

The Coastal Federation

Bacton Primary, Mundesley Infant (SRB) and Junior Schools



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Meeting of Full Governing Body

Wednesday 18 July 2018 at 6.30pm at 9 Beach Road, d Mundesley

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

Present: Annie Edwards (Chair), Simon Wakeman (Executive Head), Steve Lunniss, Ed Maxfield, Jen Tupper, Bonnie Duffield, Helen Peck, Kevin Cheetham, Jenny Goodman (Associate Governor), David Hopkins (Associate Governor), Sarah Dallimore (Associate Governor), Gill Leah (Clerk).

1. Consideration of Apologies for Absence

Apologies were received and accepted from Julie Watts, Rev Andrew Jones and Jennie Rooke.

2. Declaration of business interest / conflict of interest

None.

3. Confirm minutes of the meeting of 25 April 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 25 April 2018

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

ACTION: Chair / Governors

Safeguarding meeting minutes to go to the Chair as a matter of course.

ACTION: Helen Peck

Kevin Cheetham to be invited to the next Safeguarding training.

ACTION: Helen Peck

Re After-School Club, Pebbles Pre-School would provide this until 6pm for a trial period.

Meeting to be held re safeguarding.

ACTION: Chair / Helen Peck

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

5. Confirm appointment of Staff Governor

There had been only one nomination following several requests to all staff. **Governors were happy to agree that Abi Howlett should be appointed as the new Staff Governor.**

6. Agree Budget Revision 1

It was noted that there was now a surplus in the next 3 years, instead of a deficit.

Governors ratified Revision 1 of the Budget which had been approved in the Leadership & Finance meeting and it was signed by the Chair.

7. Agree capital spending plans

The Business Manager reported on the plan to refurbish the two Reception classrooms in Mundesley Infant School, e.g. repainting, new whiteboards; toilets would also be installed, available to both rooms through bi-fold doors. The cost would be £13,500. This had been agreed at the Leadership and Finance meeting. **Governors agreed unanimously that this work should go ahead.**

8. Renewal of TOCA with Sandcastles Pre-School

The Business Manager reported that the Pre-School had requested to have a 20-25 year lease or an extended TOCA, so that they could go ahead with replacing the current mobile. There could be complications with providing a lease agreement since the land was leased to the school by the Local Authority. As it would be necessary to spend time on exploring the matter, **Governors agreed to renew the TOCA for another year in the meantime.**

9. Ratify policies

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

- Finance
- Supporting Pupils with Medical Conditions
- Food Safety
- SEND

The following policies had been approved by Governors through School Bus:

- Accessibility Plan
- Looked After Children
- Prevention of Extremism and Radicalisation
- Behaviour
- E-Safety
- Charging and Remission - in answer to a question, it was explained that it was a County policy.

The Governing Body ratified all the policies.

10. Agree and ratify Whistleblowing Policy and appoint Whistleblowing Governor

The Chair explained that at a meeting earlier in the year with all staff at Mundesley Infant School, the Chair had said that it was necessary for staff to follow the Whistleblowing Policy. Following that, a representative from the Local Authority reviewed all the Federation's whistleblowing procedures. It was suggested that Governors appoint a Whistleblowing Governor who could be contacted by any member of staff who did not feel comfortable approaching the Chair. A dedicated email address had been created for the purpose, which would be circulated to all staff. **Governors agreed that Rev**

Andrew Jones should be asked to be the Whistleblowing Governor.

ACTION: Chair

It was agreed that Whistleblowing should be a separate item on every FGB meeting agenda.

ACTION: Clerk

The Chair reported that a new staff wellbeing survey would be done in September.

11. Senior Leadership Report (Federation Profile)

The Executive Headteacher reported on staffing, data, attendance, health and safety, safeguarding, SEND and LAC (which are reported separately below), quality of teaching, CPD, school events. He said that the SRB had now been included.

Is the number of pupil premium children correct? That would be checked.

It is important to see the comparison of data. It gives Governors an awareness of national data and comparisons across the Federation.

How many exclusions have there been? 1 from the SRB.

The Executive Head said that the document would also be issued to staff.

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

The Chair said that she had monitored the marking policy before Christmas; she found that it was embedded at Bacton. She had returned to Mundesley to speak to the pupils about it at Mundesley Infant School. She had taken out children from each year group. Some were unable to explain the symbols. They could always explain the green, pink and orange, but they were not sure about rulers and ladders. It was explained that a lot of feedback was verbal; some symbols were in their books as a record of what had been said to them.

Steve Lunniss and Jennie Rooke had done Deep Dive safeguarding at Mundesley schools. Steve Lunniss had written a report. They were not always challenged by children or staff when they had taken off their badges and walked around the schools.

It was recommended to have different coloured lanyards to make Governors easier to pick out. Also Governor badges should carry their pictures. Badges should be returned by Governors who leave.

Kevin Cheetham would do Deep Dive safeguarding at Bacton. ACTION: Kevin Cheetham

13. Committee Reports

Leadership and Finance: The following had been done on 26 March: Budget Revision 1 agreed, School Benchmarking Report Card reviewed, Update on Sports Grant received.

Premises and Health & Safety: The following had been done on 26 March: Health & Safety walk had been done round Mundesley Infant and many of the jobs were minor. The Committee Chair reported that the Mundesley kitchen now had 5 stars after re-inspection. **Governors thanked the Premises Team on the improvement to the premises.**

School Effectiveness: Data was received - SATs results were good at Bacton, less good at Mundesley Junior, as expected. Data shows they had made expected progress. It had also been noted that teacher assessments were correct, in line with results.

14. Receive Governor Visit Reports

See 12 above.

15. Governor-led SIDP initiatives

The careers fair had been organised for next June. The Chair said she would also like to join the organising group of Ed Maxfield and Jennie Rooke as she envisaged an annual event to which all the Mundesley pupils would be invited.

It was reported that a recent visit to the UEA had had a big impact on many children.

Coast Fest had been a resounding success. There had been great community engagement and very favourable comments had been received. It was hoped that it would be extended next year into the earlier part of the day so more children's work would be sold to fund raise.

What is happening about road parking at Mundesley? Reminders had gone to parents again. Zigzag lines and some missing lines would be painted. Parents had been asked for suggestions as to how to improve parking. It had also been an item for discussion in the Parent Forum.

16. Record Governor training / feedback from training

The Chair had done Prevent training.

There was a DfE opportunity for Governor training for two people; the Chair had booked and asked Kevin Cheetham also to participate.

17. Safeguarding Report

This had been reported on the Federation Profile. Helen Peck reported that she had done a one-page safeguarding audit. She explained that SGO = Special Guardianship Order. ***Governors noted the comparatively large number of SGO children in Bacton, other categories and the number of families accessing help from the Family Support Team.***

Are numbers of safeguarding concerns increasing? Yes, across the Federation this year. It had been decided to use an online reporting and storage system called My Concerns from September, removing the problem of missing paperwork or information stored elsewhere, etc. Lunchtime behaviour would also be included. ***Will all the staff be trained?***

There would be another member of the FSP team trained in Safeguarding next year. DSOs (Designated Safeguarding Officers) are more than compliant as they have training every year. They do a lot of safeguarding training for staff and provide a monthly newsletter.

Cause of concern: how integrated is the procedure between schools? My Concern will link with the other schools in the Federation and can be passed on at transition to other schools.

Is there a way to link the system with the Local Authority? No, but information can be uploaded and printed off when needed. Helen said that a County audit on safeguarding is done every other year; it includes comprehensive feedback.

The Head advised that he had visited an outstanding school which was using the system. It would save a lot of time and information would be available to others if staff were absent.

A safeguarding audit had been done by the Chair with Helen Peck. It would be uploaded to Governor Hub.

18. SEND/LAC Report

This had been reported on the Federation Profile.

Helen Peck said that they had spent time overhauling the processes that the schools are using. The SENCOs had also produced a leaflet about SEN Support. She explained that since the new Code of Practice 2014 teachers had responsibility for all the children in their class, including those with SEN. Numbers of children who were LAC or PLAC were provided. She explained that PLAC were Post-looked After Children, but it was difficult to classify children correctly unless the details of their early life were known.

Bonnie Duffield explained that the funding system for SEN had changed. Now all schools had to apply for extra SEN funding. County had substantially underestimated the amount of money that schools would request, so they had doubled the amount available. ***Is that enough now?*** It is still a lot less than is needed.

19. MAT Update

Nothing to report.

20. Confidential items

None.

21. Dates for next year’s meetings

These would be agreed by the Head and Chair before advising dates to Governors.

22. Any other business

A Governor asked for the timetable of future CPD. It would be provided when available.

Summer Clubs - These were activities, experiences and days out for vulnerable groups. Sarah Dallimore asked for extra drivers for some of the events. She would post a notice on the Governor Hub noticeboard with dates.

The Chair thanked all staff and Governors for their hard work. The Executive Head agreed.

The meeting closed at 8.30 pm.

ACTION ITEMS

Action	By whom?	By when?
4. Skills Audit to be sent out again for completion.	Chair / All Governors	September
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	When available.
4. Kevin Cheetham to be invited to the next Safeguarding training.	Helen Peck	
10. Rev Andrew Jones to be asked to be the Whistleblowing Governor.	Chair	ASAP
10. Whistblowing to be an agenda item on every FGB agenda.	Clerk	

12. Safeguarding monitoring to be done.	Kevin Cheetham	