



The Federation of Bedenham & Holbrook Primary Schools

## Minutes of the Federation's full Governing Body held on Monday 16th July 2018 at Holbrook Primary School 6pm

**Present:**

J Heath (JH)	CHAIR Co-opted Governor
S Reed (SR)	Co-opted Governor
A Williams (AW)	Co-opted Governor
C Landon (CL)	Co-opted Governor
G Cull (GC)	Co-opted Governor
R. Dickson (RD)	Co-opted Governor
T Scantlebury (TS)	Parent Governor
J Goble (JG)	Co-Opted Governor

**In attendance:**

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

**Apologies:**

S Lloyd (SL)	Staff Governor
K Lethbridge (KL)	Local Authority Governor
T Potter (EHT)	Executive Headteacher

**Absent:** None

**Quorum:** Present: 7 required

**GOVERNORS KEY ROLES:** Support and Challenge

Agenda		ACTION POINTS
1.	<p><b>Welcome and Apologies for Absence:</b> The chair opened the meeting at 6pm.</p> <p>Apologies were received and accepted from TP, KL and SL.</p> <p>The clerk declared a quorum.</p>	
2.	<p><b>Declarations of Pecuniary Interests:</b> None</p>	
3.	<p><b>Agree Any Urgent Business for Agenda Item 12</b> None</p>	
4. 4.1	<p><b>WRITTEN EHT Report:</b> <b>SATs results/ External/internal progress and achievement data</b></p>	

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



JH firstly wanted to say well done to everyone at the Federation for the SATS results. It showed that a lot of hard work had been put in and that the teacher assessments and predictions were accurate.

CW spoke about the results for Bedenham. She said overall Bedenham was happy with the results. However, she explained that GLD was 68%, (67% last year) which the school was disappointed with as it was below national at 71%, but there were quite a few children with specific needs in this cohort (5 children on the SEN register). Year 1 phonics dropped from last year, however there is 28% of SEN pupils in this year group.

**Governor asked has this 28% impacted the phonics data only?**

CW explained that it would have impacted other areas of the curriculum too. However, the good news is that by the end of year 2, 95% of the children in that cohort achieved phonics over the two-year period.

The school did well in the KS1 SATs 78% achieving ARE at Reading (31% at GDS), 74% at Writing (18%) and 82% at Maths (26%). Combined 72% (13%). This is as strong year group and we will have to ensure that they maintain momentum all through to Y6 and that the combined score increases as they progress. There are 26% SEN in this cohort, so we are very pleased indeed with their progress scores too.

**Governor asked if the national figure was based on last year?**

CW said yes as this year's national had not been released yet.

**Governor asked whether CW was confident in keeping the momentum from KS1 moving to KS2?**

CW explained that she was and has already made plans for this. The plans are to have the ARE year 2 as one class moving up together to year 3. The Less able and some of the SEN will work with Y1. The Y3 class will be taught by a teacher who will be mentored and supported by the English lead and KS1 leader who knows this cohort well. Transition has been strong.



**Governor pointed out that national results are up on last year, therefore the national figure this year will be higher, and the gap between the school's data and the national will differ.**

CW was aware of that but believes in a lot of areas they would still be above the national. She said that she was also pleased with the KS2 data. The school knows what they have done this year to secure that result, so will continue to do it next year and more. Year 5 are currently in a stronger position than year 6 were last year. Writing is the area the CW wants to improve and has already ensured teachers know what needs to be done on an individual basis, as transition conversations have already taken place. CW has spoken to similar schools within the area and the data for Maths is in line with some of the better schools.

**Governor asked whether the result is to do with better quality teaching?**

CW explained it was to do with quality first targeted teaching. The targeting element is important. CW said that the school has started already to look at year 5 to see what areas need targeting. Transition has already taken place with year 6 teachers getting to know the current year 5, and the year 5s visiting year 6 class. There have been several tests carried out by year 5 which have included old SATs papers, so that the teachers can understand in which domains improvement and focussed teaching is to be made.

**Governor asked whether it was also to do with the stability of staffing?**

CW said it was and there is a strong team set in place for next year. The current year 1 is the weaker cohort. The teacher joined half way through the year and had to quickly re-establish routine and behaviour management. This teacher will be having additional support from the KS1 lead and will have a stronger class next year. The weakness in year 5 was also eliminated. The current year 4s moving to year 5 will have one class in one large space of two classrooms. This will enable more flexible grouping and is an exciting prospect.

**Governor asked if this was the area where a parent was unhappy about the class?**



CW said it was and it was discussed in the SIC. A lot of things have been put in place to support the mother and the child and things are much better.

**Governor pointed out that both HoSs were collaborative and this is very important for a Federation, well done.**

CW said that both, her and ZD were involved in a maximising year 6 project. This enabled the data to be looked at in a different way. ZD added that they used it for professional development and were able to share best practice with other schools. They will be taking part in a networking process next year following on from this program. Incidentally, Bedenham is the top improving school in Gosport and the third most improving school in Hampshire.

ZD talked Governors through the Holbrook data explaining that it was showing an upward trajectory. GLD at 68% is on a 4-year high. This is due to the tenacity of the early years team who know the children well and match the provision to their needs. This year included 5 children who were on high SEN needs and needed 1:1 support. But the figures show just a child and half away from the national score. The early years leaders continue to work hard to transition them to year 1 and to keep the momentum.

Phonics data is also on an upward trajectory. The predicted data in September 2018 was just 30/40% but the Year 1 team worked hard to get this to 66%. ZD was pleased with the year 2 phonics re sats as in year 2 there is high SEN including 3 pupils supported with speech and language delay

In KS1 ZD pointed out that 50% of the cohort were pupil premium. In reading and maths the beyond data was above the national, showing an upward trajectory. There is a gap between disadvantaged and others, but it is small and, in some cases, virtually none existent. Year 2 data was moderated as the year 2 teacher was concerned about her predictions. Beyond judgements were agreed by the moderator in maths but not in writing.

ZD handed Governors a year 6 SATS question level analysis. She pointed out that in reading Inference questions had the largest proportion of



questions and on 57% of the cohort were successful in these questions. In Maths there has been a big improvement as the school was stagnant on 55% for the last 2 years. Last year, however, the exam was based on year 3 – 6 objectives, whereas this year it was mainly based on year 5 and 6 objectives. This shows that that the children performed better with less of the easy questions available to score marks on.

**Governor asked how many on third space passed?**

ZD said not many, one did well, others didn't, and this was due to the pupil's attitude. The school have decided they will pick children, in the future who show higher levels of resilience and have better attitudes to their learning. All of the children who took part in third space learning at Bedenham, except one, made ARE.

ZD talked through the actions on the sheet.

**Governor asked what percentage of the year are SEN?**

ZD said 22%. There may be cause, however for 3 children's results to be removed from the test as they have a high level of need and were disapplied from the testing.

**Governor asked do the current year 5 look like a good cohort for next year?**

ZD explained that the school had worked with HIAS and looked at the children and where they sit at present. Teachers assessments have always been questioned and this exercise meant that teachers judgements were seen to be accurate across the whole school

ZD plans to take the end of year data and use it as a baseline for next year. Next year there will be three classes in years 5 and 6 and also three 3 and 4 classes as well. These will be vertically grouped to match abilities. Governors asked questions around what did vertically grouped mean and ZD talked them through it.

**Governor asked ZD if this will have an impact on foundation subject teaching next year.**



4.2	<p>ZD said yes, there is a two-year planned rolling curriculum which will cover all areas of the foundation curriculum.</p> <p><b>Governor asked if the county had commented on the results?</b></p> <p>ZD said that she had received emails from both current LLP and old LLP as well congratulating and thanking.</p> <p><b>Governor pointed out that both schools have the same community. However why do each school use different methods of teaching. Why is it specific to that one school?</b></p> <p>Both HoSs said it was down to numbers and the cohort.</p> <p>Staff Governor added that the schools are different and don't necessarily come from the same community. Baseline for Holbrook has mostly been lower due to the large amount of SEN.</p> <p>ZD pointed out that there is more parental support at Bedenham which could impact this. CW said there are higher numbers in Bedenham and Holbrook are just reducing their PAN as school numbers have been steadily dropping over the last 3 years in Year R.</p>	
4.3	<p>ZD said that the Maths support which both schools have is being deployed in different ways. At Holbrook leaders can provide more Maths support whereas Bedenham they are using the HIAS support more. CW said that middle leaders are stronger at Holbrook due to experience while the ones at Bedenham are new and have been finding their feet.</p> <p>CW said that since both HoSs have been in post they have worked to change the perception of the Federation for the parents. There is less competition between the schools and we no longer have parents being disrespectful about the other school. Children mix well and there is more of a Federation feel.</p> <p><b>Governor asked has this also been the case for staff?</b></p> <p>CW said this has not been an issue. Staff enjoy working together as long as it is not forced upon them. On occasions it has not been beneficial but</p>	



4.4	<p>where staff choose to collaborate across the Federation it works much better and they share ideas and resources.</p> <p><b>Governor asked are staff now starting to see the Federation as part of their natural working environment?</b></p> <p>ZD said that she has learnt not to force the relationship. Both HoSs have learnt that some learning practices match both schools and others don't. The schools try to be consistent in most areas.</p> <p><b>Federation &amp; School improvement plans</b></p> <p>HoSs and EHT have met to finalise the SIP but there is still more work to be done. The first section of the SIP will be milestones and then it moves into the actions but it all connects to the Federation Strategic plan. It will be ready for Governors in September. However, they are already identifying opportunities for Governing monitoring which will help with the monitoring plan. Ross is supporting the school in writing the SIP.</p> <p><b>Review attendance data (pupils and staff)</b></p> <p>Governors had received this data in advance.</p> <p><b>Governor said that the attendance results looked good however the boys attendance was a lower figure why was that?</b></p> <p>ZD explained that three of her boys are on part timetables and this has impacted other groups as well.</p> <p>CW pointed out that National absence rates are based on absence in Autumn term. Therefore, measuring the absence in July, where lots of families go on holiday is not a good comparison. It would be better to compare the same term. We will do this next year.</p> <p>The body also discussed that managing absence was picked up in the LLP review. However, both schools manage it well. The advice from Governors was to offer the LLP information about managing absence, so they are clear on the processes.</p> <p><b>Governor commented that staff absence seemed high.</b></p>	
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	<p>ZD agreed but the absences were due to specific trauma in some of the teachers and TAs lives.</p> <p><b>Governor asked do staff have to phone in to report absence and when is a return to work carried out?</b></p> <p>It was confirmed by the HoSs that staff would need to phone in to report absence and usually a return to work discussion is carried out if the staff member is off for ten working days or more. Guidance is given in the MOPP. CW said she has experienced some staff having more time off than others and this has been addressed. Most staff do strive to come in.</p> <p><b>Review racist incidents data</b></p> <p>There have been no racist incidents at Holbrook and 1 at Bedenham which was discussed and recorded at the SIC.</p>	
<p><b>5</b> <b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.3</b></p>	<p><b>Governance</b> <b>GB SEF - GB Self Evaluation summary</b></p> <p>JH said that the GB SEF had been carried out and she has done analysis that indicated a mixed response. However, some areas were agreed on.</p> <p><b>Governor commented that it reflected a Governing Body with varied experience.</b></p> <p>JH and JG will be building a Governor development plan, using this to identify areas where the body are not secure.</p> <p><b>Governor Monitoring</b></p> <p>JG and JH have now completed 17/18 monitoring plan, and anything not complete from the Review of Governance will move over to the new monitoring plan. There is more work that needs to be done with the new monitoring plan as it will feed into the new SIP. This will be ready for Governors in September.</p> <p><b>Review governor training and receive report from DTG on value for money</b></p>	<p><b>Complete Gov. Monitoring plan – JH and JG</b></p> <p><b>Ask Gov</b></p>

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	<p>AW said there has been a big increase in training undertaken this year. Because the body has the full access they are saving £900, therefore it is value for money.</p> <p>AW still can't get access to some training records and has asked Governors to chase this up.</p>	<p><b>Services to release record to DTG – GC, CL and SR</b></p>
<p><b>5.4</b></p>	<p><b>Agree governor training and development plan</b></p> <p>AW will need to complete this training plan for this year.</p>	<p><b>Complete Gov trg and dev plan – AW</b></p>
<p><b>5.5</b></p>	<p><b>Skills Audit</b></p> <p>From the last skills audit it was identified that Governors needed training on holding leaders to account. AW tried to book in a bespoke WGBT around this but there was some confusion as to whether it could be booked. It has now been confirmed this is what the body would like to do and this will be bespoke training by the LLP.</p>	<p><b>Book WGB bespoke training - AW</b></p>
<p><b>5.6</b></p>	<p><b>Agree election arrangements for GB officers</b></p> <p>If any Governor would like to nominate themselves for chair or vice chair, please do so by the next FGB in September.</p>	
<p><b>5.7</b></p>	<p><b>Discuss officers for the following academic year</b></p> <p>Governors discussed the roles and have appointed the Governors as shown below:</p> <p>Safeguarding – TS</p> <p>Pupil Premium – GC</p> <p>Health and safety – GC</p> <p>SEN – RD</p> <p>Teaching/Learning/Curriculum – JG</p> <p>Website Check – CL</p> <p>DTG – AW</p> <p>Chair of Finance Committee – KL</p>	

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<p>5.8</p> <p>5.9</p> <p>5.10</p> <p>5.11</p> <p>5.12</p>	<p>Chair of Holbrook SIC – GC</p> <p>Chair of Bedenham SIC – AW</p> <p>Policy Review working party – CW, ZD, KL and SR</p> <p>HT Performance Review – GC and KL</p> <p>Mentor for new Governors – JG</p> <p>Pay Committee – JH, KL, RD, AW, EHT</p> <p>Finance Committee – GC, RD, SR, KL, JH, CW, ZD, EHT</p> <p>Holbrook SIC – SR, SL, JH, JG, GC, ZD, EHT</p> <p>Bedenham SIC – CW, CL, TS, RD, EHT, AW, KL</p> <p><b>Consult on schedule for GB meetings next year and time of meetings</b></p> <p>The schedule of business has been sent to Governors. The autumn term is complete, but the rest needs to be worked on.</p> <p><b>Review child protection/safeguarding arrangements</b></p> <p>The review has been carried out and was straight forward. There are no contentious issues. This was approved by Governors.</p> <p><b>Receive report from designated teacher for Children in Care</b></p> <p>HoSs confirmed there is 1 at Holbrook and 1 at Bedenham.</p> <p><b>Governor asked if the one at Holbrook in year 5 is likely to stay on?</b></p> <p>ZD said they were.</p> <p>Governors then discussed if the HoSs had children with special guardianship and what impact that had.</p> <p><b>Note and agree Professional Day closure dates for the new academic year</b></p> <p>These were not ready for the meeting and will be sent out via email. The Governors were happy to approve any dates they have.</p> <p><b>Governor visits</b></p>	<p>Review rest of shedule of business – JH</p> <p>Add JGs visits to next SICs - Clerk</p>
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	<p>There have been several visits carried out, some of which will be included in the SICs.</p> <p>Governors and HoSs then went onto discuss how they feel that attendance at pupil premium progress meetings is a useful way of inducting new Governors. They also give a good opportunity to see and understand language used. It was also discussed that CPOMs could be included as part of the induction.</p>																																					
7	<p><b>Minutes of Previous FGB Meeting 26<sup>th</sup> March and 14 May 2018 and Bedenham SIC Minutes 30<sup>th</sup> April 2018</b></p> <p>All minutes were unanimously approved and signed by the chair.</p> <p><b>Matters Arising and Actions Agreed:</b></p> <table border="1" data-bbox="258 1014 1171 2016"> <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>Complete – This is now ongoing all year round</b></td> </tr> <tr> <td>16</td> <td>5.1</td> <td>Send feedback from SEN review to Govs</td> <td>CW – <b>Complete</b></td> </tr> <tr> <td>19</td> <td>7</td> <td>Send Perf. Audit to Govs</td> <td>Clerk – <b>Complete</b></td> </tr> <tr> <td>25</td> <td>6</td> <td>Amend staff develop plan to include TAs and LSAs to attend staff meetings</td> <td>EHT – <b>Carry forward</b></td> </tr> <tr> <td>26</td> <td>6</td> <td>Align staff develop plan with strategic plan</td> <td>EHT – <b>Complete</b></td> </tr> <tr> <td>29</td> <td>9</td> <td>Update action plan from Gov visits</td> <td>KL – <b>Carry forward.</b></td> </tr> <tr> <td>30</td> <td>5</td> <td>Include maintenance plan on schedule of business</td> <td>Clerk – <b>Complete</b></td> </tr> <tr> <td>31</td> <td>5</td> <td>Arrange for repair of disabled access button</td> <td>CW – <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>Complete – This is now ongoing all year round</b>	16	5.1	Send feedback from SEN review to Govs	CW – <b>Complete</b>	19	7	Send Perf. Audit to Govs	Clerk – <b>Complete</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>Complete</b>	29	9	Update action plan from Gov visits	KL – <b>Carry forward.</b>	30	5	Include maintenance plan on schedule of business	Clerk – <b>Complete</b>	31	5	Arrange for repair of disabled access button	CW – <b>Carry forward</b>	
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	32	6	Write to teachers retiring after 36 years	Chair - – <b>Complete</b>	
	33	6	Put Federation plan on website for Govs	EHT – <b>Carry forward</b>	
	34	6	Add Fed plan to agenda for next FGB	Clerk – <b>Complete</b>	
	35	7	Meet to discuss further monitoring plan	JH and JG – <b>Complete</b>	
	36	7	Send SEF out to Govs	Chair - – <b>Complete</b>	
	37	7	Have a wash up mtg for review of Governance	JH, KL and GC – <b>Carry forward</b>	
	38	7	Check availability of trainer for Feel the Fear	EHT – <b>Complete</b>	
	39	8	Send amendments to Clerk	JG – <b>Complete</b>	
	40	8	Make amendments to minutes and re send to chair	Clerk – <b>Complete</b>	
<b>8</b>	<p><b>Policies for review</b>  <b>Data Protection (including privacy notices, compliance documents and SAR policy)</b></p> <p>Governor queried the wording in the privacy notice for staff as it wasn't reflective of the process.</p> <p><b>With this amendment Governors unanimously approved the data protection policy and the accompanying policies.</b></p> <p>There was also some confusion over the policies as the ones listed were not the ones taken to the working policy party. It was agreed, moving forward, that the working party approve policies and just make recommendations to the FGB. This will include policies with tracked changes to make it easier for Governors.</p>				<p><b>Raise with county the amendment to staff privacy notices - JH</b></p>
<b>9</b>	<b>Correspondence: Previously circulated</b>				

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	The chair reminded Governors of the Schools communications sent out by the clerk.	
10	<b>Any other urgent business:</b>  None	
11	<b>Next FGB meeting 10<sup>th</sup> September 2018 at Holbrook School 5pm:</b> <b>NOTE NEW TIME OF 5PM</b>  It has been agreed that the FGB and SIC meetings will start at 5pm from next school year.  The meeting ended at 8:20pm.	

**Agreed action points from the meeting**

Action Number	Agenda reference	Action Required	Who By
41	5.2	Complete Gov. Monitoring plan	JH and JG
42	5.3	Ask Gov Services to release record to DTG	GC, CL and SR
43	5.4	Complete Gov training and development plan	AW
44	5.4	Book WGB bespoke training	AW
45	5.8	Review rest of schedule of business	JH
46	5.11	Add JGs visits to next SICs	Clerk
47	8	Raise with county the amendment to staff privacy notices	JH

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