



The Federation of Bedenham & Holbrook Primary Schools

Meeting of the Federation's full Governing Body held on Monday 27th November at Bedenham Primary School 6pm

- Present:**
- | | | |
|-------------------|------------------------------------|--|
| J Heath (JH) | CHAIR Co-opted Governor | |
| T Potter (EHT) | Executive Headteacher | |
| S Reed (SR) | Co-opted Governor | |
| C Landon (CL) | Co-opted Governor | |
| A Williams (AW) | Co-opted Governor | |
| G Cull (GC) | Co-opted Governor (Left at 6.32pm) | |
| S Lloyd (SL) | Staff Governor | |
| K Lethbridge (KL) | Local Authority Governor | |
| I Wood (IW) | Parent Governor | |
- In attendance:**
- | | | |
|-------------------|--|--|
| D Hardcastle (DH) | County Education Improvement Manager (Left at 6.25pm) | |
| C Harman (Clerk) | Local Authority Clerk | |
| C Wood (CW) | HOS Bedenham Associate Member (Left at 7.35pm, Returned at 7.38pm) | |
- Apologies:**
- | | | |
|-----------------|-------------------------------|--|
| Z Dudley (ZD) | HOS Holbrook Associate Member | |
| R. Dickson (RD) | Co-opted Governor | |
- Absent:** None
- Quorum:** Present: 7 required

GOVERNORS KEY ROLES: **Support** and **Challenge**

Agenda		ACTION POINTS
1.	<p>Welcome and Apologies for Absence: The chair opened the meeting at 5:58pm.</p> <p>The chair confirmed that apologies were received and accepted from ZD and RD.</p> <p>The clerk declared a quorum.</p>	
2.	<p>Declarations of Pecuniary Interests: None</p>	
3.	<p>Agree Any Urgent Business for Agenda Item 15 None</p>	
4.	<p>Update from County Education Improvement Manager</p>	

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DH introduced himself to the Governing Body. He explained that he was going to give them an update on the next steps following the review.

He handed Governors a report which was a summary of the Local Authority Performance Review in October 2017. This outlined a summary of findings. There was a list of points that senior leaders and Governors must take urgent action to address.

DH told Governors that there was a need for this review because in both 2016 and 2017 KS2 outcomes were not strong. The Federation did have two schools who were rated as good, but both those schools were now on requires development. Both schools have had support from the Local Authority. Therefore, something was not quite right and there was a need for the Local Authority to look at all elements of the school.

DH ran through the points in the summary of findings. He explained points 1 and 2 around raising expectations /aspirations and securing strong effective relationships within the team are the most important. Get this right and everything else will follow. The schools need to work on the culture of the Federation. He suggested setting a vision for the school, having a direction so that everyone could subscribe to it.

Moving through the points he said once you have that vision start making it happen for the children in improving the systems and processes that support the teaching.

Once these main points are sorted then the school can start planning.

Point 8 specifically touched on Governance and DH told Governors if they have a sense of the children and the teaching, if they are receiving the correct, useful reports then holding to account should become easier.

Governor asked what are the next steps, what is the plan?

EHT told Governors that it is something that is being worked on and they would receive this in due course.

DH told Governors that they will get reports and updates from the Local Authority, to keep the Governing Board up to date.

CW asked is there a timeline for completing the work?



DH said that this school year's year 6 outcomes will be judged by Ofsted on the next inspection. Therefore, the timeline is imminent.

Governor asked would DH be returning to provide additional support?

DH explained that the LLP would monitor the school. Therefore, he wouldn't necessarily be involved.

Governors thanked DH for his update. DH left the meeting at 6.25pm.

Governor asked whether we had heard anything about visiting other schools, who have the same circumstances and same children?

The chair told the GB that the work the Governing body needs to do is bigger than visiting schools for information.

Governor said that the GB needs help and support as to what questions to ask. It would be useful to see a good school to help improve this.

Governors need to know how many questions it takes to show they are challenging enough.

EHT said that she feels Governors are given lots of information, too much, which is not joined up. EHT has discussed the data with the Local Authority and she has been challenged over it. Originally targets were set around FFT estimates, however she has now done a reality check and this is based on individual children. The Local Authority were not happy with the data as it didn't match FFT. She explained that is the difference between target and prediction. It needs to be aligned more clearly in the future.

EHT told Governors that the pupil progress meetings have a lot of paper work that she is looking to streamline. Therefore, it will be changed to one piece of paper. This will be anonymised for Governors. Governors can then see barriers for each child and what they are working towards.

Some actions need to be done as soon as possible and that is why she is focusing on the culture of the school. Previously the schools did more as a Federation, but this has stopped. Therefore, on 6th December there will be a Federated staff meeting.

GC left the meeting at 6.32, he was unable to stay for the whole meeting.

Governor queried won't the pupil progress information be too much detail?



EHT said that is what she felt the school and the GB needed to do.

Governors then asked at which point do they know when to challenge, should expectations be set out from the beginning. Governors felt this would show progress not attainment.

EHT said that if the school gets progress then attainment will follow.

Governor said do we need to be realistic, some children may not be able to make ARE.

EHT explained it's all about having high expectations and showing the progress of even those who don't make ARE.

CW suggested simplifying the data for Governors. Previously CW has seen a booklet of information given to Governors at another school which worked well. The format would be easy to read. Governors felt that a more informative booklet would make it easier for them.

Governors thought the dashboard and visual data was better. It would be the job of the data working party to drill down further.

EHT said that she felt over the last 18 months that the leaders didn't have ownership of a lot of the work. They allowed external advisers to inform and direct as well as support. They need to take back control and do what works for the school.

The quality of teaching that EHT is seeing daily is much better. There is more active engagement, better variation and clarity. It's not perfect but much better.

CW agreed and said that sometimes the presentation does slip, but staff are regularly reminded, and this is raised at staff meetings.

EHT explained that English and Maths advisors are seeing an improvement. EHT doesn't want to introduce anything new. The school needs to embed what staff are doing well.

Year 6 progress tests have been done. They won't reach national targets, but they are not far off.

Governor asked are there improvements?



EHT said yes there was. However, teacher assessments and test outcomes have not matched in the past and this needs to be a priority.

CW explained that, in part, this is because they haven't built in sufficient resilience to finish tests.

EHT added that they would also need additional information specific to the children.

EHT felt that the change of culture was a quick fix. She suggested putting the good learners display in the entrance to sell the culture more.

Governor asked in relation to point 2 where it talked about professional respect and integrity is there a problem in the school?

The chair said that this is likely to be the blurred lines between the HoS and EHT.

EHT said that the Local Authority are offering her a confidential sounding board. They will be an EHT with similar Federation experience. This will help her unpick roles and responsibilities. The Local Authority are also seeking experienced Governors to join the governing body. The LA are also looking at changing the LLP to add a fresh perspective.

Governor asked when the schools were first Federated it was said that expertise would be shared. Have we got the right people where we need them?

CW said that the schools haven't got stability yet. However, if they stay on track they will get there.

EHT said that she is looking at what the schools are doing collaboratively.

Governor suggested getting the subjects leads to work together across both schools.

EHT said some of this is being done already and she is looking to put more into place.

Governor suggested using new technology such as skype to make things work.

EHT said that she had planned for both schools to do book week together.



	<p>EHT said moving forward she wants all teaching to be good or better and outcomes to be in line with the national. As well as children making good progress. Staff are aware of where we need to be.</p> <p>The chair explained that she and EHT were trying to come up with a vision that incorporated these.</p> <p>A debate then took place about the vision. Some Governors and CW wanted it to be a shared vision. They felt it was important to get parents, staff and Governors on board to come up with the vision.</p> <p>The chair felt that this vision needed to be in place quickly and the vision would outline what they need to work towards.</p> <p>It was suggested that they ask parents for their ideas as many will be coming in over the next few weeks for Christmas related events.</p> <p>The chair felt that due to other commitments this is something she couldn't do, and another Governor would need to support.</p> <p>EHT and the chair will discuss this further outside the meeting.</p>	
<p>5</p> <p>5.1</p>	<p>EHT Written Report:</p> <p>Brief update on progress towards school improvement priorities</p> <p>EHT confirmed with Governors they had received the report prior to the meeting. She said that the Local Authority may not agree on the percentages for performance of teaching.</p> <p>Governor asked why?</p> <p>EHT explained that the LLP monitor and report on one morning of assessing. This percentage is based on a lot more. She said that there is good generic teaching. Some teachers she has concerns about and they are being provided with additional support. Overall there is improvement.</p> <p>Governor asked in what way is the SENCo, joint monitoring, valuable?</p> <p>EHT said this monitoring means they have a fresh perspective on their own school and they can effectively challenge each other.</p> <p>Governor asked about the change from 4 to 3 collections of data?</p>	

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	<p>EHT said that they have agreed to go back to termly data collections as this will be more useful.</p> <p>CW added that the summative testing that they are doing backs up the teacher assessment.</p> <p>Governor asked is the target of 62% achievable? Was it aspirational enough?</p> <p>EHT felt that it was.</p> <p>There was a query on the percentages and it was explained by EHT that the percentages can change dramatically just by one child's performance. That is why she has included numbers of children. She explained therefore it is important to drill down further.</p> <p>Governor asked do we have the greater depth data?</p> <p>EHT will send out to Governors.</p> <p>Governor asked with the change to cued articulation in the teaching of phonics did this impact the data?</p> <p>The cued articulation is about helping children use the sound correctly and improve pronunciation – it is a visual reminder of the sounds. It is still too early to say what impact this will have long term. EHT told Governors that teachers needed to be more aspirational. She gave Governors a couple of examples of children that the school could be more aspirational with.</p> <p>Governor asked is the attendance in line with the national?</p> <p>EHT said that Bedenham was exceeding the national and Holbrook was nearly there.</p> <p>Governor asked do we have the data on persistent absence?</p> <p>CW suggested this would be reviewed in the SIC meetings.</p>	<p>Send greater depth data to Governors - EHT</p> <p>Add persistent absence to SIC agenda's - Clerk</p>
<p>5.2</p>	<p>Update on reduction in PAN</p> <p>EHT told Governors that changes in PAN for Holbrook have been included in a consultation and assuming they are approved, would come into effect</p>	



	<p>for Sept 2019. They may be able to make the changes for Sept 2018, depending on the number of applications. She would keep the Governors informed.</p>	
5.3	<p>Update on Y6 LA maximising outcomes project</p> <p>EHT explained that this project is identifying those children who would make the maximum difference on the school's outcomes. The first part of the project identified those children missing one element, i.e. reading, writing or maths. They would then put in the time and effort to target this area.</p> <p>The next part of the project would target those missing two elements. It has all been around identifying the right children at the right time – the focus is on ensuring more children achieve reading, writing and maths combined.</p> <p>Governor suggested that this is considered further at the data working party.</p>	
5.4	<p>Staffing structure 2018/19 in relation to budget</p> <p>EHT explained that the need to balance the budget would mean that some contracts will not be renewed.</p> <p>Governor asked what the impact of this would be?</p> <p>EHT said that this had been discussed at the finance committee and they will discuss their recommendations. However, having looked at staffing further the schools are where they should be with the percentage of budget being spent on staffing.</p> <p>CW left the meeting at 7.35pm</p>	
6	<p>Finance</p>	
6.1	<p>Update on recent Finance Committee and Approve budget revisions – attachment</p> <p>The chair confirmed that Governors received the Finance Committee minutes in advance. There were no questions.</p>	

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<p>6.2</p> <p>6.3</p>	<p>From the recommendations of the Finance Committee Governors voted unanimously to approve the mid-year budget revision for 2017/2018, which was signed by the EHT and the Chair of Governors:</p> <p>Approve Statement of Financial Expectations</p> <p>The Statement of Financial Expectations was unanimously approved by Governors. It was agreed that this be added to the FGB meeting in September from now on.</p> <p>CW returned at 7:38pm</p> <p>Premises</p> <p>Because the FGB would over run Premises will be added onto the next FGB.</p>	<p>Add Fin Exp to Sept FGBs in further - Clerk</p>
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Safeguarding</p> <p>Review Safeguarding audit outcomes</p> <p>Due to ZD being unable to attend the meeting CW could only update Governors on Bedenham.</p> <p>CW said that the induction process including training on safeguarding was working well. They have one new starter beginning this Friday that has already done the training. There are clear reminders in meetings on a regular basis.</p> <p>EHT added that there will be PREVENT training across both schools. Governors will be able to attend.</p> <p>Update on LA Safeguarding board</p> <p>CW recently attended the Hampshire safeguarding children board conference. The HSCB website is extremely informative. It was well recommended and had useful tool kits, e learnings and guidance.</p> <p>Safeguarding/Prevent update to include details of the referral system, number of referrals and anonymous case study.</p>	

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	<p>CW told Governors that:</p> <ul style="list-style-type: none"> - 2 children were referred to the nursing team. - 1 was referred to the police - 6 were referred to Children Services - 1 was referred to CAMHs <p>ZD should be able to give an update-on Holbrook's figures in the SIC meeting.</p> <p>CW has some anonymous case studies which she will send to Governors.</p>	<p>Send Gobs anon safeguarding case studies - CW</p>
8	<p>Pay Committee - Update on recent Pay Committee meeting</p> <p>EHT told Governors that not many staff were eligible for a pay increase. There was one staff member who requested to go to the UPR, but this was declined for the moment - they have however been awarded a special recognition payment.</p> <p>Governor asked was this due to lack of evidence?</p> <p>EHT said it was because of outcomes.</p> <p>EHT confirmed that KL and RD will be coming to school next Tuesday to carry out an audit of performance management</p>	
9	<p>Update from recent SICs</p> <p>The chair confirmed that Governors had received the minutes from both SICs.</p> <p>Governor showed concerns that we were using Governors who already had school commitments to do roles.</p> <p>EHT said better working will help the workload. She doesn't see an issue with it.</p>	
10	<p>Governance</p>	

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10.1	<p>Approve Finance Committee TOR – The finance committee TOR was unanimously approved by Governors.</p>	
10.2	<p>Approve non-negotiables document – The non-negotiables document was unanimously approved by Governors.</p>	
10.3	<p>Review of Governance Action Plan – There has just been a meeting to discuss this. Therefore, JH will update and send out.</p>	Update and send out Gov Action Plan – Chair
10.4	<p>Review Governor Roles – specifically a new Health and Safety Governor – GC had recently been told he was the H&S Governor. Other roles will be reviewed when new Governors come onboard.</p>	
10.5	<p>Review of RPLI – EHT confirmed Governors had received the report and what a resounding success it had been. Governors wanted to pass on their thanks and congratulations.</p>	Send training pack to Govs - AW
10.6	<p>Training Feedback AW said the pack they received at the Govs and Ofsted training was very useful. This will be passed to Governors.</p>	
10.7	<p>Training including recommendations from DTG, records and value for money. – AW did a comprehensive report for Governors. She now has a complete record of all training undertaken, even before the schools were Federated. Some training is now outdated and needs to be re done. She has some problems with the cost centre training being booked up. However, Governors must go on the waiting list as an additional course date may come up. AW confirms that the GB just made value for money.</p>	
11	<p>Approval of Minutes of EGB meeting 30th October 2017</p> <p>The minutes were unanimously approved as a true record and were signed by the chair</p>	
12	<p>Minutes of Previous FGB Meeting 11th September 2017 The minutes had been previously circulated.</p> <p>Approval: The minutes were unanimously approved as a true record and were signed by the chair</p> <p>Matters Arising and Actions Agreed:</p>	

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Action Number	Agenda reference	Action Required	Who By
65	8.2	Send updated form to IW	Clerk – Complete – new skills audit to take place
66	8.2	Chase GB for completed skills audit	Clerk – Complete – new skills audit to take place
67	8.2	Send certificates of e learning 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
71	9	Email policies to clerk to send out to Governors	CW - Complete
1	4.1	Send LA reports to SIC chairs	EHT-- Complete
2	5.2	Clerk to amend dates on TORs and send to SD for the website	Clerk - Complete
3	5.2	Make amendment to HTPR panel TOR	EHT - Complete
4	5.2	Update policy planner and send to JH	CW -- Complete
5	5.5	Check availability for HTPR and feedback to EHT	KL - Complete
6	5.7	Send relevant information for website to SD	Clerk - Complete
7	5.9	Send Governor list to SD and SP to update Edubase	Clerk – Complete – Note send to DB not SD.

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	8	5.13	Update Gov. Ac. Plan	JH - Complete		
	9	8	Send JH NGA guidance to be approved at next FGB	AW - Complete		
13	<p>Policies for Review</p> <p>Statement of Allegations against staff - was unanimously approved by Governors.</p> <p>Allegations against pupils – was unanimously approved by Governors.</p> <p>Safeguarding –other than one small amendment made to the title on the front page it was unanimously approved by Governors.</p> <p>Child Protection – other than one small amendment made to the last page mentioning the wrong Governor it was unanimously approved by Governors.</p> <p>Health and Safety Policy – was unanimously approved by Governors.</p> <p>Admissions policy – other than one small amendment made to the dates this was unanimously approved by Governors. It was suggested to link to the document on the website instead of attaching the whole document.</p> <p>Governor visits policy and procedures – was unanimously approved by Governors.</p>					
14	<p>Correspondence: Previously circulated The chair reminded Governors of the Schools communications sent out by the clerk.</p>					
15	<p>Any other urgent business: None</p>					
16	<p>Items for Next FGB meeting 15th January at Holbrook School 6pm:</p> <p>Focus: Special Education Needs and Disability, School improvement priorities, GB matters -Training; Clerking Service</p> <ul style="list-style-type: none"> • SENCo annual report 					

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	<ul style="list-style-type: none"> • SEN provision review • Evaluate resourcing and budget control of SEN provision and impact of funding • Discuss and agree priorities for next financial year based on school improvement priorities. • Receive report on issues arising from strategic financial planning • Discuss and agree governor training package subscription • Governor training and ensure WGBT booked (by 31st Jan) • Discuss and agree LA clerking service • GB self-evaluation/governor development plan • Summative report from the pay committee • SIC update <p>Premises</p> <ul style="list-style-type: none"> • Review Emergency Disaster Recovery Plans • Premises and maintenance plan • Termly H&S Audit • Security <p>Policies to review:</p> <ul style="list-style-type: none"> • SEN Policy • Supporting children with medical conditions (due 2018) • School website check (complete by March 2018) including governor details 	
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Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
10	5.1	Send greater depth data to Governors	EHT
11	5.1	Add persistent absence to SIC agenda's	Clerk

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12	6.2	Add Fin Exp to Sept FGBs in further	Clerk
13	7.3	Send Govs anon safeguarding case studies	CW
14	10.3	Update and send out Gov Action Plan	Chair
15	10.6	Send training pack to Govs from recent training	AW

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Date: 15/01/2018

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