



The Federation of Bedenham & Holbrook Primary Schools

Minutes of the Federation's full Governing Body held on Monday 26th November 2018 at Bedenham Primary School 5pm

- Present:**
- | | |
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| S.Duffy (EHT SD) | Seconded Executive Head Teacher |
| G.Cutter (EHT GC) | Seconded Executive Head Teacher (left 7pm) |
| J Heath (JH) | CHAIR Co-opted Governor |
| S Reed (SR) | 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 |
| K Lethbridge (KL) | Local Authority Governor |
| H Manfied (HM) | Parent Governor |
| Tracie Denton | Co-Opted Governor |
- In attendance:**
- | | |
|------------------|-------------------------------|
| C Harman (Clerk) | Local Authority Clerk |
| C Wood (CW) | HOS Bedenham Associate Member |
- Apologies:**
- | | |
|---------------|-------------------------------|
| S Lloyd (SL) | Staff Governor |
| Z Dudley (ZD) | HOS Holbrook Associate Member |
- Absent:** None
- Quorum:** Present: 7 required

GOVERNORS KEY ROLES: Support and Challenge

Agenda		ACTION POINTS
1.	<p>Welcome and Apologies for Absence: JH opened the meeting at 5pm.</p> <p>Apologies were received and accepted from SL and ZD.</p> <p>The clerk declared a quorum.</p>	
2.	<p>Declarations of Pecuniary Interests: None</p>	
3.	<p>Approval of two new Governors JH welcomed HM and TD to the FGB. She explained both are Holbrook parents. There is just one parent Governor vacancy so one would need to be approved as a Co-Opted Governor.</p> <p>Both HM and TD left the room at 5:05pm whilst Governors discussed their appointment. Governors unanimously voted that one of them should be</p>	

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	<p>approved as a Co-Opted Governor and the other would be the parent Governor. HM and TD returned at 5:06pm and it was decided that HM would be the Parent Governor and TD would be the Co-Opted Governor.</p> <p>HM explained that she has had three children who had attended Holbrook and one has just started. She is vice chair of Badgers and is the vice chair of the PTA. TD said she had a child in Holbrook and she is the chair at Badgers. The governors then introduced themselves.</p> <p>JH explained it was a steep learning curve and JG would do an internal induction for them and will be their coach.</p> <p>Welcome HM and TD.</p>	
<p>4.</p>	<p>Agree Any Urgent Business for Agenda Item 11 JH would like to cover executive head teacher update in this section.</p>	
<p>5.</p>	<p>Finance</p> <p>Approve budget revisions</p> <p>JH explained that the Finance Committee was not quorate and therefore the minutes could not be approved. The Finance Committee reviewed the budget and are recommending it to FGB.</p> <p>Holbrook: Budget Plan 2018/19</p> <p>Budget Plan 2018/19 – Revised Main Budget</p> <p>Predicted income: £1,613,765 – one million, six hundred and thirteen thousand, seven hundred and sixty-five pounds.</p> <p>Predicted expenditure: £1,640,851– one million, six hundred and forty thousand, eight hundred and fifty-one pounds.</p> <p>Predicted in-year deficit: £27,086 – twenty-seven thousand and eighty-six pounds.</p> <p>Surplus brought forward from 2017/18: £66,312 – sixty-six thousand, three hundred and twelve pounds.</p> <p>Predicted cumulative surplus: £39,226 – thirty-nine thousand, two hundred and twenty six pounds.</p>	

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Budget Plan 2018/19 – Community Budget

Predicted income: £4764 – four thousand, seven hundred and sixty-four pounds.

Predicted expenditure: £4,764 – four thousand, seven hundred and sixty-four pounds.

Predicted in-year surplus: £0 - nil

Surplus brought forward from 2017/18: £449 – four hundred and forty-nine pounds.

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

No changes have been made to the Community Budget.

Bedenham Balances as at 29.10.18

Expenditure £960,168 (Nine hundred and sixty thousand, one hundred and sixty-eight)

Income £1,501,273 (One million, five hundred and one thousand, two hundred and seventy-three)

Balance carried forward 17/18 £33,753 (Thirty-three thousand, seven hundred and fifty-three)

Current balance: £574,858 (Five hundred and seventy-four thousand, eight hundred and fifty-eight).

Predicted outturn 18/19

Expenditure £1,626,513 (one million, six hundred and twenty six thousand, five hundred and thirteen)

Income £1,614,832 (one million, six hundred and fourteen thousand, eight hundred and thirty two)

In year deficit £11,681 (eleven thousand, six hundred and eighty pounds)

17/18 carry forward £33,753 (thirty three thousand, seven hundred and fifty three)



	<p>18/19 carried forward £22,072 (Twenty-two thousand, and seventy-two)</p> <p>Governor unanimously approved the budget revision.</p> <ul style="list-style-type: none"> Approve removal of previous EHT from bank account and additional name to be added. <p>JH explained that the bank account still has the previous EHT’s name on it and needed to be changed. This couldn’t be approved at the Finance Committee because it was not quorate. Governors unanimously approved this decision. The chair signed the relevant paper work. At Bedenham the name changed to Simon Lloyd. At Holbrook the name changed to Jude Stedman.</p> <p>Premises:</p> <p>Review Emergency Disaster Recovery Plans</p> <p>CW explained that the disaster recovery plans are updated by Agile annually. CW will ask them to send a copy, so this can be checked.</p> <p>Governor asked does it cover fire and flood emergencies?</p> <p>CW explained it is more for an evacuation or for recovery of data. EHT SD said that the emergency management plan was updated in May 2017 and covers emergencies where the school is completely out of action. The plan just now needs to be updated with names. CW added that snow policies had also been updated. Governor asked if the body could see this as it could involve the chair. It was decided that the plans be reviewed and then discussed at the SICs.</p> <p>Termly H&S Audit</p> <p>There were no issues with the Holbrook audit. CW will complete the one for Bedenham and then bring to the SIC.</p> <p>Security</p> <p>The first part of this conversation is captured on the confidential minutes.</p> <p>Bedenham has just done a “lock down” exercise and this worked well. She has also done an assembly covering this with the children and what they need to do when the air horn is blown.</p>	<p>Contact Agile for updated recovery plan – CW</p> <p>Emergency Plan and Snow policy plans to be reviewed at SIC and added to agenda – Clerk</p>
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<p>EHT SD said it is available now. The school has a visit tomorrow and after that she will send out to Governors. EHT GC added Holbrook's is almost finished but he would like an advisor to look over it first. It will be ready for SIC.</p> <p>Governor said that they felt with the recent Pay Committee, which had looked at pay awards rigorously to ensure all staff were on the correct pay rates, there was now a "clean sheet" moving forward. They feel that teachers are feeling valued with their performance management, and it is a real step forward.</p> <p>EHT SD agreed, as there is an agreed Federation strategic plan, SIPs and a clear set of data. The performance management now triangulates. Governors have a greater understanding of priorities. Middle leaders are on board with the teaching and leadership. The middle leaders have a clear monitoring plan outlining who does what and when. The first term has been about getting the strategic plan in place and term 2 will be a continued focus on quality of teaching and learning. There are still certain things that need to be tightened.</p> <p>EHT GC said that the Holbrook LAC review was done, and they said that the school was very different and felt positive. Progress from the LLPR in September was recognised. The Leadership team met and discussed key actions from this. Some of these are already being implemented.</p> <p>Governors agreed that it was very positive. Governor asked are there any major concerns?</p> <p>EHT GC said no major concerns. The concerns that were identified are now being addressed. EHT SD said section 4 of EHT impact report has the least information in it because the school's data drop has just happened. CW has just started collating Bedenham's and has done a fantastic job ready for the visits tomorrow.</p> <p>Governors agreed the report was helpful. Governor said they found it interesting as the name for the resource provision, Sharks, has been changed.</p> <p>EHT SD said she had pointed out that that the name might be affecting the children, because of the implications of the name Sharks. SL did work with</p>	<p>Send SEF visit to Governors when completed – EHT SD and GC</p>
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the children to select their new name which is now penguins, as they are all different.

Governor asked whether there has been an impact on their behaviour?

CW explained that it is difficult to tell as SL has been away and the resource provision and staff have worked hard to keep it calm and quiet. The school did secure two good supply teachers that they will use again for this period. Bedenham staff though coped very well and were amazing. EHT SD added that she was impressed with how the whole school dealt with a violent incident involving two children from the resource provision which spilt onto the playground. Other children were cleared from the area in 30 seconds. CW explained to new Governors that the resource provision in Bedenham was for children with social, emotional and mental health issues. They have come through the SEN process and a panel discusses whether they are suitable for the provision. If they are, there is a transition period. At the moment the provision is full but there is already interest in three spaces next year created by Year 6 leavers. The school tries to reintegrate children back into the mainstream and managed to do this with three children last year. Currently one child in the provision is at ARE and is doing well. EHT SD said it had proved useful when SL was not available as it has forced the school to get a back-up plan.

Governor commented on how it was valuable to visit the provision and recommended it to the new Governors.

Governor commented that she believes security at Holbrook works well and she has been challenged before if she is not wearing a lanyard or badge. Governor suggested that Governors have specific lanyards with Governor on it. EHT SD will arrange as she believes it will be useful for Governors to be easily identified.

Governor asked what the issue was with staff not wearing the appropriate attire?

EHT SD explained this was because a staff member was wearing jeans. The school has high expectations and if the school expects children to wear a uniform then staff should dress appropriately in smart wear also.

Governor asked whether this is the same in Holbrook. Governor said all staff turn up smartly attired at Holbrook.

Speak to SD to arrange for lanyards for Gobs – EHT SD



	<p>Governor was also pleased to see that the smoking area had been removed.</p> <p>Governors wanted to thank both interim EHTs for all they have done this term. The Governors are pleased with all the actions taken.</p> <p>Attendance and Exclusions</p> <p>Attendance at Bedenham is 95% which is just under national, however 2 children are on roll but are not attending Bedenham because the local authority is finding another school for them. This time last year it was 96%.</p> <p>Governor asked what would the figure look like if you removed these two children?</p> <p>EHT SD said she doesn't have this data and will find out.</p> <p>CW added that two families have received fines for two-week holidays.</p> <p>When you look at the different groupings SEN is 91% and disadvantaged is 91% but the same children also impact these figures.</p> <p>Attendance for Holbrook is 96% for whole school. 3.13% authorised and 0.46% unauthorised.</p> <p>Since September at Bedenham there have been 3 exclusions. 2 from the resource provision and 1 from a child who has specific needs, they were in relation to physical assault to staff and damage to property.</p> <p>There have been five exclusions at Holbrook for three children (five sessions).</p> <p>Governors approval of the SIPs</p> <p>The Governing body have reviewed the SIPs in the SICs and were happy to approve.</p>	<p>Feedback on attendance with 2 children removed – EHT SD</p>
<p>7</p>	<p>Governance</p> <p>Review Safeguarding audit outcomes</p> <p>GC told the body that the audit was done in time and there were no issues. The only minor concern was about teachers identifying events with children which indicate neglect. However, staff training has now been done on this.</p>	

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<p>Safeguarding/Prevent update</p> <p>Whole staff survey for safeguarding was done last school year. On 3rd Dec GC and TS will be reviewing anonymised case studies for each school. TS is being inducted into the safeguarding Governor role. CW clarified that PREVENT training was sent to all Governors and must be done if not already.</p> <p>Agree SEN report information for website - BPS and HPS</p> <p>JH was concerned that these were yet to be approved by Governors and were already on the website. Clerk clarified Bedenham report had been approved but not Holbrook's. It was agreed this will go to the SIC, but JH suggested that Governors read the information on the website in the meantime.</p> <p>Governor Training including WGB topic</p> <p>JH told the body that there was lots of training being done and if Governors attend, they should use the training feedback form to ensure all governors have an overview of the topic. The Governing Body attended Holding leaders to account bespoke training by the LLP, which gave the body lots to think about.</p> <p>Governor asked what happened to the actions from the training? JH will look into this.</p> <p>EHT recruitment training is on 13th December 5-7pm at Holbrook. The GB have had two WGBTs this year so will need to start thinking about what would be appropriate for next year.</p> <p>JG went through her recent training reports and highlighted the areas to Governors on the form.</p> <p>Meeting needs of all pupils – Governors are encouraged to ensure British Values are embedded, staff receive training for the “hidden” vulnerabilities and make sure the staff are following the medical policy.</p> <p>Safeguarding – Governors should read the whole of the KCSIE document, not just part 1. It was confirmed a staff Governor could be the safeguarding Governor but couldn't do the SCR check which would need to be delegated.</p>	<p>Complete PREVENT e learning – All Gobs</p> <p>Add SEN report to Holbrook SIC agenda – Clerk</p> <p>Send training feedback form to Gobs – Clerk</p> <p>Look into actions from WGBT – JH</p> <p>Read all of KCSIE – All Gobs</p>
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	<p>There are no terms ending this year and there are 3 Co-Opted Governor vacancies. JH will look at Inspiring Governance to see if she can fill these.</p> <p>Approve Standing Orders</p> <p>Carry forward to next FGB as not ready.</p> <p>Website check</p> <p>CL had not completed the website check because the new website has not gone live yet. Governors expressed concern that they needed this live as soon as possible for Ofsted and the recruitment of the new EHT. EHT GC will chase this. It was agreed that CL complete the website check as soon as possible after the go live.</p>	<p>- JH</p> <p>Chase new website go live date – EHT GC</p>																																
<p>8</p>	<p>Minutes of Previous FGB Meeting 10th September 2018, EGB minutes 19th September 2018 and Finance Committee minutes 16th July 2018.</p> <p>All minutes were unanimously approved and signed by the chair.</p> <p>Matters Arising and Actions Agreed:</p> <table border="1" data-bbox="256 1218 1171 1998"> <thead> <tr> <th>Action Number</th> <th>Agenda reference</th> <th>Action Required</th> <th>Who By</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>6</td> <td>Amend staff develop plan to include TAs and LSAs to attend staff meetings</td> <td>EHT – Carry forward</td> </tr> <tr> <td>29</td> <td>9</td> <td>Update action plan from Gov visits</td> <td>KL – Complete</td> </tr> <tr> <td>31</td> <td>5</td> <td>Arrange for repair of disabled access button</td> <td>CW – Complete</td> </tr> <tr> <td>33</td> <td>6</td> <td>Put Federation plan on website for Gobs</td> <td>CW – Carry forward</td> </tr> <tr> <td>41</td> <td>5.2</td> <td>Complete Gov. Monitoring plan</td> <td>JH and JG – Carry forward</td> </tr> <tr> <td>42</td> <td>5.3</td> <td>Ask Gov Services to release record to DTG</td> <td>SR – Carry forward</td> </tr> <tr> <td>45</td> <td>5.8</td> <td>Review rest of schedule of business</td> <td>JH– Complete</td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	25	6	Amend staff develop plan to include TAs and LSAs to attend staff meetings	EHT – Carry forward	29	9	Update action plan from Gov visits	KL – Complete	31	5	Arrange for repair of disabled access button	CW – Complete	33	6	Put Federation plan on website for Gobs	CW – Carry forward	41	5.2	Complete Gov. Monitoring plan	JH and JG – Carry forward	42	5.3	Ask Gov Services to release record to DTG	SR – Carry forward	45	5.8	Review rest of schedule of business	JH– Complete	
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	46	5.11	Add JGs visits to next SICs	Clerk -- Complete		
	47	8	Raise with county the amendment to staff privacy notices	JH – Complete		
	1	4	Update register of interests on website	Clerk - – Complete		
	2	4	Discuss and confirm who will attend Pay Committee	EHTs SD and GC - – Complete		
	3	4	Check with Govs who needs to complete and get the disqualification forms completed	Clerk - – Complete NLR		
	4	4	Combine SICs' TOR	Clerk - – Complete		
	5	4	Arrange dates for policy working party	CW – Carry Forward		
	6	6	Check minutes for action 26 and feed back	JH - – Complete		
	7	6	Forward email about WGBT to JH	AW - – Complete		
	8	6	Speak to Gov Services about WGBT	JH - – Complete		
	9	7	Meet to discuss perf.mgt policy	CW, ZD and EHTs - – Complete		
	<p>In relation to agenda item 25, JH was concerned that both CW and ZD had been emailed with what action needed to be taken and it hadn't been done. CW was concerned that even if the point is added into the staff development plan the leadership team will need to advertise the fact to staff so LSAs know they can attend. Governors were concerned that for Ofsted it reads correctly. CW will update.</p> <p>In relation to agenda item 9 the performance management policy was reviewed but was not brought to the FGB so will be approved by email.</p>					
9	Policies for review Admissions Policy					Amend Admission

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	<p>Governor asked if this was a Federated policy as it only mentioned Bedenham? CW explained it is different because of the PAN. Governor asked CW to amend to a Federated document and have a section for each school on PAN.</p> <p>With this amendment the policy was unanimously approved by the body.</p> <p>Child Protection Policy</p> <p>Governor sent CW some cosmetic changes to the language to be amended.</p> <p>Governor asked if short term supply staff get the briefing? CW confirmed yes.</p> <p>With this amendment the policy was unanimously approved by the body.</p> <p>Bereavement Policy</p> <p>The policy was unanimously approved by the body</p> <p>Safeguarding</p> <p>Governor pointed out some names were wrong, and it says the date that it was approved by the body was sometime in June, but this was not the case.</p> <p>With these amendments the policy was unanimously approved by the body</p> <p>Health and Safety Policy</p> <p>The policy was unanimously approved by the body</p> <p>Curriculum Policy</p> <p>Governors commented on how lovely this policy was.</p> <p>The policy was unanimously approved by the body</p> <p>Pay Policy</p> <p>Governor said that the policy stated that the EHT pay range was not in line with Group 3, but the Group was incorrect and should be Group 4. EHT GC said that his finance officer had also picked up some amendments. Therefore, this will be amended and approved by email.</p>	<p>s policy to make Federated – CW</p> <p>Amend child prot.policy – CW</p> <p>Amend S/Guarding policy – CW</p> <p>Review pay policy – EHT SD and GC</p>
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	<p>Managing allegations against pupils</p> <p>Governor sent CW some cosmetic changes to the language to be amended.</p> <p>With this amendment the policy was unanimously approved by the body.</p> <p>JH pointed out that managing allegations against staff was now contained in the KCSIE.</p> <p>EHT GC left the meeting at 7:00pm.</p>	
10	<p>Correspondence: Previously circulated</p> <p>The chair reminded Governors of the Schools communications sent out by the clerk.</p>	
11	<p>Any other urgent business:</p> <p>Summative Pay report.</p> <p>KL told Governors that the Pay Committee met on the 15/11/18 and discussed the performance of all teachers for the 17/18 academic year. The Committee discovered last year, that a handful of teachers on UPR pay scales were given a 1-point scale progression when they shouldn't have. This was due to a lack of understanding about pay progression within the Committee. Substantial and sustained performance must be demonstrated over a 2-year period before scale progression is awarded. EHT GC explained to the committee the process and the committee reviewed the Pay Policy which is now aligned with the process.</p> <p>It was also brought to the Committee's attention, that a member of staff was given a pay rise, via verbal agreement with the EHT and this was implemented without FGB approval. There is an action to get the Pay Policy updated immediately, stating that Financer Officers are not allowed to process pay rises without FGB approval.</p> <p>As chair of the Pay Committee, KL wanted to thank the two interim EHTs for ensuring that a robust performance management review cycle has now been put in place, and for the clear and easily readable format of their pay recommendations documentation.</p> <p>The next part of the AOB is confidential and is contained on a separate set of minutes as it relates to the future leadership of the Federation.</p>	



12	<p>Items for Next FGB meeting 15th January 2019 at Holbrook School 5pm:</p> <p>Focus: Special Education Needs and Disability, School improvement priorities, GB matters -Training; Clerking Service</p> <p>SEN</p> <p>SENCo annual report (for 2017/18)</p> <p>SEN provision review</p> <p>Evaluate resourcing and budget control of SEN provision and impact of funding</p> <p>Governance</p> <ul style="list-style-type: none">• Discuss and agree governor training package subscription• Agree decision about LA clerking service & agree contracted hours• Discuss and agree LA clerking service• GB self-evaluation/governor development plan• Summative report from the pay committee <p>Verbal EHT Report</p> <ul style="list-style-type: none">• Receive report on issues arising from strategic financial planning• Discuss and agree priorities for next financial year based on school improvement priorities. <p>Policies</p> <ul style="list-style-type: none">• SEN Policy• Supporting children with medical conditions (due 2018)?• School website check (complete by March 2018) including governor details <p>The meeting ended at 7:14pm.</p>	
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Agreed action points from the meeting

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Action Number	Agenda reference	Action Required	Who By
10	5	Contact Agile for updated recovery plan	CW
11	5	Snow policy plans to be reviewed at SIC and added to agenda – Clerk	Clerk
12	5	Add H&S audit to Bedenham SIC – Clerk	Clerk
13	5	Review Gov Services A-Z to see if disaster recovery plan on there	JG
14	6	Send SEF to Governors when completed	EHT GC and SD
15	6	Speak to SD to arrange lanyards for Gobs	EHT SD
16	6	Feedback on attendance with 2 children removed	EHT SD
17	7	Complete PREVENT e learning	All Gobs
18	7	Add SEN report to Holbrook SIC agenda	Clerk
19	7	Send training feedback form to Gobs	Clerk
20	7	Look into actions from WGBT	JH
21	7	Read all of KCSIE	All Gobs
22	7	Send out skills audit	JH
23	7	Add Gov monitoring plan to SIC Agenda	Clerk
24	7	Look at Inspiring Governance website.	JH
25	7	Chase new website go live date	EHT GC
26	9	Amend Admissions policy to make Federated	CW
27	9	Amend child protection policy	CW
28	9	Amend safeguarding policy	CW
29	9	Review pay policy	EHT SD and GC

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