

# The Coastal Federation

Bacton Primary, Mundesley Infant (SRB) and Junior Schools



**Chair of Governors** - Annie Edwards | [chairofgovs@coastalfederation.com](mailto:chairofgovs@coastalfederation.com)

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## Meeting of Full Governing Body

Wednesday 25 April 2018 at 6.00pm at Bacton Primary School

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

Present: Annie Edwards (Chair), Jennie Rooke, Simon Wakeman (Executive Head), Steve Lunniss, Ed Maxfield [from 6.20], Jen Tupper, Rev Andrew Jones, Kevin Cheetham, Jenny Goodman (Associate Governor), David Hopkins (Associate Governor), Gill Leah (Clerk).

### **1. Consideration of Apologies for Absence**

Apologies were received and accepted from Julie Watts, Bonnie Duffield, Helen Peck and Sarah Dallimore.

### **2. Declaration of business interest / conflict of interest**

None. Ed Maxfield completed the Register of Interests form.

### **3. Confirm minutes of the meeting of 21 February 2018 including confidential minutes**

The minutes (including confidential minutes) of the meeting of 21 February were agreed by the Governors and signed as a true record by the Chair.

### **4. Matters arising from the minutes of 21 February 2018**

The Chair would send the Skills Audit to be completed by all Governors.

**ACTION: Chair / Governors**

Online finance training had not yet been done by Sarah Dallimore.

**ACTION: Sarah Dallimore**

Ed Maxfield to be invited to be a Pupil Premium Governor.

**ACTION: Chair**

Finance training to be done (online through Norfolk Learning Pool).

**ACTION: Rev Andrew Jones**

Safeguarding meeting minutes to go to the Chair.

**ACTION: Helen Peck**

Kevin Cheetham to be invited to the next Safeguarding training.

**ACTION: Helen Peck**

Prevent training to be completed.

**ACTION: Chair**

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

## **5. Approve Budget 2018/19**

[There is a confidential minute here.]

It was reported that pupil numbers in Reception in September were encouraging: Bacton 15, Mundesley Infant 40.

## **6. Staff Restructuring**

This was discussed as part of the Senior Leadership Report and is minuted under agenda item 8.

## **7. Ratify policies**

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

- Accident and Incident Reporting
- Allegations of Abuse against Staff
- COSSH
- Driving for Work
- Early Years
- Equality Information and Objectives
- Health and Safety
- Infection Control
- Lettings
- Manual Handling
- Minibus
- Premises Management
- Working at Heights
- Pay - This had not been agreed in Committee but was agreed at this FGB meeting.

***The Governing Body ratified the policies.***

## **8. Senior Leadership Report**

The Executive Headteacher reported:

Attendance - it was now above the national average at Bacton; above national in Mundesley Junior but below in Mundesley Infant.

***Kevin Cheetham would arrange another meeting to discuss attendance.***

**ACTION: Kevin Cheetham**

1 child had been excluded for two days on a fixed term exclusion at the SRB; this was at the end of his placement there before going to a complex needs school. The Chair had been advised.

A temporary staffing structure was in place following the departure of the Assistant Head until 31 August. Phase 1 and Phase 2 leaders had been appointed who could deputise if the Head of School was absent. That had produced a cost saving. There would need to be a decision about what permanent appointments should be made. ***It was agreed that it should be an agenda item at the next Leadership & Finance meeting to discuss and approve restructuring.***

**ACTION: Clerk**

A lottery grant had been received to pay for outdoor gym equipment at Bacton.

The first Parent Forum meeting would be held on 30 April. 11 parents had put themselves forward. A code of conduct would be agreed at the first meeting. If the Parents' Forum wished, there could be a closed Facebook page to advise what had been discussed.

**Are Governors needed to attend?** The following will be there: the Chair, the Head of Schools and Mundesley and Bacton, the Executive Head.

## **9. Ratify decision to decommission the swimming pool**

It was decided that the pool should be decommissioned at the last Leadership & Finance meeting. Any further action would wait until September. **Governors ratified this decision.**

The pool had already been drained and it had been discovered that the surface in the middle had a serious issue. There were no plans about what use to make of the space.

## **10. School Quality Assurance Framework (Governor Monitoring) SIDP/SEF**

### **12. Receive Governor visit reports**

The Middle Leaders in school had done some additional training with Bev Hall, e.g. joint lesson observations. Following the completion of the SIDP review by the Senior Leadership Team, Middle Leaders would contact Governors to request that they do monitoring.

**Annie Edwards would do a Learning Walk at Mundesley Infant School.**

**Kevin Cheetham would monitor attendance.**

**Jennie Rooke had monitored SEN with Helen Peck. She would be in Bacton for SATs week.**

**Kevin Cheetham would monitor SATs in Mundesley Junior.**

**Annie Edwards had monitored marking in all the schools; she needed to revisit all schools for a follow up.**

**Jen Tupper would visit Mundesley Infant next half-term.**

**ACTION: Governors**

### **11. Committee Reports**

Leadership and Finance: The following had been done on 26 March: agreed School Fund Audits (this had been flagged up on the rag rating), reviewed the BCR, discussed briefly temporary staffing structure, discussed and agreed policies, agreed decommissioning of swimming pool, received MAT update.

Premises and Health & Safety: The following had been done on 26 March: Inspection of Bacton site which highlighted a number of issues, agreed policies, went through Premises Development Plan and Health & Safety update from audit.

**Governors asked the Business Manager to send them the updated Health & Safety audit.**

**ACTION: Business Manager**

### **13. Governor-led SIDP initiatives**

**The Chair recommended that Governors should take responsibility for various tasks.**

**It was agreed that parents would be sent a survey re the breakfast club and a possible after-school club.** It would be necessary to seek funding, e.g. from the Parish Council. The matter would be discussed first at the Parents' Forum. **Steve Lunniss agreed to do an evaluation of the survey.**

**ACTION: Steve Lunniss**

**Governors agreed that they would organise a Careers Fair in order to raise the aspirations of the children.** Governors and members of the community would be available to talk to the children about their jobs. Year 6 would play a big part in organising it, e.g. writing letters of invitation and setting up stalls, etc.

**Ed Maxfield and Jennie Rooke would co-ordinate the event.**

**ACTION: Ed Maxfield / Jennie Rooke**

Re Parents Forum:

**A Governor stated that it was difficult to get some Bacton parents involved in Federation activities, as they felt that it was predominantly Mundesley-based. Bacton Parents do not feel represented.**

**Could there be a more open Parents' Forum, as is done in North Walsham High School?**

The Forum would be sure to change over time. There could be a Forum email address for parents to address their issues or suggestions for discussion. The venue would rotate between the schools. This was a first step to show parents they were being listened to.

**Jennie Rooke said that, pre-Federation, she had held open PTA meetings at Bacton.**

**Can the format be reviewed after a time? Yes. Governors felt that it should be flexible so that the format could be changed in the future.**

Re Community engagement:

The Coastfest was to be held in Gold Park on 30 June. The School was working together with the Mundesley Scouts (Soap Box Derby) to share the park. The Scouts would deliver a mailshot from the Parish Council around the village and they would be asked to deliver publicity about the event at the same time.

**14. Record Governor training / feedback from training**

**Ed Maxfield had done online finance training on benchmarking.**

**15. Safeguarding Report**

Safeguarding had been reported in the Senior Leadership Team Report.

**The Chair had met with Abi Howlett and Sarah Dallimore to monitor safeguarding. The following were discussed:** there was a dress and conduct code for volunteers in school; a survey was being done with staff in a staff meeting; a pupil survey needs to be done - interviews of children would be done by the head boy and girl at the Infant School.

**The Chair would meet with Helen Peck soon.**

**ACTION: Chair**

**The Chair organised a Deep Dive Day (to monitor safeguarding)** - Governors would go into a School where they were not well known on a pre-arranged day. They would then go into classrooms and ask children and adults questions about safeguarding. The aim was to ensure that their identity was checked properly and that policies and procedures were in place and being followed.

**Kevin Cheetham would go into Bacton.**

**ACTION: Kevin Cheetham**

**Jennie Rooke and Steve Lunniss would go into Mundesley Infant and Junior.**

**ACTION: Jennie Rooke / Steve Lunniss**

Helen Peck had compiled a standard set of questions for Governors to ask. She would send it out to Governors.

**ACTION: Helen Peck**

**The Chair checked the SCR regularly.** It would now be printed off twice a year and the Chair would sign it prior to filing.

All staff files were being updated as some did not include references, having been employed a long time ago. Gaps would be identified and a risk rating done by the Executive Head.

There would be an e-safety assembly. Training would be introduced for parents to do before their children were allowed to use the Chrome books.

Anti-bullying work would be done in June with Year 6s. **Would that be for Bacton children as well?** Bacton children would participate.

The Federation was considering buying an electronic reporting system called My Concern; this would allow concerns to be shared and to be transferred on to future schools. Helen Peck was trialling it at Bacton.

***The Chair would complete the online Prevent training.***

Windows would be put in classroom internal doors in the Summer holidays.

Regular safeguarding meetings were being held; ***the Chair had asked to receive the minutes.***

There would be a full audit at the end of term.

**16. SEND/LAC Report**

This was not available as Helen Peck and Bonnie Duffield were absent.

**17. MAT Update**

[There is a confidential item here.]

**18. Confidential items (staffing)**

There is a confidential minute re Agenda Item 5.

**19. Any other business**

- A new Staff Governor was needed. The Chair would ask staff for nominations. An election would be held if necessary. **ACTION: Chair**

A Co-opted Governor had been recruited. He would be asked to complete a form.

A Local Authority Governor was required. Educator Solutions would be asked again for a nomination. **ACTION: Clerk**

- Newsletter - The Parish Council would be asked to post newsletters on their website.

- Complaints - The Chair reported that she had received a complaint from the ICO that a Freedom of Information request had not been responded to. After she had got in contact with the complainant, it was found that a complaint had been lodged but in error not withdrawn although the FOI request had been dealt with appropriately.

[There is a confidential item here.]

- Bruce Grove - 57 pupils were going this year. Volunteers to accompany the group were requested.

- Achievement & Standards Committee - the next meeting was to be on 17 May (the Clerk had posted it as Leadership & Finance meeting in error); this may be too near the SEC meeting. Dates to be rearranged and confirmed. **ACTION: Clerk**

The meeting closed at 8.30 pm.

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### ACTION ITEMS

<b>Action</b>	<b>By whom?</b>	<b>By when?</b>
4. Skills Audit to be sent out again for completion.	Chair / All Governors	ASAP
4. Online finance training to be done.	Sarah Dallimore	ASAP
4. Ed Maxfield to be invited to be Pupil Premium Governor.	Chair	
4. Online finance training to be done.	Rev Andrew Jones	
4. Safeguarding meeting minutes to go to the Chair.	Helen Peck	ASAP
4. Kevin Cheetham to be invited to the next Safeguarding training.	Helen Peck	
4. Prevent Training to be completed.	Chair	
8. A meeting to monitor attendance to be arranged.	Kevin Cheetham	
8. Staff restructuring to be an agenda item.	Clerk	Next L & F meeting
10. Governors to organise monitoring.	Governors	ASAP
11. Health & Safety audit to be sent to Governors.	Business Manager	ASAP
13. Evaluation of survey re Breakfast and After-School Club to be done.	Steve Lunniss	
13. Organisation of careers Fair to be coordinated.	Ed Maxfield Jennie Rooke	
15. Meeting to be held re safeguarding.	Chair/Helen Peck	
15. Safeguarding monitoring to be done.	Kevin Cheetham Jennie Rooke Steve Lunniss	
15. Helen Peck to send out safeguarding questions to Governors above.	Helen Peck	ASAP
19. Staff Governor - nominations to be invited.	Chair	ASAP
19. New Governor appointments to be pursued.	Clerk	ASAP
19. Achievement & Standards Committee meeting to be rearranged? and advised.	Clerk	ASAP