



The Federation of Bedenham & Holbrook Primary Schools

## Minutes of the Federation's full Governing Body held on Monday 14<sup>th</sup> May 2018 at Holbrook Primary School 6pm

<b>Present:</b>	T Potter (EHT) J Heath (JH) S Reed (SR)	Executive Headteacher CHAIR Co-opted Governor Co-opted Governor (left 8:07pm, returned 8:09pm)
	C Landon (CL) G Cull (GC) S Lloyd (SL) K Lethbridge (KL) R. Dickson (RD) T Scantlebury (TS) J Goble (JG)	Co-opted Governor Co-opted Governor Staff Governor Local Authority Governor Co-opted Governor Parent Governor Co-Opted Governor

<b>In attendance:</b>	C Harman (Clerk) C Wood (CW) Z Dudley (ZD)	Local Authority Clerk HOS Bedenham Associate Member HOS Holbrook Associate Member
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<b>Apologies:</b>	A Williams (AW)	Co-opted Governor
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**Absent:** None

**Quorum:** Present: 7 required

**GOVERNORS KEY ROLES:** Support and Challenge

Agenda	ACTION POINTS
<p><b>1. Welcome and Apologies for Absence:</b> The chair opened the meeting at 6pm.</p> <p>Apologies were received and accepted from AW.</p> <p>The clerk declared a quorum.</p>	
<p><b>2. Declarations of Pecuniary Interests:</b> None</p>	
<p><b>3. Agree Any Urgent Business for Agenda Item 12</b> EHT wanted to discuss Feel the Fear Governor training. This would be discussed during Governance. EHT also wanted to talk to Governors about the new secure area of the website. It was agreed this would be discussed in AOB. JH also wanted to discuss in this section her meeting with David Hardcastle.</p>	

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4	<p><b>Finance</b></p> <p>The chair told Governors that the budgets had been discussed at the recent Finance Committee. Governors have received the draft minutes and the Committee has recommended that the budget be approved.</p> <p><b>Approve budget plan by 31<sup>st</sup> May (and return to LA)</b></p> <p>Bedenham Final figures for 2017/18 are</p> <p>Total expenditure: £1,603,672 (one million, six hundred and three thousand, six hundred and seventy-two pounds)</p> <p>Total income: £1,610,915 (one million, six hundred and ten thousand, nine hundred and fifteen pounds)</p> <p>In year surplus: £ 7,243 (seven thousand, two hundred and forty-three pounds)</p> <p>Carry forward from 16/17 £ 26,510 (twenty-six thousand, five hundred and ten pounds)</p> <p><b>Bedenham total carry forward 17/18 to 18/19£ 33,753 (thirty-three thousand, seven hundred and fifty-three pounds)</b></p> <p>Holbrook final figures for 2017/18 are</p> <p>Total income: £1,694,978 – one million, six hundred and ninety-four thousand, nine hundred and seventy-eight pounds.</p> <p>Total expenditure: £1,677,049 – one million, six hundred and seventy-seven thousand, and forty-nine pounds.</p> <p>In year surplus: £17,929 – seventeen thousand, nine hundred and twenty-nine pounds.</p> <p>Surplus brought forward from 2016/17: £48,382 – forty-eight thousand, three hundred and eighty-two pounds.</p>	
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	<p>Surplus brought forward from 2017/18: £7,055 –seven thousand, and fifty-five pounds.</p> <p>The EHT reminded Governors what capital can be spent on – IT hardware and refurbishments. It is likely that a significant portion of the capital budgets will be used on IT hardware but in addition at Bedenham the dining hall floor needs to be sanded and re-varnished and at Holbrook in an ideal world we will start to save towards the replacement of the conservatory.</p> <p><b>The Governing Body, with the caveat that the budget has not been confirmed and following guidance from the county an assumption has been made by the school, unanimously approved the capital spend.</b></p> <p>All budgets were signed by the chair and EHT.</p>	
<p>5</p>	<p><b>Premises</b> <b>Premises and maintenance plan</b></p> <p>The chair explained that this management plan was reviewed at the recent Finance Committee. <b>This committee thought it was a very good, informative plan. All Governors agreed and found the plans to be a valuable way of tracking maintenance.</b></p> <p><b>Governor asked whether these should be included on the HTs report or added as a separate agenda item?</b></p> <p>EHT suggested looking at it once a term and for it to be added to the agenda for the finance committee.</p> <p><b>Security</b></p> <p>CW said that she has reminded her staff to keep the main doors shut always. Due to the hot weather some have been kept open to create air, but these must be closed.</p> <p><b>Governor said that he noticed when he last visited Bedenham the disabled access button was not working always.</b> CW to get fixed.</p> <p><b>H&amp;S termly web forms</b></p>	<p>Include maintenance plan on schedule of business – Clerk</p> <p>Arrange for repair of disabled access button - CW</p>

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	<p>These were not sent out before the meeting as there were a lot of documents. There are no issues with the forms for both schools.</p> <p>ZD told Governors that different health and safety issues are looked at each term. This term was play equipment, hot surfaces and water. There were no issues.</p>	
6.	<p><b>Verbal EHT report</b></p> <p><b>Pupil Premium strategy – purpose / how it works:</b></p> <p>EHT explained that the LLP has spent time with ZD regarding Holbrook and herself regarding Bedenham and the pupil premium strategies currently being used and how the school can move this on further in the future.</p> <p>Part of the discussion was around how the schools ensure Governors are appropriately informed and ensuring teachers understand that the key strategy is about quality first teaching. They considered the seven elements of pupil premium strategy</p> <p>Governors were given the seven elements and asked to discuss and place in order of importance. Governors worked in groups of two or three.</p> <p>When finished EHT explained that the LLP recommends that these seven elements are the basis for pupil premium strategy group meetings and that all such meetings include all these elements. Leadership obviously floats over all the other six (and that includes Governors).</p> <p>She explained that the rest would likely following this order:</p> <div data-bbox="284 1592 1209 1895" data-label="Diagram"><pre>graph TD; ETHOS[ETHOS]; BA[Behaviour &amp; attendance]; DE[Data &amp; Evidence]; HQT[High Quality teaching]; SD[Staff deployment]; LN[Learning needs]; ETHOS --- BA; ETHOS --- DE; ETHOS --- HQT; BA --- SD; DE --- LN; HQT --- LN;</pre></div>	



At each school the people who attend the strategy group meetings will be slightly different, but the overall agenda will be similar.

EHT then handed the body the proposed agenda for the strategy meetings. The one she handed out was the Bedenham one.

Ideally there needs to be Governor representation at these meetings and KL has attended the Holbrook one and is planning to attend the Bedenham one next week. Ultimately the aim of the meetings is to review the progress of key children and to identify the next group of target children along with who will support the teachers etc. in addressing their needs. The teachers will be responsible for ensuring the needs are met but leaders will offer both support and challenge.

ZD told Governors how this compared with Holbrook's agenda and explained that the ethos was the main element floating over everything. The SENCO also attended the meeting and they looked at and compared pupil premium children with SEN, pupil premium high attainers and just pupil premium.

**Governor asked how often are pupil progress meetings carried out?**

EHT said that LLP advised that pupil progress meetings and strategy meetings are carried out half termly.

**Governor asked what is the impact from this strategy meeting with the information being passed down to teachers?**

ZD explained that the intention next time is to include a phase leader and this transition would be easier.

**Governor asked is it purely pupil premium children being looked at in the strategy meeting?**

EHT said naturally all children will be included as there will need to be a comparison.

There was then a discussion about which meeting should come first pupil progress or the strategy meeting. ZD felt that having the progress meetings with teachers before the strategy meeting was the right way round. The schools will be reviewing this as time goes by.



Governor asked whether it could be called something other than strategy meeting as this conflicts with the meeting with local authority.

It was decided to call it Pupil Premium strategy meeting

ZD explained that the pupil premium advocate role has been removed from LSAs and given to phase leaders at Holbrook. The phase leaders will then be responsible for deploying the HLTAs, teachers and support staff.

EHT explained that there will be a similar change at Bedenham but that this will be fully implemented from September though most year teams are being far more flexible anyway.

Governor said that as the monitoring plan is created do we need to consider which Governor will support this next year?

KL explained it would be her responsibility as pupil premium Governor. This will ensure continuity.

**Priorities for the coming year:**

EHT explained prior to the strategy group meetings with Naomi Carter, both HoSs and her prepared for the meetings. As part of those meetings they discussed priorities for the coming year. EHT handed copies to Governors.

The detail beneath these ideas will be slightly different for each school but the basic priorities are the same.

Governors were pleased with the priorities and thought they reflected what everyone was trying to achieve.

**Holbrook restructure:**

The support staff completed their skills audits and EHT then went through them awarding points for everything e.g. 50 points for GCSEs; 50 points for NVQs etc. Using the information provided a skills matrix audit record sheet was completed. She gave Governors anonymised copies of the matrix.

The information was gathered, and points totalled and consequently EHT identified three people, two LSA2s and one LSA1. Originally the school was looking to reduce by two LSA2s and two LSA1s, but due to one LSA1



	<p>moving on the school was able to reduce this. In addition, of course the counsellor role has been removed.</p> <p>Consequently, staff were informed, both the successful and unsuccessful. Unsuccessful people were invited to decide whether they wanted to participate in a Governor hearing and they all waived the right. Their names have been passed onto EPS who will now, alongside the school, support them with redeployment.</p> <p>Letters have been sent asking EPS to begin the process of terminating their contracts and now the people need to decide whether they want to appeal. They need to let the clerk know within 10 working days, so basically just before half term.</p> <p><b>Governors commented on how fair and transparent the whole process has been.</b></p> <p><b>Staffing update at Bedenham:</b></p> <p>EHT told Governors that support staff on fixed term contracts all recognised that their contracts would cease. However, the review of the number of EHCP hours and SENSA funding along with the fact that one of the LSAs on maternity leave decided not to return it was decided that the school needed to keep some on and so using a skills audit approach two were identified. Since then one of the HLTAs has got another job and there are some children with significant needs joining Year R. Two more posts will need to be filled and that is within the budget.</p> <p>Consequently, those identified for redundancy at Holbrook, and all those currently on fixed term contracts that are ceasing across both schools have been invited to apply. There will be a rigorous recruitment process.</p> <p>In terms of teachers EHT said she has received two resignations. One who will be retiring after 36 Years at Bedenham. EHT asked if the Governors would write to her thanking her for her service. The chair agreed to do this. The other teacher is seeking alternative employment. Consequently, the two teachers on fixed term contracts have been offered another year.</p> <p>Bedenham will still need to sort maternity cover for a teacher who has already asked for part-time work on her return from September to</p>	<p>Write to teacher retiring after 36 years – chair</p>
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February. The person she will ultimately job share with is due back towards the end of July.

EHT explained that a couple of weeks ago she met with a representative of Teach First who find graduates who want to learn to teach on the job. Looking at the cost associated with this compared with the maternity cover it became apparent than in theory the school could have a Teach First candidate full time for the year at very little extra cost. EHT and CW considered Teach First carefully but decided that that was not the way to go due to additional support that would be required. However, the school could potentially employ an NQT for the year for about £2000 more than the maternity cover. By employing another teacher in this way there could be considerable extra teaching capacity which could be used across the Federation for cover for courses etc.

An advert has gone out to see what applicants apply but EHT has an alternative plan of long term supply for the maternity cover.

**Governor asked could an RI school take on an NQT?**

EHT said yes, they could, as the NQT would be supported by the leaders.

**Governor challenged and asked whether EHT had considered looking across the Federation to staff this?**

It was explained that Holbrook does not have the capacity to support this as they will be losing support staff.

**Governor asked if any of the support staff who have been told their contracts are terminated, have Federation contracts?**

EHT said they do not. They were all pre-Federation so have a Holbrook contract only.

**Governor asked are all new contracts, Federation contracts?**

EHT confirmed they were.

### **Staffing updates at Holbrook:**

EHT told Governors that the teacher on structured managerial support has left and the cover is being provided by staff returning from maternity leave



who are doing “keep in touch days” until half term and then one returns to work.

The teacher who EHT and ZD have been concerned about regarding performance is responding well to informal support. One of the good teachers has just successfully gained another job, the move was for personal reasons and as a result the school is one teacher short for September.

After much consideration a teacher currently on a fixed term contract has been offered a further year despite some concerns regarding behaviour management. EHT explained that she and ZD weighed up the pros and cons and decided with a change of class and, considering what else they offer to the school as a whole, for example, music enthusiasm this was a far better option than advertising.

Finally, Holbrook’s SENCo is pregnant and is anticipating starting her maternity leave at the end of this academic year and is currently planning to have two terms off. EHT said she asked Sarah Kiel the SEN adviser if she could help the school find suitable cover. It was also mentioned to Naomi Carter (District Manager) at the strategy meeting. EHT and ZD believe full time cover is not needed as the systems are well established and the SEN administrative support person is capable of keeping on top of the day to day systems; in addition, the resource provision leader has considerable SEND expertise. The RP leader is keen to get into classrooms to offer specific advice and support to the teachers which is an aspect of the SENCo role EHT said needs to be developed.

Naomi contacted an ex-secondary expert and Sarah recommended a primary SENCo who lives in Gosport and works part-time in Eastleigh. ZD and the SENCo met with Naomi’s suggestion last week and EHT says she has made contact with Sarah’s suggestion and will be meeting with her soon. EHT said she anticipates having support approximately a day a fortnight or as and when required.

**Governor asked whether the resources and capacity have been considered across the Federation?**

EHT said she did consider whether there was capacity across the Federation to support the SENCo role. However, the SENCo at Bedenham works just 3 days a week and has no capacity and the RP leader there



	<p>although currently doing SENCo accreditation also has limited capacity. EHT said she felt this was impractical but in an emergency either of them could be called upon.</p> <p><b>Governor was concerned the school would only need support for a day a fortnight and expressed concern that the SEN provision would suffer.</b></p> <p>It was explained that in addition to her role the SEN administrator is more than capable of managing this.</p> <p><b>Governor asked who will continue to monitor SEN?</b></p> <p>ZD said that the resource provision lead would do this.</p> <p><b>Governor asked who would then back fill for the resource provision lead?</b></p> <p>ZD said that this will not be an issue because this leader has capacity to do this work in the afternoons.</p> <p><b>Federation plan:</b></p> <p>EHT said that she met with JH just over a week ago to look at progress with regards to the Federation plan. EHT has yet to complete the highlighting / RAG rating electronically but will do this ASAP and save it in the secure part of the website for the Governors.</p> <p><b>Outline management plan:</b></p> <p>EHT confirmed that she has been sending Governors the outline management plan. This contains the HIAS support and it would be good to have Governor attendance at these meetings.</p>	<p>Put Federation plan on website for Gobs – EHT</p> <p>Add Fed plan to agenda for next FGB - Clerk</p>
<p>7.</p>	<p><b>Governance</b></p> <p><b>Update from recent SICs.</b></p> <p>Governors have received the draft minutes for Holbrook but the minutes for Bedenham are still to be completed.</p> <p>CW gave an update and told Governors:</p>	

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- Bedenham has been looking at year 5 to make them year 6 ready, using the learning from the year 6 project that has been attended by CW.
- Transition meetings will take place in July with local authority support.
- CW is doing Maths planning and delivery for year 5, which is taking a lot of time and effort, but she is now starting to see progress and deeper learning. This has taken her away from walking round the school due to time constraints. Shortly though the Maths lead in KS2 will take over while CW supports year 6.

ZD told Governors that the work Holbrook is doing is similar to Bedenham:

- There is a year 6 focus and teachers are now working with year 5 to get them year 6 ready.
- There will be testing next week for years 3, 4 and 5. It is only year 1 with no formal testing, as they have phonics testing.
- The leadership team are using the internal data and progress meetings to analyse children's progress.
- PAN has been reduced to 30 and there are 28 starting in September.
- Holbrook have worked with the LLP on curriculum development, especially around Geography and the introduction of foundation subject assessments. The school is on track to roll this out.

CW and ZD then discussed the focus around the wider curriculum and whether this is just focused on Geography or includes other subjects. Both agreed that there should be a balance of subjects.

EHT added that after the LLP visits he has frequently sent useful information, which shows the support and challenge elements of the role.

### **Governor visits and training feedback**

The chair thanked Governors for the large number of visits carried out.

Governors had a brief discussion around whether visits should go to FGB or the SIC. It was decided that the clerk send them out as soon as they are received and then add them to either the FGB or SIC, whichever one is next.



	<p>Governor asked has the safeguarding survey been completed?</p> <p>Governor said that it had and there was a very good response. There are no concerns and a report would follow shortly.</p> <p><b>Governor Monitoring</b></p> <p>JG said that the idea for Governor monitoring had been rolled out at the Bedenham SIC and not the Holbrook one, which is why she is now bringing this to FGB to roll out, so all Governors will be informed.</p> <p>JG handed Governors an action plan for developing Governors core responsibilities. This was in the context of the Ofsted headings and gave Governors suggested next steps.</p> <p>It was suggested that:</p> <ul style="list-style-type: none"> <li>- A working party is put together to develop quality of teaching and learning outcomes and targets for the governing body.</li> <li>- An action plan is prepared with SMART targets</li> <li>- half termly visits are carried out at each school on the main areas such as SEN and pupil premium.</li> </ul> <p>JG explained that the Governors at the Bedenham SIC felt it would work. JG is suggesting it starts September and be reviewed after a year and it will form the Governing action plan. As the review of Governance has finished anything outstanding will now go into the monitoring plan.</p> <p>The chair agreed that it was a reasonable approach and suggested starting with it and tweaking it along the way if need be.</p> <p>Governors felt that this was a good way forward.</p> <p>The next steps are for JH and JG to meet to discuss this plan further and formalise dates etc. with the help of the HoSs. It was decided that some of the newer Governors could shadow monitoring so that they are trained on how to do it.</p> <p>CW asked what the impact was of the review of Governance? Just like the leadership team in schools there should be an impact assessment.</p> <p>The chair said that there was no wash up or review of that plan and there should be. It was suggested that JH, KL and GC meet to wash up and send</p>	<p>Meet to discuss further monitoring plan – JH and JG</p> <p>Send SELF out to Govs</p>
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	<p>a report to the body. It was also important as well to send out the GB SEF as part of this wash up.</p> <p>EHT said that the school has an outline management plan where all the support from HIAS is plotted. She pointed out that HIAS support was booked in for nearly every week for each school. EHT suggested that this feeds into the monitoring plan for Governors.</p> <p>ZD said with the working party the body need to insist there is a mix of Governors, as the policy working party contains just staff. This was agreed by Governors.</p> <p><b>Skills audit/Review governor training and receive report from DTG on value for money/ Agree governor training and development plan</b></p> <p>These agenda items will be carried forward as the DTG gave apologies and was unable to attend the meeting.</p> <p><b>Agree and book WGBT for next year</b></p> <p>EHT said that her and CW attended the course Feel the Fear and found it valuable. The course leader runs a similar 'training' for Governors. EHT said having discussed this with the chair she consequently contacted Joy who is OFSTED trained to see if she would be willing to do the training. As she has already analysed the Bedenham data the cost would be £90.</p> <p>If Governors wanted her to include Holbrook data it would cost more. She would set Governors questions to consider like those OFSTED might ask and then discuss their responses.</p> <p>Governors were very interested in this.</p> <p><b>Review arrangements for induction of new governors</b></p> <p>The chair explained that we have a new induction form to improve the induction process. New parent Governor, TS, has received this and found it useful to direct her to what documents needed reading. However, another new Governor, felt there was a lot of paper work at one time. It was felt though that this Governor may have joined on the cusp of the new form being introduced and it may not have gone how it was supposed to.</p>	<p>– Chair</p> <p>Have a wash up mtg for review of Governance – JH, KL and GC</p> <p>Check availability of trainer – EHT</p>
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	<p><b>Ensure training is booked for new members of HT performance management panel</b></p> <p>All are trained.</p> <p><b>Review Transition arrangements</b></p> <p>EHT told Governors that all Gosport secondary schools have agreed the same date for transition days at secondary schools.</p> <p>Staff Governor also explained that they have been given a piece of work to do with year 6 which will go into new exercise books, which will follow them into secondary school.</p> <p><b>Governors were delighted to hear this and said it was a big step forward and definitely an improvement on last year.</b></p> <p><b>Governor term of office – ending for JH, CL and SR – vote and approval for next term.</b></p> <p>The Governing body unanimously approved that the term of office for JH, CL and SR, as Co-opted Governors be extended for another 4 years.</p>																					
8	<p><b>Minutes of Previous FGB Meeting 26<sup>th</sup> March 2018</b></p> <p>Governors pointed out two typos' one on page 3 and one on page 8. A Governor had some more detailed changes to the minutes, so it was decided that they email this to the clerk and the minutes be approved at the next FGB.</p> <p><b>Matters Arising and Actions Agreed:</b></p> <table border="1" data-bbox="260 1518 1171 1964"> <thead> <tr> <th>Action Number</th> <th>Agenda reference</th> <th>Action Required</th> <th>Who By</th> </tr> </thead> <tbody> <tr> <td>67</td> <td>8.2</td> <td>Send certificates of e learning to AW</td> <td>All – <b>Carry forward</b></td> </tr> <tr> <td>69</td> <td>8.6</td> <td>Conduct review of website – Autumn half term</td> <td>AW and TS – <b>Completed</b></td> </tr> <tr> <td>16</td> <td>5.1</td> <td>Send feedback from SEN review to Govs</td> <td>CW – <b>Carry forward</b></td> </tr> <tr> <td>19</td> <td>7</td> <td>Send Perf. Audit to Govs</td> <td>Clerk – <b>Carry forward</b></td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	67	8.2	Send certificates of e learning to AW	All – <b>Carry forward</b>	69	8.6	Conduct review of website – Autumn half term	AW and TS – <b>Completed</b>	16	5.1	Send feedback from SEN review to Govs	CW – <b>Carry forward</b>	19	7	Send Perf. Audit to Govs	Clerk – <b>Carry forward</b>	<p>Send amendments to Clerk – JG</p> <p>Make amendments to minutes and re send to chair - Clerk</p>
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	21	13	Complete SVFS skills audit	Finance Committee Members – <b>Completed</b>			
	22	4	Creation of spreadsheets to hold requests for the site manager – to be bought to the FGB	EHT - <b>Completed</b>			
	23	6	Create action plan for Govs	JG – <b>Carry forward</b>			
	24	6	Give update to Holbrook staff regarding restructure	EHT - <b>Completed</b>			
	25	6	Amend staff develop plan to include TAs and LSAs to attend staff meetings	EHT – <b>Carry forward</b>			
	26	6	Align staff develop plan with strategic plan	EHT – <b>Carry forward</b>			
	27	6	Add GDPR breaches to HoS report in SICs	CW and ZD - <b>Completed</b>			
	28	8	Arrange for premises and maintenance plan to be ready for 23 <sup>rd</sup> April – Finance Committee	EHT - <b>Completed</b>			
	29	9	Update action plan from Gov visits	KL – <b>Carry forward.</b>			
9	<p><b>Policies for review</b></p> <p><b>Complaints (due 2017)</b></p> <p>Governors felt this was a very clear laid out policy. This was unanimously approved by the Governing body.</p> <p><b>Governor allowances (due 2019)</b></p> <p>Governor asked whether the body should determine the rate of babysitting or childcare.</p>						

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	<p>Another Governor pointed out that this would all be done by Finance.</p> <p>Some minor amendments were made. With these amendments this was unanimously approved by the Governing body.</p> <p><b>Single Equality Statement – Information (annual)</b></p> <p>This policy was unanimously approved by the Governing body.</p> <p><b>Single Equality Statement Objectives (due 2020)</b></p> <p>To be done at the next FGB.</p> <p><b>Charging and remissions policy</b></p> <p>This policy was unanimously approved by the Governing body.</p> <p><b>Science and Maths policy</b></p> <p>These polices were ratified by the Governing body.</p> <p><b>Staff Conduct</b></p> <p><b>Governor suggested adding in KCSIE.</b></p> <p>SR left the meeting at 8:07pm</p> <p><b>Governor also suggested adding in GDPR and confidentiality.</b></p> <p><b>This was agreed and with these amendments to the policy were unanimously approved by the Governing body.</b></p> <p>SR returned to the meeting at 8:09pm.</p>	
<p>10</p>	<p><b>Correspondence: Previously circulated</b> The chair reminded Governors of the Schools communications sent out by the clerk.</p>	
<p>11</p>	<p><b>Any other urgent business:</b></p> <p><b>Website</b> EHT told Governors that there is now a secure area of the website that will hold all documents. Governors have been sent the login details and EHT demonstrated how to login.</p>	

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	<p>EHT explained that when the new website goes live there will be specific folders to help manage the documents, but until then there will just be a list.</p> <p>As of the next meeting documents will be on the website.</p> <p>It is envisaged once the new website goes live the clerk will be responsible for uploading the documents.</p> <p><b>David Hardcastle (DH)meeting</b></p> <p>JH explained how she met with DH and he told her that he was pleased with the progress that the Federation has made. He is interested to see what happens next.</p> <p>There is a caveat around the SAT results. But JH told him how much the school had prepared. DH told JH that there is likely to be a monitoring visit depending on the SATS results</p> <p><b>Governors felt that this was a positive message and were pleased.</b></p> <p>CW asked if he commented about the Federation joint working?</p> <p>JH explained not very much but she took an opportunity to tell him about the cross-Federation work.</p> <p>He also emphasised that the focus now needs to be on preparing for the next Ofsted inspections with a view to regaining a Good rating in both schools.</p>	
<p>12</p>	<p><b>Items for Next FGB meeting 16th July 2018 at Bedenham School 6pm:</b></p> <p><b>Focus:</b> EOY data and Annual Review, plans for next academic year, SEF, Review Strategic Plan</p> <p>WRITTEN EHT Report:</p> <ul style="list-style-type: none"> <li>• SATs results/ External/internal progress and achievement data</li> <li>• Strategic Plan review current year and plan for next year</li> <li>• Review attendance data (pupils, staff and governors)</li> <li>• Monitor and evaluate behaviour</li> </ul>	



	<ul style="list-style-type: none"><li>• Review racist incidents data</li><li>• Consider Pupil Premium, PE sport premium and SEN funding and impact</li><li>• Federation plan</li></ul> <p>Governance</p> <ul style="list-style-type: none"><li>• Governor Monitoring</li><li>• Skills audit</li><li>• Review governor training and receive report from DTG on value for money</li><li>• Agree governor training and development plan</li><li>• Agree election arrangements for GB officers</li><li>• Discuss officers for the following academic year</li><li>• Consult on schedule for GB meetings next year and time of meetings</li><li>• Review child protection/safeguarding arrangements (audit completed by 30 Sept?)</li><li>• Receive report from designated teacher for Children in Care</li><li>• Note and agree Professional Day closure dates for the new academic year</li><li>• Review progress against GB development plan</li></ul> <p>Policies</p> <ul style="list-style-type: none"><li>• Home school agreement (non-statutory)</li><li>• Behaviour (due 2018)</li><li>• Written statement of behaviour principles</li><li>• Single Equality Statement Objectives (due 2020)</li></ul>	
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The Federation of Bedenham & Holbrook Primary Schools

	The meeting finished at 8:18pm	
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### Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
30	5	Include maintenance plan on schedule of business	Clerk
31	5	Arrange for repair of disabled access button	CW
32	6	Write to teachers retiring after 36 years	Chair
33	6	Put Federation plan on website for Govs	EHT
34	6	Add Fed plan to agenda for next FGB	Clerk
35	7	Meet to discuss further monitoring plan	JH and JG
36	7	Send SEF out to Govs	Chair
37	7	Have a wash up mtg for review of Governance	JH, KL and GC
38	7	Check availability of trainer for Feel the Fear	EHT
39	8	Send amendments to Clerk	JG
40	8	Make amendments to minutes and re send to chair	Clerk

Approved at FGB and signed by Chair of Governors: J Heath

Date: 16/07/2018

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