

The Coastal Federation

Bacton Primary, Mundesley Infant (SRB) and Junior Schools



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Meeting of Full Governing Body

Wednesday 21 February 2018 at 6.00pm at Mundesley Infant School

Governors' questions/comments/actions are in bold and italics.

Present: Annie Edwards (Chair), Jennie Rooke, Simon Wakeman (Executive Head), Helen Peck, Steve Lunniss, Ed Maxfield [part-time], Jen Tupper, Rev Andrew Jones, Kevin Cheetham, Jenny Goodman (Associate Governor), Gill Leah (Clerk).

1. Consideration of Apologies for Absence

Apologies were received and accepted from Julie Watts, Simon Smith, Bonnie Duffield, David Hopkins and Sarah Dallimore. Darren Gent has resigned from the Governing Body due to work commitments.

2. Governors to complete Register of Interests and sign Code of Conduct (if not already done so)

Ed Maxfield would do this at the next meeting.

ACTION: Ed Maxfield

3. Declaration of business interest / conflict of interest

None.

4. Confirm minutes of the meeting of 6 December 2017 including confidential minutes

The minutes (including confidential minutes) of the meeting of 6 December 2017 were agreed by the Governors and signed as a true record by the Chair.

5. Matters arising from the minutes of 6 December 2017

The skills audit had so far been completed by Andrew Jones, Kevin Cheetham and Jen Tupper. The Chair would send it out again to be completed by all other Governors.

ACTION: Chair / Governors

Online finance training had been done by David Hopkins, but Sarah Dallimore still needed to do it.

All other matters had been actioned or were an agenda item.

6. Analysis of Skills Audit

The Skills Audits had not yet been completed.

7. Agree Budget Revision 3

This had been discussed and accepted at the Leadership & Finance meeting, and recommended to be agreed by the FGB. ***Governors ratified Budget Revision 3 and it was signed by the Chair. The Chair of the Committee asked Governors to note that there was now a surplus of 5.3% forecast in Year 3.***

8. Ratify policies

The following policies had been available on School Bus and had been agreed in Committee.

- Cloud Computing
- Data Security Breach Management Flowchart,
- Freedom of Information
- GDPR Data Protection
- Records Management

The Governing Body ratified the policies.

The Business Manager said that she was going on a 2-day GDPR Training Course; the Executive Head and the Chair were going on a half-day GDPR training course.

The following policy had been available on School Bus.

- Staffing Adjustment

The Governing Body agreed and ratified the policy.

9. Executive Headteacher's Report

The Executive Headteacher reported:

No permanent exclusions since Christmas.

No incidents of racial or homophobic bullying.

Attendance: Bacton - 96.4%; Mundesley Infant - 94.9%; Mundesley Junior - 96.5%. National - 96%.

It was noted at the recent visit by the Improvement Partner that everything possible has been put in place to improve the Infant School's attendance.

Staffing changes - there was a new clerical assistant at the Infant School; a teacher was covering maternity leave for 1 day a week and working two extra days to cover.

Curriculum - Paul Cookson, author, was working with the children. A maths expert had been in doing CPD with support staff and teachers. There had been a story cafe and a mathemagician morning. There had been CPD for Middle Leaders (part of the Senior Management Team), which had been really useful; there would be an additional visit re quality observations. Paediatric First Aid training had been done. Abi Howlett and Helen Peck were now officially County Moderators for writing (KS1 and KS2 respectively). Our School to School Improvement (Broad Horizons) group have also been moderating different aspects of our Federation's work.

The two Heads of School had been on the Headteacher Support Programme - they were now organising visits between schools, sharing good practice, etc.

The Executive Headteacher was one of a group of 21 Changing Leaders; he had been on a visit to Lambeth which had been very useful; he had also visited the Trumpington Federation in Cambridge. It was a 5-session programme to look at aspects of leadership. SPP is continuing - reciprocal visits re school improvement which gives external validation of what is being done.

All websites had been audited.

The food menu had been updated. It would be updated further after Easter, providing food from around the world and trialling 'family' tables where food would be served at the table and not the hatch.

An 'Ofsted Readiness' inspection of the Infant School and Bacton had been done; both were rated as 'Good'. The report would be shared with all Governors once completed.

10. Discuss and agree swimming pool proposal to sign over to local community or charitable trust

The Chair was praised for her calm demeanour during the parents' meeting about the swimming pool closure; however, Governors noted she was having to deal with persistent emails from a few parents.

There had been two requests for all the minutes relating to the swimming pool plus paperwork. The Executive Headteacher and the Chair had redacted the confidential minutes and the viability study and sent them. There had been three requests for every set of minutes of the Federation plus one for three years' worth of minutes. The Clerk was actioning that.

Parent View had received some negative comments. However, other events, e.g. the Reading Cafe, had received very positive comments. The Local Authority had described the documents re the pool closure provided for parents as exemplary.

The Chair had spoken to the Head at Cromer Academy. He told her that they had decided to shut their swimming pool because their children did not use it and Cromer Academy was subsidising local primary schools. They had offered the pool to the community, but that had not gone ahead. He suggested that in the future it would be beneficial to focus on all the good things that the schools do.

It was noted that the Parish Council maintained the skate park as it was for the use of the community. The pool, however, although it was built through community fundraising, is not a community pool as it was subsequently given to Norfolk County Council.

The pool had been discussed at the Leadership & Finance meeting, following which it was proposed that the decision made to close the pool should stand. Governors agreed this unanimously.

There would be a meeting on Monday with a small group of parents plus the Chair, Executive Head, Business Manager together with the Bursar and Commercial Director of Aylsham High School. Governors were concerned about the amount of leadership time which might potentially be spent on matters involving the pool. It was felt that their role should be as facilitators.

It would be necessary to seek advice on how long it would stay unused. Decommissioning costs would be between £3,000 and £3,500. A report on the swimming pool had been commissioned by Norfolk County Council with NPS; this says that there is nothing good about the pool and there is some subsidence, it is thermally inefficient, pool flooring needs to be replaced.

The Executive Head and the Chair had met with Norman Lamb, who has written to Sport England. A meeting of the community was being held that evening to which only supporters of keeping it open were invited.

The Governors voted on the following:

"Having reviewed the facts, no new evidence has come to light that leads us to change our original decision of closing the pool on 28 March."

All Governors agreed this unanimously.

The Governors voted on the following:

"We will not stand in the way of an approach to the local authority regarding the future of the pool."

Governors agreed this; there was one abstention.

11. School Quality Assurance Framework (Governor Monitoring) SIDP/SEF

Three pieces of monitoring to be arranged with Governors have been included in March:

The Chair to monitor safeguarding updates.

Julie Watts to monitor EYFS.

Kevin Cheetham to monitor attendance after Easter.

Ed Maxfield said he would be back in Norfolk from the beginning of April and offered to do some monitoring. [He apologised and left the meeting at 7.50.] He would be asked to monitor Pupil Premium.

ACTION: Ed Maxfield

12. Committee Reports

School Effectiveness: The minutes had not yet been completed but would be soon; they would then be uploaded to Governor Hub. Data reports were received for all three schools.

Achievement & Standards: The SEFs and SIDPs for Mundesley Infant School and Bacton had all been updated - objectives, tasks and outcomes had been considered to ensure that they represented what is happening throughout the Federation.

Leadership and Finance: Budget revision 3 had been agreed; the BCR had been reviewed; SFVS had been agreed - it is being monitored through the Finance policy; swimming pool was discussed; RAG rating - some risks were highlighted; Andrew Jones and Kevin Cheetham would do finance training when available.

ACTION: Rev Andrew Jones / Kevin Cheetham

13. Safeguarding Report

The Improvement Partner had checked policies and procedures across the Federation and found everything was effective. A suggested action was: DSLs will have a log of all training etc. There were some ongoing major cases at Bacton, e.g. there were now 2 Section 17 children and a family on Child Protection.

The Chair reported she had done safeguarding training. The following suggestions had been made: Volunteers should be given a dress code; there should be a staff questionnaire about the use of media; DSLs should have a separate job description pertaining to their role; residential visits should be advised at Full Governors' meetings; internal windows in classroom doors at Mundesley Junior School needed to be changed - this was being done at Easter.

The following had been put in place: the induction booklet was being updated; an electronic system for recording concerns was being investigated; Helen Peck would have extra Safeguarding training; half-term DSL meetings were being held in order to check and monitor each other, which were minuted.

The Chair asked for a copy of the minutes.

ACTION: Helen Peck

Kevin Cheetham asked to be included in the next Safeguarding training.

ACTION: Helen Peck

The Chair would do Prevent training.

ACTION: Chair

14. SEND/LAC Report

Helen Peck reported that there were no major problems at Bacton. An Education, Health & Care Plan was awaited.

15. Confidential items

[This was discussed at the end of the meeting. Helen Peck and Simon Wakeman left the meeting.] There is a confidential minute here.

16. MAT Update

The Executive Headteacher gave a MAT update. He is requesting biographical information from potential trustees. An appointments panel is being formed by Alex Robinson in order to review the candidates.

The Chair had sent off the skills audit to Alex Robinson but had not yet heard back.

Some additional schools had been contacted and visited with a view to joining the MAT.

A lot of School Partnership work had been done which needed to be publicised; this would be done through a website or closed Facebook page.

17. Any other business

- Two residentials had been planned at Bacton this term: Hilltop and Holt Hall.
- A Governor was concerned that lights were on in the car park late at night and also that gates were not being shut at night. The Business Manager would look into it.
- A Governor asked about the rationale behind having one Year 6 class instead of 2 mixed classes. The Executive Head explained that Year 5 was now a smaller year group and could be taught in one class so Year 6 were also being taught together in preparation for the SATs. After SATs the Year 6 teacher would start teaching Year 5. Parents had been informed.

The meeting closed at 8.30 pm.

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ACTION ITEMS

Action	By whom?	By when?
2. Governors to be asked to sign Register of Interests and Code of Conduct.	Clerk / Ed Maxfield	Next FGB
5. Skills Audit to be sent out again for completion.	Chair / All Governors	ASAP
5. Online finance training to be done.	Sarah Dallimore	ASAP
11. Ed Maxfield to be invited to be Pupil Premium Governor.	Chair	
12. Finance training to be done.	Rev Andrew Jones / Kevin Cheetham	When available
13. Safeguarding meeting minutes to go to the Chair.	Helen Peck	ASAP
13. Kevin Cheetham to be invited to the next Safeguarding training.	Helen Peck	
13. Prevent Training to be done.	Chair	