



The Federation of Bedenham & Holbrook Primary Schools

Minutes of the Federation's full Governing Body held on Monday 26th March 2018 at Bedenham Primary School 6pm

Present:	T Potter (EHT) S Reed (SR) C Landon (CL) G Cull (GC) S Lloyd (SL) K Lethbridge (KL) R. Dickson (RD) T Scantlebury (TS) J Goble (JG)	Executive Headteacher (Left 7:16 returned 7:17) Co-opted Governor Co-opted Governor Co-opted Governor (Left at 6:25pm) Staff Governor Local Authority Governor (CHAIR for this meeting) Co-opted Governor Parent Governor Co-Opted Governor
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In attendance:	C Harman (Clerk) C Wood (CW) Z Dudley (ZD)	Local Authority Clerk HOS Bedenham Associate Member HOS Holbrook Associate Member
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Apologies:	J Heath (JH) A Williams (AW)	CHAIR Co-opted Governor Co-opted Governor
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Absent: None

Quorum: Present: 7 required

GOVERNORS KEY ROLES: **Support** and **Challenge**

Agenda		ACTION POINTS
1.	<p>Welcome and Apologies for Absence: The chair opened the meeting at 6pm.</p> <p>Apologies were received and accepted from JH and AW.</p> <p>The clerk declared a quorum.</p> <p>The chair explained that GC would need to leave at 6.30pm, therefore all the points that would need approving would be moved to the beginning of the meeting.</p>	
2.	<p>Declarations of Pecuniary Interests: None</p>	

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3.	<p>Agree Any Urgent Business for Agenda Item 12 None</p>	
4.	<p>Points for approval SFVS KL confirmed that she had completed the SFVS and there were no issues as a result. Governors did not have any questions. Therefore, the SFVS was unanimously approved. This was signed by KL and given to EHT.</p> <p>Minutes of Previous FGB Meeting 15th January 2017 The minutes had been previously circulated.</p> <p>Approval: The minutes were unanimously approved as a true record and were signed by the chair. This included the separate confidential minutes.</p> <p>Minutes of Previous EGB Meetings 5th Feb and 26th Feb The minutes had been previously circulated.</p> <p>Approval: The minutes for both meetings were unanimously approved as a true record and were signed by the chair.</p> <p>EHT thanked Governors for attending the meeting on 26th February and for being so accommodating with her attending over speaker phone.</p> <p>Changes to caretakers</p> <p>EHT explained that she had written in her report how she would like to make changes to the caretaking staff. The proposal is that the site manager reduces his hours from 37 to 28 but the site assistants increase theirs from 27 to 32.5. The site manager has had a period of absence and this change will mean a reduction in hours for him, which would be of benefit, and his focus will be the paperwork. The site assistants will then take on the more manual side of the role. Each week the site assistants will meet with the site manager to gain experience with the paperwork, as this will be handed over once the site manager retires. Financially there are no changes to the schools. It is proposed that this begins after Easter holidays.</p> <p>Governor asked when the site manager retires would he be replaced?</p> <p>EHT said there wouldn't be a need to as the site assistants could manage both schools.</p> <p>Governor wanted clarification on the pay scales of the job roles.</p>	

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<p>EHT explained that the site assistants are on a B but would move to a C. The site manager is on a D.</p> <p>Governor asked who the site manager's line manager was?</p> <p>EHT explained that she was his line manager but in the new set up the site manager and one of the site assistants would meet with CW, and the other with ZD.</p> <p>Governor asked whether the school has a request sheet for the site manager to help monitor work?</p> <p>EHT said that this does exist, but the process and the recording need to be improved.</p> <p>CW explained that she does a monthly health and safety walk, identifying any issues. These are sent to the site manager and these are attended to very quickly.</p> <p>Governor suggested that the body needs to know about these requests and whether the work is being completed, therefore there is a need to have site of these at an FGB.</p> <p>EHT agreed that a spreadsheet of some sort needs to hold this information and be presented to Governors.</p> <p>Governors were happy with EHTs plans for the site team and unanimously approved this change.</p> <p>Agree budget for staff training and development</p> <p>EHT provided Governors with a breakdown of how the staff training and development budget is being used:</p> <p>Holbrook</p> <ul style="list-style-type: none">- HIAS SLA- HIAS support and visits – 19 days- Courses <p>This all amounts to £11,500 (eleven thousand, five hundred pounds)</p> <ul style="list-style-type: none">- Training for TAs and site staff costing - £5805 (five thousand, eight hundred and five pounds)- Nominal fee for teacher training such as conferences - £1000 (one thousand pounds)- Training and development SLA £465 (four hundred and sixty-five pounds)	<p>Creation of spreadsheets to hold requests for the site manager – to be bought to the FGB - EHT</p>
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Bedenham

- HIAS SLA
- HIAS support and visits – 19 days
- Courses

This all amounts to £13,500 (thirteen thousand, five hundred pounds)

- Other courses - £9000 (nine thousand pounds)

Bedenham is receiving a grant for additional training but this does not cover the costs to cover the teachers in the classroom.

EHT explained that Bedenham are getting supported by a Pioneer grant which will provide leadership training to teachers and TAs.

Governor asked why is this only in Bedenham and not in Holbrook?

EHT explained that only certain schools had been chosen for the grant.

ZD believed it could be because Bedenham have had a high turnover of staff compared to Holbrook.

Governor asked for more information regarding the training.

EHT told Governors that she could send several teachers on courses to improve the quality of teaching and learning. This was an offer of training she couldn't refuse.

CW felt that this would have a massive impact on the school as teachers would need to be out of the classroom.

Governor asked if it was all teachers getting trained at the same time?

CW said it wasn't, but it would be regular mornings for some teachers which would impact on Maths and English.

Governors wanted more information on the grant. One Governor asked how long it would take?

EHT said that it could mean a teacher is taken out of the classroom a few days a term. EHT said that she knows which teachers it would really benefit and ultimately, she must balance it up, because even though teachers are being taken out of the classroom, in the long term they will improve.



	<p>Governors went to vote on this and one Governor abstained and felt that this would have an impact on the school and children.</p> <p>Governors decided to approve the budget for training and development but were concerned about how the Pioneer Grant would impact on daily teaching</p>	
5	<p>Policies for Review – to follow</p> <ul style="list-style-type: none">• Single Equality Statement – Information (annual)• Single Equality Statement Objectives (due 2020) <p>CW had some of the information to present to Governors, however it was decided, due to the amount to be discussed in this meeting, that it be moved to next FGB.</p> <ul style="list-style-type: none">• Freedom of information (due 2019) <p>This policy was unanimously approved by the Governing Board.</p> <p>Data protection (due 2017)</p> <p>This policy was unanimously approved by the Governing Board. Governors are aware this will need to be reviewed once GDPR comes into play.</p> <p>SEN Policy</p> <p>This policy was unanimously approved by the Governing Board.</p> <p>Supporting children with medical conditions (due 2018)</p> <p>This policy was unanimously approved by the Governing Board.</p> <p>Debt Recovery Policy</p> <p>This policy was unanimously approved by the Governing Board.</p> <p>GC left the meeting at 6:25pm</p>	

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<p>6</p>	<p>Written EHT Report</p> <p>EHT confirmed that Governors had received the report and invited questions.</p> <p>Governor said EHTs report shows a positive picture with the percentage of ARE likely to be 52%, however the LLP report gives a warning to Governors that the performance of the school must improve. Both reports are not compatible.</p> <p>EHT explained that the Local Authority are concerned about the year 6 data. If at the end of the school year the data is good, then they will see that the quality of teaching and learning has improved. When the Local Authority met with Maths and English leads they commented that they noticed progress and improvement. EHT felt that it was a big positive that the LA agreed with the school on which year groups were identified as a concern. EHT said that she is quietly confident, and the mock SATs have reflected a good picture She has also seen outstanding practise in year 6 with guided reading.</p> <p>Governor agreed and said that from all the support that was put in place, EHT should now start to see the consistency in quality of teaching and learning.</p> <p>EHT said she has witnessed good practice in the classroom but now needs to see it reflected in the data. There is one teacher in each school that is moving on after identifying performance issues.</p> <p>Governors discussed the need to improve Monitoring of T & L process to ensure triangulation of evidence of progress of SIP targets. Current situation: -previous 2 LLP reports indicated that there is a risk of formal Warning to Governors -there has been a timetable for T & L monitoring visits but it is not current.</p> <p>There was a robust discussion and the following was agreed by Governors: - GB improvement plan is coming to an end and self-evaluation will be done in May</p>	<p>Create action plan for Gobs – JG</p>
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<p>- the next stage GB action plan could focus around teaching and learning</p> <p>- Governor undertook to prepare a draft action plan for discussion at FGB on 14 May</p> <p>- in the ill-health absence of the Chair, Governor will initially discuss with the EHT</p> <p>Governor suggested that as the Governor improvement plan is coming to an end and the governors' self-evaluation will be done by May, she can draw up a new Governor action plan, with the focus around teaching and learning. All Governors agreed that this would be beneficial.</p> <p>Governor then moved on to ask about the restructure at Holbrook, they asked when staff involved in the restructure get to know more information about the skills audits?</p> <p>EHT explained that she had a meeting booked with the unions, but no union representatives attended. Therefore, she discussed with EPS the skills audit and made some amendments to this. This will be communicated to the unions and then staff will receive a letter and the skills audit.</p> <p>Governor felt it was very frustrating that no union representatives had turned up to the meeting.</p> <p>Governor suggested sending an update to staff explaining the situation and the timeline.</p> <p>Governor asked with the attendance levels in Bedenham, has the school sent many warning letters to parents?</p> <p>CW explained that lots of letters have been sent, with 2 or 3 fixed penalties. Staff have also attended a course on managing attendance and have clarified what they can and cannot do in regard to certain absences. It was noted that attendance has improved this year compared with last and that the Governor had been looking at last year's data</p> <p>Overview of Phase 2 data and progress against SIP</p> <p>Both sets of data were given to Governors at the meeting.</p>	<p>Give update to Holbrook staff regarding restructure – EHT</p>
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Holbrook data

ZD explained that the data shows how much turbulence the school has experienced, and these changes can really impact the data.

Governor commented that the year 3 reading percentages had substantially gone down.

ZD said that it had but this percentage equates to one child. ZD pointed out that this year group is the only one not to have any “beyond”. Some were at greater depth in year 2 and ZD needs to work with the teachers to review the data.

ZD also added that the year 2 teacher is working hard on the performance of the children. This year group has a high number of SEN and disadvantaged. There is some data that she needs to review with the teacher as she has under called some of the Maths.

EHT added that the teachers need to get the accuracy right. When transition takes place, Maths and English advisers will work with key year groups and review children’s work. They can then identify with the new teacher what needs to be done in the autumn term.

EHT explained that with teacher assessments the combined figure for year 6 is 70%. However, from previous experience the school knows that some children do not do well in tests. Therefore, EHT explained that the school is more confident with 54%.

Governor asked do the subject advisers from the LA agree with this?

ZD explained that they have only looked at reading. However, when you look at the year 6 data you can see the focus that the teachers have had and the impact of the work on the children, this has had a positive effect. The pupil premium advocate in year 5 and 6 has made a big difference to the performance of the children. She thanked SR for her work on this, ZD said that her efforts have paid off. ZD said that she had some key concerns over year 4, this was a teaching issues that she is managing.



Governors thanked ZD for her update.

Bedenham data

CW explained that year 1 has 25% of children who are SEN. This class has had three changes in teachers, but the new teacher is now working hard for the children. The new teacher has disagreed with some of the assessments in phase 1 and has done a reality check with the phase 2 data and this data is worrying. However, there is support for this teacher to help her improve the performance of the children.

EHT explained that the original class set up was to have a year 1 class and a year 2 class, as well as a year 1 / 2 class. This year 1 / 2 class has the brighter year 1's and the SEN year 2's. However, this hasn't worked as well because the year 1 class needs those role models to follow and help improve their performance. After the summer term the intention is to mix up the year 1's to combat this. It is hoped that this impacts the data.

CW told Governors that one Year 5 class was a concern. They will be giving this class a lot of support and effort to make sure that this is sorted before year 6.

There was an in-depth discussion on:

- work load and work/ life balance of HoS
- impact on remainder of school where HoS has Maths teaching commitment (1x 0.25 session daily until ½ term)
- cost effectiveness of arrangement and desirability of avoiding this situation again.

EHT left the meeting at 7:16

CW continued that the year 6 data is looking promising. There are a few that are in the close to that with more work should get to ARE.

EHT returns to the meeting at 7:17

Governor asked has the teachers given year 5, year 6 tests from last year?



	<p>EHT explained not yet. This was done at the end of last year and highlighted some gaps and will be re done. EHT said that the school has set up booster sessions for year 6 children, but children have been unable to attend.</p> <p>Governors thanked the HoSs and EHT for the data, they said the format was very easy to follow.</p> <p>Discuss staff structure and management plan for the following year</p> <p>EHT explained that the class structure at Holbrook will not change from that proposed in the restructure paperwork. There will be:</p> <ul style="list-style-type: none">- 1x Year R- 2 x Year 1- 1 x Year 2- 1 x Year 3- 2 x Year 4- 3 x Year 5/6- Provision at KS1 and KS2 <p>At Bedenham there will be:</p> <ul style="list-style-type: none">- 1x Year R- 3 x Year 1 / 2 or 2 Year 1 / 2 and 1 x Year 2- 3 x Year 3 / 4- 2 x Year 5- 2 x Year 6- Following year there will be mixed year 5 and year 6's- Provision for KS1 and KS2 <p>We will know Year R numbers by 16th April and this may impact on the number of Year R classes needed.</p> <p>Review staff development plan for current year and evaluate impact</p> <p>The focus for staff development is around consistently good teaching as well as providing support for assessments. The Pioneer grant for Bedenham will hopefully make a significant difference.</p>	<p>Amend staff develop plan to include TAs and LSAs to attend staff meetings – EHT</p> <p>Align staff develop plan with strategic plan – EHT</p>
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	<p>Governor pointed out in the development plan it doesn't mention that TA's and LSA's may attend staff meetings for their CPD. EHT will amend.</p> <p>Governor asked that the next staff development plan is aligned with the strategic plan for Governors.</p> <p>EHT agreed and will add this in.</p> <p>Governor asked are teachers getting all the training that they want this year?</p> <p>EHT explained that they don't because sometimes there isn't the budget for teachers to attend some subject specific conferences for example, but where possible they are given what they want. The priority has inevitably been on English and Mand is aligned with the SIPs</p> <p>Discuss LLP Report if available</p> <p>This was discussed previously in the meeting.</p> <p>GDPR</p> <p>EHT explained to Governors that the schools appear to be further ahead with this than other schools. Debbie and Helen are now the Data Protection Officers and have worked very hard to make sure that the schools are following GDPR. The school has been told they do not have to be 100% compliant by May but need to be underway.</p> <p>Governor suggested that GDPR be added into the HoS reports for the SIC's to cover if there have been any breaches.</p> <p>There has been some talk of having a secure area on the website to hold all documents for the governor meetings which would comply with GDPR.</p>	<p>Add GDPR breaches to HoS report in SICs – ZD and CW</p>
7	Finance	



	<p>Update from the Finance Committee including update on SEN and pupil premium budget</p> <p>KL told Governors that the Finance Committee met to discuss budgets on a strategic level. There were no alarming parts of the budget and everything seemed to be in order.</p> <p>EHT explained that at the last FGB some of the SEN budgets didn't reflect the percentage of job roles that were paid for by specific budgets. The Finance Officers clarified this in the Committee meeting and gave Governors a new budget. This was also sent to everyone as part of this agenda. Because this was so successful the Finance Officers will use this on the school's budget and reflect what expenditure is coming out of which budget for example SEN, Pupil Premium.</p> <p>The draft minutes will be sent out shortly it was just considered too much information to come out with this FGB.</p> <p>Approval of Finance Committee Minutes 6th November 2018</p> <p>The minutes from the last meeting were unable to be approved because the committee was not quorate. As JH is unable to attend the FGB meeting the minutes are still unable to be approved and will be approved at the next committee meeting in April.</p> <p>Consider Pupil Premium and Sports Premium spending and impact</p> <p>EHT explained that these were sent to Governors but there has been no update since last reviewed. Phase 2 data will now be added to them.</p> <p>Discuss predicted pupil numbers and budget implications.</p> <p>KL explained this was discussed at the Finance Committee, but until the allocation day and when parents except, the schools will not have a true figure for several weeks yet.</p>	
<p>8.</p>	<p>Premises</p> <p>Premises and maintenance plan</p> <p>EHT explained that the maintenance plan was supposed to be done by the site manager ready for the Easter break. However due to his period of absence the timescale needs to be extended.</p>	<p>Arrange for premises and maintenance plan to be</p>

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	<p>Governors would like this ready for the next Finance Committee on 23rd April, they believe that will be enough time to complete.</p> <p>Termly H&S Audit</p> <p>The termly H&S audit has been carried out for both schools and there are no concerns.</p> <p>Security</p> <p>There are no concerns with security.</p>	<p>ready for 23rd April – Finance Committee – EHT</p>												
<p>9.</p>	<p>Governance</p> <p>Update from recent SICs.</p> <p>Governors have received the update on the recent SICs and there were no questions.</p> <p>Governor visits and feedback</p> <p>KL thanked Governors for the amount of Governor visits carried out.</p> <p>KL will update the action plan which covers all actions that come out of the visits and will bring it to the next FGB.</p>	<p>Update action plan from visits - KL</p>												
<p>10</p>	<p>Matters Arising and Actions Agreed:</p> <table border="1" data-bbox="260 1547 1171 1986"> <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 – Carry forward</td> </tr> <tr> <td>69</td> <td>8.6</td> <td>Conduct review of website – Autumn half term</td> <td>AW and TS – This has been done but AW who was not able to attend the meeting has</td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	67	8.2	Send certificates of e learning to AW	All – Carry forward	69	8.6	Conduct review of website – Autumn half term	AW and TS – This has been done but AW who was not able to attend the meeting has	
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				information. Carry forward		
	16	5.1	Send feedback from SEN review to Govs	CW – Carry forward		
	17	5.3	Speak to Finance Officers and get them to review SEN and provision budgets	EHT – Complete		
	18	6	Review prev. mins to see if the disaster recovery came up.	Clerk – Complete		
	19	7	Send Perf. Audit to Govs	Clerk – Carry forward		
	20	8	Make changes to SICs agenda	Clerk – Complete		
	21	13	Complete SVFS skills audit	Finance Committee Members – Carry forward		
	<p>In relation to action point 69 EHT asked TS to meet with the staff member, at both schools, responsible for updating the website. A parent told the school she couldn't find the complaints policy and EHT would like TS's parent point of view on the website.</p>					
11	<p>Correspondence: Previously circulated The chair reminded Governors of the Schools communications sent out by the clerk.</p>					
12	<p>Any other urgent business: None</p>					
12	<p>Items for Next FGB meeting 14th May 2018 at Holbrook School 6pm:</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 					

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	<ul style="list-style-type: none">• Plan and approve capital spend• 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• Review Transition arrangements <p>Verbal EHT Report</p> <p><i>To be confirmed</i></p> <p><u>Premises:</u></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">• School website check (complete by July 2018)• Complaints (due 2017)• Governor allowances (due 2019)• Single Equality Statement – Information (annual)• Single Equality Statement Objectives (due 2020)	
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Agreed action points from the meeting

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Action Number	Agenda reference	Action Required	Who By
22	4	Creation of spreadsheets to hold requests for the site manager – to be bought to the FGB	EHT
23	6	Create action plan for Gobs	JG
24	6	Give update to Holbrook staff regarding restructure	EHT
25	6	Amend staff develop plan to include TAs and LSAs to attend staff meetings	EHT
26	6	Align staff develop plan with strategic plan	EHT
27	6	Add GDPR breaches to HoS report in SICs	CW and ZD
28	8	Arrange for premises and maintenance plan to be ready for 23 rd April – Finance Committee	EHT
29	9	Update action plan from Gov visits	KL

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