

The Coastal Federation

Bacton Primary, Mundesley Infant (SRB) and Junior Schools



Chair of Governors - Annie Edwards | chairofgovs@coastalfederation.com

Clerk to Governors | Gill Leah | clerk@coastalfederation.com

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Meeting of Full Governing Body

Monday 15 October 2018 at 5.00pm at Mundesley Junior School

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

Present: Annie Edwards (Chair), Simon Wakeman (Executive Head), Bonnie Duffield, Helen Peck, Steve Lunniss (arrived 5.45), Jennie Rooke, Kevin Cheetham, Abi Howett, Sarah Hutt (Associate Governor) (arrived 5.45), David Hopkins (Associate Governor), Ed Maxfield (arrived 5.30), Jenny Goodman (Associate Governor), Gill Leah (Clerk).

1. Consideration of Apologies for Absence

Apologies were received and accepted from Jen Tupper, Julie Watts and Rev Andrew Jones.

2. Elections of officers

Chair – Annie Edwards: nominated, seconded and elected.
Vice-Chair – Kevin Cheetham agreed to continue in the role.

3. Confirm minutes of the meeting of 18 July 2018

The minutes of the meeting of 18 July 2018 were agreed by the Governors and signed as a true record by the Chair.

4. Matters arising from the minutes of 18 July 2018

- The Skills Audit would be sent out for completion by Governors. **ACTION: Chair**
- Online finance training to be done for the RAG rating.
ACTION: Rev Andrew Jones / Kevin Cheetham / Ed Maxfield
- The whistleblowing email had been set up; posters were up in all staffrooms; all staff had been notified.
- Deep Dive safeguarding to be done at Bacton. **ACTION: Kevin Cheetham**

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

5. Committees:

- i. Review of Delegation Planner

This was agreed unamended.

- ii. Review Committee Structure and Membership

Abi Howett agreed to become a member of the Achievement & Standards Committee and School Effectiveness Committee.

Jennie Rooke agreed to become a member of the Premises and Health & Safety Committee and leave the Leadership & Finance Committee.

Once updated, the Clerk would send it to the Executive Head in order to amend the website.

6. Agree Governor Roles and Responsibilities

The following changes were agreed:

Pupil Premium - Ed Maxfield was confirmed.

PE and Sports - Julie Watts to be invited.

Data Protection / GDPR - Kevin Cheetham

Gifted & Talented - Kevin Cheetham

Abi Howett - Enrichment & Non-Core subjects

All other roles remained the same.

Confirmation of this to be an agenda item at the next meeting. **ACTION: Clerk (agenda item)**

7. Agree and sign Governors' Code of Conduct / Keeping Children Safe in Education

This was signed by all those present. Governors who were absent would be asked to do it at the next FGB meeting. **ACTION: JT / AJ / JW**

Governors were asked to provide proof of having done the online Keeping Children Safe in Education training/questionnaire. Helen Peck would send a reminder to all Governors.

ACTION: All Governors / Clerk (agenda item)

8. Complete Register of Interests

These were updated and re-signed. Governors who were absent would be asked to do so at the next FGB meeting. **ACTION: JT / AJ / JW**

9. Check Governor details

Governors checked their details and updated as necessary. Some Governor details would be put on the Federation website. The information would also provide the basis for the school entry on GIAS (Get Information About Schools). The Clerk would send it to the Executive Head once updated.

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

The Executive Head explained that this had recently been updated. All statutory policies were now on the website. The SQAF included a rolling programme of policies that needed to be reviewed and agreed by the FGB. He had also included the monitoring that needed to be done annually and updated the monitoring list; this was now available on Google Drive, which all Governors now have access to. ***Helen Peck suggested monitoring the 8 week plan (explained in AOB) / mental***

health curriculum / JONK. There was a need to have evidence of monitoring done before half term.

In December Governor monitoring would be updated for the Spring term.

ACTION: Clerk (agenda item)

The Chair of Governors felt that it was important that Governors ask questions re the SEF and SIDP rather than just receive information from Senior Leaders.

11. Governor vacancies

The Chair would contact a potential parent governor. It was agreed that parents would be offered the opportunity to get more involved in their children's learning, through the Parents' Forum, the PTFA or by becoming a Governor.

ACTION: Executive

Head / Chair

The Clerk pointed out that most Governors' Term of Office ended on 1 September 2019. This would need to be addressed during the year.

12. Review and agree Behaviour Principles

The Chair had provided a draft of this statutory document. Governors made some amendments. Subject to those amendments it was agreed by the Governing Body.

13. Agree Teachers' Pay and Conditions 2018

[Helen Peck, Jennie Rooke, Bonnie Duffield and Abi Howett left the meeting.]

A document had been received very recently from Educator Solutions asking for a decision with a deadline of 19 October. Governors felt that they wished for more information before reaching a decision. However, in view of the impending deadline it was decided that the Business Manager would provide as much information as possible about the budget implications and then Governors' opinions would be sought by email. This would be an agenda item at the next Leadership & Finance meeting.

ACTION: Clerk (agenda item)

[Helen Peck, Jennie Rooke, Bonnie Duffield and Abi Howett rejoined the meeting.]

14. Committee Report: Achievement & Standards

Annie Edwards (the Acting Chair) reported that the Committee looked at the SIDP and SEF. It was decided that the plans would be split up to be considered by the appropriate Committee. Federation targets would be in a coloured font. Sports and Pupil Premium plans were considered.

15. Receive Governor monitoring reports

Kevin Cheetham said that he attended the safeguarding training in school at the beginning of term. The Chair said that she had written a monitoring form on the training day and asked him to complete one as well.

ACTION: Kevin Cheetham

Ed Maxfield had monitored the SRB.

16. Progress on Governor-led SIDP initiatives, breakfast/after school clubs, community engagement, raising aspirations (careers fair)

Ed Maxfield and Jennie Rooke had set a date for the Careers Fair. The Chair asked to be invited to the next meeting. They felt it could be linked to persuasive writing in the curriculum, whereby Year 6s would invite people to attend to talk about their careers. It was decided that Years 5 and 6 at

Bacton would come to Mundesley to a careers fair with a view to the Year 5s organising it themselves the following year. It might be possible for them to attend a Careers Fair at another setting, e.g. High School or UEA. The following people would meet to discuss it in more detail: Helen Peck, Annie Edwards, Mel Skinner, Ed Maxfield. ***The Chair would email to arrange it.***

ACTION: Chair

Re Community engagement: Coast Fest had been a great success and good PR in the community. However, the Chair said that it was necessary to recruit different people to run it in the future. Only about £200 was raised, so ***Governors felt that there should also be a School Fete.***

17. Record Governing training / from training

The Chair and Vice-Chair had been to safeguarding training. The Vice-Chair had attended the first module of Government-funded training, Strategic Leadership; he needed to do a project. A second module would follow. The Chair had been unable to attend on the dates offered and hoped to be able to attend the second lot of training.

The Chair would attend an Ofsted briefing.

The Vice-Chair asked to be invited to CPD in school. There would be two in-house training sessions: GDPR and Safeguarding.

The Chair asked the Clerk to contact Educator Solutions re providing Governor training.

ACTION: Clerk

18. Safeguarding Report

All Governors had received an email asking them to go on to My Concern, an online reporting system. It would also give access to newsletters and Keeping Children Safe in Education. If any Governor would like specific training, they should contact Helen Peck.

ACTION: Governors

She said that there were some recent changes, e.g. MASH had now become CADS for professionals. There was now a Senior Social Worker on duty from Monday to Friday from 8-8. Referrals would be made in a different way. Thresholds for action had also changed.

When are you going to evaluate My Concern? She said that she hoped to get My Concern in to get answers to some questions about the system first. Bonnie Duffield said she would like to use it for SEN. The training on sexual abuse had caused more concerns to be recorded as staff were more aware and because the system was easier. However, the amount of time which the DSLs were spending on safeguarding had increased. Sometimes a whole day could be spent on it following one morning's telephone call; this might mean that a teacher would have to come out of their class to deal with it.

Do Teaching Assistants act when necessary? Yes. They enter concerns on an electronic device.

Is the system better? Records are more thoughtful generally. Overall it is positive.

The Chair said she had checked the Single Central Record. There are three Governor safeguarding files - one for each school, each containing a copy of the updated SCR and the latest safeguarding audit which was updated on 1 October.

Governors thanked Helen Peck for her report and for her hard work.

19. SEN/LAC Report

Bonnie Duffield reported there had been training in September for all staff. The SEN Information Report is being updated.

Abi Howett is now LAC trained and Helen Peck's training is up to date. There is one LAC child in the schools. Identifying post-LAC children who are adopted is not always easy. They attract pupil premium funding. The achievement of post-LAC children is actively monitored. NAPs (Norfolk Assessment Pathways), an online assessment tool, had been purchased to show progress of SEN pupils and to set targets for them. **She reported that she and Julie Watts had monitored SEN by having a Book Look; this had thrown up a number of questions and resulted in a change to the marking policy to ensure that appropriate feedback was provided. After Christmas, Governors would monitor SEN again.**

20. Report by Whistleblowing Governor

An email had been set up for reporting.

Should it be included in the induction for volunteers? Helen Peck would look into providing this.

21. Arrange Headteacher's Performance Management

This would be arranged before half term.

22. Any other business

- 8 week plan: Helen Peck explained the 8 week strategy for rapid school improvement. All stakeholders were asked for input to address a SIDP objective which had a Federation focus - staff, parents and children through assemblies, newsletters, surveys, etc. After an analysis of the baselining information, the objective would be broken down into weekly activities.
- The Induction Pack for staff and volunteers would be updated for new employees. **An induction pack for Governors would be compiled** as the Information for New Governors on Governor Hub had not been updated for some time. **ACTION: Steve Lunniss**

The meeting closed at 7.10 pm.

ACTION ITEMS

Action	By whom?	By when?
4. Skills Audit to be sent out again for completion. Full Governor review to be done.	Chair / All Governors	ASAP
4. Online finance training to be done? Three Governors needed to do Finance training for the RAG rating.	Rev Andrew Jones Ed Maxfield Kevin Cheetham	ASAP
4. Kevin Cheetham to be invited to the next Safeguarding training.	Helen Peck	
4. Safeguarding (Deep Dive) monitoring to be done at Bacton.	Kevin Cheetham	
6. Governor roles and responsibilities to be confirmed.	Clerk (agenda item)	Next FGB
7. Code of Conduct to be signed.	Rev Andrew Jones/ Jen Tupper/ Julie Watts	
7. Keeping children safe in education - proof of online training / questionnaire to be provided.	All Governors Clerk (agenda item)	Next FGB
8. Register of Interests to be completed.	Rev Andrew Jones/ Jen Tupper/ Julie Watts	
10. SQAF and monitoring to be an agenda item.	Clerk	Next FGB
11. Parents to be invited to be on the Parents' Forum, PTFA or become a Governor.	Executive Head / Chair	ASAP
13. Teachers' Pay and Conditions 2018 to be an agenda item at the next L & F meeting.	Clerk (agenda item)	Next L & F
15. A monitoring form to be written about the Safeguarding training on the first day of term.	Kevin Cheetham	ASAP
16. Careers Fair - meeting to be arranged to discuss it.	Chair	ASAP
17. Educator Solutions to be contacted re Governor training.	Clerk	ASAP
18. Helen Peck to be contacted if specific safeguarding training is required.	Governors	ASAP
20. Whistleblowing email to be included in Induction Pack for Volunteers.	Helen Peck	ASAP
22. An induction pack for Governors to be compiled.	Steve Lunniss	ASAP