



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 10TH OCTOBER 2016 AT 6PM**
Held at Bedenham Primary School

Present:	J Heath (JH)	CHAIR Co-opted Governor
	T Potter (EHT)	Executive Headteacher
	S Reed (SR)	Co-opted Governor
	L Newman (LN)	Co-opted Governor left 8pm
	L Dovell (LD)	Co-opted Governor
	K Lethbridge (KL)	Local Authority Governor
	C Landon (CL)	Co-opted Governor
	A Foice (AF)	Staff Governor
	I Wood (IW)	Parent Governor

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

Apologies:	N Mell (NM)	Co-opted Governor
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Quorum: Present: 5 required

Agenda		ACTION POINTS
1.	<p>Welcome and Apologies for Absence: The chair welcomed everyone and started the meeting at 6.02pm. The chair confirmed that apologies had been received and accepted from N Mell and a quorum was declared.</p> <p>The chair explained that unfortunately Mrs Garrett had resigned as a parent governor due to other commitments and the EHT said that she is arranging to send out an advert to parents across the two schools. The chair said that she had been speaking to a potential governor introduced by LN and that the Federation had advertised on the various volunteer web sites. The governors discussed the skills required on the governing body (GB) and agreed an interest/experience in Early Years would be welcome.</p> <p>The chair asked for a volunteer to be on the Pay and HR Committee and IW was confirmed.</p>	
2.	<p>Declarations of Pecuniary Interests: No further pecuniary interests were declared.</p>	
3.	<p>Agree Any Urgent Business: The EHT asked to cover staffing at Holbrook School, which was agreed.</p>	
4.	<p>Executive Headteacher Verbal Report:</p> <ul style="list-style-type: none"> • Progress in Strategic Plans: 	

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- **School Improvement Plan Priorities and Update:**

The EHT explained that the senior leadership team (SLT) is actively monitoring staff as a key priority around the quality of learning every day and high quality challenge. The Learning and Leadership Partner (LLP) had come in to spend one and a half days at each school and the EHT tabled reports for each school. Governors were given some time to review the documents and the EHT explained that Bedenham's may have some further amendments before being finalised.

The EHT talked the governors through the reports.

The EHT said that the reports read positively overall with a couple of issues raised and addressed in the action plans. The feedback and marking policy has been re-written and feedback will be less wordy going forward.

The following discussion was confidential and is recorded on a separate document.

Governor questions to the EHT:

What does it mean (page 2 Holbrook) when the LLP says there is a "mismatch" between the quality of learning in Key Stage 1 (KS1) and KS2?

This refers to the Speech and Language Provision and the expectation of seeing teachers doing over and above what is expected within mainstream with a strong speech and language focus. On the day the children in one class were talking a lot more than in the other.

Is the random modelling (Bedenham) across all year groups? Years 3 and 4 are really strong, years 1 and 2 there is not enough and years 5 and 6 will depend on what the children are doing and learning.

What is happening with the Marking and Feedback policy? CW explained that there is a new policy at Holbrook and at Bedenham it has been adjusted to make sure it is being applied correctly. There a lot of new teachers and they are ensuring engagement does not drop.

The EHT said that overall she is really pleased with the reports and there was nothing raised that they were not already aware of. The next reports should see most areas addressed.

- **Data Update:**

The EHT confirmed that governors had received the Fischer Family Trust (FFT) data for KS1 and KS2 2015/16 for both schools, previously. The EHT explained that the next data update will be in November 2016 and it is worth reviewing the FFT data for an overview. The Raiseonline (ROL) data should mirror the FFT reports which have been adjusted for previous years to reflect the data/assessment changes in 2015/16.

The governors spent some time going through the reports. The EHT highlighted:

- Bedenham – across the board for KS1 in line with National levels with some green plusses.
- Bedenham – KS1 not enough exceeding expectations.



- Bedenham – KS2 Progress measures are better and the significantly below attainment areas were already known.
- Bedenham – value added downward arrows are very cohort specific and already known, with one green plus.
- Overall the results are not what they had wanted and it will be interesting to see the ROL data when it comes out.
- Holbrook KS2 – worth looking at the third page. The FFT team have used this year's assessment system with regards to the 2014 and 2015 data to allow comparisons to be easier. It is pleasing to see that despite low attainment it is actually an improvement on the previous two years by the updated measures.

Would you say that despite the data the schools are going in the right direction? Yes and I will highlight this to Ofsted.

- **School Self Evaluation Form (SEF):** Previously circulated. The EHT explained that she will send any changes to the SEFs as they occur and that all governors must be able to talk about the documents to Ofsted if required.

The chair confirmed that some **questions had been sent to the Heads of School** in advance of the meeting:

Bedenham Sports Premium 16/17 - what's the difference between a sports coach and PE specialist? I'm asking as the overspend will come out of our normal school funding for both schools? How do they both benefit the school? CW said that the sports coach coaches the teachers in how best to deliver the PE curriculum, whereas a sports specialist may just teach the children, although they always aim to improve the teacher's skills at this time too. The sports specialist is also taking an after school club, so will only be directly impacting on the children at this time. The sports coach is a sports specialist. The coach coaches the teachers.

Bedenham data summary 15/16 - given that both schools year 5 (now year 6) age related expectations (ARE) data was lower than the year 6's that have just left, what extra is being put in place for their general learning and SATS preparation? CW said that they have analysed every child's progress and through rigorous monitoring are ensuring that any 'close to' children in Year 6 (and every year group) are getting their gaps filled as soon as possible; this is through intervention, class teaching and surgeries as well as support in lesson time. They are looking for evidence of gap filling in book looks, planning and during learning walks. They will hold class teachers accountable for this as well as phase leaders and would expect to see improvements in the number of children expecting to achieve ARE as they progress through the year. They have set percentage targets for this which were shown at the last FGB. They are also seeking support for teachers in planning progressive lessons from Jacqui Clift in maths and Hannah Satchell in English. The LLP is also focussed on seeing the percentage of ARE improving in each year group as they move through the academic year and will hold the senior leadership team (SLT) accountable for this.

Bedenham – The Index of Multiple Deprivation (IMD) data – when it says 23rd most deprived out of 427 schools in Hampshire, this has fallen from 40th last

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year, is this good or bad? CW explained that it is worse to be 23rd instead of 40 as it means they have moved up the scale of deprivation; this is to do with local and national economics and is not something they can change as a school. They do need to ensure that they are aware and keeping a closer eye on children's wellbeing; even down to how much they have in their packed lunches, whether they are prepared for poor weather in terms of clothing etc. The EHT explained that in the past Holbrook was higher than Bedenham but they have caught up.

At Bedenham, have the new arrangements at lunch time improved behaviour and calmness in the afternoons? CW said that there have been definite positive changes although in the last week a small group of boys have caused some issues which she is addressing. An assembly was held today to reiterate her expectations.

How is it going with the new lunch time arrangements for Year 6 at Bedenham? CW said that Year 6 love the new arrangements and it is working well. Once Year R have left the lunch hall only one member of staff is needed as the children help each other. Packed lunches can be eaten in the school environment but once bad weather arrives it may be more crowded. Parents have responded well with only one complaint that a child's uniform was muddy.

Are the playgrounds being used more? CW said yes and they will invite governors to look for evidence after half term.

How is at Holbrook? ZD said that the hall is working well but there is not enough space for everyone and Year 6 volunteered to eat in their classrooms. ZD said they are going to look at rules for lunchtime behaviour and tie that in with the lunchtime supervisors. The playground was zoned out today by the lunchtime supervisor and staff rostered accordingly. CW said that the role of the lunchtime staff is now more skilled and this needs to be taken into account when recruiting.

Are table manners improving? ZD said it is better and a common conversation. The role of the Holbrook Heroes needs to be looked at and started up again. CW confirmed that the Sports Captains at Bedenham are similar to the Holbrook Heroes.

At Bedenham, what is suggested to stretch the higher attainers to move them on? We now have a full set of data and last year we were looking to achieve ARE rather than beyond ARE. This year we are making sure we are recording and challenging. ZD said that the Venn diagrams help a lot as teachers can easily identify which children they need to pick up on. CW confirmed that they carry out "book looks" for special educational needs (SEN) and higher attainers on a regular basis. CL confirmed that teachers are not able to pick and choose which children's books are sampled. CW said that they know which children are higher attainers and will look for opportunities as they walk around to observe what they are doing.

Are children considered as higher attainers by ability or as a percentage of the class? The EHT said that it used to be the top 10% of each class, but they may not be achieving ARE, so they are now focussing in KS1 on those children exceeding Early Years criteria in reading, writing and maths and in KS2 they consider the "old level" 3 as higher attainers whilst being aware of those at 2a.

At Holbrook, is the attendance of disadvantaged groups such as free school meal (FSM) and SEN children in KS2 starting to improve? ZD said that she has carried out some research from last year and attendance has improved for FSM by 5%. SEN is still less.



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	<p>Are the children marked as late if their mini bus is late? ZD said no. ZD said that they review lateness on a monthly basis and a number of children have recorded medical reasons. They have started to ask for a Doctor's note if over three days and this has had the effect of many children coming back to school. The governors congratulated ZD on this improvement and said it was clear evidence of the policy having an impact.</p> <p>The chair thanked the EHT and Heads of School for their updates.</p>	
<p>5.</p> <p>5.a</p> <p>5.b</p> <p>5.c</p> <p>5.d</p> <p>5.e</p> <p>5.f</p> <p>5.g</p> <p>5.h</p>	<p>Safeguarding:</p> <p>Prevent Duty Update: The EHT confirmed that the governors and staff had completed the Channel Awareness e learning and that she had found a good e learning module from the DfE which CW will send to the clerk for circulating. The EHT confirmed that it is a matter of constantly reiterating Prevent to the staff.</p> <p>Approve Federation Safeguarding Policy: Previously circulated. There were no questions and the policy was unanimously approved.</p> <p>Approve Statement of Allegations of Abuse Against Staff: Previously circulated. There were no questions and the policy was unanimously approved.</p> <p>Approve Allegations of Abuse Against Pupils: Previously circulated. There were no questions and the policy was unanimously approved.</p> <p>Approve Child Protection Policy: Previously circulated. There were no questions and the policy was unanimously approved. The EHT explained that ZD is working on a crib sheet for lunchtime staff with acronyms and key points.</p> <p>Whole school child protection training (with invite to governors): The EHT reminded governors of the Child Protection training on the 21st October 2016 for all staff at Bedenham School (8.30am for 8.45am start until 12pm) and if governors are attending to please let S Davies know.</p> <p>Feedback on DSL and Safeguarding Governor Meeting: LD confirmed that she had met with CW and ZD to look through the safeguarding policies which had been sent for approval at today's meeting. LD said that a named governor is required for Looked After Children (LAC) and it was agreed that NM would cover this area as it fits well with being the SEN governor.</p> <p>Governor Roles and Responsibilities for Safeguarding and Checklist: LD said that she had worked with the clerk on creating a checklist for governors on their training and awareness for safeguarding (previously circulated). Post meeting note: <i>It was agreed that governors should keep the individual checklist for their own records and forward the clerk the information to ensure an overall record is maintained.</i> This document to be held in the governor Ofsted file.</p> <p>LD confirmed that she will send the clerk the updated roles and responsibility</p>	<p>Send clerk DfE e learning link on Prevent Duty (CW)</p> <p>Governors to ensure all safeguarding training and reading is completed on the checklist and update the clerk (all)</p> <p>Send clerk safeguarding</p>

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<p>6.e.</p> <p>6.f</p>	<p>meeting.</p> <p>Governor development/action plan: The governors discussed and agreed that governor development is both a personal and GB responsibility. The governors agreed that training is well established and ongoing through face to face courses and e learning and the governing body has a good skills base. New governors are assigned a mentor and follow an induction process which is recorded in an induction pack. Monitoring visits record actions which are held on a follow up spreadsheet and have a clear school improvement plan (SIP) focus.</p> <p>HT Cost of Living Award (non-staff governors): Members of staff were asked to leave for this item and TP, SR, CL, AF, CW and ZD left the meeting at 7.47pm.</p> <p>The following discussion was confidential and is recorded on a separate document.</p> <p>TP, SR, CL, AF, CW and ZD returned to the meeting at 7.49pm.</p>	
<p>7.</p> <p>7.a</p> <p>7.b</p>	<p>Minutes of Previous FGB Meeting 12th September 2016: The minutes had been previously circulated. The confidential minutes were tabled.</p> <p>Approval: It was requested that the name of the deputy Designated Safeguarding Leads (DSL) on page 3 be changed to J Richards and S Edwards. With these amendments both sets of minutes were unanimously approved as a true record and signed by the chair.</p> <p>Matters Arising:</p> <p>Action 1, agenda item 11 (December 2015): IW asked the clerk to provide her with a hard copy of the skills form.</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 3, agenda item 23 (4.b Resources committee): The EHT confirmed that she is meeting the PTA on the 11th October 2016 to review fund raising as requested.</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.</p> <p>Action 5, agenda item 26 (4.b Resources committee): SR is to complete Schools Financial Value Standards (SFVS) checks on the 14/11/2016 and 13.03.2017 to bring to the November 2016 and March 2017 FGB meetings. The EHT confirmed that Bedenham school is being audited under SFVS question 25.</p> <p>Action 6, agenda item 4: The clerk confirmed that she had sent NM the induction pack as requested.</p> <p>Action 7, agenda item 11: Governors were reminded to complete the pupil discipline e learning.</p>	

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	<p>Action 8, agenda item 16: LN confirmed she will be booking WGB training on Holding Leaders to Account.</p> <p>Action 9, agenda item 16: The clerk confirmed that the Strategic Plan is now a standing item on all FGB agendas.</p> <p>Action 10, agenda item 16: The EHT confirmed that questions had been sent in advance of the meeting as requested on the pupil premium and sports premium reports.</p> <p>Action 11, agenda item 16: The EHT said she will be sending the offsite visit plan to the March 2017 meeting.</p> <p>Action 12, agenda item 17.a: The chair confirmed that she had circulated the governor monitoring plan as requested with assigned year groups.</p> <p>Action 13, agenda item 17.b: The EHT confirmed that she had circulated the FFT data as requested for this meeting.</p> <p>Action 14, agenda item 18: The clerk confirmed that the Autumn Term Health and Safety web monitoring form is required by the 21st October 2016 and CW and ZD confirmed this will be circulated when completed.</p> <p>Action 15, agenda item 19.a: The chair confirmed that the Pay Policy has come to FGB for approval.</p> <p>Action 16, agenda item 19.c: The chair confirmed that the performance management and capability policy has come to FGB for approval.</p> <p>There were no further matters arising not already covered on the agenda.</p>	
<p>8.</p> <p>8.a</p> <p>8.b</p> <p>8.c</p> <p>8.d</p>	<p>Policies for Ratification/Approval:</p> <p>Staff discipline, conduct and grievance policy (personalised MOPP policy): The clerk confirmed that this is a Manual of Personnel Practice (MOPP) policy that should not be personalised and has been accepted through adoption of the MOPP. No further action is required.</p> <p>Federated Performance Management and Capability Policy (Personalised MOPP policy): Previously circulated. The policy was unanimously approved.</p> <p>Bedenham Pay Policy 2016/17 (discuss and approve personalisation from MOPP policy): Previously circulated. The EHT went through the areas of the policy that require governor agreement and it was agreed:</p> <ul style="list-style-type: none"> 3.4.4 The governors discussed and agreed for the option that the main pay range will consist of 11 points, with a 12th point accessible for those a) have been paid at the top of the Main Pay Range for at least one year and b) are rated as “exceptional performance” in accordance with paragraph 5.5 and 5.8 of the policy and c) are not progressing to be paid on the Upper Pay Range. <p>The Pay Policy was unanimously approved with this paragraph.</p> <p>Holbrook Pay Policy 2016/17 (discuss and approve personalisation from MOPP policy): Previously circulated. The EHT went through the areas of the policy that require governor agreement</p>	

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<p>8.e</p>	<p>and it was agreed:</p> <ul style="list-style-type: none"> 3.4.4 The governors discussed and agreed for the option that the main pay range will consist of 11 points, with a 12th point accessible for those a) have been paid at the top of the Main Pay Range for at least one year and b) are rated as “exceptional performance” in accordance with paragraph 5.5 and 5.8 of the policy and c) are not progressing to be paid on the Upper Pay Range. <p>The Pay Policy was unanimously approved with this paragraph.</p> <p>Acceptable Use of ICT Policy: Previously circulated. The policy was unanimously approved.</p> <p>LN left the meeting at 8pm.</p>	
<p>9.</p>	<p>Correspondence:</p> <ul style="list-style-type: none"> Governor and Clerk Newsletter Autumn Term 2016 (<i>previously circulated</i>) Health and Safety Newsletter Autumn Term 2016 (<i>previously circulated</i>) School Communication on admission consultation SCO14432 <i>previously circulated</i>) Invitation to Special Schools Conference 9th November 2016 <i>previously circulated</i>). LN recommended the conference to governors. 	
<p>10.</p>	<p>Any Other Agreed Urgent Business: The EHT proposed to the governors that in the light of past experience and expected teacher vacancies coming up in the new year that the Holbrook School appoint in advance. The cost of employing an additional teacher on top of what it would cost to take on a supply teacher is circa £2.000 (two thousand pounds). This would allow the schools to advertise now and employ someone from January 2017 rather than have to wait another term.</p> <p>Governor questions to the EHT:</p> <p>Would this be on a temporary contract? I would look at the candidates on an individual basis; it would be open to negotiation.</p> <p>How many people have shown an interest to the advertisement? Four so far which is very good.</p> <p>Do you propose the same for Bedenham? An advert is out for Bedenham already as we were anticipating a resignation which has not come to pass. I propose recruiting for the Federation. I will let governors know if we want to go ahead.</p> <p>The governors unanimously approved the teacher vacancies to be advertised as outlined.</p>	
<p>11.</p>	<p>Items for Next FGB meeting 14th November 2016 at Holbrook Primary School:</p> <p><u>EHT verbal report</u></p> <ul style="list-style-type: none"> Strategic Plans SIP progress 	

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	<p>Finance:</p> <ul style="list-style-type: none"> • Review current spending against budget plans and approve mid-year budget revision (by 30/11) • Consider budgetary implications of numbers on roll • Review SFVS progress • Financial Benchmarking data/DfE School Efficiency tool • Review and approve SLAs <p>Premises:</p> <ul style="list-style-type: none"> • Premises and maintenance plan • H&S termly web forms • Security • Review emergency/disaster recovery plans <p>The chair thanked the governors for their attendance and inputs and closed the meeting at 8.08pm.</p>	
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Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
1	11 (Dec 15)	Send IW skills form for completion	Clerk
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
5	26 (4.b Resources)	SFVS updates to FGB Autumn (November 2016) and Spring (March 2017). Visit to schools 14.11.16 and 13.3.17	KL and SR
7	11	Non staff governors to complete the pupil discipline e learning	Non staff governors
8	16	Book WGB training on Holding Leaders to Account	LN
11	16	Send off site visit schedule to March FGB meeting	EHT
14	18	Complete autumn term H&S web form and circulate	CW, ZD and SR
17	5.a	Send clerk DfE e learning link on Prevent Duty	CW
18	5.h	Governors to ensure all safeguarding training and reading is completed on the checklist and update the clerk	all
19	5.h	Send clerk safeguarding roles and responsibilities document for circulating	LD/completed
20	5.h	Review of the single central register by 14/11/16	LD/complete
21	6.c	Circulate updated governor monitoring plan	JH

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