



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 16TH JANUARY 2017 AT 6PM**
Held at Holbrook Primary School

Present:

J Heath (JH)	Co-opted Governor CHAIR
T Potter (EHT)	Executive Headteacher
L Newman (LN)	Co-opted Governor
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
M Wise (MW)	Co-opted Governor

In attendance:

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

Apologies:

G Cull (GC)	Co-opted Governor
C Landon (CL)	Co-opted Governor

Quorum: Present: 6 required

Agenda		ACTION POINTS
1	<p>Welcome and Apologies for Absence: The chair welcomed everyone and started the meeting at 6.10pm. The chair confirmed that apologies had been received and accepted from GC and CL for personal reasons.</p>	
2.	<p>Declarations of Pecuniary Interests: The clerk declared an interest in agenda item 8.</p>	
3.	<p>Agree Any Urgent Business: None.</p>	
4.	<p>Special Educational Needs (SEN):</p> <ul style="list-style-type: none"> • Inclusion Leaders Annual reports including an analysis of SEN funding • SEN Annual Information reports • Federation SEN Funding Report <p>The EHT confirmed that the following documents had been previously circulated:</p> <ul style="list-style-type: none"> • Holbrook SEN Information Report • Holbrook example intervention data collection • SEN funding summary for both schools 	<p>Circulate Bedenham SEN information by 31/1/17 (EHT/CW)</p>

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	<p>The EHT tabled:</p> <ul style="list-style-type: none">• Bedenham SEN position statement January 2017• Bedenham SEN phase 2 action plan• Bedenham SEN tracking 2015/16 <p>The EHT explained that due to the Ofsted inspection the special educational needs co-ordinator (SENCo) at Bedenham had not had time to prepare reports for circulating to governors and these would be sent through the clerk after the meeting.</p> <p><u>Holbrook School:</u></p> <p>The EHT asked for questions.</p> <p>Governor questions to the EHT:</p> <p>In advance – Holbrook SEN update – In which year group is the one education, health and care plan (EHCP) assessment? We have one at the assessment stage in Year 2.</p> <p>In advance – Holbrook SEN update – What areas are you monitoring? In SEN terms the SENCo is monitoring interventions, the SEN files and carrying out learning walks and book scrutiny. They look at the role of adults within lessons.</p> <p>In advance – Holbrook SEN update – You have said that monitoring has highlighted areas of strength and areas for development; is that of teaching, outcomes or both? I can send you the action plans as there are a range of different things in both schools.</p> <p>In advance – Holbrook SEN update – Is the screening through the language link programme, in house? More and more outside agencies require the language link intervention (completed in house), or similar to be completed before children are referred to them. It benefits the children and we need to provide proof it has been done prior to referral for speech and language. By the time they reach age 7, unless they have severe needs they are dismissed from the service and we cannot make new referrals for speech and language from Year R, unless they have this intervention. ZD explained that they screen all Year R children before Christmas as this makes referral quicker.</p> <p>Is that all Year R children? ZD said yes, it is standard for Year R and moves through the school to flag up children as and when required.</p> <p>Does this also happen at Bedenham? CW said no, as they do not have a speech and language provision.</p> <p>What do you do? CW said that they assess children as they come up and only if there is a specific need. They do not have as many children as at Holbrook with this need.</p> <p>The EHT said that it would be worth discussing this further to see if they could link up with Holbrook going forward.</p> <p>What percentage of children do you pick up from this screening? Overall it is about 70% as communication is a big deficit area.</p>	<p>Send governor SEN action plans by 31/1/17 (CW and ZD)</p>
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Is it the school's responsibility to assess the children? Yes.

What happens if you think something is amiss with a child, but you are not sure what? ZD said that they use the programme to aid the diagnostic as they have a high number of children coming in with poor communication, otherwise they would have to wait a long time to refer them.

In advance – Holbrook SEN update – The “literacy toolbox” intervention shows excellent impact; could we have regular reports each term and do we know if this will convert to age related expectations (ARE) outcomes? Yes you can and hopefully we will see outcomes improve although we need to see the next data drop though the reading skills it develops are positive they may not impact directly on ARE

In advance – Holbrook SEN update – addressing the gaps; do you expect to see an improvement in outcomes? We have discussed this today and we will be looking at progress, rather than attainment, but the gaps are closing and there is improvement in attainment/ARE.

In advance – Holbrook SEN update – with regard to the audit around the school achieving the Inclusion Quality Mark (IQM), can you say what was audited and by who? The chair of governors (COG) has observed the work around the application for IQM (assessment 17th January 2017) and a copy of the audit is available if anyone wants to see it. *Post meeting note: Holbrook has successfully gained IQM status – more information will be provided when we have it*

In advance – Holbrook SEN update – Is the action plan for SEN different to the school improvement plan (SIP) and have governors seen it? Also how are targets being addressed? It is in addition to the SIP and the targets are part of the action plan which you will have seen previously. We are seeing an improvement but need to see evidence in the data drop. As a school, the targets are being worked on.

In advance – Holbrook SEN update – the SEN support agreements (SENSA) introduced in September 2016; do you apply for the funding through the local authority? Yes.

In advance – Holbrook SEN update – Interventions; Presumably some children received more than one of the interventions listed. Would a breakdown of which children get which be helpful, but only if it adds value to governors? I have asked the SENCo about this and they could do it, but they are trying to limit interventions to one per child at a time, so that it has a real focus.

In advance – Holbrook SEN update – Do you know which interventions work best, or does it depend on the individual child? It depends on the needs of the individual child, though we continually review whether interventions are working well

In advance – Holbrook SEN update – the Year 6 intervention tables; are you confident their levels of progress are going to be met in time for SATs? No, they are making progress appropriate to where they are, but we do not know if they will get to Year 2 ARE.

In advance – Holbrook SEN update – RWM combined tables; please could the governors supporting reading, writing and maths have these tables monthly so we can monitor progress, as I think they would be useful? We have discussed this today and feel that it would be better to give the data after

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phase data drops; monthly would be too much. The governors discussed and agreed that a termly SEN report within the EHT written report would give the required information to governors.

In advance – Holbrook SEN update – Where are the SEN overspend funds coming from? From the revenue budget and pupil premium.

Are we allowed to use pupil premium? Yes and a lot of pupil premium children are SEN.

The EHT explained that they have a high number of children with significant need but will be able to close the gap across Year 2. Now the schools can seek additional support and funding from the local authority (SENSA), this will help. ZD said that they had sent off SENSA requests for Holbrook, but had been told they are asking for too many. The requests are being appealed as they are a preliminary resource before obtaining an EHCP.

Is there a set criteria for SENSA funding? ZD said yes, but a lot of schools are applying for funding from the same pot and the local authority will now refer applications to a panel.

Is the SEN top up only once a year and can you forecast how much you will get? We can estimate for all children but there is additional funding for specific needs (it arrives termly). Top ups in mainstream schools are usually based on EHCPs and the school has to fund the first 12 hours. Holbrook school has a high percentage of SEN and receives more than Bedenham.

That is interesting as I thought the SEN values for Bedenham and Holbrook were similar? It is to do with the number of EHCPs. Bedenham do not have enough to hit the top up level and a lot of Holbrook children have higher support.

Bedenham School:

The EHT tabled the provision report and confirmed that a full and updated breakdown will be circulated after the meeting.

CW explained that there are currently 35% of boys with SEN and 11% of girls with SEN.

Governor questions:

Is that reflected across the school? CW said yes, there are 55 boys and 14 girls, compared to 57 for Holbrook.

CW explained that there are 3 looked after children (LAC) and 30 pupil premium children who also have SEN. Tracking has been introduced using SIMS and there are teaching assistant (TA) timetables and provision maps to show the types of support in place. The attainment gap for SEN children is being looked at closely.

The governors reviewed the SEN information report for Holbrook and the EHT confirmed that both schools had updated the reports in September 2016. Bedenham's will be circulated after the meeting. Governors asked for some amendments and it was agreed that the chair send these to the SENCo prior to



	<p>the report being published on the web site. The governors commented that it is a very useful and comprehensive document.</p> <p>How often are pre-schools visited by the SENCo? The EHT said that the Year R teacher will always visit all children in pre-school before transition and the SENCo will visit if a need has been identified.</p> <p>Do some Year R children have SEN? ZD said yes it can be the case and the SENCo at Holbrook has hosted inter- agency meetings. The EHT said that there are 2 children with significant need this year and the SENCo has already spent between 8 and 9 hours setting things up before they come in. CW said that they have been approached at Bedenham for 2 new Year R children for next year who are in the process of obtaining EHCPs. Parents need to have meetings at the school to ensure they can meet their child’s specific needs.</p> <p>The Literacy Toolbox intervention looks very interesting and the children seem to have made stunning progress? The EHT said that the vast majority of children have made great progress, but it is a very specific programme and it will be interesting to see the impact of that on test outcomes as it may not translate. It is an intense 10 week programme, tightly focussed, but the SATs reading test is very hard and although there is good evidence of progress, it may not be transferable. ZD said that it does give them a boost and although Holbrook run the scheme in KS2 currently, it can also be run in KS1 and they will look into that. The intervention involves the use of lap tops and KS1 children may not have the skills.</p> <p>Do staff have to be with the children? Yes there needs to be 2 members of staff.</p> <p>Do these staff require extra training? The EHT said yes through the Educational Psychologist (EP) service.</p> <p>There were no more questions and the chair thanked the EHT for the SEN information, which had been insightful and helpful.</p>	
<p>5.</p>	<p>Executive Headteacher Verbal Report:</p> <ul style="list-style-type: none"> • School Improvement Plan Priorities and Progress Update: <p>The EHT apologised and explained that due to the very recent Ofsted inspection at Bedenham she had not been able to prepare her usual report.</p> <p>The following discussion was confidential and has been recorded on a separate document.</p>	
<p>6.</p>	<p>Safeguarding Update:</p> <p>LD confirmed that report forms had been previously circulated for:</p> <ul style="list-style-type: none"> • Single Central Record (SCR) check Bedenham 12.10.2016 • SCR check Holbrook 21.11.2016 • Safeguarding meeting with HoS Bedenham 07.12.2016 <p>LD confirmed that the visits had been very informative and follow up actions had been agreed with both schools. CW confirmed that the follow up actions had been completed at Bedenham.</p> <p>Governor question:</p>	

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<p>7.c</p> <p>7.d</p>	<p>Safeguarding feels very safe but the other areas need to be built into the monitoring plan to give visibility and work from specific targets in the SIP. The EHT said that monitoring must be specifically linked to the SIP needs of each individual school and this may require different foci.</p> <p>The governors spent time discussing:</p> <ul style="list-style-type: none"> • Structured visits for each school • SIP links • Pro-active monitoring/visits • Increased dialogue with the English and maths leads • Increased focus • Building up knowledge and expertise <p>Although governors might undertake similar activities in each school e.g. learning walks alongside the maths leader the specific foci of the learning walk would need to be tightly focussed on the needs of the individual schools.</p> <p>Governing Body Self Evaluation Form (SEF) Review: The chair reviewed the GB SEF completed for 2015/16 against the actions agreed in whole governing body training in April 2016 with the governors and explained that an external review of governance will be undertaken following Ofsted advice. In the light of this the governors agreed to hold off completing the SEF for 2016/17. The chair confirmed that she will send details to the governors once received.</p> <p>Governing Body Vacancies, Recruitment and Term Dates: The chair confirmed that there are currently 3 co-opted and 1 parent vacancy. The EHT confirmed that they had re-advertised the parent governor vacancy but had had no interest. Flyers had been placed on seats at the nativity play but again no interest. The chair confirmed that the vacancies had been placed on the school web sites and the vacancies advertised on the One Stop Shop and Do It.org. The governors spent some time discussing how to obtain governors with the required skills and the clerk advised on the statutory requirements for appointing parent governors. It was agreed:</p> <ul style="list-style-type: none"> • EHT to re advertise the parent governor vacancy, noting that grandparents can also apply. • CW to create a poster for circulating in the wider community • ZD to follow up on Purple Door volunteering services • JH to contact a governor from another school recommended by the local authority <p>The chair thanked the governors for their discussion.</p>	<p>Send out details of external review of governance (chair)</p> <p>Parent governors advert (EHT)</p> <p>Governor Recruitment poster (CW)</p> <p>Purple Door (ZD)</p> <p>Contact other governor (JH)</p>
<p>8.</p>	<p>Agree Local Authority Clerking Contract for 2017/18: The clerk declared a pecuniary interest in this item and was requested to stay by the chair.</p> <p>The chair confirmed that the draft contract had been previously circulated. The governors discussed and unanimously agreed to continue with the monthly FGB</p>	

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	<p>meetings and three Pay and HR Committee meetings for 2017/18. The clerking contract was unanimously approved:</p> <ul style="list-style-type: none"> • 11 FGB meetings at 9 hours per meeting • 3 Committee meetings at 5 hours per meeting • Hampshire standard package of 60 hours (includes 6 FGB meetings) with a total of 120 hours. <p>The clerk explained that due to personal circumstances, she would be resigning as a LA clerk after the end of the Summer Term 2017. The clerk confirmed that she will be informing Governor Services who will ensure a new clerk is allocated.</p>	
<p>9.</p>	<p>Minutes of Previous FGB Meeting 5th December 2016: The minutes had been previously circulated. The confidential minutes were tabled.</p> <p>Approval: The minutes were unanimously approved as a true record and signed by the chair.</p> <p>Matters Arising and Actions Agreed:</p> <p>Action 1, agenda item 11 (December 2015): The clerk confirmed that IW provided an update to the skills form as requested.</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 4, agenda item 25 (4.b Resources committee): The action to review cross federation spending to be carried forward to the March 2017 meeting reports.</p> <p>Action 7, agenda item 11: The clerk confirmed that pupil discipline committee e learning certificates (for non-staff governors) have been received.</p> <p>Action 11, agenda item 16: The action to send the offsite schedule to the March 2017 meeting is to be carried forward.</p> <p>Action 23, agenda item 5.c: The EHT said that she understands that the financial skills forms to support the Schools Financial Value Standard (SFVS) have now been received from the chair, Finance Lead Governor and leadership team as requested. The EHT said she will double check with the finance officers.</p> <p>Action 26, agenda item 8: The clerk confirmed that she had circulated the governor safeguarding checklists again as requested and that IW, CL, SR, MW and GC are still required. 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 13th February 2017.</p> <p>Action 28, agenda item 6: The EHT apologised and said that she had not been able to circulate the six key questions to be answered by the end of the academic year and will ensure these are circulated by the 13th February 2017.</p> <p>Action 29, agenda item 6: The EHT confirmed that the dates of the school improvement team meetings had been circulated as requested.</p> <p>Action 30, agenda item 6: The chair confirmed that she had sent LN her notes on guided reading monitoring visits as requested.</p> <p>Action 31, agenda item 6: The chair confirmed that she had met today with the</p>	

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	<p>EHT and KL to review the governors’ strategic role and they had considered the format and content of future HoS and EHT reports.</p> <p>Action 32, agenda item 11.b: The chair confirmed that she had received governor notes regarding their confidential school visits as requested.</p> <p>Action 33, agenda item 11.b: KL confirmed that she had checked that the anomalies spotted within the pay roll checks have been answered to her satisfaction. KL confirmed that the issue had been around the system’s ability to calculate back dated pay rises and the pay roll audit had now been completed with no concerns.</p> <p>There were no further matters arising not already covered on the agenda.</p>	
<p>10.</p>	<p>Summative Report From The Pay and HR Committee Meeting 16th January 2017:</p> <p>KL confirmed that the committee had met earlier to receive the EHT’s report on support staff pay awards for 2015/16. The committee had also completed an in-depth audit of performance management over three years for Holbrook School and the summary report will be forwarded to all governors for their information. LD would be completing a light touch audit of performance management in Bedenham school, by the end of the Spring term 2017, (Bedenham had had an in-depth audit last year and Holbrook a light touch last year).</p> <ul style="list-style-type: none"> • Staff Survey Feedback on performance Management (previously circulated): <p>KL confirmed that the committee had considered the results of the staff survey when carrying out the audit and there would be an action to ensure staff are fully aware of the reasons behind declining a request for training. This will ensure all staff know the need to link professional development to the key targets within the SIP. Staff had also requested tea and cake for these meetings. KL asked for questions and none were asked.</p> <p>The EHT explained that the committee had discussed and agreed that the schedule of business be amended to carry out the Teacher Pay progression determinations in the Autumn term, rather than at the end of the Summer Term from 2017, to ensure the end of year external results are available.</p>	<p>Circulate summary performance management audit to governors (clerk)</p>
<p>11.</p> <p>11.a</p> <p>11.b</p>	<p>Policies for Approval/Ratification:</p> <ul style="list-style-type: none"> • Special Educational Needs and Disability Policy: The EHT explained that these will be available for the next meeting and asked for this item to be carried forward. • Federation Physical Intervention Policy: (previously circulated): <p>Governor questions:</p> <p>Section 4 where it says “any teacher”, does it mean those who have not been trained as well, as you stated “TAs who have not been appropriately trained”, underneath? CW confirmed that the wording will need to be changed to clarify around teachers, adults and lunchtime supervisors.</p> <p>Team teach list – which school does XX work in as one of the schools</p>	<p>Policy working party to amend and approve physical intervention</p>

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<p>11.c</p>	<p>does not have a lunchtime supervisor trained? Plus do they work full time? CW confirmed that she will amend the policy to clarify.</p> <p>The governors discussed and agreed that the policy working party can approve this policy, once amended and that it should then be circulated to all governors for information purposes. The clerk was asked to make it clear on the agenda if policies are for approval or ratification going forward.</p> <ul style="list-style-type: none"> • Federated Attendance Policy: (previously circulated): CW explained that the policy had been updated to include parental involvement in persistent absenteeism. The policy was unanimously ratified. 	<p>policy. CW to circulate (CW and working party).</p>
<p>12.</p>	<p>Correspondence: The clerk drew the governors' attention to the following:</p> <ul style="list-style-type: none"> • Bi-weekly Governor Services Newsletter (previously circulated) • Updated Governance Handbook (previously circulated) • Improving Governance (previously circulated) • Updated Competency Framework for Governance (previously circulated) • Clerk and Governors' Spring Term Newsletter (previously circulated) <p>The chair noted the courses available to governors around Music and a question was asked if the schools held a defibrillator. CW confirmed that defibrillators are held in each school. The EHT confirmed that both schools use HC3S and each school has a healthy eating policy. The EHT said she would circulate the latest HC3S annual reports to the governors, which confirm the food standards are adhered to.</p>	<p>Circulate H3CS annual reports on food standards (EHT)</p>
<p>13.</p>	<p>Any Other Agreed Urgent Business: None.</p>	
<p>14.</p>	<p>Items for the Next FGB Meeting 13th February 2017 at Bedenham School 6pm:</p> <p>The EHT explained that this meeting was to consider data but it would not be available and it was agreed that as much as possible be moved to the March 2017 meeting.</p> <p>Items agreed:</p> <ul style="list-style-type: none"> • Single equality Statement (Information) • Staff structure and management plan • Review CPD plan and evaluate • Receive staff development plan for next academic year • Implementation of performance management policy annual report • Pupil Premium spending and impact • Sports Premium spending and impact • Ofsted and LLP report (if applicable) • Approve SEND policy • External Review of Governance Update <p><u>Premises:</u></p> <ul style="list-style-type: none"> • Premises and maintenance plan 	

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	<ul style="list-style-type: none"> • H&S • Security • H&S termly web forms <p>The chair thanked everyone for their attendance and inputs and closed the meeting at 8.10pm.</p>	
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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 13/2/17	IW, SR, CL, ZD, MW
28	6	Send six key questions to be answered by the end of the academic year by 13/2/17	EHT
34	4	Circulate Bedenham SEN information by 31/1/17	EHT/completed 17/1/17
35	4	Send governor SEN action plans by 31/1/17	CW and ZD
36	7.c	Send out details of external review of governance	JH
37	7.d	Governor recruitment: <ul style="list-style-type: none"> • Parent governors advert (EHT) • Governor Recruitment poster (CW) • Purple Door (ZD) • Contact other interested governors (JH) 	EHT, CW, ZD and JH
38	10	Circulate summary performance management audit to governors	Clerk/completed 19/1/17
39	11.b	Policy working party to amend and approve physical intervention policy. CW to circulate	CW and working party
40	12	Circulate H3CS annual reports on food standards	EHT/completed 17/1/17

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