

# 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

Monday 25 February 2019 at 5.00pm at Mundesley Junior School

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

Present: Annie Edwards (Chair), Jennie Rooke, Simon Wakeman (Executive Head), Jen Tupper, Kevin Cheetham, Bonnie Duffield, Abi Howlett, Steve Lunnis, Ed Maxfield, Jenny Goodman (Associate Governor), David Hopkins (from 5.20) (Associate Governor), Sarah Hutt (Associate Governor), Gill Leah (Clerk).

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

Apologies were received and accepted from Rev Andrew Jones, Helen Peck and Julie Watts.

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

None.

### **3. Confirm minutes of the meeting of 3 December 018**

The minutes of the meeting of 3 December 2018 were agreed by the Governors and signed as a true record by the Chair.

### **4. Matters arising from the minutes of 3 December 2018**

- The Chair would resend the Skills Audit to Governors. A full Governing Body audit also needs to be done. **ACTION: Chair /**

#### **Governors**

- Kevin Cheetham would write up a report of the Deep Dive safeguarding monitoring at Bacton. **ACTION: Kevin Cheetham**

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

**ACTION: Rev Andrew Jones**

- A parent was willing to become a Co-opted Governor. It would be investigated whether Educator Solutions had a candidate for a LA Governor. **ACTION: Clerk**

- The in-school training on Monitoring by Educator Solutions would take place this Thursday.  
**ACTION: Governors (not Staff)**
- Questionnaire to be sent out.  
**ACTION: Kevin Cheetham**

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

#### **5. Confirm Governor roles and responsibilities**

Julie Watts would be asked to continue monitoring SEND and Greater Depth (with Kevin Cheetham). The new Governor would be asked to take on the role of Sports and PE.

#### **6. Discuss Governor appointments and succession planning**

Annie Edwards and Kevin Cheetham were both willing to continue as Governors into a new term of office. The following Governors' terms of office would run until 1 September 2019: Bonnie Duffield, Rev Andrew Jones, Julie Watts, Helen Peck, Ed Maxfield, Jennie Rooke. They were asked to consider whether they would be willing to continue as Governors and inform the Chair. Governors were also asked to suggest suitable potential Governors.  
**ACTION: Governors**

#### **7. Agree and sign Governors' Code of Conduct and Register of Interests**

This would be done at the next meeting.

#### **8. 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 send it to Helen Peck.  
**ACTION: Jen Tupper, Ed Maxfield, Rev Andrew Jones, Steve Lunniss**

#### **9. Ratify Budget Revision 3**

Revision 3 of the budget had been reviewed and agreed at the recent Leadership & Finance meeting. **Governors ratified it.**

#### **10. Ratify SFVS**

This had been reviewed and agreed at the recent Leadership & Finance Meeting. **Governors ratified it.**

#### **11. Ratify charging for trips in the minibus**

This had been discussed at a recent Parents Forum. They had decided that a charge would be appropriate for trips which were not swimming or sports events. It had also been included in a newsletter to parents without any negative response. The Leadership & Finance Governors had agreed a contribution by parents of £1 for trips up to 10 miles and £2 for longer trips. **Governors ratified it.**

#### **12. Ratify Policy: Equal Opportunities in Employment**

The policy had been available on School Bus and had been agreed in Committee.  
**The Governing Body ratified the policy.**

### **13. Agree new Governors' Induction Document**

Steve Lunniss had written an induction document for new Governors. It had been on Governor Hub. **Governors thanked him for his hard work and approved it.**

### **14. Updated Federation Profile / Senior Leadership Report**

The updated Profile had been recently available on Governor Hub.

The Executive Head went through the key points: attendance at MIS had dropped due to illness. Holidays in term time were still a big problem - at least 10 holiday requests had been received since Christmas. However, it was a reasonable assumption that younger children would have worse attendance than juniors.

**Why is there a difference between boys' and girls' attendance?** That is hard to explain; some girls have recently left the school. Persistent absence is higher in MJS than in MIS. There had been one exclusion at MIS.

Child Protection: At MIS there are no cases but only because the Local Authority are reluctant to take on cases; the Family Support Team are giving support.

FST have seen 17 children.

**Can we break that down for monitoring purposes?** The DSLs now meet once a fortnight to discuss the children and their needs, so that they can prioritise support. It also takes the form of supervision which provides mutual support.

**Governors were pleased that the FST were able to do so much to help.** Other schools have asked to come to see what is being done. Ofsted have remarked on the service. It is very successful.

SEND: SEND Support numbers had been updated. **Does the new assessment work well?**

Bonnie Duffield explained how NAPs (Norfolk Assessment Pathways) works and how beneficial it would be in tracking progress of SEN children. As a result targets have been set for the SEN children. It can be used in conjunction with Pupil Asset. Bacton had also done the NAPs assessments. **Jennie Rooke has met Helen Peck to discuss it.**

The SRB had now been included in the Profile as it was a significant part of the last Ofsted inspection.

David Hopkins said that there had been a focus at Bacton on multiplication. There had been a baseline assessment and a final assessment would be done soon re recall of times tables. **Is that just for KS2?** The whole school.

**The Chair had monitored the 8 week plan - she had attended the launch to parents.**

**What happened to the 8 week plan at MJS?** It was completed. Staff had changed their timetables in accordance with children's preference. They were more aware now that children liked to be more active during the school day.

There was a list of CPD by staff.

**Is there a link to a new school?** Yes, in Suffolk. The school had Outstanding in Early Years provision and had extended freeflow into Year 4. Some members of staff would visit the school.

### **15. School Quality Assurance Framework / Governor monitoring**

**The Chair will produce a new monitoring form to include a space for recording safeguarding and behaviour.**

**ACTION: Chair**

**Jen Tupper will monitor maths Greater Depth.**

**Julie Watts was asked to focus on writing Greater Depth.**

**The Chair had done Safeguarding monitoring updates.**

**The Chair had reviewed progress of the Pupil Premium Plan at Bacton. She had still to do this at Mundesley.**

**Jennie Rooke had monitored SEND at Bacton and the 8 week plan.**

***She said that she was volunteering in the SRB twice a week.***

#### **16. Receive Committee Report: Leadership & Finance**

Minutes of the meeting were on Governor Hub.

The following had been discussed:

Budget Revision 3

Sports Partnership - they were planning to charge £1500 as opposed to £650 last year.

Plans for the outdoor trail - not yet available.

Capital funding from Government - possibly to be spent on a more efficient heating system at Mundesley.

#### **17. CONFIDENTIAL ITEMS: Proposed Pre-School at MIS; Staffing Restructure, Other**

[There are Confidential minutes here.]

#### **18. After-School Club at MJS**

Providing childcare from 8 in the morning until 6 could be a way of attracting more pupils. Two members of staff have expressed an interest. Parents were being consulted to see if it is a viable proposition.

[BD left the meeting 6:45].

#### **19. Progress on Governor led SIDP Initiatives: Community engagement, raising aspirations (career fair)**

Plans for the careers fair were underway. Bacton Year 6 would come to Mundesley Junior School to do persuasive writing of letters asking people to participate. Governors were asked to provide names of people who could also be contacted who could talk about their careers.

##### **ACTION: Governors**

The Chair said she wished to involve every year group in the project. Therefore Year 6 would put on a 'speed dating' session for the rest of the school population. They would each make a presentation of a particular career and children would vote for their favourite.

Re community engagement: The Executive Head reported that he had received a visit from George Walker who had previously been a Chair of Governors; he made a donation to school funds.

#### **20. Record Governor training / feedback from training**

The Executive Head and Chair had been on a monitoring training session at VNET.

There would be a 'Monitoring in Practice' training session from Education Solutions this Thursday in school.

#### **21. Bacton Pre-School Update**

Interviews had taken place for a Manager and a Deputy. One person had been offered a post. However, it would not be possible for her to take up the position as her qualifications were insufficient.

The Business Manager and Chair had become Committee members.

There had been a lack of support from the Local Authority.

[AH and EM left the meeting 7:00.]

## **22. Report by Whistleblowing Governor**

Rev Andrew Jones was not present; however, there had been nothing to report.

## **23. What has this meeting done to improve provision and outcomes for children?**

- Pre-School provision
- After-school Club
- Pupil Premium data monitoring
- Family Support Team's work to support families and pupils
- Attendance
- Careers Fair: raising aspirations

## **24. Any other business**

The Achievement & Standards meeting was cancelled, due to the fact that Annie Edwards and Jen Tupper were unable to attend; also three members of staff would have to attend two meetings consecutively. A new date was arranged for 19 March.

Kevin Cheetham announced that he would be working to prepare Year 6 towards getting Greater Depth in Maths SATs.

The Executive Head advised that the next two years of calendars for school terms had been published. School staff preferred that, instead of having 4 INSET days at the beginning of September, there should be 2 days of INSET in September so that children returned in the middle of the week, and further INSET at the beginning of the Spring term. Parents would need to have advance notice - there would be a link to the dates on the Federation website. School buses would need to be sorted out. ***It should be included in a newsletter.***

The meeting closed at 7:10pm.

# 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 again by Chair and completed. Governor audit to be done.	Governors / Chair	ASAP
4. Deep Dive Safeguarding at Bacton - monitoring report to be completed.	Kevin Cheetham	ASAP
4. Code of Conduct and Register of Interests to be signed.	Rev Andrew Jones	Next meeting
4. Monitoring report on Safeguarding training to be completed.	Kevin Cheetham	ASAP
4. In-school training by Educator Solutions to be held on Thursday 28 February.	Governors	28 February
4. Draft questionnaire to be circulated.	Kevin Cheetham	ASAP
6. Governors to advise the Chair of their wish to undertake an additional term of office. Governors to advise the Chair of any potential Governor candidates.	Governors	
8. Keeping Children Safe in Education - proof of online training to be sent to Helen Peck.	Jen Tupper, Ed Maxfield, Rev Andrew Jones, Steve Lunniss	ASAP
15. The Chair to provide a new monitoring form.	Chair	ASAP
19. Names of people who could talk about their career to be provided.	Governors	ASAP