



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 13TH FEBRUARY 2017 AT 6PM**

Held at Bedenham Primary School

**Present:**

J Heath (JH)	Co-opted Governor CHAIR
T Potter (EHT)	Executive Headteacher
L Dovell (LD)	Co-opted Governor
K Lethbridge (KL)	Local Authority Governor
A Foice (AF)	Staff Governor
S Reed (SR)	Co-opted Governor
I Wood (IW)	Parent Governor
G Cull (GC)	Co-opted Governor
C Landon (CL)	Co-opted Governor
G Beggs (GB)	Co-opted Governor (from 6.07pm)

**In attendance:**

C Wood (CW)	HOS Bedenham Associate Member
A Williams (AW)	Prospective Governor
J Dunn (Clerk)	Local Authority Clerk

**Apologies:**

Z Dudley (ZD)	HOS Holbrook Associate Member
A Jones (AJ)	Parent Governor
M Wise (MW)	Co-opted Governor

**Absent:** L Newman (LN) Co-opted Governor

**Quorum:** Present: 7 required

Agenda		ACTION POINTS
1	<p><b>Welcome and Apologies for Absence:</b> The chair welcomed everyone and started the meeting at 6pm. The chair confirmed that apologies had been received and accepted from ZD and AJ for personal reasons. It was noted that LN and MW were not present. <a href="#">Post meeting note: MW had attended the school but could not gain access.</a> A quorum was declared by the clerk.</p> <p>The chair introduced Mrs Williams to the meeting and explained that she would be in attendance tonight with a view to becoming a Co-opted Governor. The chair introduced Mr Beggs who had volunteered as a Co-opted Governor. Introductions were made.</p>	
2.	<p><b>Declarations of Pecuniary Interests:</b> AW explained that she is currently the Chair of Governors at Haselworth Primary School, Gosport. No other declarations were made.</p>	
3.	<p><b>Welcome New Parent Governor Amber Jones:</b> The chair explained that unfortunately AJ was unable to attend tonight's meeting. The chair confirmed that AJ had been elected as the only applicant to</p>	

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	the position of Parent Governor for a four year term.	
4.	<p><b>Approve New Co-opted Governor Mr Graeme Beggs:</b> Mr Beggs explained that he had previously been a governor at Brockhurst Junior School for two and a half years and following recent changes in education and assessment he was keen to be a governor again at his son's school. Mr Beggs confirmed that he has time, passion and experience to bring to the Governing Body. Mr Beggs left the meeting at 6.05pm to allow the governors to discuss his appointment.</p> <p>The chair confirmed that she had met previously with Mr Beggs and that as he has previous governance experience and a background in Health and Safety, he would bring necessary skills to the Governing Body. The governors unanimously approved Mr Beggs's appointment as a Co-opted Governor for a four year term. At 6.07pm Mr Beggs returned to the meeting, was informed of the decision and welcomed to the governing board.</p> <p>The clerk confirmed that she will obtain the required identity checks and data barring checks, pecuniary interests declaration and signed code of conduct.</p>	
5.	<p><b>Agree Any Urgent Business:</b> None.</p>	
6.	<p><b>Approve Single Equality Statements (Information):</b> previously circulated.</p> <p>The governors spent some time discussing the information statements and noted that there appeared to be some appendices missing. The EHT confirmed that recently revised statements have the correct information and it was agreed for the EHT to circulate these for approval at the next FGB meeting. Any questions should be directed to the EHT.</p>	Send revised SES statements for approval at next FGB (EHT)
7.	<p><b>Executive Headteacher Written Report:</b> previously circulated.</p> <ul style="list-style-type: none"> <li><b>Staff Structure and Management Plan:</b> previously circulated. <i>The following discussion was confidential and is recorded on a separate document.</i></li> <li><b>Review Continuing Professional Development (CPD) Plan and Evaluate:</b></li> <li><b>Receive Staff Development Plan for the Next Financial Year:</b></li> </ul> <p>The EHT explained that although a CPD plan was put in place, due to the significant number of staffing changes and other factors, the plan is continually changed and adapted. CPD is agreed as a result of staff changes, pupil progress meetings, lesson observations, feedback from the senior leader in education (SLE), pedagogy etc. to support improvements in teaching and quality of learning etc.</p> <p><b>Governor questions to the EHT:</b></p> <p><b>Do you have individual CPD plans for teachers?</b> In theory yes, but not long term plans as we are continually changing them as required.</p> <p><b>Have you an overarching plan for statutory CPD?</b> Statutory items automatically happen as they are standard practice. We re-evaluate training and</p>	

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	<p>CPD after each course for impact and value.</p> <p><b>Would the timing of the annual report, be better at the end of the academic year?</b> Perhaps, we could look a year ahead but need to be mindful that any plan will constantly change. We could have a plan to cover the statutory items such as safeguarding, but it would need to be fluid.</p> <p><b>Would it be possible to link the school improvement plans (SIP) with what might be needed, in a CPD plan?</b> Yes that would work; who is doing what etc.</p> <p><b>Have we conducted an audit of training?</b> The chair said that she did not think so and the governors discussed guidance within the manual of personnel practice (MOPP).</p> <p>The governors discussed and agreed to include a training audit within the annual audit of performance management going forward. An element of this is already included within the staff questionnaires. The EHT confirmed that she will draw up an outline plan ready for the May 2017 FGB meeting, outlining statutory training and key issues as they arise.</p> <ul style="list-style-type: none"> <li>• <b>Implementation of Performance Management Policy Annual Reports:</b> previously circulated.</li> </ul> <p>The EHT confirmed that she had circulated the reports (both schools) for teachers and support staff and that they had been discussed in depth within the Pay and HR Committee meetings. There were no questions from the governors.</p> <ul style="list-style-type: none"> <li>• <b>Pupil Premium Spending and Impact Beyond Data/Academic Considerations Report:</b> previously circulated for both schools.</li> </ul> <p>The EHT explained that the governors had previously asked for information on the emotional literacy support assistant (ELSA) support and this had been included within the reports.</p> <p>The EHT said that there needs to be a clear strategy for pupil premium spending and she would like to form a strategic working party to look at this in detail. The EHT suggested that this would include parents (of pupil premium and non-pupil premium children), governors, the senior leadership team and inclusion leaders. The key objectives would be:</p> <ul style="list-style-type: none"> <li>• Bedenham – diminishing the difference, which is not happening fast enough.</li> <li>• Holbrook – similar to Bedenham, although diminishing the difference is not such a high priority, there would be other objectives.</li> </ul> <p><b>How often would you expect the working party to meet?</b> I would like a meeting by June 2017 to see what the data is telling us and then termly meetings. We spend a lot of the money on staffing and we need to look at the impact of that on standards, not just emotions. There needs to be a balance as we do a lot around emotional support and nurturing in both schools, but are the differences diminishing enough? We need to show how the spending is impacting the children.</p> <p><b>Would there not be an indicator of impact within the data?</b> Yes, there should be.</p> <p><b>Will we be able to see any impact in the data at the next FGB, which is</b></p>	<p>Draw up CPD plan for May 2017 FGB (EHT)</p>
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	<p><b>focussed on data?</b> Yes, you should be able to. We have tried to look at this previously, but it is qualitative rather than quantitative, particularly around ELSA support.</p> <p><b>What are other schools doing?</b> They have case studies, as we do, which Ofsted will look at, Boxall profiles etc., but we need to impact on outcomes sooner.</p> <p>The governors discussed if the schools are at risk of developing dependency for pupils, which is removed at Secondary school. It was noted that Ofsted had favourably commented on the nurturing support seen for the whole school at Bedenham.</p> <p><b>Without the support we have in place, would this have a negative impact on attendance?</b> Yes, for some children and also on exclusion rates. CW said that she had been discussing mental health issues with the safeguarding governor and that for some children it is a calmer and safer environment in school and ensuring they are in school, impacts both on their safety and learning.</p> <p>The governors agreed that the EHT should move forward with the pupil premium strategy group, starting with Bedenham school.</p> <ul style="list-style-type: none"> <li>• <b>Sports Premium Spending and Impact Beyond Data/Academic Considerations Report:</b> previously circulated for both schools.</li> </ul> <p><b>Is sports premium continuing?</b> Yes, at the moment.</p> <p><b>Is the PE coaching ongoing?</b> We are keeping the PE coach for CPD but may need to look at using them in a different way.</p> <p><b>Why are we overspending on the grant?</b> I have put anything to do with sports and PE against the sports premium and it should be noted that we would be doing a lot of it anyway, even if we did not have the additional grant.</p> <p><b>Does the Gosport Sports Partnership come out of the grant?</b> Not any more, as it no longer exists.</p> <p><b>By putting everything in there are we getting a true reflection of what the sports premium is being spent on?</b> Probably not, but it is difficult to separate the elements.</p> <p><b>Will the reports be published in the same format as circulated?</b> The items highlighted in red would not be published.</p> <p><b>Could you separate out the essential and non-essential elements?</b> The governors discussed and agreed that the EHT would differentiate between sports paid for from the sports premium and sports supported from the main budget, for future reports.</p> <ul style="list-style-type: none"> <li>• <b>Ofsted:</b> previously circulated.</li> </ul> <p>The EHT confirmed that the finalised Ofsted report for Bedenham has now been published and sent to all parents. The school has invited parents to a meeting to review the report on Wednesday 15<sup>th</sup> February 2017 at 2.30pm.</p> <p><b>Are we able to challenge any areas we disagree with? I am confident that</b></p>	<p>pupil premium strategy group meeting by June 2017 at Bedenham (EHT)</p>
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	<p><b>as a governing body we do challenge school leaders and hold them to account, as evidenced within monitoring visits and our meeting minutes. Did they have access to all this information?</b> They had access to it. The chair said that the inspector had misinterpreted the comment that governors could not make judgements on the quality of teaching when visiting classrooms. The EHT said that they were unable to change the report, although it had been challenged.</p> <p>The EHT said that the judgement overall was as predicted and this had been highlighted to all parents by letter earlier in the year. Unfortunately, there had been some very personal and malicious social media postings by some parents, most of which has now been removed and advice from legal services had been obtained. The opportunity will be taken at the parent meeting to present a power point and explain the Ofsted concerns, the need for mixed age classes, governance, Gosport data, behaviour and what has been gained through the Federation. The Lennox Centre will also send a representative to support and the chair of governors will introduce the session.</p> <p>The chair asked to cover agenda item 10 at this point as it was relevant.</p> <ul style="list-style-type: none"> <li> <b>10. External Review Of Governance Update:</b>            The chair explained that she had sent the information to all governors regarding the external review of the Federation agreed with Hampshire Governor Services, which would take place on the 27<sup>th</sup> March 2017. Governors should send their thoughts on the self-evaluation to the clerk by the 13<sup>th</sup> March 2017.         </li> <li> <b>Learning and Leadership Partner (LLP) Reports:</b> previously circulated for both schools. (Confidential)            There were no questions from the governors.         </li> </ul> <p>The chair thanked the EHT for her report.</p>	<p>Return governor self-evaluation form to the clerk by 13/3/17 (all)</p>
<p>8.</p>	<p><b>Safeguarding Update:</b>            LD confirmed that she had met with CW earlier today and will circulate a report in due course. LD asked for confirmation that safer recruitment training is up to date and it was confirmed for JH, LD, CW, GC, LN. The EHT confirmed that ZD is now trained and Mrs Williams confirmed that her training is also up to date.</p> <p>LD said that she has discussed the low level behaviour with CW and some things are being put in place to support. They had also discussed inclusion meetings, mental health and the role of young carers in the school. It appears there are double the number of young carers at Holbrook compared to Bedenham and CW will do a report for governors to find out more about young carers and the criteria they use at both schools to label children as such. Also what they do about supporting them. The EHT explained that it is sometimes hard to make a judgment under the “young carer” criteria and it is acknowledged that the number registered will always be lower than actual numbers, as they rely on the family or child informing them. The schools are looking to send out leaflets to inform parents of the support available if they register.</p>	

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	<p>LD thanked CW for sending her the link on a Domestic Abuse Course, which she is working through.</p> <p>The chair thanked LD for her reports and update.</p>	
9.	<p><b>Premises:</b></p> <ul style="list-style-type: none"> <li>• <b>Maintenance Plan:</b></li> <li>• <b>Health and Safety (H&amp;S) and Security:</b></li> </ul> <p>CW confirmed that the closing date for applications for the Federation Site Manager position is the 17<sup>th</sup> February 2017. Mr Dod has kindly offered his support following retirement, but they are hoping to appoint.</p> <p>The EHT confirmed that LN and MW had attended the annual Management Partnership meeting on the 6<sup>th</sup> February 2017. It was clear that county have less money available and projects are diminishing. They had discussed the heating at Bedenham, which is a long term issue and will be repaired as required. The windows at Holbrook are low on their list and the missing internal skin to the skylight at Bedenham is being raised as a H&amp;S concern.</p> <p>The EHT confirmed that the termly web monitoring forms had been completed on time and previously circulated to governors for information. The accident and near misses review for Holbrook had been previously circulated.</p> <p>The chair thanked CW and the EHT for their updates.</p>	
10.	<p><b>External Review Of Governance Update:</b></p> <p>The chair confirmed that this item had been previously covered under agenda item 7.</p>	
11.	<p><b>Governing Body Matters:</b></p> <p><b>11.a Governor Induction, Training and Development:</b></p> <p>The chair explained that the development and training governor (DTG) was not present today to update on training completed.</p> <p>LD confirmed that she has offered to go through the induction pack with MW if required and it was agreed that GC would mentor GB. The clerk was asked to forward an induction pack to GB.</p> <p>It was confirmed that MW, KL and LN are attending a training course on NCTL Disadvantaged Children, on the 9<sup>th</sup> March 2017.</p> <p>The EHT left the meeting for a short period at 7.30pm.</p> <p>The governors discussed and agreed that the workshops on the funding consultations, being held in Winchester are not convenient and hopefully more local workshops will be held.</p> <p><b>11.b Governor Monitoring Reports:</b></p> <p>The chair confirmed that an updated monitoring plan and the following reports, had been sent previously:</p>	<p>Send GB and GC new governor induction pack (Clerk)</p>

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<p>11.c</p> <p>11.d</p>	<ul style="list-style-type: none"> <li>• 25/1/2017 SIP focus: Behaviour - Physical Restraint Check – Holbrook</li> <li>• 25/1/17 SIP focus: Literacy – Holbrook</li> </ul> <p>The chair asked governors to ensure they update her with any planned visits and send the clerk report forms for circulation as soon as possible. The governors discussed future visits including literacy, planning reading, literacy improvement team meeting and maths improvement team meeting.</p> <p><b>Approve National Governor Association Annual Renewal:</b> The governors agreed to continue the NGA membership at a cost of £79 (seventy nine pounds) for the federation. The governors agreed the NGA continues to provide good value.</p> <p><b>Discuss Federation and School Vision Statements:</b> The chair explained that it was an action point from whole governing body training to look at this and she had previously circulated a draft statement for discussion. The governors spent some time discussing this and ideas raised included:</p> <ul style="list-style-type: none"> <li>• The vision should be the aims and objectives to work towards; a mission statement is different</li> <li>• Consider a strapline</li> <li>• It needs to reflect the SIPs</li> <li>• It needs to show aspirations for over and above</li> <li>• Reflect lifelong learning</li> <li>• Be reviewed annually</li> </ul> <p>The EHT returned to the meeting at 7.41pm.</p> <p>The chair thanked the governors for their discussion and said she will put the ideas together and circulate.</p>	<p>Circulate revised federation vision statement (JH)</p>
<p>12.</p>	<p><b>Minutes of Previous FGB Meeting 16<sup>th</sup> January 2017:</b> The minutes had been previously circulated. The confidential minutes were tabled.</p> <p><b>Approval:</b> A governor asked for an amendment to agenda item 6, to read “LD confirmed that the SCR visits had been very informative, follow up actions had been agreed and are now all completed. CW confirmed that the follow up actions discussed in the safeguarding meeting on the 7<sup>th</sup> December 2016, had been completed.” With this amendment the minutes were unanimously approved as a true record and signed by the chair.</p> <p><b>Matters Arising and Actions Agreed:</b></p> <p><b>Action 2, agenda item 22 (4.b Resources committee):</b> The action to bring comparisons of cleaning supplies to be taken to the March 2017 meeting. <b>Action 4, agenda item 25 (4.b Resources committee):</b> The action to review</p>	

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	<p>cross federation spending to be carried forward to the March 2017 meeting.</p> <p><b>Action 11, agenda item 16:</b> The action to send the offsite schedule to the March 2017 meeting is to be carried forward.</p> <p><b>Action 26, agenda item 8:</b> The clerk confirmed that she had circulated the governor safeguarding checklists again as requested The chair asked that governors complete these as a matter of urgency and for this item to be carried forward with completion expected by the 13<sup>th</sup> March 2017.</p> <p><b>Action 28, agenda item 6:</b> The EHT said that the action to send out six key questions to be answered by the end of the academic year has been superseded by Ofsted events and for this item to be closed.</p> <p><b>Action 34, agenda item 4:</b> The EHT confirmed that Bedenham’s special educational needs and disability (SEND) information had been circulated as requested on the 18<sup>th</sup> January 2017.</p> <p><b>Action 35, agenda item 4:</b> The EHT confirmed that the SEN action plans had been circulated as requested on the 18<sup>th</sup> January 2017.</p> <p><b>Action 36, agenda item 7.c:</b> The chair confirmed that the details of the external review of governance had been circulated as requested.</p> <p><b>Action 37, agenda item 7.d:</b> The chair confirmed that following the latest drive for parent governors, a parent governor had been elected. A new co-opted governor had been approved and CW confirmed that an advert will go in the free magazine at a small cost, as agreed.</p> <p><b>Action 38, agenda item 10:</b> The chair confirmed that the clerk had circulated the in depth audit of performance management to all governors as requested.</p> <p><b>Action 39, agenda item 11.b:</b> CW confirmed that the policy working party had reviewed and approved the Physical Intervention Policy as requested.</p> <p><b>Action 40, agenda item 12:</b> The EHT confirmed that she had circulated the H3CS annual reports on food standards as requested.</p> <p>There were no further matters arising not already covered on the agenda.</p>	
<p><b>13.</b></p> <p><b>13.a</b></p> <p><b>13.b</b></p> <p><b>13.c</b></p>	<p><b>Policies for Approval/Ratification:</b></p> <p><b>Approve Special Educational Needs and Disability Policy:</b> previously circulated. CW confirmed that she had highlighted changes to the previous policy and the policy was unanimously approved without further amendment.</p> <p><b>Ratify Anti Bullying Policy:</b> previously circulated. CW confirmed that working party had reviewed and approved the policy and the policy was unanimously ratified without further amendment.</p> <p><b>Ratify Charging and Remissions Policy:</b> CW confirmed that working party had reviewed and approved the policy and the policy was unanimously ratified without further amendment.</p>	
<p><b>14.</b></p>	<p><b>Correspondence:</b> Previously circulated:</p> <ul style="list-style-type: none"> <li>• Bi-weekly Governor Services Newsletter</li> <li>• NGA Newsletters</li> <li>• School Funding Proposals, consultations and letters</li> <li>• Money Matters magazine</li> </ul>	

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	<ul style="list-style-type: none"> <li>School Crossing Patrol Survey 6/2/2017 (tabled). CW explained that following the survey Bedenham would no longer have a patrol in operation from the 28<sup>th</sup> February 2017. Parents will be informed in the next newsletter.</li> </ul>	
15.	<b>Any Other Agreed Urgent Business:</b> None.	
16.	<b>Items for the Next FGB Meeting 13<sup>th</sup> March 2017 at Holbrook School 6pm:</b>  <b>FOCUS – Data and Finance</b> EHT Verbal Report: <ul style="list-style-type: none"> <li>Phase data</li> <li>Vulnerable groups progress and achievement</li> </ul> <b>Finance:</b> <ul style="list-style-type: none"> <li>Review predicted budget outturns and any significant variances</li> <li>Approve SFVS return</li> <li>Predicted pupil numbers and budgetary implications</li> <li>Pupil census returns and financial implications</li> <li>Agree training budget for staff development plan</li> <li>Issues from strategic financial planning</li> <li>Draft outline budget plans for next financial year</li> <li>Outstanding invoices</li> </ul> <b>Other:</b> <ul style="list-style-type: none"> <li>Approve Complaints Policy</li> </ul> The chair thanked everyone for their attendance and inputs and closed the meeting at 7.55pm.	

**Agreed action points from the meeting**

Action Number	Agenda reference	Action Required	Who By
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
11	16	Send offsite visit schedule to March meeting	EHT
26	8	Complete governor safeguarding checklist and return to clerk by 13/3/17	IW, SR, CL, ZD, MW
41	6	Send revised SES statements for approval at next FGB	EHT
42	7	Draw up CPD plan for May 2017 FGB	EHT
43	7	Pupil premium strategy group meeting by June 2017 at Bedenham	EHT
44	10	Return governor self-evaluation form to the clerk by 13/3/17	All
45	11.a	Send GB and GC new governor induction pack	Clerk/completed
46	11.d	Circulate revised federation vision statement	JH

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