



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 21ST MARCH 2016 AT 6PM**

Held at Bedenham Primary School

**Present:**

T Potter (EHT)	Executive Headteacher
S Reed (SR)	Co-opted Governor
L Newman (LN)	Co-opted Governor
J Heath (JH)	Co-opted Governor left 8pm
A Foice (AF)	Staff Governor
L Dovell (LD)	Co-opted Governor
G Cull (GC)	CHAIR, Authority Governor
K Lethbridge (KL)	Co-opted Governor
I Wood (IW)	Parent Governor (Holbrook)
C Landon (CL)	Co-opted Governor
Z Dudley (ZD)	HOS Holbrook Associate Member
C Wood (CW)	HOS Bedenham Associate Member

**In attendance:**

J Dunn (Clerk)	Local Authority Clerk
G Mawby	Prospective Governor

**Apologies:** C Storey (CS) Parent Governor (Bedenham)

**Quorum:** Present: 6 required

Agenda	ACTION POINTS
<p><b>1. Welcome and Apologies for Absence:</b> The chair welcomed everyone and started the meeting at 5.58pm. The chair confirmed that apologies had been received and accepted from C Storey and a prospective governor Mr Diamond. The chair welcomed Mr Grant Mawby who had come along to the meeting as he was interested in becoming a governor.</p> <p>A quorum was declared.</p>	
<p><b>2. Declarations of Pecuniary Interests:</b> None.</p>	
<p><b>3. Agree Any Urgent Business:</b> The chair asked to cover the recent Government white paper and budgets, the EHT asked to cover a staffing matter and ZD asked to cover Holbrook playground markings. This was agreed.</p>	
<p><b>4. Executive Headteacher and HoS Written Reports:</b> Previously circulated.</p> <p>The chair thanked the governors who had sent questions in advance and reiterated his request that governor read all reports before the meeting and for more governors to send questions going forward to allow the EHT and HoS to prepare full answers.</p>	

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The chair asked for any questions.

**Governor questions to the EHT and HoS:**

**In respect of the unauthorised holidays, were fixed penalties issued?** The EHT said that they were issued at Holbrook but they are in progress at Bedenham.

**IN ZD's report you said that you and the English manager found there were examples of a lack of subject knowledge when you had a look at marking in books. Although I read that teachers are being encouraged to improve that knowledge in a variety of ways, are there plans to check those same books once more to monitor any improvement?** ZD said yes. One of the teachers is leaving and is being replaced by a newly qualified teacher (NQT) so we need to ensure that subject knowledge will not be an issue in the future. We have plans to do that.

**From the EHT report it sounds as if not all collaboration/learning from each other and opportunities for staff from both schools have been successful or useful. If this is the case, please could you give some examples and explain why they weren't and then by contrast can you give any good examples?**

The EHT said that phase leaders were together but are in very different places in their schools, with very different things to discuss. It is just a matter of making sure that any cross federation collaboration is for the right reasons. ZD said that she and CW will often share ideas and then pitch closer to the needs of their respective phase leaders. The EHT said that they have worked out the format of staff meetings for next term and some will be joint depending on need. An example of good collaboration would be moderating activities to ensure parity. Initially the phase leaders collaboration worked well and the joint inset days have worked well. It is also more cost effective.

**I note that there will be only one teacher in Year R at Holbrook next year, what is happening with the other teachers?** The EHT said that the job share teachers will move into Year 1, but until the final numbers are known this is not confirmed.

**In the EHT report you mention that Bedenham may be going to Wales on the residential trip next year on a separate week, which will involve higher costs as they will hire coaches, rather than use Holbrook's mini-bus. Would it be cost effective for some Bedenham staff to be trained to drive the mini-bus?**

CW said that they had started to look at MiDAS training at Bedenham but they had decided that it would not be cost effective. The EHT explained that for those on a new driving licence it is almost a week's training and is very expensive. It would also mean having to allow the same staff to take time out of school to drive the bus, causing additional strain on both them and those staff covering their absence. Bedenham do not do the same types of trips as Holbrook either.

**Has the quality of teaching at Holbrook improved since your last report?**

The EHT tabled a summary report of Holbrook lesson observations/drop ins for the Spring term 2016 and talked the governors through the report. The governors confirmed that they could see significant improvement and in the week

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	<p>commencing 29<sup>th</sup> February 2016 over all in English had improved to 9% requiring improvement against 62.5% at the beginning of term. In Maths it had improved to 18% requiring improvement against 50% at the beginning of term. The EHT confirmed that their coaching and monitoring is working and they need to ensure it is maintained going forward.</p> <p><i>Post meeting note: It was confirmed that the FGB had approved the Single Equality Statement (SES) 4 year objectives and annual information within the SES policy approved at their meeting on 7<sup>th</sup> December 2015.</i></p> <p>There were no further questions from the governors and the chair thanked the EHT and HoS for their reports.</p>	
<p>5.</p>	<p><b>Looked After Children (LAC) Annual Reports to Governors:</b> The chair confirmed that the designated teachers for LAC at both schools had sent reports that had been previously circulated.</p> <p><b>Governor questions to the EHT:</b></p> <p><b>In the recent edition of the Hampshire Governor, it refers to the Hampshire virtual school for children in care, is this something the schools are involved with?</b> Yes, it is a virtual school made up of all the LAC in Hampshire and advisors will carry out visits. It had raised the question of why Holbrook school had not received an assessment visit, but on asking had been told that it is down to the people assigned. I have suggested they have the same person involved across the Federation going forward.</p> <p><b>How many LAC do the schools have?</b> The EHT confirmed that are three at Holbrook and two at Bedenham, one when the county review had been completed.</p> <p>The governors commented that the reports had been very informative and asked the EHT to thank the designated teachers on their behalf. There were no further questions.</p>	
<p>6.  6.a</p>	<p><b>Governing Body Matters:</b></p> <p><b>Governing Body Self Evaluation Form (SEF) and Development Plan:</b> The chair confirmed that he had circulated the SEF previously and had asked for comments and feedback. It was noted that the whole governing body training session will be on self-evaluation and development and that all governors will be expected to have an understanding.</p> <p>The governors spent some time discussing the SEF, actions agreed included:</p> <ul style="list-style-type: none"> <li>• KL will be completing a separate questionnaire for governors to support self-evaluation, in the summer term.</li> <li>• Governor monitoring visit reports to be amended to include the impact of school policies. Behaviour policy to be a standing item.</li> <li>• ZD and CW to review how “policy or procedure” is addressed within the policy working party for the next academic year.</li> </ul>	<p>Add policies and impact to governor visit report form and circulate (clerk)</p> <p>Circulate</p>

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<p><b>6.b</b></p>	<p>JH agreed to complete the SEF and circulate to all governors following the discussion.</p> <p><b>Governor Monitoring Plan:</b> Previously circulated.</p> <p>The governors spent some time discussing the plan, actions completed and actions to take place in the summer term. It was noted:</p> <ul style="list-style-type: none"> <li>• Due to illness the special educational needs (SEN) governor monitoring visit had not taken place and it was agreed that GC will complete this if required.</li> <li>• CL and LN completed the maths monitoring visit within the spring term.</li> <li>• LD will arrange a child protection/safeguarding visit with each HoS for the beginning of the summer term.</li> <li>• The data working party will review the phase 1-3 data during May/June 2016.</li> <li>• LD and GC will look at the processes and procedures for behaviour in detail as a follow up to previous monitoring and that all governors will review behaviour on their visits.</li> <li>• KL to visit an outstanding local school on the 12<sup>th</sup> April 2016.</li> <li>• KL lesson observation 12<sup>th</sup> April 2016.</li> <li>• KL pupil premium meeting with each HoS by the end of the summer term.</li> <li>• JH to update the monitoring plan with the activities completed within the School Improvement Committee meetings.</li> </ul> <p>JH confirmed that she will circulate the updated plan.</p>	<p>agreed GB SEF (JH)</p> <p>Circulate updated governor monitoring form (JH)</p>
<p><b>6.c</b></p>	<p><b>Governor Training:</b></p> <p>Governor training reports had been previously circulated for:</p> <ul style="list-style-type: none"> <li>• KL and clerk - workshop of preparing for Ofsted - 9<sup>th</sup> March 2016.</li> <li>• KL - strategic finance in schools – 8<sup>th</sup> March 2016.</li> <li>• KL – understanding finance in schools – 17<sup>th</sup> March 2016.</li> </ul> <p>The governors discussed and agreed that they need to think strategically about succession planning especially for future chairs and it was agreed that interested governors should review the training available on the 'governor services' web site.</p> <p>The whole governing body training on self-evaluation was agreed for Wednesday 13<sup>th</sup> April at 5.30pm, Holbrook School. LN to organise.</p>	<p>Book WGB trg. For 13/4/16 5.30pm Holbrook (LN)</p>
<p><b>6.d</b></p>	<p><b>Enhanced Governor Data Barring Service (DBS) Checks:</b></p> <p>The chair confirmed that it is now a requirement for all governors to have enhanced DBS checks within a short period of joining a governing body. The clerk confirmed that she had checked with the finance officers and that all governors have enhanced checks already and she is maintaining a grid. The governors discussed if they wanted to agree a renewal timeframe for the checks and unanimously agreed that as this is not a requirement for staff or governors, that this is not required.</p>	

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<p>7.</p>	<p><b>Safeguarding and The Prevent Duty:</b>          LD confirmed that she discusses safeguarding and the prevent duty on a regular basis with each HoS and that she had previously circulated the roles and responsibilities for safeguarding and child protection. This covers all the governors, the EHT, the Designated Safeguarding Leads (CW and ZD) and their deputies (C Bean and J Richards at Bedenham and L Mulhall, J Stedman and D Brackstone at Holbrook), designated safeguarding governor (LD) and nominated governor for safeguarding allegations against the EHT (JH).</p> <p><b>Governor question to the EHT:</b></p> <p><b>Do you cover sexism within the Personal, Social, Health and Economic (PSHE) curriculum, as it appears to be a cultural problem with a lot in the media currently?</b> Yes, we cover gender stereotyping and we bring it in as it comes up. It comes within the schools' ethos and values and links to the SES policy and objectives and the Personal Development and Learning (PDL) curriculum.</p>	
<p>8.</p>	<p><b>Minutes of Previous FGB Meeting 8<sup>th</sup> February 2016:</b>          The minutes had been previously circulated. The confidential minutes were tabled.</p> <p><b>Approval:</b>  <u>Approval:</u> The minutes were unanimously approved as a true record and signed by the chair.</p> <p><b>Matters Arising:</b>  <b>Agenda item 6.c.1 and 2 (December 2015):</b> The chair confirmed that the governing body SEF had been circulated prior to the meeting and placed on today's agenda for discussion.  <b>Agenda item 10 (December 2015):</b> IW confirmed that she had completed the channel awareness e learning for the Prevent Duty.  <b>Agenda item 11 (December 2015):</b> GC confirmed that he had completed and sent the annual skills form to the clerk as requested. The form is still required for CS and IW. This item to be carried forward.  <b>Agenda item 4:</b> The chair confirmed that the SEN provision report for Holbrook had been circulated as requested.  <b>Agenda item 7:</b> The chair confirmed that the SEN annual information reports had been circulated as requested.</p> <p>There were no further matters arising not already covered on the agenda.</p>	<p>Send clerk completed skills form (CS &amp; IW)</p>
<p>9.</p> <p>9.a</p> <p>9.b</p>	<p><b>Committee Minutes:</b></p> <p><b>School Improvement Committee Meeting 29<sup>th</sup> February 2016:</b>          The minutes had been previously circulated. There were no questions from the governors.</p> <p><b>Resources and Finance Committee Meeting 7<sup>th</sup> March 2016:</b></p>	

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	<p>The minutes had been previously circulated.</p> <p><b>Governor question to the chair:</b></p> <p><b>The governing body can only approve budgets if there are caveats for year 2 and 3 deficits, how do we stand?</b> We discussed this in depth within the committee meeting. We are addressing the prospect of a deficit in two years' time, as a result of budget changes and the increase in national insurance (NIS). There is a new funding formulae being put in place and we should know more by the end of the year, but it is illegal for us to plan for a deficit and we are not doing so. We have discussed that if the situation continues we will have to address among other things the most expensive of our outgoings, including staffing levels. Without knowing what the funding will be it is impossible to make a commitment at this time, although we are compelled to do so. The EHT said that there are a number of staff on temporary contracts in both schools, although the governors also need to be aware that the rise in the minimum wage will have a knock on effect. There are a lot of unknowns at the moment, but there is some capacity and the Resources and Finance Committee will continue to review the situation in depth.</p>	
<p><b>10.</b></p>	<p><b>Correspondence:</b> The clerk drew the governors' attention to the following:</p> <ul style="list-style-type: none"> <li>• NGA Newsletter (<i>previously circulated</i>)</li> <li>• Barnados Research Paper (<i>previously circulated</i>)</li> <li>• School Funding (<i>previously circulated</i>)</li> <li>• Hampshire Governor (<i>previously circulated</i>)</li> </ul>	
<p><b>11.</b></p>	<p><b>Any Other Agreed Urgent Business:</b></p> <p><u>Government White Paper:</u> The chair explained that he had read the white paper and highlighted the pertinent sections for the governors to discuss and think strategically about the future.</p> <p>The governors discussed in depth the proposal to make all schools academies by 2022 and what this means. The EHT commented that Hampshire is one of the best local authorities (LAs) and provides good support to schools. Points raised during the discussion on the white paper and budget changes included:</p> <ul style="list-style-type: none"> <li>• The LA is looking into creating its own multi-academy trust (MAT) or something similar and is starting to have conversations.</li> <li>• The Pioneer Teaching Alliance has previously looked at a local solution and may do so again.</li> <li>• There would be changes to the makeup of the senior leadership team and governing body under an academy.</li> <li>• The academy would manage its own budget.</li> <li>• Teachers having more professional autonomy on how to teach although there will still be progress and attainment measures.</li> <li>• Both schools have been ranked higher in the recent deprivation index (ie the school population is more deprived).</li> <li>• Some teachers may not want to stay if the schools are made academies.</li> <li>• There is a lack of understanding on what an academy looks like and more</li> </ul>	

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	<p>guidance is required.</p> <ul style="list-style-type: none"> <li>• The NAHTs are saying that schools should be looking ahead but not to act too quickly.</li> <li>• The governing body needs to seek out more information and think strategically.</li> </ul> <p>The chair thanked the governors for their thoughts on the matter.</p> <p>JH left the meeting at 8pm.</p> <p><u>Holbrook School Playground Marking:</u> ZD explained that as requested she had obtained three quotes, which had come out at £8,700 (eight thousand, seven hundred pounds), £5,000 (five thousand pounds) and £6,000 (six thousand pounds). It had been recommend to her by a known contractor to approach James Flanagan from Smartline (Southern) as he specialises in thermo-plastics. Smartline had said that thermos-plastic is not actually required in so many areas as they had been previously quoted for, as the majority of work is for straight lines. Thermo-plastic should still be used for complex marking such as Hop-Scotch and that his quote had come in at £3,025 (three thousand and twenty five pounds) as a result. ZD was asked to check if he was on the Hampshire approved contractors list, although this was thought unlikely. It was unanimously agreed that as this quote comes with the approved delegated authority level to the EHT and each HoS, of £5,000 (five thousand pounds), ZD has authority to proceed with the work once she has confirmed their suitability.</p> <p><u>Staffing Matters:</u> The EHT confirmed that there are currently two vacancies for Learning Support Assistants (LSAs) within Bedenham’s mainstream and one in the provision and that she will be opening the provision role up to staff at both schools. If unsuccessful she will place an external advert.</p> <p>The EHT said that she was very pleased to announce that the Federation had come 2<sup>nd</sup> in the J Rock challenge and won 11 out of 14 awards. The governors congratulated the children and schools on this wonderful achievement.</p>	
<p><b>12.</b></p>	<p><b>Agree Date of Next Meeting:</b> The date of the next meeting was agreed as Monday 23<sup>rd</sup> May 2016 at 6pm at <b>Holbrook</b> School.</p>	
<p><b>13.</b></p>	<p><b>Items for Next Meeting:</b> The following items were agreed:</p> <ul style="list-style-type: none"> <li>• EHT/HoS verbal report</li> <li>• School Improvement Plan Progress focussing on pupil progress</li> <li>• Approve Budget Plans</li> <li>• Approve 3 Year financial strategic plans</li> <li>• Plan and approve capital spend</li> <li>• Attendance and punctuality</li> <li>• Review home school agreements</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Receive report: Performance Management</li> <li>• Review governor training and receive report from DTG on value for money</li> <li>• Governor recruitment and induction</li> <li>• Review training needs of members of the HT performance review panel</li> <li>• Review transition arrangements</li> </ul> <p>The chair thanked everyone for their attendance and input and closed the meeting at 8.05pm.</p>	
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**Agreed action points from the meeting**

Agenda Item	Action Point	Responsibility
11 (Dec 15)	Send completed skills forms to the clerk	CS, IW
6.a	<ol style="list-style-type: none"> <li>1. Add policies and impact to governor visit report form and circulate</li> <li>2. Circulate agreed GB SEF</li> </ol>	Clerk/completed JH/completed
6.b	Circulate updated governor monitoring form	JH/completed
6.c	Book WGB trg. For 13/4/16 5.30pm Holbrook	LN/completed

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