



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 23RD MAY 2016 AT 6PM**

Held at Holbrook Primary School

Present:

T Potter (EHT)	Executive Headteacher
S Reed (SR)	Co-opted Governor
J Heath (JH)	Co-opted Governor arrived 6.20pm
A Foice (AF)	Staff Governor
L Dovell (LD)	Co-opted Governor
G Cull (GC)	CHAIR, Authority Governor
K Lethbridge (KL)	Co-opted Governor
C Landon (CL)	Co-opted Governor

In attendance:

J Dunn (Clerk)	Local Authority Clerk
J Garrett	Prospective Governor
Z Dudley (ZD)	HOS Holbrook Associate Member

Apologies:

L Newman (LN)	Co-opted Governor
C Wood (CW)	HOS Bedenham Associate Member

Absent:

I Wood (IW)	Parent Governor (Holbrook)
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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 6pm. The chair confirmed that apologies had been received and accepted from L Newman and C Wood and it was noted that I Wood was not present.. The chair welcomed J Garrett who had come along to the meeting as she was interested in becoming a parent governor. Introductions were made.</p> <p>A quorum was declared.</p>	
2.	<p>Declarations of Pecuniary Interests: None.</p>	
3.	<p>Agree Any Urgent Business: None.</p>	
4.	<p>New Strategic Plan Priorities: The chair thanked the governors who had responded to his request to provide input to the strategic plan. The chair said that many ideas had focussed on governor development which had been valuable but the governors would discuss and input to the schools' strategic plan focussed on the schools' attainment and progress, with an underlying governing body (GB) development plan.</p>	

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	<p>The EHT explained that the strategic plan will link to the school self-evaluation forms (SEF) and tabled Holbrook’s SEF. The strategic plan will also consider key Ofsted requirements.</p> <p>The EHT explained that the strategic plan will be for five years with the aim to get both schools to “outstanding”. The governors will be asked to look at the data in more detail today and participate in formulating the plan. The EHT said that the strategic plan should consider primarily;</p> <ol style="list-style-type: none"> 1. Quality of teaching, learning and assessment – both schools are improving and generically good, with a few changes planned for next year. Continuing professional development (CPD) and a programme of support will be put in place to support this. 2. Outcomes and data. There are gaps between pupil premium and non-pupil premium children with some anomalies between the schools, which governors would review shortly. 3. Leadership and management. This will include governance. 4. Behaviour and safety. Although both schools do as much on safeguarding as they can do at the moment, behaviour and safeguarding will need to be within the plan. <p>The EHT said that she would like to see a front cover to the plan with the overall vision and 2-3 focus areas, that will be broken down into concentric circles with sub divisions around objectives, targets and milestones in more detail. The detailed plans would lie beneath the overall strategic plan and will look slightly different for each school.</p> <p>JH arrived at 6.20pm.</p> <p>The governors spent some time discussing the format and key priorities they would like to see within the plan. The EHT thanked the governors for their input and confirmed that she will provide a draft strategic plan at the next FGB.</p>	<p>Provide draft strategic plan for next FGB (EHT)</p>
<p>5.</p>	<p>Executive Headteacher and HoS Verbal Reports:</p> <ul style="list-style-type: none"> • School Improvement Plan (SIP) progress, focussing on pupil progress: The EHT tabled a letter from Ofsted regarding underachievement of pupils from disadvantaged backgrounds, milestones for in year progress for each school under phases 1 to 3 and vulnerable groups analysis of milestones for each school. <p>The EHT said that the data had not provided any surprises and that both schools are focussing on the gaps. The EHT explained how the data is presented . The governors paired up to review the data and spent some time looking for any questions they wanted to raise.</p> <p>Questions to the EHT:</p> <p>Year 3 data in Bedenham started as 33% on track for age related</p>	

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expectations (ARE) but then reduced to 28%, what are the reasons behind this? One element of the domain had not been taught at that point. Since then the data has been updated and it is a little better.

Why is that? There have been changes in teachers during the year for that year group which has impacted and there is significant special educational needs (SEN) within Year 3.

28% is phase 3 non SEN though isn't it? Yes, the rest where you see the percentage increase is counted as accelerated progress and above what was expected.

Why is there only a 3% increase in ARE? It is due to the changes in teachers.

There has been spectacular progress in Year 6 writing and maths, what have you done to achieve that? Quality teaching and higher level teaching assistant (HLTA) support.

Have you shared that quality of teaching? Unfortunately that particular teacher is leaving us.

What is happening in Year 3 at Holbrook? ZD explained that the gap between Year 2 and Year 3 with higher expectations is much bigger than ever before under the new curriculum. Where they have vertically grouped classes it is very difficult to manage and the turbulence in teachers has meant it has been a challenging year. The next Year 3 will be a solid year group to help them iron out any issues. The EHT confirmed that both schools have experienced the same issues in Years 3 and 4.

Do both schools have mixed classes? Yes, we would like to split the classes but we do not have the numbers or space to do so at Bedenham or the numbers at Holbrook.

Will there be an issue for Year 6? In the mornings at Bedenham they are split into Year 5 and Year 6 groups and in the afternoons the foundation subjects are mixed. 1.5 form entry is very difficult to manage.

Could you have discreet year groups across the federation? In theory it is possible but we are not at that point with parents yet.

Is the staffing at Holbrook, in particular Year 3 stable for next year? Yes, at the moment but this could change.

Are the teachers leaving us staying in teaching? Yes all bar one. Bedenham is mainly maternity driven and there are a variety of reasons at Holbrook.

Are you fully staffed at both schools? Yes at the moment.

The EHT referred the governors to the vulnerable groups data and highlighted:

Bedenham;

- There were gaps at milestone 1 which have widened going into milestone 2, across the board.
- Overall reading is a bit of an issue in Years 2 and 3. Phase 4 (the current stage) is where the children are consolidating and deepening their learning, where appropriate. The staff are focussing on missing domains in particular with pupil premium children.

There is a pattern in reading, writing and maths where Year 4 and Year 6 are

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closing the gap but the others years are not. Why is that? Year 6 I would say is due to good quality teaching and targeting the needs of children very effectively. Year 4 is worth investigating further, thank you.

Holbrook:

- A number of gaps are reversed in that the pupil premium children are performing better than the non-pupil premium children. This is unusual and was picked up with county last week as it does not follow the National norms. It is all a bit obscure and we need to close the gap even though it is negative one.
- There will be further analysis of whether the non-pupil premium children are also the SEN children.

The EHT tabled confidential Venn diagrams. The Venn diagrams showed if any children are SEN, pupil premium, non-pupil premium and/or English as an additional language (EAL). Separate diagrams had been drawn up for each school, subject and year group. The EHT asked if the governors had any questions from the diagrams.

There appears to be a bigger number of SEN children impacting the figures at Bedenham than Holbrook, who are also pupil premium, could you further analyse those pupil premium categories into forces families, looked after children etc.? Yes that is a good idea, thank you. At Bedenham we can argue that the gaps are mainly SEN children within pupil premium but at Holbrook, we cannot say that. We will take a look at this and take an anonymised version to the next meeting.

The chair asked the governors to be mindful that this information is highly confidential and all documents were returned to the EHT. The governors said that the information had been very useful and informative.

What does the letter from Ofsted actually mean for the schools? At Holbrook it is about tracking SEN pupils and we are getting there, Bedenham needs more work. In terms of pupil premium we have got some generic tracking in place but it could be further underpinned at both schools. We have lists of children and their individual support but we need to capture this information in an Ofsted friendly way, rather than have to show them multiple pages of information. We can show the negative gap at Bedenham is SEN and we need to show what we have done with those children and the progress they have made. They have made very good progress but will not reach ARE. AF said that they are now looking at the different types of SEN to see what that tells them.

The EHT confirmed that it had been an interesting exercise and will be used with the staff. Governors said that from a teacher's point of view the visual Venn diagrams had been very effective.

The EHT explained that ZD had looked at Holbrook's high attainers (i.e. those

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who achieved level 2a or 3 at KS1) and whether they have converted to being ARE under the new system. Within Years 3 and 4 less have converted than we would hope, but in Years 5 and 6 the conversions are very good. The school is intending to explore this further.

In future you will not have the old levels to look at? No, it will be ARE against ARE. We are hopeful that basic attainment of 65% or better for both schools will be met but are confident that progress measures are looking more solid.

The EHT referred the governors to Holbrook's SEF previously tabled and explained that Bedenham's will be completed in the near future and shared with governors. If governors have any questions on the SEF to please come back to her. The EHT confirmed that Holbrook is rated "Good" overall even though outcomes last year would normally rate them as inadequate, however they can show better progress this year. The quality of teaching is "requiring improvement" at this stage due to inconsistencies. Behaviour and safety is good to outstanding and Early Years is good with improved data and external validation.

- Attendance and punctuality:

Holbrook:

- Attendance - 2013/14 whole school 94.41%. Unauthorised 0.9%. 2014/15 95.1%. Unauthorised 1.18%. 2015/16 95.18% Unauthorised 0.37%.
- Exclusions – 5 children and 42 sessions. The EHT explained that they had highlighted those children still with the school and tracked improvements for individual children. The governors noted that this shows clear evidence that the behaviour policy is having an impact.

Bedenham:

- Attendance – overall good although there are a number of persistent late children, who all have valid reasons.
- Exclusions – needs to improve with 5 children, two of whom are regular repeaters.

Have you issued any fines? We have issued two fixed penalty notices at Holbrook and one at Bedenham. We have received updated guidance from county following a recent court ruling and we have been asked at the moment not to issue a notice if the child has over 90% attendance. We are waiting for further information.

- Transition arrangements:

The EHT explained that at Bedenham they are carrying out the same transition as previously for Year R with boogie mites sessions. Visits have been organised. At Holbrook parents last year were not interested in boogie mites so they are using stay and play sessions. Year 6 will be attending the usual sessions at their secondary schools and although there is slightly more cohesion this year the dates still differ between all the schools. Internally the classes will have a day with their next teacher on the 7th July 2016. Prior to this the teachers will meet to

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	<p>discuss individual children and will start to review the best mix of children.</p> <ul style="list-style-type: none"> • Home school agreements: ZD explained that these had been reviewed last year and they will be issued as previously. Any not signed by the start of the year will be taken to the mentoring meetings. <p>The chair thanked the EHT for her report.</p>	
6.	<p>Personnel and Staffing: The EHT confirmed that as at today both schools are fully staffed. One teacher (at Holbrook) is having an interview later in the week).</p>	
7.	<p>Resources and Finance Committee Meeting Minutes 9th May 2016: Previously circulated.</p> <p>The chair explained that the committee had reviewed and discussed the budgets in great detail and asked if all governors had read through the minutes and budget reports previously circulated. The committee recommended the budgets to the GB for approval. The governors confirmed that the documents had been read and understood. The chair asked for questions and none were asked.</p>	
7.a	<p>2015/16 Budget Outturns and Approve 2016-17 Budgets: Previously circulated.</p> <p><u>Bedenham:</u> Previously circulated. The final budget outturn for 2015/16 is:</p> <p>Total expenditure £1,558,625.00 (one million, five hundred and fifty eight thousand, six hundred and twenty five pounds). Total income £1,569,243.00 (one million, five hundred and sixty nine thousand, two hundred and forty three pounds). In year surplus £10,618.00 (ten thousand, six hundred and eighteen pounds). Surplus brought forward £51,000.00 (fifty one thousand pounds). Cumulative surplus carried forward £61,618.00 (sixty one thousand, six hundred and eighteen pounds).</p> <p><u>Holbrook:</u> Previously circulated. The final budget outturn for 2015/16 is:</p> <p>Total expenditure £1,792,907.00 (one million, seven hundred and ninety two thousand, nine hundred and seven pounds). Total income £1,714,270.00 (one million, seven hundred and fourteen thousand, two hundred and seventy pounds). In year deficit £78,637.00 (seventy eight thousand, six hundred and thirty seven pounds). Surplus brought forward £148,680.00 (one hundred and forty eight thousand, six hundred and eighty pounds). Cumulative surplus carried forward £70,043.00 (seventy thousand and forty</p>	

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three pounds).

2016/17 Predicted Budget:
Bedenham School Previously circulated.

Predicted Total Expenditure £1,581,019 (one million, five hundred and eighty one thousand and nineteen pounds)

Predicted Total Income £1,525,703 (one million, five hundred and twenty five thousand, seven hundred and three pounds)

Predicted in year deficit £55,317 (fifty five thousand, three hundred and seventeen pounds)

Surplus Brought forward £61,618 (sixty one thousand, six hundred and eighteen pounds)

Predicted Cumulative surplus carried forward £6,301 (six thousand, three hundred and one pounds)

The governors unanimously approved the 2016/17 budget which was signed by the chair of governors and EHT.

Holbrook School Previously circulated.

2016/17 Predicted Budget:

Predicted total expenditure £1,646,374 (one million, six hundred and forty six thousand, three hundred and seventy four pounds).

Predicted total income £1,651,069 (one million, six hundred and fifty one thousand and sixty nine pounds).

Predicted in year surplus £4,695 (four thousand, six hundred and ninety five pounds).

Surplus brought forward £70,043 (seventy thousand and forty three pounds).

Predicted cumulative surplus carried forward £74,738 (seventy four thousand, seven hundred and thirty eight pounds).

The governors unanimously approved the 2016/17 budget which was signed by the chair of governors and EHT.

Holbrook Primary School Community Budget 2016/17 Previously circulated.

Predicted Income £6,757 (six thousand, seven hundred and fifty seven pounds)

Predicted expenditure £6,757 (six thousand, seven hundred and fifty seven pounds)

Predicted in year surplus £0 (nil)

Surplus brought forward from 2015/16 £448 (four hundred and forty eight pounds)

Predicted Cumulative surplus £448 (four hundred and forty eight pounds)

The governors unanimously approved the 2016/17 budget which was signed by

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<p>7.b</p>	<p>the chair of governors and EHT.</p> <p>Approve Capital Budgets and Spending Plans: Previously circulated.</p> <p><u>Bedenham School</u></p> <p>SP confirmed that the surplus brought forward is £117.22 (one hundred and seventeen pounds and twenty two pence). The allocation for 2016/17 is £7,082.50 (seven thousand and eighty two pounds and fifty pence). The balance is £7,199.72 (seven thousand, one hundred and ninety nine pounds and seventy two pence).</p> <p>The governors unanimously approved the capital budget and spending plans which was signed by the chair of governors and EHT.</p> <p><u>Holbrook School</u> Previously circulated.</p> <p>Allocation 2016/17 £6,959 (six thousand, nine hundred and fifty nine pounds) Surplus brought forward £6,369 (six thousand, three hundred and sixty nine pounds) Balance carried forward £13,328 (thirteen thousand, three hundred and twenty eight pounds)</p> <p>The governors unanimously approved the capital budget and spending plans which was signed by the chair of governors and EHT.</p>	
<p>7.c</p>	<p>Approve Three Year Strategic Financial Plans: Previously circulated.</p> <p>The chair confirmed that the Governing Board is aware of the future year's budget deficit (2018/19) as shown in Bedenham Primary School's three year financial strategic plan and will take action to address it if required.</p> <p>The governors unanimously approved the three year strategic financial plans for Bedenham and Holbrook Primary Schools, which were signed by the chair of governors and EHT.</p>	
<p>8.</p>	<p>Governing Body Matters:</p>	
<p>8.a</p>	<p>Governor Monitoring:</p> <p>JH confirmed that the monitoring plan had been previously circulated and the governors discussed plans for summer 2, 2016. The chair confirmed that a visit report from KL had been previously circulated.</p> <p>It was agreed:</p> <ul style="list-style-type: none"> • Behaviour visit GC to be re-arranged for next week. • Pupil premium visit to be arranged by KL, ZD and CW. 	

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<p>8.b</p> <p>8.c</p> <p>8.d</p>	<ul style="list-style-type: none"> • Early Years visit by LN to be re-arranged. • Health and Safety independent walk around by GC to be arranged. <p>JH asked that governors ensure they book in all monitoring visits by the end of the academic year as planned.</p> <p>Governor Training and Requirements for HT Performance Review Panel: The chair confirmed that LN had previously circulated findings from a development and training governors (DTG) meeting on the 12th May 2016.</p> <p>Governor Recruitment: The chair thanked J Garrett for coming along today and asked that governors start to think about recruitment as he will be standing down due to other commitments at the end of the academic year. The governors expressed their disappointment and thanked GC for his long service to the schools. KL volunteered to place an advert for governors on the Inspiring the Future website.</p> <p>Approve Revised Instrument of Governance (IOG) Variance for 1st September 2016: Previously circulated.</p> <p>The chair explained that following an amendment to the Federation Regulations earlier in the year, the GB is having to amend the Instrument of Government for the Federation. They are mainly technical changes and does not affect any existing posts. In summary:</p> <ol style="list-style-type: none"> 1. The removal of the need to have a parent governor from each school in the Federation, parents can come from either school. The school names are therefore being removed on the IOG. 2. The wording for the co-opted governor category is being changed. 3. There needs to be a Headteacher post for each school in the Federation even if there is an Executive Headteacher over all the schools. This second post cannot be filled by anyone who is not a Headteacher and will remain vacant for the foreseeable future. <p>The revised IOG was unanimously approved by the GB to take effect from the 1st September 2016. The clerk confirmed that she will inform Governor Services of the decision and arrange for the revised IOG to be signed by the Director of Children's Services and filed.</p>	<p>Place governor advert on inspiring the future website (KL)</p>
<p>9.</p>	<p>Safeguarding and The Prevent Duty: The chair confirmed that a school communication on the annual safeguarding audit and updated model policies SC014176, had been previously circulated.</p> <p>ZD confirmed that she will be meeting with LD and CW to make arrangements to complete the audit by the 31st October 2016. The EHT confirmed that both schools fulfil their safeguarding functions and more and will meet the audit requirements.</p> <p>Governor question to ZD:</p>	

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	<p>Have you updated the model policies as specified in the school communication? CW and I will be meeting with LD to ensure they are separated and updated as specified.</p>	
10.	<p>Minutes of Previous FGB Meeting 21st March 2016: The minutes had been previously circulated.</p> <p>Approval: <u>Approval:</u> It was noted that C Storey had been recorded both as apologies and as present. It was confirmed that C Storey was not present and the minutes were amended. With this amendment the minutes were unanimously approved as a true record and signed by the chair.</p> <p>Matters Arising:</p> <p>Agenda item 11 (Dec 2015): The chair confirmed that IW still needs to complete a skills analysis form for the year. The clerk confirmed that she had e mailed IW accordingly. CS has since left the GB. This item to be carried forward. Agenda item 6.a.1: The chair confirmed that the clerk had added a policies and impact statement to the governor visit pro forma and circulated it as requested. Agenda item 6.a.2: The chair confirmed that JH had circulated the updated GB SEF as requested. Agenda item 6.c: The chair confirmed that the whole governing body training session had taken place on the 13th April 2016.</p> <p>There were no further matters arising not already covered on the agenda.</p>	
11.	<p>School Improvement Committee Meeting 25th April 2016: The minutes had been previously circulated. There were no questions from the governors.</p>	
12.	<p>Policies for Ratification/Approval: No policies were presented at this meeting.</p>	
13.	<p>Correspondence: The clerk drew the governors' attention to the following:</p> <ul style="list-style-type: none"> • NGA Newsletter (<i>previously circulated</i>) • Bi-weekly Governor Services Updates (<i>previously circulated</i>) 	
14.	<p>Any Other Agreed Urgent Business: None</p>	
15.	<p>Agree Date of Next Meeting: The date of the next meeting was agreed as Monday 11th July 2016 at 6pm at Bedenham School.</p>	
16.	<p>Items for Next Meeting: The following items were agreed:</p> <ul style="list-style-type: none"> • EHT/HoS written reports • Strategic plan • Discuss officers for the next academic year • Agree meeting dates 2016/17 • Note and agree Professional day closures for next year 	

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	<p>Reflection Meeting to review:</p> <ul style="list-style-type: none">• School improvement plan progress and plans for 2016/17• Data• Annual safeguarding governor report to governors (LD)• Consider the impact of pupil premium expenditure and sports funding• Review governors' impact and discuss 2016/17 monitoring plan <p>The chair thanked everyone for their attendance and input and closed the meeting at 7.45pm.</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	IW
4	Provide draft strategic plan for next FGB	EHT
8.c	Place governor advert on inspiring the future website	KL

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Date: 11th July 2016

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