

The Coastal Federation

Bacton Primary, Mundesley Infant (SRB) and Junior Schools



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Meeting of Full Governing Body

Monday 3 December 2018 at 5.00pm at Mundesley Junior School

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

Present: Annie Edwards (Chair), Jennie Rooke, Julie Watts, Helen Peck, Simon Wakeman (Executive Head), Jen Tupper, Kevin Cheetham, Jenny Goodman (Associate Governor), Gill Leah (Clerk).

1. Consideration of Apologies for Absence

Apologies were received and accepted from Bonnie Duffield, Sarah Hutt, David Hopkins, Abi Howlett, Rev Andrew Jones, Steve Lunnis [by email retrospectively]. No apologies were received from Ed Maxfield.

2. Declaration of business interest / conflict of interest

None.

3. Confirm minutes of the meeting of 15 October 2018

The minutes of the meeting of 15 October 2018 were agreed by the Governors and signed as a true record by the Chair.

4. Matters arising from the minutes of 15 October 2018

- Only one skills questionnaire had been returned. Governors were asked again to complete it.

ACTION: Governors

- Rev Andrew Jones had still to complete the finance training.

ACTION: Rev Andrew Jones

- Kevin Cheetham would do the Deep Dive safeguarding monitoring at Bacton soon.

ACTION: Kevin Cheetham

- Code of Conduct and Register of Interests still to be completed by one governor.

ACTION: Rev Andrew Jones

- Parents had agreed to participate in the PTFA and Parents' Forum. The Chair advised that Kylie Betts was now Chair of the PTFA and a Treasurer had also been appointed. Two parents were willing to become Governors. It would be investigated whether one could be appointed by the Local Authority. The Clerk would contact Educator Solutions.

ACTION: Clerk

- A monitoring form would be written about the Safeguarding training at the beginning of term.

ACTION: Kevin Cheetham

- The Clerk was asked to contact Governors again re a preferred date for in-school training on Monitoring by Educator Solutions.

ACTION: Clerk

- An induction pack for new Governors was being compiled.

ACTION: Steve Lunniss

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

5. Confirm Governor roles and responsibilities

Julie Watts was asked if she would take over the role of PE/Sports. She would be willing to do so, but wished to drop SEND and keep More Able.

The Clerk was asked to put this on the agenda for the next Full Governors' Meeting when more Governors would be present.

ACTION: Clerk (agenda item)

6. Agree and sign Governors' Code of Conduct and Register of Interests

This was done by those Governors who were present who had not previously done so.

7. Keeping Children Safe in Education - proof of online training / questionnaire

Keeping Children Safe in Education: proof of online training had been provided by Kevin Cheetham, Julie Watts, Annie Edwards and Jennie Rooke. Some Governors had still to do this.

ACTION: Jen Tupper, Ed Maxfield, Rev Andrew Jones, Steve Lunniss

8. Ratify Budget Revision 2

Revision 2 of the budget had been reviewed and agreed at the recent Leadership & Finance meeting. **Governors ratified it.**

9. Ratify Bacton School Fund and Bacton Friends' Account

Bacton School Fund and Friends' Account had been agreed at the recent Leadership & Finance meeting. **Governors ratified it.**

10. Ratify policies

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

- Health & Safety
- Lone Working
- Anti-Fraud, Bribery and Corruption
- Dignity at Work
- Teacher Appraisal
- Child Protection and Safeguarding
- Behaviour Management

- Behaviour and Anti-Bullying
- Teachers' Pay
- Governors' Allowance

The Governing Body ratified the policies.

The Child Protection and Safeguarding Policy would be changed when appropriate to correspond with the change of DSL's name on signs around school.

11. Agree attendance targets

The national target was 96.1%. Mundesley Infant was at 96.1% and Mundesley Junior at 97.46%.

12. Federation Profile / Senior Leadership Report

This had been on Governor Hub. Governors had been asked to read it in advance of the meeting and prepare any questions they might have.

Has the racist incident been reported to County? Yes, and parents had been informed.

Governors noted there had been one parental complaint for Mundesley Junior. This had been dealt with appropriately.

When are the windows being installed in the Junior School classroom doors? This would be done in February half-term.

Safeguarding

Helen Peck reported the following updates: There was a new CAD system to replace MASH plus new thresholds for action. The Family Support Team do a lot of early help work using Thrive. Re My Concerns (online): since September there had been nearly 600 reports. She felt it reflected the importance placed on safeguarding. She could access the information at home, which was helpful.

Does everyone use it? Some preferred to speak to her instead; but she was confident that safeguarding in the schools was good.

SEND

Have any high needs funding applications been agreed? This will be known shortly; feedback will also be provided on applications which have been refused. Money for children with EHCPs was now available.

NAPs (Norfolk Assessment Pathways), an assessment scheme, had been bought in for use with Pre-Key Stage children in order to measure progress.

LAC

Governors noted that there was 1 LAC child at the Junior School and 1 Post-LAC at Bacton.

13. School Quality Assurance Framework (Governor Monitoring)

15. Receive Governor visit reports

The monitoring had been agreed for individual Governors to do before the end of term. Some had already been done.

Ed Maxfield had monitored Pupil Premium.

Annie Edwards had monitored the 8 week plan; a look-round and book scrutinies at Mundesley Infant School with the Executive Head; she would do the same at Bacton after Christmas.

A book scrutiny of SEN children had been done with Bonnie Duffield; as a result, a change to the marking policy was planned. Julie Watts had also monitored SEN at Mundesley Infants.

Kevin Cheetham would monitor attendance and data at Mundesley Infants.

Kevin Cheetham and Annie Edwards had met with Sarah Hutt and gone through possible Ofsted questions.

Kevin Cheetham and Julie Watts would write monitoring reports for any school trips they went on.

14. Receive Committee Reports

Minutes of all Committee meetings were on Governor Hub.

Leadership and Finance: The following had been on the agenda: Revision 2 of the budget, various policies, finance audit, Bacton Pre-School. Charging for travel on a minibus had also been discussed. Various options were being considered and it would be discussed again at the next meeting. The Parents' Forum would also be asked for their views.

Premises and Health & Safety: A Premises Walk of Mundesley Infant School was done.

16. Progress on Governor-led SIDP initiatives

Careers fair: ***Jen Tupper would provide some advice on organising this.***

17. Record Governor training / feedback from training

Kevin Cheetham had done a second session of his Governor training course. He recommended it to anyone who wanted to be a better Governor. He now had a task to do. He had prepared a questionnaire for children to find out what they did after school, etc. This would be done across all three schools. He would share his draft with Governors.

ACTION: Kevin Cheetham

18. Safeguarding Report

Safeguarding had been reported in the Senior Leadership Team Report.

19. SEND/LAC Report

SEND/LAC had been reported in the Senior Leadership Team Report.

20. Curriculum Review (following Ofsted briefing) including 8 week plan

Annie Edwards and Simon Wakeman had attended an Ofsted briefing. Ofsted would now look at the breadth of the curriculum. Following that, it had been decided to have a review of the curriculum to see what works well, etc. The 8 week plan was a starting point. They were currently producing a report on the impact of it; for example, they had learned that doing maths in the afternoon was not a problem for the children. They were adding value to their learning; an example of this was that children from the Infant School taught Year 6s how to make boats, while Year 6s taught the Infants how to make poppies.

Governors had also been provided with a document as preparation for an Ofsted visit.

21. Bacton Pre-School

The Executive Headteacher reported that Sandcastles Pre-School had now closed. There was a proposal for the Federation to open its own Pre-School at Bacton, called Starfish. There would be a meeting with the LA next week to ascertain more information. It is important to ensure that more children do not leave; already 2 or 3 pupils were leaving because there was no Pre-School provision in the village for their younger siblings. 17 families are affected by the closure.

What are the implications? We need to ensure that it is financially viable. The School owns the building. As the Pre-School is a charity, all its assets cannot be sold but must be transferred to another charity; they could be transferred to Bacton PTFA.

Staffing is the biggest expense. Are there too many people on the staff? The Business Manager will work out the costs.

What are the financial implications for the schools of the federation? What happens if it makes a loss? The schools cannot put money into it so their budgets are unaffected.

What about the time that school staff spend on it? The secretary at Bacton will do some of the paperwork. David Hopkins will be the Line Manager.

Could there be redundancies? If there are, the Pre-School Committee will deal with them; there is an insurance policy to cover that.

Governors were asked the following questions:

Do you wish there to be a Pre-School at Bacton Primary School?

Do you give Federation staff the mandate to explore the options, decide which is the best option and go ahead?

Governors agreed both unanimously.

22. Report by Whistleblowing Governor

Rev Andrew Jones was not present; however, he had told the Leadership & Finance meeting the week before that there had been nothing to report.

23. Any other business

None.

The meeting closed at 6.30 pm.

Meeting of Full Governing Body

Monday 3 December 2018 at 5.00pm at Mundesley Junior School

ACTION ITEMS

Action	By whom?	By when?
4. Skills Audit to be sent back to Chair completed.	Governors	ASAP
4. Online finance training to be done.	Rev Andrew Jones	ASAP
4. Deep Dive Safeguarding to be done at Bacton.	Kevin Cheetham	Spring term
4. Code of Conduct and Register of Interests to be signed.	Rev Andrew Jones	Next meeting
4. Educator Solutions to be contacted re parent becoming LA Governor.	Clerk	ASAP
4. Monitoring report on Safeguarding training to be completed.	Kevin Cheetham	ASAP
4. Date for in-school training by Educator Solutions to be arranged.	Clerk / Governors	ASAP
4. Steve Lunniss to complete induction pack.	Steve Lunniss	
5. Governor roles and responsibilities to be discussed again.	Clerk (agenda item)	Next FGB meeting
7. Keeping Children Safe in Education - proof of training to be provided.	Jen Tupper, Ed Maxfield, Rev Andrew Jones, Steve Lunniss	ASAP
17. Draft questionnaire to be circulated to Governors.	Kevin Cheetham	