrook) left 7.50pm
J Dunn (Clerk)	Local Authority Clerk

Apologies:

I Wood (IW)	Parent Governor
S Reed (SR)	Co-opted Governor

Quorum: Present: 5 required

Agenda		ACTION POINTS
1.	<p>Welcome and Apologies for Absence: JH welcomed everyone and started the meeting at 6pm.</p> <p>JH explained that KL would be chairing the meeting today (from agenda item 5) as she is the Finance Lead Governor and the meeting has a finance focus. In addition as KL is the Vice Chair of Governors, this provides a strategic opportunity for succession planning and personal development.</p>	
2.	<p>Declarations of Pecuniary Interests: The clerk declared a personal interest under agenda item 5.e regarding the service level agreement for Governor Services. No other declarations were made.</p>	
3.	<p>Approval of Co-opted Governor: JH introduced Mr Martin Wise to the meeting and explained that he had been approached as a potential Co-opted Governor and would be sitting in on the meeting today prior to confirming his application. MW would have to leave the meeting at 7.30pm due to other commitments. JH confirmed that she had previously spoken to MW with regard to the duties and responsibilities of a school governor.</p> <p>MW explained that he is a retired surgeon having worked at Queen Alexandra Hospital in Portsmouth and is able to give the required time and enthusiasm to the</p>	

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	Governing Body (GB). Introductions were made.	
4.	<p>Agree Any Urgent Business: The EHT asked to cover meetings with the Fareham and Gosport school development manager (Naomi Carter) and the Hampshire School Funding Consultation. This was agreed.</p>	
5.	<p>Finance: KL took over as chair of the meeting from this point.</p>	
5.a	<p>Review Current Spending Against Budget Plans and Approve the Mid-Year Budget Revisions:</p> <p><u>Bedenham Primary School:</u></p> <p>SP confirmed that the budget reports had been previously circulated and provided tabled SAP and working budget reports for the governors to check that the figures agreed. KL had met with SP to review the budgets prior to the meeting.</p> <p>SP went through the budget revision and explained that the predicted cumulative surplus had increased from £6,302 (six thousand, three hundred and two pounds) to £13,447 (thirteen thousand, four hundred and forty seven pounds). The significant changes outlined included:</p> <ul style="list-style-type: none"> • 2050 admin and clerical staff – increased as the apprentice employed to cover absence has had their contract extended to cover maternity leave and this overlaps a new starter, preventing the need to employ and train up a new apprentice. • 2060 assistants – some of the unit’s teaching assistants (TAs) have moved code to 2350. • 2180 mid-day supervisor assistants – reduced as two lunchtime assistants are not returning from maternity leave. <p>Governor questions to SP:</p> <p>Why are you not replacing these two lunchtime assistants? We have replaced them already. CW explained that they are one down from last year but are coping well.</p> <ul style="list-style-type: none"> • 2410 other staff – increased to extend a counsellor contract. <p>How long has their contract been extended for? It has been made permanent.</p> <ul style="list-style-type: none"> • 2480 casual staff – code adjustment for a TA budgeted under 2060. • 2540 kitchen staff – code used to reflect the national insurance of a cleaner who is also a lunchtime assistant. • 2640 agency supply teaching – increased by £7,000 (seven thousand pounds) to cover some maternity leave. There will be savings under teacher salaries to compensate some of this. The EHT explained that there are a number of (eight to nine) teachers either on or going on maternity leave and cover is required from after half term until Easter 2017, when someone is expected to return. The school needs to think 	

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strategically and plan for this.

- 3942 hire of accommodation – increased by £1,000 (one thousand pounds) as the hire of the swimming pool comes in earlier from the Spring term in 2017. This will have a knock on effect next year.
- 3950/3951 gas and electricity – reduced by £3,800 (three thousand eight hundred pounds) as a budget had been allowed for any additional bills following the financial year end. These have not materialised.
- 4042 fixtures and fittings – although not much of this budget has been spent to date, there is expected expenditure for new fire doors.
- 4380 goods and services – increased by £3,500 (three thousand five hundred pounds) to purchase new uniforms following a change in the school logo. Some monies will be recuperated through the sale of uniforms.
- 4494 purchase of IT equipment - £6,500 (six thousand, five hundred pounds) to cover the cost of new iPads in Year R and pupil laptops.
- 4525 furniture – increased by £800 (eight hundred pounds) to provide furniture following the library move and new classroom.
- 4861/6549 Gosport Educational Improvement Partnership (GEIP) - holding budget adjusted downwards, although this money goes in and out and is held separately to school funds.
- 6566 universal free school meals (UFSM) income – additional sum received of £1,000 (one thousand pounds).
- 6580 other sales – income increased by £1,000 (one thousand pounds) to reflect additional uniform sales.
- 7694 pupil premium – additional income of £7,920 (seven thousand, nine hundred and twenty pounds) received.

Do you have any major concerns? No, it is all looking good.

Revised 2016/17 Budget Bedenham Primary School

Total expenditure £1,583,687 (one million, five hundred and eighty three thousand, six hundred and eighty seven pounds).

Total Income £1,535,516 (one million, five hundred and thirty five thousand, five hundred and sixteen pounds)

In Year Deficit £48,171 (forty eight thousand, one hundred and seventy one pounds)

Surplus Brought Forward £61,618 (sixty one thousand, six hundred and eighteen pounds)

Cumulative Surplus Carried Forward £13,447 (thirteen thousand, four hundred and forty seven pounds)

The governors unanimously approved the revised 2016/17 budget for Bedenham Primary School, which was signed by the EHT and Chair of Governors.

Three Year Budget Plan: Previously circulated.
SP explained that:

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- The numbers on roll have increased to 304 on the last census (from 297) increasing income for 2017/18.
- Apprenticeship levy comes into effect from April 2017 (0.5% of annual salary cost) equating to approximately £6,000 (six thousand pounds). The EHT said that it may be possible to claim some of this back and more information may come through at a later date. The levy has to be planned for in the meantime.
- Two TA posts being made permanent
- Currently a cumulative deficit comes in from 2018/19.

What are we doing to address the expected cumulative deficit from 2018/19?

SP explained that the advice from county is to not worry too much about it now, but if it is still looking in deficit in the summer term 2017, to make plans accordingly to address it. The EHT said that there are a number of fixed term contracts and 1.5 teachers not in classrooms that could be looked at but this is not the preferred option. CW confirmed that there are a number of potential staffing changes before 2018/19 which will have an effect. The EHT noted that there are three to four children expected to get Education, Health and Care Plans (EHCPs) which will give an additional 24 hours' worth of funding.

Should we have an outline plan to mitigate the deficit? The EHT confirmed that the flexibility within contracts would come into play. SP said that the allocated budget for 2018/19 is not known yet and this will also have an impact. It will not be possible to agree the deficit without caveats in May 2017.

How are the predicted pupil numbers of 287 arrived at for 2018/19? SP explained that there are currently 50 children in Year 6 and the currently planned admission number (PAN) is 45, hence the reduction.

The governors unanimously approved the three year strategic financial plan for Bedenham Primary School, which was signed by the EHT and Chair of Governors.

Capital Budget: Previously circulated.

Carry forward £117 (one hundred and seventeen pounds)

Allocation 2016/17 £7,083 (seven thousand and eighty three pounds)

IT Purchases £6,900 (six thousand, nine hundred pounds)

Balance £300 (three hundred pounds)

There were no questions from the governors.

5.b

Budgetary Implications of Numbers on Roll: Previously circulated.

SP confirmed that there are currently 302 on roll but this stood at 304 for the October census. The estimated annual Year R intake is 35 (although 44 came in this year), with the large Year 6 cohort of 50 leaving at the end of this year. The PAN is 45. The behaviour unit children are expected to be replaced.

Holbrook Primary School:

5.a

Review Current Spending Against Budget Plans and Approve the Mid-Year

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Budget Revisions:

SK confirmed that the budget reports had been previously circulated and provided tabled SAP and working budget reports for the governors to check that the figures agreed. KL had met with SK to review the budgets prior to the meeting.

SK went through the budget revision and explained that the predicted cumulative surplus had reduced from £74,738 (seventy four thousand, seven hundred and thirty eight pounds) to 35,450 (thirty five thousand, four hundred and fifty pounds).

The significant changes outlined included:

- Staffing cost increased by circa £37,000 (thirty seven thousand pounds) as detailed below.
- 2110 cleaner and caretakers – increased for additional hours to cover sickness.
- 2180 midday supervisor assistants – increased for additional lunchtime staff.
- 2350 special assistants – increased by £23,000 (twenty three thousand pounds) for an additional Year R special assistant and a casual worker to provide support to specific children's needs this year. The school has also budgeted for a Higher Level Teaching Assistant (HLTA) in the resourced provision to start in January 2017.
- 2400 teachers - increased by around £5,000 (five thousand pounds). Two teachers have been appointed from January 2017, one is a recently qualified teacher (RQT) and one has not yet been allocated a class.
- 2480 casual staff – learning support assistant (LSA) employed on a casual basis to support Key Stage 1 (KS1).
- 2640 agency supply teachers - increased by £2,275 (two thousand, two hundred and seventy five pounds) to cover two days per week. Cover will be required during the period of a teacher leaving and a new teacher starting in January 2017, with a HLTA paid extra in the meantime.
- 3860 alterations to buildings – a budget created of £2,580 (two thousand, five hundred and eighty pounds) to provide an office for the Home School Link Worker (HSLW).
- 3900 electricity - additional £5,000 (five thousand pounds) invoiced from last year which was higher than expected.
- 4525 furniture – increased by £1,800 (one thousand eight hundred pounds) for the purchase of new dining tables.

Governor questions to SK:

Why has the budget under 5925 (development and training) been reduced? I believe this was a rogue figure when the original budget planning was done.

- Income is expected to increase by approximately £4,800 (four thousand, eight hundred pounds).
- Donation predictions have increased, with a particular donation from the Prince of Wales Lodge, linked to reading.
- 6798 fund raising – expected income reduced as the PTA has not been as active this year.
- 7691 high needs top up – expected income increased as there are a few

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<p>5.b</p>	<p>pupils expected to get EHCPs. Additional support may affect staffing costs.</p> <ul style="list-style-type: none">• 7694 pupil premium – increased by circa £5,000 (five thousand pounds) due to a rise in the number of looked after children (LAC). <p>Revised 2016/17 Budget Holbrook Primary School</p> <p>Total Expenditure £1,690,545 (one million, six hundred and ninety thousand, five hundred and forty five pounds) Total Income £1,655,952 (one million, six hundred and fifty five thousand, nine hundred and fifty two pounds) In Year deficit £34,593 (thirty four thousand, five hundred and ninety three pounds) Surplus brought Forward £70,043 (seventy thousand and forty three pounds) Cumulative Surplus Balance Carried Forward £35,450 (thirty five thousand, four hundred and fifty pounds)</p> <p>The governors unanimously approved the revised 2016/17 budget for Holbrook Primary School, which was signed by the EHT and Chair of Governors.</p> <p>Three Year Budget Plan: Previously circulated. SK explained that the strategic financial plan shows a small cumulative balance for 2017/18 and a deficit balance for 2018/19. It is therefore necessary to plan ahead particularly with staffing to ensure a deficit budget is not planned in May 2017. There are a number of staff on temporary contracts and efficiency savings can be made in other areas such as learning resources. The EHT explained that there are currently 2 teachers out of class who could be put back in, but this is not the preferred option as discussed earlier with Bedenham School.</p> <p>The governors unanimously approved the three year strategic financial plan for Holbrook Primary School, which was signed by the EHT and Chair of Governors.</p> <p>Budgetary Implications of Numbers on Roll: SK confirmed that pupil numbers are stable with 257 recorded on the October census. Numbers have since risen to 260 with some enquiries of late from interested parents. The EHT confirmed that if there is a significant difference between the census and actual figures, they can approach county. SK confirmed that there are currently 12 first choice applications for Year R and 9 second choice. Applications close in January 2017.</p> <p>Governor questions:</p> <p>How many children can you take? The EHT confirmed that PAN is 45 in both schools although in practice this can be higher due to “exceptions”. The EHT said that in theory they are currently over by one (rule of 30) and need another teacher and she has gone through some scenarios with the Head of School today.</p> <p>What are the exceptions? There is a list including twins and children with an</p>	
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	<p>EHCP. We have 45 spaces but not the teachers for 45 children and in the past we have used a TA as an unqualified teacher. Is there a point when this TA would have to become a qualified teacher? No, but they do have to meet the relevant expectations.</p> <p>Capital Budget: Previously circulated.</p> <p>SK confirmed that £3,075 (three thousand and seventy five pounds) has been spent on playground markings for the new playgrounds. There is a balance of £10,253 (ten thousand, two hundred and fifty three pounds) remaining, to be carried through to next year.</p> <p>Community Budget: Previously circulated. SK confirmed no changes are required for this budget.</p> <p>Total expenditure £6,757 (six thousand, seven hundred and fifty seven pounds) Total Income £6,757 (six thousand, seven hundred and fifty seven pounds) Surplus Balance carried forward £448 (four hundred and forty eight pounds)</p>	
<p>5.c</p>	<p>Review Schools Financial Value Standard (SFVS) Progress: KL explained that she had met with both finance officers today and thanked them for their time and support. Questions 1-25 of the SFVS 2016/17 had been completed for both schools and she will be reviewing actions and completing the return in March 2017, ready for FGB approval.</p> <p>Governor questions to KL:</p> <p>Does SFVS look good and are we satisfying the statement of financial practice? Yes, it all looks very good but I want to see that we have obtained three quotes for any works. That opportunity has not arisen this year to date.</p> <p>Are you completing any audit toolkit checks to support SFVS? Yes, JH completed an inventory check at Holbrook in the summer term and payroll will be checked on the 5th December 2016. JH confirmed that she will agree a date for Bedenham's inventory check.</p> <p>SP asked governors to complete and return a financial skills form (circulated today) by the next meeting in order to ensure there are sufficient financial skills within the GB.</p>	<p>Return financial skills forms to SP/SK by 5/12/16 (all)</p>
<p>5.d</p>	<p>Financial Benchmarking Data/DfE Efficiency Tool: SK tabled financial benchmarking data from the DfE benchmarking web site for the governors to review. SK confirmed that the data is for 2014/15 (the latest available) and they have compared Bedenham and Holbrook schools against similar primary schools with a resourced provision. KL confirmed that they had chosen to compare staffing costs and ICT costs due to a high level of investment in the last few years.</p> <p>SK talked through the reports and highlighted:</p>	

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<p>5.e</p>	<p><u>Comparison of staffing costs (chart 1):</u></p> <ul style="list-style-type: none">• Bedenham school's teaching costs appear slightly lower than average when compared to similar schools.• Holbrook's teaching costs are high, with a low pupil: teacher ratio.• A similar pattern is seen with Education Support Staff. <p>Holbrook had a high proportion of experienced and expensive teachers in 2014/15 which has contributed to the higher than average salary costs. Class sizes were intentionally kept small to try to accelerate progress. There were also (and still are) a number of non-class based teachers e.g. Special Educational Needs Co-ordinator (SENCo), Head of School (HoS) and senior teacher. Holbrook has a higher than average number of education support staff, largely due to the individual special educational needs (SEN) of the pupils on roll. All of these factors lead to increased staffing costs when compared to other schools. Some of these costs are offset by the large amount of SEN funding received by Holbrook.</p> <p><u>Comparison of I.C.T. Expenditure (chart 2):</u></p> <ul style="list-style-type: none">• Holbrook's ICT expenditure was broadly average in comparison to other schools. Approximately £91 (ninety one pounds) per pupil was spent on ICT resources.• Holbrook made a significant investment in ICT the following year (laptops, whiteboards, CCTV) and it is expected that these figures will rise from 2015/16 onwards.• Bedenham's spend was high in comparison due to a number of expensive purchases including interactive whiteboards. <p>The governors spent some time reviewing the graphs and discussing their findings. KL confirmed that she will continue to benchmark the data each year and report to FGB. KL thanked SK for working on the reports with her.</p> <p>Review and Approve Service Level Agreements (SLAs): The clerk declared an interest in the Governor Services and LA Clerking Service SLA and was asked to remain in the meeting as she would not be part of any decision.</p> <p>The EHT explained that there are a large number of SLAs to review this year and tabled the full set. The governors agreed to take a number of agreements each, which had been analysed to show the differences in service and costing between 2016/17 and 2017/18. Governors were asked to take some time to review each SLA for good value. The governors spent some time reviewing and reporting back. The governors unanimously agreed the following SLAs:</p> <ul style="list-style-type: none">• School Library Service• Hampshire Educational Psychology – nine days for £525 (five hundred and twenty five pounds), paying extra for additional days.• Hampshire Property Services• Education Personnel Services (EPS)• Legal Services• Insurance	
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- Education financial services
- Hampshire music service
- Hampshire Teaching and Leadership College (HTLC)
- Outdoor Education, PE and DfE service
- Hampshire Inspection and Advisory Service (HIAS)
- Caretaking support service
- Hampshire catering services (HC3S) school meals and catering support
- Shared Services
- Occupational health and wellbeing service
- Hampshire school staff absence scheme. It was noted that Bedenham do not currently subscribe to support staff under this SLA, Holbrook subscribe for both teachers and support staff. After discussion it was agreed to continue with this differentiation.
- Other Local Authority (OLA) Top-up. It was noted that Bedenham do not currently subscribe to this SLA as historically children in the behavioural unit are local. Holbrook children have a wider clientele for the speech and language unit and use the SLA. After discussion it was agreed to continue with this differentiation.
- IT schools – the HT explained that they will have to look carefully at which aspects they sign up for as they are going for a different broadband provider who will provide a much better bandwidth for virtually the same costs
- Governor Services including the clerking service and training. It was agreed to continue with the full advice and training subscription package including the LA clerking service. It was noted that although a three year SLA, the package cost is reviewed on a yearly basis.
- Integrated Business Centre (IBC) transactional finance

KL thanked everyone for their contributions and SP for preparing the reports..

KL explained that due to the governing body (GB) not having a separate Finance and Resources Committee operating in this academic year, she would like to confirm the EHT and HoS delegated spending.

Governor question:

£5000 (five thousand pounds) is a lot of money, what controls do we have in place to ensure this delegated authority is not abused? SK confirmed that the EHT and HoS will need to discuss any spending with the finance officers and that budget reviews are taken to FGB at least termly in November, March and May each year. Budget reports show a detailed breakdown of spending. The SFVS and internal audit controls are completed by governors during the year, giving another layer of control.

The governors discussed and unanimously approved:

The Executive Headteacher and/or Heads of School can authorise items of expenditure up to the value of £5,000 (five thousand pounds). All other



	<p>items must be drawn to the attention of the FGB. Expenditure over £15,000 (fifteen thousand pounds) on any one item (or £10,000 ten thousand pounds per year for ongoing contracts) must comply with the Local Authority Code of Practice and be sent out to tender for at least three quotations. Expenditure over £75,000 (seventy five thousand pounds) in value (or £60,000 sixty thousand pounds per year) must be approved by the Local Authority's Legal Section.</p> <p>KL thanked the finance officers for their detailed reports and for coming to the meeting today.</p>	
	<p>3. Approval of Co-opted Governor:</p> <p>MW left the meeting at 7.25pm and confirmed that he would like to apply for the position of Co-opted Governor. JH thanked MW for coming along today and confirmed that she will contact him with the governors' decision.</p> <p>The governors discussed the skills and experience that MW would be able to bring to the GB. It was agreed that MW is highly educated and with a background in the NHS will bring knowledge and experience around Health, Safety and Wellbeing. MW has the time to dedicate to the GB and participate in development/training. The governors unanimously approved Mr Martin Wise as a Co-opted Governor for a four year term. The clerk was asked to ensure an application form and Data Barring Service (DBS) check is obtained and the web site updated in due course. LD is the mentoring governor for new governors.</p>	<p>Obtain application form and DBS check for MW and update website (clerk)</p>
6.	<p>Premises:</p>	
6.a	<p>Premises and Maintenance Plans: CW confirmed there was nothing to discuss.</p>	
6.b	<p>Health and Safety and Termly Web Forms for Review: CW confirmed that both schools had completed the Autumn Term 2016 web forms and that she had sent the clerk the one for Bedenham again today. KL asked that forms for both schools are circulated through the clerk on a termly basis going forward. ZD was asked to forward Holbrook's Autumn term form to the clerk for circulating.</p>	<p>Send Holbrook autumn term H&S web form to the clerk to circulate (ZD)</p>
6.c	<p>Security: CW confirmed that both schools are very secure.</p>	
6.d	<p>Review Emergency/Disaster Plan: Previously circulated. CW confirmed that she will circulate further amendments to the plan to the governors and that they have thoroughly discussed "lock downs" and will be buying in air horns in bulk for both schools to reduce costs.</p>	
7.	<p>Executive Headteacher Verbal Report:</p> <ul style="list-style-type: none"> Strategic Plans and School Improvement Plans Progress: The EHT explained that the phase 1 data has only just been collected and as a result she will be amending the strategic plan as appropriate. They are currently in the process of evaluating the data and working out the next steps. The EHT said that the Learning and Leadership Partner (LLP) feels the schools need to action 	

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	<p>things more quickly although she feels there is a danger of pushing both staff and children too hard as stress levels are already high. The EHT said that she believes it is not just about data but also about the children's' wider education and there needs to be a balance. The quality of teaching and learning in both schools has improved, although it still needs to improve further, which takes time. The updated strategic plans will be circulated to governors as soon as they are ready.</p> <ul style="list-style-type: none"> • Staffing update: <u>Holbrook School:</u> The EHT confirmed that a newly qualified teacher (NQT) had asked to leave at half term and the chair of governors had been made aware as required. The EHT confirmed that she has discussed options available with ZD and a HLTA in KS1 has been upgraded to unqualified teacher status; the positive impact of this decision is already being seen. Two new teachers are joining after Christmas (one permanent and one fixed term). The KS1 Resourced Provision teacher is leaving after Christmas, and a HLTA 1 plus an additional LSA have been budgeted for, if needed. <p><u>Bedenham School:</u> The EHT explained that a Year 3 teacher is commencing maternity leave at Easter and the apprentice is being kept on in the office as previously discussed. An additional TA for one to one work with a pupil with an EHCP has been employed and they will be advertising for two more on a part time basis. A resource provision TA is leaving in September.</p> <p>The following conversation was confidential and is recorded on a separate document.</p> <p>KL thanked the EHT for her update.</p>	<p>Circulate updated strategic plans (EHT)</p>
<p>8.</p>	<p>Safeguarding:</p> <ul style="list-style-type: none"> • Safeguarding Governor Review of the Single Central Register (SCR): A report had been previously circulated for Bedenham School. LD confirmed that she had completed a review of the SCR at Bedenham with KL and will be doing one at Holbrook on the 21st November 2016 if any governor would like to come along. Actions arising from the SCR check are in process and she will ensure they are completed. <p>The clerk confirmed that she has received the individual safeguarding checklists from CW, LN, KL and LD to date and all remaining governors were asked to send these to the clerk by the 30th November 2016. The clerk was asked to circulate the forms again.</p> <p>KL thanked LD for her update.</p>	<p>Circulate safeguarding checklists (clerk) for completion by the 30/11/16</p>
<p>9.</p>	<p>Governing Body Matters:</p> <p>JH explained that unfortunately Mrs Mell had resigned as a Co-opted Governor due to family commitments. The governors expressed their thanks for Mrs Mell's support in her time as a governor. JH confirmed that this leaves four Co-opted Governor vacancies after today and one Parent Governor vacancy, which need to</p>	

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	<p>be filled as soon as possible. The EHT confirmed that the Parent vacancy has been advertised with a closing date of the 18th November 2016. A letter was sent out with it but no interest has been shown to date. KL confirmed that she had reviewed volunteers on the Inspire website, but no one contacted is still available at the moment. She will continue to review.</p> <p>The governors confirmed that JH would be the SEN and Looked after Children Governor going forward.</p> <p>JH asked the governors to continue to seek likely governors with the required skills.</p> <p>KL thanked SP and SK for their attendance and reports and they left the meeting at 7.50pm.</p> <p>9.a Matters arising from the confidential minutes 10th October 2016: <i>The following discussion was confidential and is recorded on a separate document.</i></p> <p>LD left the meeting at 8.30pm. The clerk confirmed that a quorum of five governors was still present.</p> <p>9.b Governor Monitoring Visits: KL thanked governors for their visits and asked if governors had read through the reports and if they had any questions. Visit reports had been previously circulated for:</p> <ul style="list-style-type: none">• 13th October 2016, JH Golden Lunch at Bedenham – behaviour, health and safety.• 19th October 2016, JH Bedenham – observation of guided reading• 15th October 2016, LN Bedenham – impact of behaviour management changes at lunchtime• 12th October 2016, LD and KL Bedenham – review of marking methodology in line with the LLP school improvement report• 12th October 2016, KL Bedenham – maths improvement team meeting• 12th October 2016, LD Bedenham – literacy improvement team meeting <p>Governor question:</p> <p><i>There appears to be a higher number of visits to Bedenham school, should we not ensure we are also monitoring at Holbrook?</i> JH explained that monitoring had taken place earlier in the term at Holbrook this and that the monitoring plan ensures more will take place, it is just a matter of timing.</p> <p>9.c Governor Vacancies: KL confirmed that this had been discussed earlier in the meeting.</p>	
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<p>10.</p>	<p>Summative Report From The Pay and HR Committee Meeting 19th October 2016: KL explained that the Pay and HR Committee had met to receive the HT Performance Review Panel's recommendations for the EHT and HoS pay awards and made their decisions. The next meeting will receive the EHT report on support staff pay awards and they will be carrying out an in depth audit of performance management for both schools. A staff questionnaire is being completed to support this review.</p>	
<p>11. 11.a 11.b</p>	<p>Minutes of Previous FGB Meeting 10th October 2016: The minutes had been previously circulated. The confidential minutes were tabled.</p> <p>Approval: The minutes were unanimously approved as a true record and signed by the acting chair.</p> <p>Matters Arising and Actions Agreed:</p> <p>Action 1, agenda item 11 (December 2015): The clerk confirmed that IW has been given a paper copy of the skills audit and she will continue to chase receipt. This action to be carried forward.</p> <p>Action 2, agenda item 22 (4.b Resources committee): The action to bring comparisons of cleaning supplies to be taken to the March 2017 meeting.</p> <p>Action 4, agenda item 25 (4.b Resources committee): The action to review cross federation spending to be carried forward to the March 2017 meeting reports.</p> <p>Action 5, agenda item 25 (4.b Resources committee): KL confirmed that SFVS has been reviewed in today's meeting and completion will be brought to the March 2017 meeting for FGB approval.</p> <p>Action 7, agenda item 11: The clerk confirmed that a pupil discipline committee e learning certificate (for non-staff governors) has been received from LD and that this item should be carried forward for other non-staff governors.</p> <p>Action 8, agenda item 16: LN confirmed that whole governing body training on Holding Leaders to Account has been booked for the 30th November 2016, 6pm to 8pm at Holbrook School and all governors had been informed.</p> <p>Action 11, agenda item 16: The action to send the offsite visit schedule to the March 2017 meeting to be carried forward.</p> <p>Action 14, agenda item 18: CW and ZD confirmed that the H&S web forms had been completed for the Autumn Term. The clerk confirmed that the form has been received from Bedenham and Holbrook is to send her theirs (see action point under agenda item 6.b).</p> <p>Action 17, agenda item 5.a: CW confirmed that she had sent the Channel Awareness (Prevent Duty) e learning link to the clerk. It was noted that this is the same one that governors completed earlier in the year and the EHT said she would find the DfE link and circulate this. This action to be carried forward. It was noted that the channel awareness e learning is sufficient for safeguarding and prevent duty purposes.</p> <p>Action 18, agenda item 5.h: The clerk confirmed that she has received some safeguarding checklists and is updating the summary sheet which is held in the office at Holbrook. See action under agenda item 8.</p>	

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	<p>Action 19, agenda item 5.h: The clerk confirmed that she had received the updated safeguarding roles and responsibility document from LD and this had been circulated as requested.</p> <p>Action 20, agenda item 5.h: LD confirmed that she had completed the SCR check at Bedenham and the check for Holbrook is booked for the 21st November 2016.</p> <p>Action 21, agenda item 6.c: JH confirmed that she had circulated the updated governor monitoring plan as requested.</p> <p>There were no further matters arising not already covered on the agenda.</p>	
12.	<p>Policies for Ratification/Approval: CW confirmed that the policy review working party had met to review all the following policies and were recommending them for approval.</p>	
12.a	<p>Federated First Aid Policy: Previously circulated. There were no questions from the governors and the policy was unanimously approved.</p>	
12.b	<p>Higher Attainers Policy: Previously circulated. There were no questions from the governors and the policy was unanimously approved.</p>	
12.c	<p>Sex and Relationship education (SRE) Policy: Previously circulated. There were no questions from the governors and the policy was unanimously approved.</p>	
12.d	<p>Federation Staff Code of Conduct: Previously circulated. There were no questions from the governors and the policy was unanimously approved.</p>	
12.e	<p>Collective Worship Policy: Previously circulated. There were no questions from the governors and the policy was unanimously approved.</p>	
13.	<p>Correspondence:</p> <ul style="list-style-type: none"> • Ofsted School Inspection Handbook Section 5 (<i>previously circulated</i>) • Money Matters Magazine (<i>previously circulated</i>) • Consultation on the School Year 2018/19 (<i>attachment m</i>) • Hampshire Governor (<i>previously circulated</i>) • School Funding Consultation (<i>previously circulated</i>) <p>JH checked that governors had read the papers, the governors discussed the funding consultation and it was unanimously agreed that the EHT should respond on behalf of the GB.</p>	Respond to school funding consultation (EHT)
14.	<p>Any Other Agreed Urgent Business: The EHT explained that the School Improvement Manager has requested monthly meetings to discuss both schools, with the EHT, HoS and Chair of Governors. It was agreed that the EHT inform N Carter that the following dates are available - 18th January 2017, 15th February 2017, 13th March 2017 and 26th April 2017, all between 10am and 12 noon alternately between the two schools and starting at Holbrook.</p>	

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15.	<p>Items for Next FGB meeting 5th December 2016 at Bedenham Primary School:</p> <p><u>Data Focus</u></p> <p>EHT Written Report:</p> <ul style="list-style-type: none"> • End of phase data review including vulnerable groups • Raise On Line Data • Review Inspection dashboard • LLP annual report • Agree SIP targets for next academic year • Review SIP priorities and progress update • Impact of pupil premium and sports premium • PAN arrangements • Attendance and exclusions <p>The chair thanked the governors for their attendance and apologised for how long the meeting had taken. It was agreed that going forward the finance focused meetings will have agendas without any other business and any other key areas of discussion can be taken to an extraordinary meeting. The meeting closed at 8.40pm.</p>	
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Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
1	11 (Dec 15)	IW to provide skills form to clerk	IW
2	22(4.b Resources)	Bring comparison of cleaning supplies to spring term meeting March 2017	SP/SK
4	25 (4.a Resources)	Report to the March 2017 meeting on cross federation shared spending	SK/SP
7	11	Non staff governors to complete pupil discipline committee e learning	Non staff governors (LD done)
11	16	Send offsite visit schedule to March meeting	EHT
17	5.a	Send clerk DfE e learning link on prevent duty by 30/11/16	EHT/completed
22	3	Obtain application form and DBS check for MW and update website	Clerk
23	5.c	Return financial skills forms to SP/SK by 5/12/16	All
24	6.b	Send Holbrook autumn term H&S web form to the clerk to circulate	ZD
25	7	Circulate updated strategic plans	EHT/completed
26	8	Circulate safeguarding checklists (clerk) for completion by the 30/11/16	Clerk all
27	13	Respond to school funding consultation	EHT

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