



The Federation of Bedenham & Holbrook Primary Schools

Minutes of the Federation’s full Governing Body held on Monday 25th March 2019 at Bedenham Primary School 5pm

- | | | |
|---------------------------|----------------------|--|
| Present: | S 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 (arrives 5:30pm) |
| | G Cull (GC) | Co-opted Governor |
| | R. Dickson (RD) | Co-opted Governor |
| | T Scantlebury (TS) | Parent Governor |
| | H Manfred (HM) | Parent Governor |
| | Tracie Denton (TD) | Co-opted Governor |
| | S Lloyd (SL) | Staff Governor |
|
In attendance: | | |
| | C Harman (Clerk) | Local Authority Clerk |
| | C Wood (CW) | HOS Bedenham Associate Member (left 6:04pm, returned 6:05pm) |
|
Apologies: | | |
| | K Lethbridge (KL) | Local Authority Governor |
| | Z Dudley (ZD) | HOS Holbrook Associate Member |
|
Absent: | None | |
|
Quorum: | Present: 7 required | |

GOVERNORS KEY ROLES: Support and Challenge

Agenda	ACTION POINTS
<p>1. Welcome and Apologies for Absence: JH opened the meeting at 5pm. Apologies were received and accepted from ZD and KL, who is still on a leave of absence. CL informed the GB she was running late for the meeting.</p> <p>The clerk declared a quorum.</p> <p>This is the final meeting that both the interim EHTs will be attending as the new EHT is due to start in April. JH thanked both EHTs for their contribution to the school and the GB. JH will be writing to both of their chairs to extend thanks for their hard work. Both SS and SD said they</p>	

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



	<p>found the role very enjoyable and have gained a lot from this experience. CW added that both herself and ZD had found their help invaluable and thanked them for their support.</p>	
2.	<p>Declarations of Pecuniary Interests: None</p>	
3.	<p>Agree Any Urgent Business JH would like to discuss reconstitution of the GB in this section.</p>	
4.	<p>Written EHT Report</p> <p>Overview of Phase 2 data</p> <p>Governor said that they felt the report was very positive. Governor wanted to confirm what the different colours were in the report. EHT SD confirmed that black was phase 2 and blue was phase 1. No questions had been received in advance of the meeting therefore JH asked for each EHT to give an overview of each school.</p> <p>Bedenham</p> <p>EHT SD explained that Bedenham uses the Hampshire Assessment Model and reports on the “close tos” who are the children who are close to ARE but are missing one or two domains. EHT SD has now added a column for “focus” children. These are children who have the potential to make ARE by the end of the year. The figures for those children at ARE for reading is 68% but the prediction is 80%. This is based on tracking back to starting points at end of EYFS and end of KS1 for the children and predicting final end of KS2 results based on progress made and potential. This prediction figure will include those currently at close to that the school is confident they can get to ARE. Those highlighted as focus children will be the focus over the next phase. The school believes that these children have the potential to reach ARE and therefore teachers will have an extra focus on these children giving lots of interventions and support.</p> <p>Governor asked whether getting these children to ARE was achievable? EHT SD said yes, it will not be easy, but these children have the potential. CW explained that the current year 6 were given a 2016 SAT paper to try, which was quite hard. This has made the teachers wary and they have started to go back to basics doing paper practices and analysing the wording of those questions that hold higher marks. SD explained that last year the LA worked with the school on concentrating on rich text instead of</p>	

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



SAT style questions. This year the school has focused on rich texts and less on SAT style questions. This now needs to be the focus to support the children in being able to access the tests. However, when looking at a test paper with lots of text it has now prompted the school to focus on reading stamina. **Governor asked what was the best way of teaching the skills for SATS?** CW said it was a mixture of both and having a good grounding of spellings. **Governor asked if next year the school will be using both ways?** CW said the school would be and there is likely to be a year 6 and year 5/6 class next year so the school can be creative with groupings.

Governor asked if overall the school feels that they can achieve the targets? CW and EHT SD said they felt positive that these were achievable. **Governor asked would the targets exceed national?** EHT SD explained that they would be in-line with or would exceed national. The current prediction for combined is 70% and the school is on track to reach this. The LLP has reviewed the books and is agreeing with the predictions. CW added that moderation has also been done and this agrees with the prediction and the moderating will continue as a cluster throughout this academic year.

EHT SD said that year 2 is near to achieving targets but years 3, 4 and 5 needed focus and continual moderation.

Governor commented that data for greater depth was good. EHT SD agreed and said that GD for writing is looking positive. The school also needs to keep an eye on phonics. Last year the phonics data was 62% and national was 82%, which was 20% behind. Phonics has been a big focus for the school. Year 1 are predicting 70% but there are a number of children who are close to that will targeted so the hope is that the year group will exceed the prediction.

Governor commented that there was a big gap between pupil premium and non-pupil premium in year 6, how could this be explained? CW said that last year pupil premium children did not make the progress they were expected to make and there continues to be a gap. EHT SD added that year 6 has the highest cross over of pupil premium and SEN, that fall into both categories, so this also explains potential reasons for the gap. It also depends on the SEN need, for example if it is for cognitive, not all would be ARE but for behaviour some children will make it to ARE. SL agreed with this as he works for the Resource Provision. CW added that there are 3

Add early years to



<p>children in year 5 from the Resource Provision who are at ARE for Maths and are in mainstream.</p> <p>Governors commented that this was a great success and that the report shows an encouraging positive picture. EHT SD explained that the early years data will be available for the SICs, but potentially it could be 68% at GLD which is not quite where the school wants to be, as the prediction is 74% but the team are working hard to secure the best possible outcomes. It is a low cohort this year which she believes has impacted the data. CW added that 2 children were decelerated due to illness etc. This cohort has increased needs, but with fewer children who are worth more of a percentage. Governor asked if the prediction is based on information from pre-schools? EHT SD said it was and an initial baseline, but it is very difficult to predict in these circumstances.</p> <p>Holbrook</p> <p>EHT SS explained that pupil progress meetings for year 6 have just taken place and GC has been shadowing these meetings. EHT SS gave governors some up to date data after those meetings:</p> <p>77% Reading</p> <p>77% Writing</p> <p>74% Maths</p> <p>57-60% Combined.</p> <p>Governors were pleased with the figures but were disappointed at the combined figure. EHT SS agreed and explained they have children with EHCPs and three children not sitting the SATS, which has made it increasingly difficult. However, they are doing all they can to ensure that they get the best outcome.</p> <p>EHT SS explained that the reorganisation of year 5 and 6, due to teacher absence is working very well and progress has accelerated. Governors agreed the progress was phenomenal. Governor asked if some children were likely to move to ARE? EHT SS explained that based on the cohort he believes the predication is accurate.</p> <p>CL arrives at 5.30pm.</p>	<p>SIC agenda-Clerk</p>
--	--------------------------------



EHT SS explains that early years looks positive at potentially GLD being at 77%. **Governors agreed that this was a good outcome.**

Governor asked why are pupil premium children always expected to require additional support? EHT SS explained that statistically these children do perform significantly less well, although there are some who succeed, but it has been proven that additional support is needed.

EHT SS said that year 2 were working slightly below where the EHT SS would like them to be, they are working with HIAS advisors and are now doing very well. **Governor commented that, excluding the data for RPLI, the data is exceeding the predicted targets. Governors commented how they liked the presentation of this data, showing data with and without RPLI. Governors said the data for year 2 and 6 was an encouraging picture.**

Governor was concerned about the 8% consistent gap in year 3. Governor pointed out that this year group has a high amount of pupil premium and SEN which seemed to explain why there was this consistent gap. **Governor was concerned about the results for year 3, 4 and 5, some of the figures had not changed from phase 1 to phase 2.** EHT SS was unable to give background information on this and will get ZD to feed back to governors. It was suggested that in future ZD put the notes in the report so if she is not at the meeting governors can see an explanation.

Attendance and Exclusions

Governor commented that Bedenham's attendance figure was good and was in line with national. EHT SD explained that she was advised by the LA to do cumulative data for governors which will be looked at next time. There are no significant changes to attendance and the school monitors and deals with persistent absence.

Governor asked if the attendance was similar in Holbrook? It was advised that there is a slightly higher amount of persistent absence, which will include lateness and there are also three children on a part time timetable.

EHT SD pointed out to governors that the report has a useful action and impact section which will be valuable for governors to understand the strengths of the school.

Discuss staff structure and management plans for following year

Speak to ZD about questions raised on data and get ZD to feedback to Gobs – EHT SS



EHT SD explained that the final decision for this will be made by the new EHT, Wendy Bolton. The interim EHTs and Wendy have looked at potential structures and have shared this with the senior leadership team. This will be shared with governors at the next FGB. Bedenham has been working with a two-form entry structure rather than it's 45 pan, which has had a good impact on the teaching and learning but the budget cannot sustain this. CW added that Bedenham will be losing one teacher and cover has been advertised for the teacher on maternity leave.

EHT SD will be meeting with the LA, at their request, to discuss PAN. There are a number of schools with places and she believes the LA are approaching schools to see if they are happy to reduce PAN. Governors asked EHT SD her opinion on reducing the PAN at Bedenham. EHT SD said that Bedenham's popularity is increasing at the moment but we would need to look at predicted figures in order to be able to make a decision.

EHT SS said in Holbrook they would be losing one teacher and next year the following classes are hoped to be:

YrR
1xYr1
2xYr2
2x Yr3/4
3x 5/6

However, this will need to be approved by the new EHT.

Governor commented that the performance management looks much more rigorous and there is a procedure in place as a base line to move forward.

EHT SD added that interim reviews have taken place and all staff seem happy with the new systems. Governor agreed that this was the same at Holbrook.



<p>5</p>	<p>Premises:</p> <p>Premises and maintenance plan</p> <p>This plan was reviewed in the Finance Committee and it was explained that some items have been taken off as they are not a priority. The only planned maintenance that will take place is the jobs that are urgent or need repairing.</p> <p>Security</p> <p>There were some people who managed to get up onto the roof at Holbrook and were caught on CCTV. This was dealt with and the site assistant is now keeping an eye for any further security issues.</p> <p>H&S termly web forms</p> <p>CW said that although the audit was carried out, she missed the deadline to submit the Bedenham form to the LA, but all was in order. Holbrook form was completed.</p>	
<p>6</p>	<p>Governance</p> <p>Update on new EHT</p> <p>JH confirmed the new EHT Wendy Bolton will be starting on 1st April 2019. CW and EHT SD have been preparing for the handover. CW left the meeting at 6:04pm to get the documentation from a brainstorming session to show governors and returned at 6:05pm. CW showed all they had planned for the new EHT which included a school induction as well as getting to know the children and staff, understanding policies, vision and values and a whole lot more which the EHT will need to know.</p> <p>CW also confirmed that the new EHT has changed the Inset day to from 1st July to 22nd July and added an additional one on 23rd July.</p> <p>Agree updated equalities information and progress against equality objectives for publishing</p> <p>The GB unanimously approved the equalities information. CW would like for this to be done annually in October as it refers to the previous year, this was agreed.</p> <p>Complete and approve SFVS return for LA by 31st March</p>	<p>Add equalities information to October on schedule of business –</p>

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



Matters Arising and Actions Agreed:

Action Number	Agenda reference	Action Required	Who By
41	5.2	Complete Gov. Monitoring plan	JH Complete
17	7	Complete PREVENT e learning	All Gobs – Carry Forward – Certificates must be given to DTG
19	7	Send training feedback form to Gobs	Clerk – Carry Forward
20	7	Look into actions from WGBT	JH- Carry Forward
30	1	Check with Gov Services if staff can chair SIC	JH - Complete
31	4	Add SENCO report to SIC agenda – send both reports to all gobs	Clerk - Complete
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 that was used to calculate this budget? Is £200 is the total cost or does it represent 10% of the total cost	EHT SD - Complete
33	4	Produce similar SEN budget for Holbrook to go to the SIC	ZD - Complete
34	5	Arrange for section to be typed up, including Holbrooks input and sent to Gobs	EHT SD – Carry Forward

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



The Federation of Bedenham & Holbrook Primary Schools

	35	6	Inform Gov Services of the amendment of clerking hours	Clerk - Complete		
	36	6	Ask SD to investigate why Federation vision and values statement is not on both school web pages	EHT SD - Complete		
	37	6	Add standing orders to schedule of business	Clerk - Complete		
	38	6	Arrange for SEN visit at Holbrook	RD - Complete		
	39	6	Amend SEN visit form and add in impact	RD - Complete		
	40	7	Check on finance figures, amend, reprint and get chair to sign minutes	Clerk - Complete		
	41	7	Prepare signing sheet for KCSIE and get Govs to sign	Clerk - Complete		
	42	7	Perf Mgt and Pay policy to be sent out for approval	Clerk – Carry Forward		
	43	8	Add Asthma Policy to next FGB	Clerk - Complete		
	44	10	Check if Section 128 checks being done	EHT SD - Complete		
	45	10	Send email about EHT update to CW and ZD who will send to staff –	CW, ZD and JH - Complete		
	<p>In relation to action 32, EHT SD explained that TAs in classrooms spend a proportion of their time with SEN, therefore 80% of their time comes out of the SEN budget. With point 3, £200 should have been £20, this equates to 10% of the ELSA time used to support children.</p>					
8	<p>Policies for review</p> <p>Single Equality Statement – Information (annual) The statement was unanimously approved by the GB</p> <p>Freedom of information Governor pointed out some of the dates were incorrect. With this amendment the policy was unanimously approved by the GB</p>					<p>Change dates on FOI policy</p>

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



	<p>Data Protection The policy was unanimously approved by the GB</p> <p>Asthma Policy The policy was unanimously approved by the GB</p> <p>Pay Policy The policy was unanimously approved by the GB</p> <p>Revised Disciplinary Policy The policy was unanimously approved by the GB</p> <p>JH said there were some statutory policies that needed reviewing as per school's communication, she will send the details to CW.</p>	<p>- CW</p> <p>Send details regarding policies for review to CW - JH</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 met with Jo Pryce-Jones on 31st January to discuss recruitment of new governors. Jo P-J asked whether the GB would consider reconstituting to reduce the number of governors by 2, as the GB has never had a full complement of governors. The GB always carries vacancies that are hard to fill. Governors discussed the implications of this but decided it would be best for the GB to reduce by two governors and continue to find governors to fill the two remaining vacancies. The clerk will look at what needs to be done to complete the reconstitution.</p>	<p>Begin process for reconstitution - Clerk</p>
11	<p>Items for Next FGB meeting 20th May 2019 at Holbrook School 5pm:</p> <p>Focus: Budget Approval and capital spend, Governor Training and Induction, Premises</p> <ul style="list-style-type: none"> • Approve budget plan by 31st May (and return to LA) • Approve 3-year budget plan by 31st May • Plan and approve capital spend 	

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



<p>Governance</p> <ul style="list-style-type: none">• Skills audit• Review governor training and receive report from DTG on value for money• Agree governor training and development plan• Agree and book WGBT for next year• Review arrangements for induction of new governors• Ensure training is booked for new members of HT performance management panel <p>School website check.</p> <p>Verbal EHT Report:</p> <p>Overview of Pupil and Sports Premium spending and impact</p> <p>Receive staff development and training plan for next academic year</p> <p>Staff structure</p> <p>Transition arrangements</p> <p>Premises:</p> <ul style="list-style-type: none">• Premises and maintenance plan• Security• H&S termly web forms <p>Policies</p> <ul style="list-style-type: none">• Complaints (due 2017??)• Governor allowances (due 2019)	
--	--



The Federation of Bedenham & Holbrook Primary Schools

	<ul style="list-style-type: none">Performance Management Policy (outstanding from November FGB) <p>The meeting ended at 7:02pm.</p>	
--	---	--

Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
46	4	Add early years to SIC agenda	Clerk
47	4	Speak to ZD about questions raised on data and get ZD too feedback to Govs	EHT SS
48	6	Add equalities information to October on schedule of business	Clerk
49	6	Send info on acronyms to TD and HM	Clerk
50	8	Change dates on FOI policy	CW
51	8	Send details regarding policies for review to CW	JH
52	10	Begin process for reconstitution	Clerk

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