



The Federation of Bedenham & Holbrook Primary Schools

Minutes of the Full Governing Body meeting of the Federation of Bedenham and Holbrook Schools. Monday 11th September 2017 6pm

Held at Holbrook Primary School

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| Present: | J Heath (JH)
T Potter (EHT)
K Lethbridge (KL)
G Cull (GC)
S Reed (SR)
A Williams (AW)
I Wood (IW)
R. Dickson (RD) | Co-opted Governor - CHAIR
Executive Head teacher
Local Authority Governor
Co-opted Governor
Co-opted
Co-opted Governor
Parent Governor
Co-opted Governor |
| In attendance: | Z Dudley (ZD)
C Wood (CW)
S Christopher (SC)
C Harman (CH) | HOS Holbrook Associate Member
HOS Bedenham Associate Member
Prospective new Governor
New Local Authority Clerk |
| Apologies: | M Wise (MW)
C Landon (CL) | Co-opted Governor
Co-opted Governor |
| Absent: | G Beggs (GB) | Parent Governor |

Quorum: Present: 7 required

GOVERNORS KEY ROLES: Support and Challenge

Agenda	ACTION POINTS
<p>1</p> <p>Welcome and Apologies for Absence: The chair welcomed everyone and started the meeting at 6pm. The chair confirmed that there were apologies from CL and MW. GB was absent.</p> <p>The clerk declared a quorum.</p> <p>The chair introduced a prospective new Governor, Simon Lloyd. The chair explained he is a staff member from Bedenham school and could be voted in as a Co-Opted Governor, pending the election process for a new Staff governor. SL will be a member of the School Improvement committee for Holbrook.</p>	

Approved at FGB and signed by Chair of Governors:



	The FGB voted and SL was unanimously voted in.	
2.	Declarations of Pecuniary Interests: None	
3.	Agree Any Urgent Business: EHT wanted to discuss a letter she had drafted regarding transition to secondary schools.	
4.	EHT Verbal Report:	
4.1	<p>General update – SATs, EOY data</p> <p>EHT explained that she would give a summary of the data as this would be discussed in more depth at the SIC meetings.</p> <p>EHT handed around the data for both schools to show whether they were a coasting school. EHT talked through the criteria and explained that there had as far as she was aware not been a change in the criteria for 2017 compared with 2016.</p> <p>Bedenham met the criteria in 2016 but Holbrook did not and the same is true for 2017. To be classed as coasting a school must meet the criteria for three consecutive years which neither school has done.</p> <p>Bedenham is most at risk and there needs to be considerable improvement in 2018.</p> <p>EHT then gave Governors an end of year data summary for both schools.</p> <p>Governors are encouraged to take this data away, review it in more detail and bring any questions to the SIC meeting.</p> <p>A Governor questioned whether the numbers were in percentages.</p> <p>EHT replied yes.</p> <p>It was agreed by Governors that there was a need to discuss this further in the SIC.</p> <p>Governor asked about the Year 3 data at Holbrook which indicates the cohort overall have gone backwards</p> <p>ZD then explained further regarding the results for year 3:</p> <ul style="list-style-type: none"> - There are 35 children in this class. - There were issues with the teaching which showed in the transition from year 1 to year 2. - Interim statements for Y2 came too late which caused issues. 	

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- In year 3 there was an influx of non-ARE boys which caused an impact.
- The current teachers are being supported to help the outcomes for pupils improve.
- An experienced teacher has been brought in to help raise standards.
- The focus now is on writing and spelling.
- It is evident that they are now playing catch up from the learning that should have taken place in year 1.

Governor asked whether they are now expecting to see improvements moving up to year 4.

ZD confirmed that they were.

Governor noted the results in Y1 at Holbrook look considerably better than those at Bedenham and asked why this was

EHT explained that the data referred to is from milestone 1 to the end of year i.e. November to July. At Holbrook the milestone data showed 0% achieving ARE as a result of them missing half a term of effective teaching (Governors should already aware of the reasons for this). So the 59% on the data presented although showing an improvement was still considerably lower than desired. It is therefore inappropriate to compare the Bedenham and Holbrook data in that way.

Governor asked where the quality of teaching has been a problem has this been addressed.

EHT confirmed that it had and so far, there is an improvement but they still need the consistency. EHT said both herself and ZD did a learning walk that day and found the school calm and lessons at the right pitch.

Governor asked how it felt at Bedenham?

CW said she was pleased with the positivity. They have had a STEM week this week, which they have found purposeful. Behaviour is good and teachers are buzzing. Bedenham has had support from the local authority, Chris Cheall and Kate Spencer to help with planning and give support. Maternity leave returners are strong teachers, especially at key stage one.

EHT told Governors that both schools are taking part in a local authority project. This is all about year 6 and the first meeting is next week. ZD, CW and EHT are due to attend as well as one teacher from each year group. It will consider which children should have got better results, but didn't and why and then go onto what else can be done this year to ensure results improve

EHT explained that the schools biggest concern is managing the local authority

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4.2	<p>support well. For example, an English advisor from the local authority is supporting staff. There is a need to make sure that they are giving clear and concise messages to staff and not overloading them. Sometimes teachers are being given just 10 days before a next meeting is being held to see the impact.</p> <p>Governor asked who sets the dates for the meetings?</p> <p>CW said that the school did. The dates could be moved but the LA advisors tend to get booked up quickly and therefore putting dates in diaries early is essential.</p> <p>Governor said that the local authority support needs to be effective.</p> <p>EHT agreed.</p> <p>EHT explained that in both schools there is lots going on and they are positive and upbeat.</p> <p>EHT told Governors that the LA had queried whether the English and Maths improvement plans at Bedenham had been done by the English and maths leaders. She explained that as the leaders were new in September they had not done so, however they will do the next ones.</p> <p>Governors explained that they must see follow up from the support the local authority provides and the feedback they have given. A Governor suggested they attend the meetings.</p> <p>CW said that Governors could have sight of the reports which would be more beneficial.</p> <p>Governors felt that this would be good to discuss in SIC meetings.</p> <p>EHT to forward reports on to chairs of SIC meetings.</p> <p>Receive plan for and approve off-site visits</p> <p>Governors had received the plans before the FGB meeting.</p> <p>Governors said that it was nice to see all that was planned in. They liked that there were joint Federation trips.</p> <p>EHT told Governors that one of the trips was planned for Monkey Business soft play but may be changed to "When I grow up". This is centred more around role play.</p> <p>Governor asked what happens if the parent cannot afford the trip?</p> <p>EHT told Governors that the payment was voluntary and the school would pay</p>	Send LA reports to SIC chairs. EHT
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4.3	<p>for a child if needed.</p> <p>Governor said that the current mayor of Gosport, Linda Batty, lives locally and suggested that she could be approached for any additional funding.</p> <p>Governor said that the visits were good at using the local area.</p> <p>EHT explained that teachers are advised to book one larger visit, 1 outdoor experience and then other visits which are free.</p> <p>EHT told Governors there are several residential due to take place. Year 4s will go to Fair Thorne (Holbrook) and Stubbington (Bedenham). Year 5s will go camping in the school fields. Year 3 will have a sleepover in one of the schools. And Year 6 will have their regular trip to Wales.</p> <p>CW pointed out that the Wales trip would still need to be undertaken as separate schools as the site cannot offer enough space.</p> <p>The visits for both schools were unanimously approved by the FGB.</p> <p>Approve SIPs</p> <p>EHT said that due to LA advice the SIPs have been reduced in size. Governors had been issued with the SIP in advance of the meeting.</p> <p>EHT said that alongside the SIPs were pupil premium plans, Maths and English plans and various rapid action plans which will be shared within SICs.</p> <p>EHT explained that the way the milestones data has been presented is slightly different. The schools have used the Fisher Family Trust estimates as the basis for end of year targets. So, for example Holbrook year 2, at the end of their year 1, 59% were ARE. The Fisher Family Trust data sets the target 72%.</p> <p>Fisher Family Trust offers three estimates / targets 50, 20 and 5 These indicate the 'targets' the school could reach if they did as well as 50%, the top 20% or the top 5% of schools nationally. EHT said based on internal end of year data and the need to set aspirational targets both schools are aiming for FFT20 estimates except where indicated on the plans. In the case of the Holbrook Year 2 for example the school would need to improve 4 children to be on target.</p> <p>Currently for year R and year 1 there is nothing on Fisher Family Trust but when this data becomes available the targets will be reviewed.</p> <p>Governor said it was key that these children were supported to achieve targets.</p> <p>Governor questioned whether the improvement teams focussing on foundation subjects mentioned on the Holbrook plan could be diverting teachers and pupils</p>	
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	<p>away from Maths and English?</p> <p>EHT explained that this initiative has been postponed as English and Maths needs to be consistent first.</p> <p>Governors said that it was key that they all ask questions and challenge at the SIC meetings.</p> <p>The SIPs were unanimously approved by the FGB.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Governance / Statutory roles and duties</p> <p>Formally agree Governor roles and committee membership</p> <p>The chair confirmed all the current roles with the FGB. The only additions to this list were:</p> <ul style="list-style-type: none"> - KL to join the Head Teacher’s Performance Management Panel - SL to join the SIC for Holbrook. <p>It was confirmed that IW would do the website review with the support of KL. Another one will need to be undertaken in spring and summer. This will be decided nearer the time.</p> <p>TOR approval/delegated powers for FGB, committees & appeals</p> <p>Minor amendments were made to the TORs.</p> <p>There were a lot of amendments that needed to be made to the Performance Review Panel. It was agreed that EHT would review this and the final version would be emailed to the FGB for their approval.</p> <p>There were minor amendments to be made on the Pay and HR TOR. Therefore, all TORs were unanimously approved, subject to the changes that will be made. All documents will then be sent by email.</p> <p>The chair asked CW if she had the policy review planner. CW will complete this and send to JH.</p> <p>Governor questioned whether all policies have been “federated” that could be?</p> <p>CW said that they had and would be available on the website.</p> <p>Update register of Pecuniary interests and Code of conduct</p> <p>Governors completed both forms. The chair said that if Governors were not at</p>	<p>Clerk to amend dates and send to SD for the website- Clerk</p> <p>Make amendment to HTPRP, TOR- EHT</p> <p>Update policy planner send to JH – CW</p>

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5.4	<p>the meeting they would need to complete the forms and forward to the clerk.</p> <p>Disqualification by Association forms</p> <p>The chair explained that it is not a requirement for governors to sign these forms, however they were signed last year. The chair asked whether governors felt this should be continued because if so, they would need to be kept up to date and be signed once yearly. Governors felt this was good practice and therefore the forms were signed by Governors. Those not present will need to complete the form.</p>	
5.5	<p>External advisor for HT performance reviews and date</p> <p>EHT confirmed it will be Jane Wilson and is booked for 30 November 2017</p>	Check availability and feedback to EHT. KL
5.6	<p>Adopt HCC Governors good practice guide</p> <p>The HCC Governors good practice guide was unanimously adopted.</p>	
5.7	<p>Governor details/ attendance to be updated on website</p> <p>These need to be sent to Sarah Davies to go on the website.</p>	Send relevant information for website to SD – Clerk
5.8	<p>Confirm Meeting Dates</p> <p>The chair said that she would send meetings dates out again.</p> <p>It was confirmed the pay meeting will take place on 16th October at 5pm at Bedenham.</p>	
5.9	<p>Confirm details on Edubase are up to date</p> <p>EHT said that some of the information was not up to date on Edubase and needed to be updated.</p>	Send Governor list to SD and SP to update. Clerk
5.10	<p>Agree SEN information for website – this was done last term and will need approving again</p> <p>EHT explained that Governors had already seen this information, and nothing had changed.</p> <p>The SEN information was unanimously agreed.</p>	
5.11	<p>Ensure Safeguarding audit completed by 30/9/17</p> <p>This has been sent out and reviewed at the last FGB.</p> <p>Review new targets set for the Governor Action Plan</p>	

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<p>5.13</p> <p>5.14</p>	<p>JH needs to re visit this again.</p> <p>Governor visits – discuss Governor visits to take place</p> <p>Confirmation that visits will be discussed in the SIC meetings.</p>	<p>Update Gov. Ac. Plan - JH</p>
<p>6.</p>	<p>Update from Chair of Governors re meeting with David Hardcastle, County Improvement Manager.</p> <p>The chair explained that she had received a letter from David Hardcastle, the Local Authority Improvement Manager. She read the letter to Governors and explained that they are aware of both schools under performance and being rated as RI by OFSTED. This letter was a warning that under such circumstances, the governing body could be taken over by the local authority.</p> <p>The letter also mentioned that DH was concerned as both schools had received quite a lot of local authority support over the last two years which did not appear to have the desired effect.</p> <p>The chair told Governors that both schools would all be under huge scrutiny this year, and governors as well as staff need to “up their game”. We need to go the extra mile, which means being more involved with the school and attending various meetings, such as pupil progress meetings, chairs of SICs meeting with Heads of School and visits need to be written up and evidenced in meetings. This is a critical year and the SICs are the focus for ensuring the school improves.</p> <p>The chair went on to explain that the FGB sees LLP recommendations but they don’t see the follow up so do not know what has happened. This leaves things open ended so governors are not necessarily able to achieve the triangulation that is required to ensure actions are completed. Governors need to ask questions and follow up the reports.</p> <p>It was agreed that KL or another Governor should attend the pupil premium advocate meetings and the pupil progress meetings.</p> <p>The chair explained that dates and times will be needed so they can decide between them who will attend.</p> <p>In order to assist governors, the EHT suggested they have access to the staff online calendars.</p> <p>EHT said that it would be a good idea if the SEN Governor comes to the SENCo</p>	<p>EHT to invite governors to join the</p>

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	meetings.	online school calendars																																												
7.	<p>Minutes of Previous FGB Meeting 10th July 2017: The minutes had been previously circulated.</p> <p>Approval: The chair noted that there was a discrepancy with the numbering. Minutes amended and the minutes were approved and signed by the chair.</p> <p>Matters Arising and Actions Agreed:</p> <table border="1"> <thead> <tr> <th>Action Number</th> <th>Agenda reference</th> <th>Action Required</th> <th>Who By</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>8</td> <td>Complete governor safeguarding checklist and return to clerk by 13/3/17</td> <td>AW to complete -Complete</td> </tr> <tr> <td>63</td> <td>7.2</td> <td>Make amendment to schedule of meetings. Send to clerk</td> <td>Chair – Complete</td> </tr> <tr> <td>64</td> <td>8.2</td> <td>Resend skills audit</td> <td>Chair- Complete</td> </tr> <tr> <td>65</td> <td>8.2</td> <td>Send updated form to IW</td> <td>Clerk – Carry forward</td> </tr> <tr> <td>66</td> <td>8.2</td> <td>Chase GB for completed skills audit</td> <td>Clerk - Carry forward</td> </tr> <tr> <td>67</td> <td>8.2</td> <td>Send certificates of e learning's to AW</td> <td>All - Carry forward</td> </tr> <tr> <td>68</td> <td>8.6</td> <td>Hand over website review to IW</td> <td>KL - Carry forward</td> </tr> <tr> <td>69</td> <td>8.6</td> <td>Conduct review of website – Autumn half term</td> <td>IW- Carry forward</td> </tr> <tr> <td>70</td> <td>8.6</td> <td>Email vacant Governor roles</td> <td>Chair – Complete</td> </tr> <tr> <td>71</td> <td>9</td> <td>Email policies to clerk to send out to Governors</td> <td>CW - Carry forward</td> </tr> </tbody> </table> <p>AW added at this point that she felt there was a need for increased training this year for the Governors. They will be receiving some e learning programmes from her shortly.</p>	Action Number	Agenda reference	Action Required	Who By	26	8	Complete governor safeguarding checklist and return to clerk by 13/3/17	AW to complete -Complete	63	7.2	Make amendment to schedule of meetings. Send to clerk	Chair – Complete	64	8.2	Resend skills audit	Chair- Complete	65	8.2	Send updated form to IW	Clerk – Carry forward	66	8.2	Chase GB for completed skills audit	Clerk - Carry forward	67	8.2	Send certificates of e learning's to AW	All - Carry forward	68	8.6	Hand over website review to IW	KL - Carry forward	69	8.6	Conduct review of website – Autumn half term	IW- Carry forward	70	8.6	Email vacant Governor roles	Chair – Complete	71	9	Email policies to clerk to send out to Governors	CW - Carry forward	
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8.	<p>Policies for review</p> <p>Adopt Manual of Personnel Practice - was approved unanimously by the FGB.</p>																																													

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	<p>Adopt Manual of Finance Practice and Procedure was approved unanimously by the FGB.</p> <p>Pay policy – EPS have the new model policy out for consultation at the moment and the EHT will update this when it becomes available - to be reviewed at next FGB</p> <p>Performance Management Policy (if available) – unlikely to be changed according to EPS was approved unanimously by the FGB.</p> <p>Governor visits policy and procedures – AW knows of an NGA guidance that could be used.</p>	<p>Send JH NGA guidance - to be approved at next FGB. - AW</p>
<p>9.</p>	<p>Correspondence: The chair drew the governors' attention to the following:</p> <ul style="list-style-type: none"> • School Communications 	
<p>10.</p>	<p>Any other urgent business: As discussed at the previous FGB EHT showed Governors a letter that she had drafted. This letter explained the problems they had experienced in the transition period and urged schools to come together to agree certain points which would make it easier.</p> <p>All Governors were pleased with the letter.</p> <p>EHT said she would raise this at the Cluster meeting as well as sending to all Secondary Schools.</p>	
<p>11.</p>	<p>Items for Next FGB meeting 27th November 6pm at Bedenham School:</p> <p>Focus: Safeguarding, School Improvement Plan, Governor Monitoring Planning, Governor Training</p> <ul style="list-style-type: none"> • Approve budget revisions • Review Safeguarding audit outcomes • Update on LA Safeguarding board • Safeguarding/Prevent update to include details of the referral system, number of referrals and anonymous case study. • Approve new SIPs 17/18 (SICs to review and amend if necessary) • Governor Training including WGB topic • Update from EHT on letter regarding secondary transitions • Update on Year 6 LA project • Approve Performance Review Panel TOR • <p>Policies to review:</p>	

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The Federation of Bedenham & Holbrook Primary Schools

	<ul style="list-style-type: none"> • Statement of Allegations against staff • Allegations against pupils • Safeguarding • Child Protection • Pay Policy 	
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Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
1	4.1	Send LA reports to SIC chairs	EHT
2	5.2	Clerk to amend dates on TORs and send to SD for the website	Clerk
3	5.2	Make amendment to HTPR panel TOR	EHT
4	5.2	Update policy planner send to JH	CW
5	5.5	Check availability for HTPR and feedback to EHT	KL
6	5.7	Send relevant information for website to SD	Clerk
7	5.9	Send Governor list to SD and SP to update Edubase	Clerk
8	5.13	Update Gov. Ac. Plan	JH
9	8	Send JH NGA guidance to be approved at next FGB	AW

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