



The Federation of Bedenham & Holbrook Primary Schools

Minutes of the Federation's full Governing Body held on Monday 14th January 2019 at Holbrook Primary School 5pm

Present:	Duffy (EHT SD)	Interim Executive Head Teacher
	S Summerton (EHT SS)	Interim Executive Head Teacher
	J Heath (JH)	CHAIR Co-opted Governor
	S Reed (SR)	Co-opted Governor
	C Landon (CL)	Co-opted Governor
	G Cull (GC)	Co-opted Governor (left 5:33pm, returned 5:35pm)
	R. Dickson (RD)	Co-opted Governor
	T Scantlebury (TS)	Parent Governor
	K Lethbridge (KL)	Local Authority Governor
	H Manfied (HM)	Parent Governor
	Tracie Denton	Co-Opted Governor
	S Lloyd (SL)	Staff Governor

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

Apologies: None

Absent: None

Quorum: Present: 7 required

GOVERNORS KEY ROLES: Support and Challenge

Agenda		ACTION POINTS
1.	<p>Welcome and Apologies for Absence: JH opened the meeting at 5pm.</p> <p>JH told the GB that June Goble, Co-Opted Governor, has resigned. June was the chair of the Bedenham SIC and another Governor would need to take over this position. CL agreed but was concerned she may not be able to do it because she is staff. JH will check with Governor Services and CL will chair the SIC in the interim. KL also requested a leave of absence until end of March due to some domestic issues and her university course work having to take precedence. JH welcomed EHT SS to the GB, who is the new interim EHT. The GB introduced themselves.</p> <p>The clerk declared a quorum.</p>	<p>Check with Gov Services if staff can chair SIC - JH</p>
2.	<p>Declarations of Pecuniary Interests:</p>	

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	None	
3.	<p>Agree Any Urgent Business</p> <p>JH would like to cover EHT update in this section. She would also like to discuss some items in the Governors and Clerks newsletter. The clerk would like to get Governors to sign the privacy notice, as requested by Debbie Bissaker.</p>	
4	<p>SEN</p> <p>SENCo annual report (for 2017/18)/ SEN provision review</p> <p>EHT SD apologised that this was not ready for the meeting and will make sure that this is made available to Governors There was confusion as the HoSs did not prepare this report last year and were unaware it was needed for this meeting. EHT SD will share Grange Infant’s SENCo annual report so that the HoSs have a template. It was explained that the information on the website states what the school is providing but the annual report is looking back on what has been provided over the last academic year. EHT SD explained that usually the SENCo prepares the report and presents it to the GB or gets another member of the leadership team to present it. It was agreed that this will be moved to the SICs but that all Governors will have site of both reports.</p> <p>Evaluate resourcing and budget control of SEN provision and impact of funding</p> <p>EHT SD handed Governors the SEN budget for Bedenham and explained that there is a significant difference between how much funding the school gets and how much is needed. Bedenham does receive additional funding as it is recognised that a significant part of the budget is put towards SEN.</p> <p>Governor asked what the plan is for the £30,000 in deficit? EHT SD said that it will be taken out of the main staffing budget and is a similar situation for most schools as the funding does not cover what the school needs. CW explained, for example a child could require additional support and the school completes the EHCP paperwork. However, because the child requires support now and cannot wait for the EHCP to go through, the school has to provide this in the interim. Governor asked how long does it take for an EHCP to go through? CW explained it could be some time and it takes a lot of time to collate all the information needed for the EHCP and there are no guarantees the child will be awarded it.</p>	<p>Add SENCO report to SIC agenda – send both reports to all govs – Clerk</p>

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	<p>was agreed that further analysis needed to be done in the SIC. ZD will produce a similar one for Holbrook to be discussed at the SIC.</p> <p>EHT SD said that the data for SEN is very interesting. The school reviews SEN data against the national but this national figure is hard to compare against as the makeup of the data used will be very different to the school cohort. The data never shows like for like; there was an improvement on last year but that could be cohort specific. For example, in reading 20% were ARE, compared against the national figure of 30.3%. Compared to non-SEN groups the gap is huge, therefore the school must look at progress from starting points, using case studies and samples to help evidence progress. In KS2 reading was 70% ARE, writing 40% ARE and Maths 70% ARE, compared against the national figure of 38%. These results are well above national and is cohort specific as two in the resource provision made ARE. SL explained that the Resource Provision was able to work with 2 children and were able to pin point their learning and behaviour and identify their gaps in knowledge. Those children didn't get the push they needed in the Resource Provision due to the other children and were on a tight programme to move to main stream. Last year was a big success.</p> <p>GC left the meeting at 5:33pm.</p> <p>Governors congratulated SL on the success. Governor asked is there any similar potential with children currently in the Provision? SL explained that there are two boys in year 5 who are at ARE or above, and they are working on their confidence and behaviour. Other children who are not academically strong are still being pushed to see progress. There is currently unrest in the provision as one child is not settled. SL is trying to find a more suitable placement for them.</p> <p>GC returned to the meeting at 5:35pm.</p>	<p>to go to the SIC - ZD</p>
<p>5</p>	<p>Verbal EHT Report</p> <p>Areas of focus for this term</p> <p>Strategic plan</p> <p>EHT SD talked through the Strategic Plan progress report and what was underway with regards to the particular areas:</p>	

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High quality leadership at all levels:

- Experiences offered to children through a broad / balanced curriculum.
- Curriculum statements in place and up to date with new intent, implement, impact model.
- Subject leads have met with LLP to talk impact. Samples of subject curriculum evidence in place.
- Assessment models introduced, ready to now be evaluated

High expectation set across the Federation.

- Aspirational targets set and agreed by leaders and LLP to target a continued journey of improvement across both schools.
- Performance management in place across both schools.
- Consistent approach used and staff feel motivated by this.
- Planned time in place for subject leads across federation to monitor.
- Monitoring clearly linked with subject development plans and school improvement plans. Weekly leadership meetings in place – ensuring communication between all leaders is clear and leaders stay focussed on priority.
- EHTs have been meeting with Jan Heath to keep up to date.
- Impact reports shared at governor meetings to keep governors up to date
- EHTs delivered data training across federation
- Monitoring plan now in place for Governors
- Governors meeting with senior leads for curriculum / pupil premium

Improving quality of Teaching / Learning / Assessment.

- Middle leaders working hard to ensure consistent approach to delivery of core.
- Clear monitoring plan adapted on a weekly basis and shared at leadership meetings.

At Bedenham:

- Maths and English leads working weekly team teaching / planning with Years 3, 4 & 5



- EHT SD working with CW
- Book looks and Phase 1 data show children on track to achieve.

At Holbrook:

- Graham Cutter working with and supporting Year 6 teacher (this will move to EHT SS)
- Observations and feedback in place and happening.
- Monitoring visits highlighted improvements seen and areas agreed for improvement.

Enhancing personal development, behaviour and welfare.

- Book looks show that children are taking pride in their work and that the teachers have high expectations of outcomes for children.
- Attendance sitting at National, but where it has dipped, has been due to 2 children on roll but not in school and now currently have a child on part time timetable.
- Behaviour across Bedenham is good. Where there have been issues this has been due to children with significant needs and appropriate actions have been put in place.
- High expectation of behaviour across both schools.
- Baseline put in place for Bedenham parents have been positive.

Governor asked how many responses to the survey there was? EHT SD said 75 and three parents attended the forum to discuss. Governor asked whether the survey will be carried out at Holbrook as well. ZD explained that communication is not an issue at Holbrook but ZD would be more interested in surveying parent engagement. EHT SD agreed and suggested that the next survey could be combined on parent engagement. CW said that she believes that communication is an issue at Bedenham because there is a number of staff in the office who communicate with parents and she is now trying to limit this to provide a more consistent message. Governor asked if there was anything about Governors in the survey? EHT SD said there wasn't and ZD suggested it was included on the next survey.



	<p>Improving outcomes:</p> <ul style="list-style-type: none"> • Clear focus on targets – target aspirational but achievable. • All staff clear through improvement plans about priorities for the school and working towards these. • Relentless approach on consistent approach to teaching and learning. • Pupil progress meetings focused and designed to have impact and action as a result of prior analysis to meetings – consistent approach across 2 schools • Clear focus on disadvantaged • Strategy meetings in place with governors. • Pupil Premium leads in place • SENCO carefully monitoring progress made by children from starting points. • Clear tracking system • Providing CPD for staff attending PPA • Working alongside Years 3 & 5 • Clear and manageable data for governors <p>Going forward:</p> <ul style="list-style-type: none"> • Cross federation support for teaching and learning • Review of the Bedenham and Holbrook learner • Focus Holbrook Years 2 & 6 • Bedenham Years 3, 4 & 5 • Team teaching, middle leaders support • Careful analysis of areas of need. • Ensuring governor monitoring effective and in place. • SENCOs working across federation. <p>Governors were very complimentary of the strategic plan and EHT SD's update. EHT SD will be arranging for this to be typed up and sent to Governors; ZD will also be feeding in more information about Holbrook.</p>	<p>Arrange for section to be typed up, including Holbrook's input and sent to Gobs – EHT SD</p>
<p>6</p>	<p>Governance</p> <p>Discuss and agree governor training package subscription</p>	

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	<p>JH explained that the training package is considered good value for money. The GB currently does a lot of training and JH proposed that the subscription continues.</p> <p>It was agreed by the GB that the governor training package subscription continue.</p> <p>JH also told the GB that there was some additional trainer led PREVENT training in the Spring term if Governors would like to book themselves on it.</p> <p>Agree decision about LA clerking service & agree contracted hours</p> <p>The clerk left the meeting so this could be discussed and was invited back in and told that the GB wished for the clerking service to continue. JH said that the contract for Committee hours should be for 75 hours, and that the clerk should amend this from 74 and ensure the relevant form is completed and returned by 15th Feb. FGB hours remain at 60 hours (6 @ 9 hours plus 6 hours admin)</p> <p>GB self-evaluation/governor development plan</p> <p>JH has some more work to do on this and it will be discussed at the next FGB.</p> <p>Summative report from the pay committee</p> <p>KL explained that all recommendations for support staff pay progression were agreed, most were at the top of their pay scale.</p> <p>School website check</p> <p>The new website is now live. Governor asked if the accessibility from a phone had been checked? EHT SD explained that it needs to be viewed, landscape on the phone. CL did the website check but has more to do, completion date is not until March. She has passed missing or out of date policies on the website to CW so these can be checked. EHT SD said that ACEIT was on Holbrook and not on Bedenham web page and it should be like for like. Governor said that the vision and values statement should be on both schools, but it is not. EHT SD will ask Sarah Davies to investigate this. Governors agreed it was good that when you searched for Bedenham or Holbrook it offered you the Federation page first.</p>	<p>Inform Gov Services of the amendment of clerking hours – Clerk</p> <p>Ask SD to investigate why vision and values statement is not on both school web pages – EHT SD</p> <p>Add standing</p>
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	<p>Approve standing orders</p> <p>The standing orders were approved. JH asked the clerk to make sure this was added to the schedule of business for the September FGB.</p> <p>Governor Visits – RD Learning walk with SENCO and SEN</p> <p>ZD asked if RD would be doing the same visits in Holbrook. RD said he would and ZD gave RD details of the SENCo to contact. Governor asked with the key issues raised would RD be following these up? RD explained he would.</p> <p>EHT SD said that the impact box was blank and said it would need to be filled. She suggested doing another visit and then revisiting the original form to fill out the impact. Another option was that the impact is the Governor now feels more confident about SEN. RD will re send the visit form with the impact box filled with how his confidence has improved in this area.</p>	<p>orders to schedule of business- Clerk</p> <p>Arrange for SEN visit at Holbrook – RD Amend SEN visit form and add in impact - RD</p>																				
7	<p>Minutes of Previous FGB Meeting Minutes 26th November 2018.</p> <p>The confidential minutes were unanimously approved.</p> <p>EHT SS felt that there was one figure incorrect on the budget for Holbrook and the clerk will investigate this. There was also one section that the Governors believed should be added to the confidential minutes, and one other minor date amendments. With these amendments the GB unanimously approved the minutes and the clerk will re print and get the chair to sign.</p> <p>Matters Arising and Actions Agreed:</p> <table border="1" data-bbox="260 1570 1171 2020"> <thead> <tr> <th>Action Number</th> <th>Agenda reference</th> <th>Action Required</th> <th>Who By</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>6</td> <td>Amend staff develop plan to include TAs and LSAs to attend staff meetings</td> <td>EHT - Complete</td> </tr> <tr> <td>33</td> <td>6</td> <td>Put Federation plan on website for Govs</td> <td>EHT - Complete</td> </tr> <tr> <td>41</td> <td>5.2</td> <td>Complete Gov. Monitoring plan</td> <td>JH Carry Forward</td> </tr> <tr> <td>42</td> <td>5.3</td> <td>Ask Gov Services to release record to DTG</td> <td>GC, CL and SR- Complete</td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	25	6	Amend staff develop plan to include TAs and LSAs to attend staff meetings	EHT - Complete	33	6	Put Federation plan on website for Govs	EHT - Complete	41	5.2	Complete Gov. Monitoring plan	JH Carry Forward	42	5.3	Ask Gov Services to release record to DTG	GC, CL and SR- Complete	<p>Check on finance figures, amend, reprint and get chair to sign minutes – Clerk</p>
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5	4	Arrange dates for policy working party	CW - Complete	
10	5	Contact Agile for updated recovery plan	CW v	
11	5	Snow policy plans to be reviewed at SIC and added to agenda – Clerk	Clerk - Complete	
12	5	Add H&S audit to Bedenham SIC – Clerk	Clerk - Complete	
13	5	Review Gov Services A-Z to see if disaster recovery plan on there	JG - Complete	
14	6	Send SEF to Governors when completed	EHT GC and SD - Complete	
15	6	Speak to SD to arrange lanyards for Govs	EHT SD - Complete	
16	6	Feedback on attendance with 2 children removed	EHT SD - Complete	
17	7	Complete PREVENT e learning	All Govs – Carry Forward – Certificates must be given to DTG	
18	7	Add SEN report to Holbrook SIC agenda	Clerk - - Complete	
19	7	Send training feedback form to Govs	Clerk – Carry Forward	
20	7	Look into actions from WGBT	JH- Carry Forward	
21	7	Read all of KCSIE	All Govs - - Complete	
22	7	Send out skills audit	JH - - Complete	
23	7	Add Gov monitoring plan to SIC Agenda	Clerk - - Complete	
24	7	Look at Inspiring Governance website.	JH - - Complete	
25	7	Chase new website go live date	EHT GC - - Complete	
26	9	Amend Admissions policy to make Federated	CW - - Complete	

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	27	9	Amend child protection policy	CW - - Complete		
	28	9	Amend safeguarding policy	CW - - Complete		
	29	9	Review pay policy	EHT SD and GC - - Complete		
	<p>In relation to action 25, the CPD list has been sent out and TAs and LSAs have been invited. This now forms part of the staff development plan for both schools.</p> <p>In relation to action 21, Governors and Clerks Newsletter states that governors need to read part 1 of KCSIE but must sign to say it has been read. The clerk will prepare a signing sheet that all the GB must sign.</p> <p>With action 24, JH did look at Inspiring Governance and invited 4 governors to join the Federation. 1 declined and she has not heard from the other 3. JH has also contacted Jo Pryce-Jones who found June Goble to see if she can help with additional governors.</p> <p>With action 26, the admissions policy cannot be federated and therefore one per school was taken to the SICs.</p> <p>Governor also queried whether the Performance management policy had been reviewed as previous minutes stated it would be approved by email, but no email has been received. This was also the case for the Pay Policy.</p>					<p>Prepare signing sheet for KCSIE and get Govs to sign - Clerk</p> <p>Perf Mgt and Pay policy to be sent out for approval.</p>
8	<p>Policies for review</p> <p>SEN Policy The policy was unanimously approved by the GB</p> <p>Supporting children with medical conditions The policy was unanimously approved by the GB</p> <p>Administration of medicines The policy was unanimously approved by the GB</p> <p>Asthma Policy</p>					<p>Add</p>

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	<p>CW explained that new guidance is coming on this policy. Debbie Bissaker is attending training on this and the policy will be amended after that. It will be brought to the next FGB.</p> <p>Physical Restraint Policy The policy was unanimously approved by the GB</p> <p>Snow policies The policy was unanimously approved by the GB</p>	<p>Asthma Policy to next FGB - Clerk</p>
9	<p>Correspondence: Previously circulated The chair reminded Governors of the Schools communications sent out by the clerk.</p>	
10	<p>Any other urgent business:</p> <p>JH said that the clerks and governor's newsletter recommends that section 128 checks should be completed for all governors and asks whether this is being done. EHT SD is unsure and will investigate it.</p> <p>JH gave the GB an update on the EHT recruitment. Three applicants applied and 2 have been shortlisted for interview on 23rd and 24th January. An EGB will need to take place on 24th January at 5pm to discuss the outcome. The clerk will be unable to attend, so it will be minuted by a member of the GB. JH will send an email to CW to send out to all staff giving an update.</p>	<p>Check if Section 128 checks being done – EHT SD</p> <p>Send email about EHT update to CW and ZD – to send to staff –JH</p>
11	<p>Items for Next FGB meeting 25th March 2019 at Bedenham School 5pm:</p> <p>Focus: Pupil Premium, Staffing Matters, Premises, SFVS</p> <p>Written EHT Report</p> <p>Overview of Phase 2 data</p> <p>Attendance and Exclusions</p> <p>Receive staff development and training plan for next academic year</p> <p>Discuss staff structure and management plans for following year.</p>	

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	<p>Verbal update on - Overview of Pupil and Sports Premium spending and impact These have already been done before Christmas??</p> <p>Receive report on implementation of Performance Management policy</p> <p>Premises:</p> <ul style="list-style-type: none"> • Premises and maintenance plan • Security • H&S termly web forms <p>Governance</p> <p>Agree updated equalities information and progress against equality objectives for publishing</p> <p>Complete and approve SFVS return for LA by 31st March</p> <p>GB self-evaluation/governor development plan</p> <p>Discuss LLP visit</p> <p>Policies</p> <p>Single Equality Statement – Information (annual)</p> <p>Freedom of information (due 2019)</p> <p>Data protection</p> <p>Asthma policy</p> <p>The meeting ended at 7:00pm.</p>	
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Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
30	1	Check with Gov Services if staff can chair SIC	JH
31	4	Add SENCO report to SIC agenda – send both reports to all gobs	Clerk
32	4	Find out further details on SEN budget <ul style="list-style-type: none"> - why the main stream support staff is not taken out of the main stream budget? - what the percentage is of the main stream staff 	EHT SD

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		that was used to calculate this budget? - Is £200 is the total cost or does it represent 10% of the total cost	
33	4	Produce similar SEN budget for Holbrook to go to the SIC	ZD
34	5	Arrange for section to be typed up, including Holbrooks input and sent to Govs	EHT SD
35	6	Inform Gov Services of the amendment of clerking hours	Clerk
36	6	Ask SD to investigate why Federation vision and values statement is not on both school web pages	EHT SD
37	6	Add standing orders to schedule of business	Clerk
38	6	Arrange for SEN visit at Holbrook	RD
39	6	Amend SEN visit form and add in impact	RD
40	7	Check on finance figures, amend, reprint and get chair to sign minutes	Clerk
41	7	Prepare signing sheet for KCSIE and get Govs to sign	Clerk
42	7	Perf Mgt and Pay policy to be sent out for approval	Clerk
43	8	Add Asthma Policy to next FGB	Clerk
44	10	Check if Section 128 checks being done	EHT SD
45	10	Send email about EHT update to CW and ZD who will send to staff –	CW, ZD and JH

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