



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 11TH JULY 2016 AT 6PM**
Held at Bedenham Primary School

Present:

G Cull (GC)	CHAIR, Local Authority Governor
T Potter (EHT)	Executive Headteacher
S Reed (SR)	Co-opted Governor
J Heath (JH)	Co-opted Governor
L Newman (LN)	Co-opted Governor
J Garrett	Parent Governor (Bedenham)
L Dovell (LD)	Co-opted Governor
K Lethbridge (KL)	Co-opted Governor
C Landon (CL)	Co-opted Governor

In attendance:

J Dunn (Clerk)	Local Authority Clerk
Z Dudley (ZD)	HOS Holbrook Associate Member
C Wood (CW)	HOS Bedenham Associate Member

Apologies:

A Foice (AF)	Staff Governor
I Wood (IW)	Parent Governor (Holbrook)

Quorum: Present: 5 required

Agenda		ACTION POINTS
1.	<p>Welcome and Apologies for Absence: The chair welcomed everyone and started the meeting at 6pm. The chair confirmed that apologies had been received and accepted from A Foice. <i>Post meeting note, apologies were received and accepted by the chair for I Wood.</i></p> <p>A quorum was declared.</p>	
2.	<p>Welcome New Parent Governor (Bedenham) Mrs Julie Garrett: The chair welcomed J Garrett the new parent governor for Bedenham school to her first FGB meeting. Introductions were made and it was agreed that L Dovell would be her mentor and for the clerk to forward on the induction pack and materials sent to date. The clerk confirmed that identification had been seen, a code of conduct and pecuniary interest form signed and enhanced data barring service (DBS) check applied for.</p>	Send LD induction pack for JG (clerk)
3.	<p>Declarations of Pecuniary Interests: None.</p>	
4.	<p>Agree Any Urgent Business: None.</p>	
5.	<p>Executive Headteacher and HoS Verbal Reports:</p> <ul style="list-style-type: none"> Data and SATs results: 	

Approved at FGB and signed by Chair of Governors: J Heath



The Federation of Bedenham & Holbrook Primary Schools

The chair confirmed that the following documents had been previously circulated:

- HoS written report Bedenham
- HoS written report Holbrook
- Learning and Leadership Partner (LLP) confidential report Holbrook (dated 21st June 2016) focused on teaching and learning
- Holbrook data summer 2016
- Bedenham data summer 2016
- Year 6 SATs attainment results (headline information)

The chair thanked the EHT for the update on SATS and said that although they were disappointing in some areas they do not necessarily reflect the performance the children are capable of and it is the schools' intention to look at them in detail. The schools have set themselves the task of finding out what went wrong and it would not be fair for governors to ask too much at this early stage. The chair said it is important that the governors are aware of the results and that there are national concerns around them with massive disparity across the country and Gosport in particular. It will be interesting to see how the DfE respond.

The EHT tabled the headline data and explained that the Key Stage 2 (KS2) combined national figure is 53%, with Holbrook achieving 37.9% and Bedenham 19.2%. The EHT said that they always knew Bedenham's data would not be as strong as Holbrook this year and this has been discussed in detail in previous meetings, but this was much worse than expected. The EHT explained that in Hampshire there is a 92% range of results from the highest to lowest scores, so something has gone very wrong. The EHT tabled reports from "Perspective Lite", produced by county and confirmed that they are starting an analysis of the data.

Bedenham The EHT highlighted:

- Good Level of Development (GLD) – just above national at 70% and an improving trend.
- Year 1 phonics –above national at 82.2%. This includes four children with significant special educational needs (SEN).
- KS1 – Reading writing and maths are in line (slightly above) national in terms of reaching the expected standard but below national for greater depth. Combined is ahead of national.
- KS2 –Reading poor at 34.6% and 30% lower than it should be, maths is poor, grammar 20% lower than national and writing is in line with national, with a combined of 19%.

The EHT said that where they have started to look into KS2 results further they can identify a number of children who have achieved in two aspects out of three but a number of anomalies such as there are eight children out of twenty six who have a reading age at least two years above their chronological age, who did not meet the standard. Questions need to be asked. Looking at papers they can see that the children's understanding of vocabulary seems to be a factor and in particular their ability to use a range of vocabulary and understand its inference.

Approved at FGB and signed by Chair of Governors: J Heath



Reading ages reflect the teacher assessments and so far they have only found one paper that it would be worth sending back to be re-marked. The issues around maths appear to be about reasoning skills with the children generally performing better in the arithmetic paper.

Holbrook The EHT highlighted:

- GLD has improved but is not yet at the national figure – this is an improving trend.
- Year 1 phonics is just above national and a 20% improvement on last year.
- KS1 – not as positive as they would like, but given the experience these children had in Year 1 they have closed a lot of gaps.
- KS2 – Reading attainment 48% achieving the expected standard against a national average of 65% BUT the average scaled score is 99. Writing is broadly in line with national. Maths is 14% lower than national but the average scaled score is 100. Grammar, punctuation and spelling is 10% lower than national but the scaled score is 102 and finally the combined percentage is 38%

The EHT said that when you look at the data taking out those children with SEN, the figures improve for both schools. Pupil premium children at Holbrook have generally outperformed non- pupil premium children as they tend to be more able in Year 6.

The EHT tabled transition matrices received from county today and explained that these show children who were at 2b or better and how they have converted at KS2. The figures will need to be double checked. *Post meeting: the figures have been checked and 67% of children achieving a level 2B or better in both reading and maths at KS1 have converted to the expected standard at Bedenham, whilst at Holbrook doing the same analysis reveals 74% converted in reading and 70% in maths*

The EHT concluded that they are trying to find out what has gone wrong and will be rigorously investigating the results, but at this stage they do not know what more they could have done. The progress measures will be published in September and this data will also be used to evaluate school performance. At this time it is not possible to predict what this will look like as guidance regarding this has been scant to say the least.

Governor questions to the EHT:

Were you able to look at the papers in advance to warn you of how difficult they were? No, we did not get to have a good look. The staff were very shocked as they were so difficult. The chair said that it is important to keep vigour around learning, but it is acknowledged that the staff are very de-moralised.

Looking at the figures for each subject the numbers look odd? I am not sure we will ever be able to give you more answers, and it will be better when we can

Approved at FGB and signed by Chair of Governors: J Heath



<p>see the progress measures. The teacher assessments were all positive. Do you think the figures could trigger academisation? I do not know.</p> <ul style="list-style-type: none">• Discuss and agree professional day closures for 2016/17: <p>The EHT confirmed:</p> <ul style="list-style-type: none">• 5th September 2016 team teach• 21st October 2016 – child protection and growth mindsets• 31st October 2016 grammar• 23rd June 2017 for curriculum development• One day kept for Ofsted review / follow up <p>Governor question to the EHT:</p> <p>Do you feel it is necessary to have a day to look at grammar, as this was not a high priority? Yes, it will be grammar for the whole school and we have a number of new teachers joining us.</p> <p>The governors unanimously agreed the professional day closures.</p> <ul style="list-style-type: none">• School Improvement Plan (SIP) - Progress and Plan for 2016/17: <p>The EHT said that they have started to bring the SIP together and will have a four year plan. The key headings are:</p> <ol style="list-style-type: none">1. Learning in all lessons is good or better every day2. High quality leadership at all levels3. Preparing children for life in the modern world4. High quality support and challenge for all learning <p>The EHT said that the strategic outline will be put onto a poster that will be displayed in the schools and will be ready for the autumn term.</p> <p>The EHT said that this is usually a three year plan and that action plans are being developed to address the issues identified from data etc.</p> <p>The chair asked if there were any questions from the HoS written reports, none were asked.</p> <p>CW explained that she has increasing concerns over the safety of children exiting school and spilling out onto the road, especially at this time of year when there are more cycles, scooters etc. The governors spent some time discussing the issue and ways to manage the risk. CW asked if some governors would take time to observe the end of day in order to understand the issues involved. Two governors commented that they had been present at the end of day and the situation is terrible. Discussion points included:</p> <ul style="list-style-type: none">• Railings are already in place but the children go around them	
---	--

Approved at FGB and signed by Chair of Governors: J Heath



	<ul style="list-style-type: none"> • School crossing patrols are hard to recruit in the area • The community police liaison officer (PCSO) has been present at times but has not had any real effect, although they could be asked to make a report to the council • Parking has added to the problem and photographs are regularly taken and sent off of cars parked on verges etc. • Cars are relatively slow in the road, which is fortunate • The route is very narrow • The gates to the Lennox Centre could be opened to give a wider exit, but parents are parking in their car park which could increase the risk to children <p>CW said she will talk to some governors and the PCSO. The chair thanked the EHT and HoS for their reports and updates.</p>	
<p>6.</p>	<p>Safeguarding and the Prevent Duty:</p> <p>CW explained that since writing her report there had been a racially motivated incident that has been discussed with the chair of governors. In addition there has been a small change to the behaviour policy asking staff not to mention the word “bullying” in front of other children as this tends to lead to some misconceptions.</p> <ul style="list-style-type: none"> • Annual Safeguarding Governor Report: Previously circulated. The chair thanked LD for a very interesting and well written report. <p>LN confirmed that the Prevent Duty governor course is no longer being run and that it will now be covered within the social, moral, spiritual and cultural (SMSC) workshop, together with Channel Awareness e learning. Dates are available for the workshops. CW confirmed that all staff and governors will be expected to completed the e learning again after September 2016.</p> <ul style="list-style-type: none"> • Annual Safeguarding Audit: <p>LD explained that she had raised a concern that the annual safeguarding audit reports (previously circulated) had been completed and sent to county by each HoS, prior to coming to full governors for approval. Governors could be assured however that as the safeguarding governor she has been involved in reviews with each HoS.</p> <p>The HoS confirmed the development areas identified on the returns.</p> <p>Bedenham: Inducting new staff and checking the office is giving out safeguarding information leaflets to every visitor.</p> <p>Holbrook: Strengthening children’s opportunities to make risk assessments.</p> <p>In addition updating the federation staff code of conduct.</p>	<p>Re-send channel awareness e learning to all (Clerk)</p> <p>Circulate completed safeguarding audits for autumn term FGB agenda (CW and ZD)</p>

Approved at FGB and signed by Chair of Governors: J Heath



	<p>The governors discussed and agreed to unanimously approve the safeguarding audits retrospectively and asked that the full audits be sent to FGB in the autumn term.</p>	
<p>7.</p> <p>7.a</p> <p>7.b</p>	<p>Governing Body Matters:</p> <p>Discuss Officers for the Next Academic Year and Agree Deadline for Self-Nominations: The chair explained that with regret he will be resigning from the governing body with effect from the next meeting and will therefore not be standing as chair. The clerk asked governors to send her their self-nominations by the 31st August 2016. The governors discussed and unanimously requested that K Lethbridge be recommended to Cllr. Burgess as Local Authority Governor with effect from the new academic year.</p> <p>Agree Meeting Dates for 2016/17: Previously circulated. The governors spent some time discussing meetings and whether to amend the structure for 2016/17 to monthly FGB meetings and no committees apart from a Pay and HR Committee. A governor explained that this is a structure being adopted by many local GBs, is recommended for discussion by the National Governors Association and has proven popular as it is lessening the amount of time spent in meetings, reducing duplication of reports and reducing the workload of the school leadership team. All governors would have regular up to date information and a wider knowledge of the strengths and areas needing improvement in the schools.</p> <p>Following the discussion it was unanimously agreed to trial monthly FGB meetings for 2016/17.</p> <p>The clerk declared a pecuniary interest in that the clerking hours could reduce as a result of this change and the clerk was asked to remain. The governors agreed that the clerk inform the chair of how this affects clerking hours but that any small reduction in hours is covered by the additional work undertaken on the GB's behalf.</p> <p>The clerk was asked to create a schedule of business showing focus areas and statutory items. The dates for 2016/17 were agreed as (all on Mondays at 6pm unless otherwise stated):</p> <ul style="list-style-type: none"> • FGB 12th September 2016 Holbrook • FGB 10th October 2016 Bedenham • Pay and HR committee 19th October 2016 at 5pm Bedenham • FGB 14th November 2016 Holbrook • FGB 5th December 2016 Bedenham • Pay and HR Committee 16th January 2017 at 5pm Holbrook • FGB 16th January 2017 Holbrook • FGB 13th February Bedenham 	<p>Self-nominations for COG and VCOG to the clerk by 31.8.16 (all)</p> <p>Contact Cllr. Burgess re KL as LA governor (clerk)</p> <p>Send chair details of change to clerking hours (clerk)</p> <p>Create and circulate revised schedule of business (clerk)</p>

Approved at FGB and signed by Chair of Governors: J Heath



<p>7.c</p>	<ul style="list-style-type: none"> • FGB 13th March 2017 Holbrook • FGB 24th April 2017 Bedenham • FGB 22nd May 2017 Holbrook • FGB 19th June 2017 Bedenham • Pay and HR Committee 10th July 2017 at 5pm Holbrook • FGB 10th July 2017 Holbrook <p>The governors discussed and agreed the following roles:</p> <ul style="list-style-type: none"> • Development and Training Governor (DTG) – L Newman • South East Forum Representative – K Lethbridge • Child Protection and Safeguarding Governor – L Dovell • Safeguarding Complaints Against the HT – Chair of Governors • SEN Governor – to be confirmed • Health and Safety Governor – S Reed • Finance Link Governor – K Lethbridge • School Improvement Link Governor – J Heath • Policy Working Party – C Wood, Z Dudley, S Reed and L Newman • HT Performance Review Panel – J Heath, L Newman and LLP as the external advisor • Pay and HR Committee members – K Lethbridge (chair), L Dovell, J Garrett and J Heath <p>The governors agreed that the remaining roles will be allocated in the September 2016 meeting.</p> <p>Governor Recruitment/Changes: The HT said that she has approached a parent who is interested in becoming a co-opted governor and will pass on the details to the clerk. ZD said that she has an action from the previous meeting to approach local charities and will be doing this in due course.</p>	
<p>8.</p>	<p>Review Governors' Impact and Discuss 2016/17 Monitoring Plan:</p> <p>The monitoring plan had been previously circulated. The chair thanked governors for the visit report forms previously circulated for:</p> <ul style="list-style-type: none"> • Parental engagement and pupil voice 28th June 2016 • Early Years phonics 20th June 2016 • Attendance at an outstanding school's FGB 5th July 2016 <p>The chair explained that the objective of an effective and performing GB is to challenge and support the schools' drive for efficiency and performance. The chair asked the meeting (including the clerk) to discuss the federated GB's activities and improvements this year, their experiences with other governing bodies and to consider how effective the GB has been, together with suggestions for improvement. Points raised included:</p> <ul style="list-style-type: none"> • The GB has moved a long way since federating and has come together as 	

Approved at FGB and signed by Chair of Governors: J Heath



	<p>an effective team.</p> <ul style="list-style-type: none"> • All statutory and key information has been covered effectively within meetings in a timely manner. • Minutes clearly evidence statutory items, strategic influence, challenge and support. • Governors have been proactive and diligent in monitoring school performance and triangulating evidence. Visit report forms have been updated, are completed and circulated well, with governors attending the schools on a regular basis. • Governors are actively involved in strategic planning. • A record (evidence and impact) of visits and training has been created and maintained to track actions agreed. • Governors are challenging more. • The opportunity to benchmark GB activities against another outstanding school has been taken and the GB performs well. • Governor training is focussed and effective, the DTG being proactive. • A skills review was carried out with governors to understand and address any gaps. Governors have the required skills for their individual roles and undertake development where necessary. • The monitoring plan is comprehensive, flexible and reflective of what is highlighted by the EHT and HoS. • Governors have clearly defined role profiles and links to the SIP. • Governor newsletters are being sent on a termly basis • Parental engagement has improved and a plan agreed from whole GB training. • The chair of governors regularly meets with the senior leadership team and acts swiftly on matters referred to them. • Safeguarding is well monitored and the governor assigned acts proactively and diligently. • Budgets are regularly monitored and financial probity is clear. • Governors are actively involved in policy review and monitor impact. <p>The chair thanked the meeting for their discussion and for their activities this academic year.</p> <p>Parental Engagement Plan: Previously circulated.</p> <p>JH explained that following the GB training the plan had been put together and clearly shows the actions that have been completed. The meeting agreed that many things have been tried to engage more with parents and specific initiatives such as the newsletters and “Anomaly Project” screens that are coming in for next year will continue to improve this area.</p> <p>The chair thanked JH for her work on the plan.</p>	
<p>9.</p>	<p>Minutes of Previous FGB Meeting 23rd May 2016:</p>	

Approved at FGB and signed by Chair of Governors: J Heath



	<p>The minutes had been previously circulated.</p> <p>Approval: The minutes were unanimously approved as a true record and signed by the chair.</p> <p>Matters Arising:</p> <p>Agenda item 11 (Dec 2015): The chair confirmed that IW still needs to complete a skills analysis form for the year. This item to be carried forward. Agenda item 4: The EHT said that she will bring the strategic plan to the next meeting and for this item to be carried forward. Agenda item 8.c: KL said that she will be putting an advert on the Inspiring Future website and for this item to be carried forward.</p> <p>There were no further matters arising not already covered on the agenda.</p>	
10.	<p>School Improvement Committee Meeting Minutes 13th June 2016: The minutes had been previously circulated.</p> <p>The chair confirmed that as the committee will not be meeting again that these minutes should be approved today. The governors unanimously approved the minutes with no amendments and they were signed by the chair of the committee. The chair confirmed that there were no matters arising from the minutes to bring forward.</p>	
11.	<p>Resources and Finance Committee Meeting Minutes 20th June 2016: The minutes had been previously circulated.</p> <p>The chair confirmed that as the committee will not be meeting again that these minutes should be approved today. The governors unanimously approved the minutes with no amendments and they were signed by the chair of the committee.</p> <p>The governors agreed to add the actions arising to the next meeting agenda.</p>	
12.	<p>Pay and HR Committee Meeting 4th July 2016: The chair confirmed that the committee had met to discuss and review the EHT's recommendations for teacher pay progression. The committee had reviewed and compared the performance data and endorsed the recommendations made.</p> <ul style="list-style-type: none"> • EHT Annual Report on Performance Management: Previously circulated. There were no questions from the governors and the chair thanked the EHT for her confidential reports. • Staff Continuing Professional Development (CPD) Report: Previously circulated. There were no questions from the governors and the chair thanked the HoS for their reports. 	
13.	<p>Policies for Ratification/Approval:</p>	

Approved at FGB and signed by Chair of Governors: J Heath



The Federation of Bedenham & Holbrook Primary Schools

13.a	<p>Governor Allowances (schemes for paying) Policy: Previously circulated. There were no questions and the policy was unanimously approved by the governors.</p>	
14.	<p>Correspondence: The clerk drew the governors' attention to the following:</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education Changes (<i>previously circulated</i>) • Governors were asked to ensure they have read and understood the Keeping Children Safe in Education guidance and recent changes. • Bi-weekly Governor Services Updates (<i>previously circulated</i>) 	Read and understand keeping children safe in education guidance (all)
15.	<p>Any Other Agreed Urgent Business: None</p>	
16.	<p>Items for Next Meeting: The date of the next meeting was agreed as Monday 12th September 2016 at 6pm at Holbrook School. The following items were agreed:</p> <ul style="list-style-type: none"> • Confirmation of Reconstitution with effect from 1st September 2016 • Approve new Local Authority Governor K Lethbridge • Verbal EHT report – progress data • Receive plan for and approve any offsite visits • Confirm officers and governor/committee/panel membership and roles • Approve all TOR and delegated powers • Annual Pecuniary interests log (sign and arrange to post to the web site) • Annual adoption of Governor Code of conduct (sign) • Adopt HCC Governors good practice guide • Discuss governor attendance 2015/16 (and post to web site) • Review governor term dates • Adopt MOPP • Adopt Manual of Financial Practice and statement of financial expectations • Approve policies: Pay 2016/17, SRE, performance management and capability, safeguarding, statement of allegations of abuse against staff, allegations of abuse against pupils, child protection. • Website review <p>The governors expressed their thanks and appreciation to G Cull the outgoing chair who will be leaving the GB after many years of service at the start of the new academic year. The governors said that his knowledge, skills, commitment and efforts in supporting the children, staff, governors and schools as a whole has been outstanding and he will be sadly missed.</p> <p>The chair thanked everyone for their attendance and input, wished everyone much success and a great summer break and closed the meeting at 8pm.</p>	

Agreed action points from the meeting

Agenda Item	Action Point	Responsibility
-------------	--------------	----------------

Approved at FGB and signed by Chair of Governors: J Heath



The Federation of Bedenham & Holbrook Primary Schools

11 (Dec 15)	Send completed skills forms to the clerk	IW
4	Provide draft strategic plan for next FGB	EHT
8.c	Place governor advert on inspiring the future website	KL
2	Send LD induction pack for JG	clerk
6	<ol style="list-style-type: none"> 1. Re-send channel awareness e learning to all 2. Circulate completed safeguarding audits for autumn term FGB agenda 	Clerk CW and ZD
7.a	<ol style="list-style-type: none"> 1. Self-nominations for COG and VCOG to the clerk by 31.8.16 2. Contact Cllr. Burgess re KL as LA governor 	All clerk
7.b	<ol style="list-style-type: none"> 1. Send chair details of change to clerking hours 2. Create and circulate revised schedule of business 	Clerk clerk
14	Read and understand keeping children safe in education guidance	All

Actions from Resources and Finance Committee meetings

Action Number	Agenda item	Action Required	Responsibility	Completed
16	4.e	Complete asset register checks for both schools by 31/7/16	GC and JH	12/7/16
22	4.b	Bring comparison of cleaning supplies to spring term meeting March 2017	SP and SK	
23	4.b	Meet PTA re their fund raising foci	EHT	
25	4.a	Report to the March 2017 meeting on cross federation shared spending	SP and SK	
26	4.b	SFVS updates to FGB Autumn (November 2016) and Spring (March 2017)	KL, CW and SR	
27	6	Send safeguarding audit to FGB	CW	11/7/16
28	6	Send GC H&S report and then send to FGB	CW	
29	7	Committee TOR to be sent to FGB in September 2016 for approval.	clerk	N/A

Approved at FGB and signed by Chair of Governors: J Heath