



The Federation of Bedenham & Holbrook Primary Schools

## Minutes of the Federation's full Governing Body held on Monday 20th May 2019 at Holbrook Primary School 6pm

<b>Present:</b>	J Heath (JH)	CHAIR Co-opted Governor
	C Landon (CL)	Co-opted Governor
	G Cull (GC)	Co-opted Governor (leaves 6.30pm)
	T Scantlebury (TS)	Parent Governor
	Tracie Denton (TD)	Co-opted Governor
	S Lloyd (SL)	Staff Governor
	K Lethbridge (KL)	Local Authority Governor

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

<b>Apologies:</b>	W Bolton(EHT)	Executive Head Teacher
	R. Dickson (RD)	Co-opted Governor
	H Manfied (HM)	Parent Governor

**Other:**  
**(detail in minutes)** S Reed (SR) Co-opted Governor

**Absent:** None

**Quorum:** Present: 7 required

**GOVERNORS KEY ROLES:** Support and Challenge

Agenda	ACTION POINTS
<p><b>1. Welcome and Apologies for Absence:</b>            JH opened the meeting at 6pm. Apologies were received and accepted from RD, HM, and EHT. GC informed the GB that he would only be able to stay for part of the meeting and it was agreed that some items that needed approval would be moved higher up the agenda.</p> <p>The clerk explained that due to the fact the ratio to staff to non-staff was over a third the GB were not quorate. SR, who is a staff member, was</p>	

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



	asked to miss this FGB out which would mean the GB would be quorate. SR left the meeting before it began.	
2.	<p><b>New Co-Opted Governor</b>            JH explained that the person who was interested in becoming a governor now has other commitments and is unable to join.</p> <p>ZD's and CW's term as associate members has come to an end and the GB unanimously voted them both to continue as associate members for another term.</p>	
3.	<p><b>Declarations of Pecuniary Interests:</b>            None</p>	
4.	<p><b>Agree Any Urgent Business</b>            CW would like to inform the GB of a data breach at Bedenham. JH agreed for this to be done in the AOB section.</p>	
5.	<p><b>Finance</b></p> <p><b>Summary of Finance Figures</b></p> <p><b>Holbrook</b></p> <p><u>Budget Outturn 2018/19</u></p> <p>Total income: £1,650,681 – one million, six hundred and fifty thousand, six hundred and eighty-one pounds.</p> <p>Total expenditure: £1,626,479 – one million, six hundred and twenty-six pounds, four hundred and seventy-nine pounds.</p> <p>In year surplus: £24,202 – twenty-four thousand, two hundred and two pounds.</p> <p>Surplus brought forward from 2017/18: £66,312 – sixty-six thousand, three hundred and twelve pounds.</p> <p>Balance carried forward to 2019/20: £90,517 – ninety thousand, five hundred and seventeen pounds.</p> <p><b><u>Budget Plan 2019/20 – Main Budget</u></b></p> <p>Predicted income: £1,515,096 – one million, five hundred and fifteen thousand, and ninety-six pounds.</p>	



The Federation of Bedenham & Holbrook Primary Schools

Predicted expenditure: £1,595,696 – one million, five hundred and ninety-five thousand, six hundred and ninety-six pounds.

Predicted in-year deficit: £80,600 – eighty thousand, six hundred pounds.

Surplus brought forward from 2018/19: £90,517 – ninety thousand, five hundred and seventeen pounds.

Predicted cumulative surplus: £9,917 – nine thousand, nine hundred and seventeen pounds.

Budget Plan 2019/20 – Community Budget

Predicted income: £4,860 – four thousand, eight hundred and sixty pounds.

Predicted expenditure: £4,860 – four thousand, eight hundred and sixty pounds.

Predicted in-year surplus: £0 - nil

*Surplus brought forward from 2018/19: £449 – four hundred and forty-nine pounds.*

Predicted cumulative surplus: £449 – four hundred and forty-nine pounds.

**Bedenham**

Bedenham Outturn 2018/19

**Total income: £1,598,175** – one million, five hundred and ninety-eight thousand, one hundred and seventy-five pounds.

**Total expenditure: £1,627,033** – one million, six hundred and twenty-seven thousand and thirty-three pounds.

**In year deficit: £28,858** – twenty-eight thousand, eight hundred and fifty-eight pounds

**Carried forward from 17/18: £33,753** – thirty-three thousand, seven hundred and fifty-three pounds.

**Carry forward for 18/19: £4,895** - four thousand, eight hundred and ninety-five pounds.

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



### Bedenham Budget Plan 2019/20

**Total income: £1,572,877** – one million, five hundred and seventy-two thousand, eight hundred and seventy-seven pounds.

**Total expenditure: £1,576,553** - one million, five hundred and seventy-six thousand, five hundred and fifty-three pounds.

**In year deficit: £3,675** – three thousand, six hundred and seventy-five pounds.

**Carried forward from 18/19: £4,895** – four thousand, eight hundred and ninety-five pounds.

**Carry forward for 19/20: £1,220** – one thousand, two hundred and twenty pounds

### **Approve budget plan by 31st May (and return to LA)**

JH told the GB that the finance committee have reviewed the budget plans and both schools have a surplus. They recommend this for approval. The GB unanimously voted the approval of the budget plan.

### **Approve 3-year budget plan by 31st May**

For both of the 3-year budget plans the second and third years show a deficit. The finance committee discussed this and decided that there were a number of unknown variables that could affect the figures and the finance committee are recommending this for approval. The GB are aware of the future deficit on this plan and will take actions to address it. The 3-year plan for both schools was approved by the GB.

### **Plan and approve capital spend- ICT approx. 15-20K in each school**

JH explained that at the committee meeting they discussed a request to use the capital budget on IT equipment which must be upgraded. The committee agreed this in principle and have asked for the final details of the expenditure to be emailed to them and this will be shared with the FGB. The committee are also recommending that Bedenham be approved to spend up to £8000 on a new library. The GB approved the spending for the ICT equipment and library.



6	<p><b>Minutes of Previous FGB Meeting 25th March 2019 (attachment o) and Holbrook SICs 10th December 2018 and 29th January 2019 (sent separately)</b></p> <p>JH explained that due to the Holbrook SIC not being quorate the minutes needed to be approved at this FGB.</p> <p>Governor noted one typo in the FGB minutes. With this amendment all sets of minutes were unanimously approved and were signed by the relevant chair.</p> <p>GC left the meeting at 6:30pm.</p>	
7	<p><b>Premises:</b></p> <p><b>Premises and maintenance plan</b></p> <p>CW explained that the EHT has started creating the plan and has done a walk around with both HoSs. This should be ready to be reviewed at the next FGB.</p> <p><b>Security</b></p> <p>CW explained that at the year 3 sleep over a fire test practice took place which went well. At the beginning of the year the wild area at Bedenham was vandalised but the school has been told that due to CCTV the criminal has now been convicted. Governor asked if there was any update on the stolen bike? CW explained that this was still being pursued by the police.</p> <p><b>H&amp;S termly web forms</b></p> <p>Both HoSs completed the audit and there were no further questions from the GB.</p>	<p>Add Premises and maintenance plan to next FGB - Clerk</p>
8	<p><b>Verbal EHT Report:</b></p> <p><b>Ofsted update</b></p> <p>CW explained that Ofsted for Bedenham took place last Tuesday. The final report will not be received for several weeks but the feedback given was:</p>	

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



The Federation of Bedenham & Holbrook Primary Schools

- Leadership was much stronger, senior leaders have improved the provision and outcomes for children.
- Middle leaders are still developing and finding their feet.
- Governors have much more understanding of the school and are able to challenge. However, on the minutes some questions marked as challenge were just information gathering.
- Much has been done to improve the quality of teaching in Maths and this has a good effect on children's outcomes.
- Early years' teaching is linked to speech and communication which is an important factor with Bedenham children with SEN.
- Core texts used for reading are challenging for the children.
- Phonics is strong, with good segmenting. Children are using accurate sounds and the more able children were challenged.
- The Senco was identified as having a good impact but there must be a better overview and analysis of groups.
- The disadvantaged are making good progress and pupil premium children do well.
- The curriculum is structured well and there is a whole school approach to this.
- Ofsted recognised how far the school had come since their last inspection.
- Teaching and learning was now much better and consistent.
- TAs varied in their skills but had good strong practice and if they didn't leaders are aware and are putting support and training in place
- Subject knowledge was strong in English and Maths with good use of hooks and drama to engage pupils.
- Structuring of Maths is strong and the consistent use of a strong model that supported teaching despite sometimes subject knowledge in maths not being quite as strong.
- The children who had behavioural problems were managed well.
- Children had a positive attitude.
- There was a high expectation of behaviour.
- There was a strong sense of community and a calm atmosphere.
- Children said they felt safe and the bullying rarely happens. Children were also able to talk about rewards for good behaviour.
- Attendance was being tracked but the school was advised to monitor closely persistent absence as this is higher than national.
- Outcomes are above national. GLD and phonics are also in line with national.
- The school has put a lot of work into GD.
- The school had good evidence of safeguarding and welfare.

CW has given ZD advice on some aspects to help prepare for Holbrook's Ofsted. With the feedback in mind the areas for improvement next year are:

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



- Continue to improve writing across the school.
- Check progress of groups, such as disadvantaged boys etc.
- Continue to develop curriculum.

The GB were pleased with the feedback and look forward to the final report.

### **Update of the last 3 weeks**

The GB were invited to ask questions on the EHT's report.

Governor asked if the resignation at Holbrook had been received yet? ZD confirmed that the school is waiting on EPS for some actions, but she hoped it would be in soon. CW added that recruitment took place for an early year's teacher today and last week Bedenham recruited an NQT to cover maternity leave in year 3 / 4. TA interviews also took place this week and she thanked TS for attending the interviews.

CW explained that herself, EHT and ZD have a strategy meeting every 2 weeks to discuss things such as data summary packages. There is also an away day planned to discuss the year ahead.

### **Staff structure**

Due to recruitment and resignation still to be finalised, the staff structure will be shared at the next FGB.

### **Transition arrangements**

Governor felt that the transition arrangements were comprehensive.

Governor asked if there would be teacher meetings as part of the transition again. Both HoSs confirmed there would be. Governor also confirmed that there is a transition with Bridgemary. ZD added it also included Bay House and Brune park.

Governor asked if there would be transition arrangements including meetings with pre-schools? ZD explained that there is a Gosport and Fareham transition event where the school can access pre-schools in the area. This is a one-off event and then meetings are arranged with the preschools. Governor asked if there are any children who come straight to school, not from a preschool, and if so, are there any issues? ZD confirmed that some children come in this way and there are not normally any issues.

### **Bedenham SEF**



	<p>CW asked for the GB's feedback on the SEF. <b>Governor's said the format was good, it read well and was easy to follow.</b> The final draft will come to the next FGB to be approved.</p>	
<p>9</p>	<p><b>Governance</b> <b>Skills audit</b></p> <p>JH confirmed that the skills audit is now complete and there were no gaps with skills but that there was with experience due to the newer governors. JH will enter this onto the skills matrix that the NGA supply and will create a development plan.</p> <p><b>Review governor training and receive report from DTG on value for money</b></p> <p>Apologies, the report for this should have been sent in advance but was only sent out today. The report shows that the GB undertake more training at a cost that is more than the SLA and therefore is value for money. Governors had no further questions on the report.</p> <p>JH reminded the GB if they complete any Elearning they must send the certificate to the DTG so records can be kept up to date.</p> <p><b>Agree governor training and development plan</b></p> <p>JH explained that once she has entered the skills audit data, she will create a development plan for the GB. JH also reminded governors that a training feedback form must be completed after their training.</p> <p><b>Agree and book WGBT for next year</b></p> <p>EHT has recommended doing a WGBT on the new Ofsted framework. JH explained that the EHT may be unaware that there are briefings due to be held on this and therefore, JH suggested that governors may wish to consider doing another course. JH will email out potential courses, and this will be agreed at the next FGB.</p> <p><b>Review arrangements for induction of new governors</b></p> <p>The induction for governors has been updated. Clerk asked who should be monitoring to check the training has been completed and it was decided it would be the DTG (JH). Governor suggested the induction documents is brought to every FGB to be checked. Clerk will check that Tracie and Hayley have seen and read the KCSIE document.</p>	<p><b>Send list of potential WGBT to Gobs – JH</b></p> <p><b>Add WGBT to next FGB – Clerk</b></p> <p><b>Ensure TD and HM have read KCSIE – Clerk</b></p>

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



	<p><b>Reconstitution</b></p> <p>It has been recommended that the GB reconstitute from 15 governors to 13. This was discussed at the last FGB and JH wanted to check that all governors were happy with this, which they were. The clerk has made arrangements through governor services for the work to be done and will provide an update at the next FGB.</p> <p><b>Governor Service website/Governor Hub</b></p> <p>There is a new governor services website called the Governor Hub which all governors should make sure they have access to. TD informed the GB that HM does not have access. The clerk was aware of a problem with HM and is trying to resolve this. The clerk said that the hub could also be used to store documents and could be a useful tool. The clerk will investigate this and feedback to governors.</p> <p><b>School website check</b></p> <p>CL told the GB that she is checking the website monthly. All policies are now up to date and now both school website pages have a federated feel.</p> <p><b>Governor visit form</b></p> <p>A visit form was submitted by RD which was an observation of the SATS.</p>	<p><b>Look into Gov Hub as a tool for GB - Clerk</b></p>																								
<p>10</p>	<p><b>Matters Arising and Actions Agreed:</b></p> <table border="1" data-bbox="256 1397 1171 1989"> <thead> <tr> <th>Action Number</th> <th>Agenda reference</th> <th>Action Required</th> <th>Who By</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>7</td> <td>Complete PREVENT e learning</td> <td>All Govs – <b>Complete – to be added to development plan</b></td> </tr> <tr> <td>19</td> <td>7</td> <td>Send training feedback form to Govs</td> <td>Clerk – <b>Completed</b></td> </tr> <tr> <td>20</td> <td>7</td> <td>Look into actions from WGBT</td> <td>JH- <b>Completed</b></td> </tr> <tr> <td>42</td> <td>7</td> <td>Perf Mgt and Pay policy to be sent out for approval</td> <td>Clerk – <b>Carry Forward</b></td> </tr> <tr> <td>46</td> <td>4</td> <td>Add early years to SIC agenda</td> <td>Clerk - <b>Completed</b></td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	17	7	Complete PREVENT e learning	All Govs – <b>Complete – to be added to development plan</b>	19	7	Send training feedback form to Govs	Clerk – <b>Completed</b>	20	7	Look into actions from WGBT	JH- <b>Completed</b>	42	7	Perf Mgt and Pay policy to be sent out for approval	Clerk – <b>Carry Forward</b>	46	4	Add early years to SIC agenda	Clerk - <b>Completed</b>	
Action Number	Agenda reference	Action Required	Who By																							
17	7	Complete PREVENT e learning	All Govs – <b>Complete – to be added to development plan</b>																							
19	7	Send training feedback form to Govs	Clerk – <b>Completed</b>																							
20	7	Look into actions from WGBT	JH- <b>Completed</b>																							
42	7	Perf Mgt and Pay policy to be sent out for approval	Clerk – <b>Carry Forward</b>																							
46	4	Add early years to SIC agenda	Clerk - <b>Completed</b>																							

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



The Federation of Bedenham & Holbrook Primary Schools

	47	4	Speak to ZD about questions raised on data and get ZD too feedback to Govs	EHT SS - <b>Completed</b>		
	48	6	Add equalities information to October on schedule of business	Clerk - <b>Completed</b>		
	49	6	Send info on acronyms to TD and HM	Clerk - <b>Completed</b>		
	50	8	Change dates on FOI policy	CW - <b>Completed</b>		
	51	8	Send details regarding policies for review to CW	JH - <b>Completed</b>		
	52	10	Begin process for reconstitution	Clerk - <b>Completed</b>		
	<p>In relation to action 20, the WGBT actions were to produce scripts for governors to have to prepare for Ofsted. But after reviewing this the GB feel there would be little value to this. They are satisfied that experienced governors would attend Ofsted and be able to answer relevant questions.</p> <p>In relation to action 47, ZD explained with regards to the questions about Year 3 / 4, the teachers are cautious with the data for writing. However, Chris Cheal has secured those judgements. Also, with regards to the question about yr5, 1/3 of those children were taught by the teacher who was absent which made it hard to assess them.</p>					
11	<p><b>Policies for review</b></p> <p><b>Complaints</b></p> <p><b>Governor allowances</b></p> <p><b>Performance Management Policy (outstanding from November FGB).</b></p> <p>Due to the Ofsted inspection at Bedenham it has been difficult for the policy working party to meet to discuss these. Therefore, they will be carried forward until the next FGB.</p>					
12	<p><b>Any other urgent business:</b></p> <p>CW explained that a video was uploaded to the school's Facebook page this term of a whole class music event. For a few seconds a child came into view that had no media permission. The parent made CW aware and within half an hour it was taken down. CW immediately rectified the issue and apologised. CW has written the parent an email and has met with them.</p>					

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



	<p><b>Governor asked how this problem could be prevented?</b> CW explained that the school will from now on be double checking the media uploads. Therefore, two members of staff will check it before it goes live. Governor asked how this worked at Holbrook? ZD explained that Holbrook monitors closely what goes on Facebook. All teachers have lists of children who do not have permission.</p>	
<p>13</p>	<p><b>Items for Next FGB meeting 15th July 2019 at Bedenham School 5pm:</b></p> <p>Focus: EOY data and Annual Review, Plans for next academic year, SEF, Review SIP</p> <p><b>WRITTEN EHT Report:</b></p> <p>Progress against Strategic Plan</p> <p>Attendance data (pupils, and staff)</p> <p>Monitor and evaluate behaviour</p> <p>Racist incidents data</p> <p>Safeguarding</p> <p><b>Data, SIP, SEF</b></p> <p>Overview of SATs results/ External/internal progress and achievement data</p> <p>Consider Pupil Premium, PE sport premium and SEN funding and impact of additional funding – <b>now to move to the SIC's</b></p> <p>Overview of progress against current year SIP – <b>now to move to the SIC's</b></p> <p>Receive report from designated teacher for Children in Care</p> <p>Review SEF</p> <p><b>Plan for next academic year</b></p> <ul style="list-style-type: none"> <li>• School Improvement plan for next academic year</li> <li>• Review Home School Agreements</li> </ul>	

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



<ul style="list-style-type: none"><li>• Review child protection/safeguarding arrangements (audit completed by 30 Sept?)</li><li>• Note and agree Professional Day closure dates for the new academic year</li><li>• Final Review and approve staffing structure for new academic year.</li><li>• Review SEN Information for website in 2019/20</li></ul> <p>Governance</p> <p>Review governor attendance</p> <p>Agree election arrangements for GB officers</p> <p>Discuss officers for the following academic year</p> <p>Consult on schedule for GB meetings next year</p> <p>Review progress against GB development plan</p> <p>WGBT</p> <p>Premises and maintenance plan</p> <p><b>Policies</b></p> <p>Home school agreement (non-statutory)</p> <p>Behaviour (due 2018)</p> <p>Written statement of behaviour principles</p> <p>Complaints</p> <p>Governor allowances</p> <p>Performance Management Policy (outstanding from November FGB).</p> <p>The meeting finished at 7:30pm.</p>	
---	--

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



The Federation of Bedenham & Holbrook Primary Schools

--	--	--

**Agreed action points from the meeting**

<b>Action Number</b>	<b>Agenda reference</b>	<b>Action Required</b>	<b>Who By</b>
54	7	Add Premises and maintenance plan to next FGB	Clerk
55	9	Send list of potential WGBT to Govs	JH
56	9	Add WGBT to next FGB	Clerk
57	9	Ensure TD and HM have read KCSIE	Clerk
58	9	Look into Gov Hub as a tool for GB	Clerk

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

Date: 15/07/2019

Page 13 of 13