

The Coastal Federation

Bacton Primary, Mundesley Infant (SRB) and Junior Schools



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Meeting of Full Governing Body

Monday 29 April 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, Julie Watts [until 5:50], Abi Howlett, Steve Lunnis, Ed Maxfield, Jenny Goodman (Associate Governor), David Hopkins (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 Bonnie Duffield.

2. Declaration of business interest / conflict of interest

None.

3. Confirm minutes of the meeting of 25 February 2019

The minutes of the meeting of 25 February 2019 were agreed by the Governors and signed as a true record by the Chair.

4. Matters arising from the minutes of 25 February 2019

- The Chair had resent the Skills Audit to Governors. Steve Lunnis provided his completed one. Governors were asked to email or send a paper copy. **ACTION: Governors**
- Code of Conduct and Register of Interests still to be completed by one governor. **ACTION: Rev Andrew Jones**
- The in-school training on Monitoring by Educator Solutions had not taken place as only three Governors had attended. This needed to be rearranged. **ACTION: Clerk**
- The Chair had not heard that any Governor wished not to renew their term of office. Staff would be asked for nominations as Staff Governor. **ACTION: Executive Head**
 - Keeping Children Safe in Education: proof of online training had been provided by Steve Lunniss. Some Governors had still to send it to Helen Peck.

ACTION: Jen Tupper, Ed Maxfield, Rev Andrew Jones

- The Chair asked for suggestions of suitable people to talk at the Careers Fair to be provided by email.

ACTION: Governors

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

5. Ratify Budget 2019

The Business Manager advised that she had submitted to County a 1 year budget as there was a large deficit in Years 2 and 3. She would do more work on it at the time of Revision 1. This had been agreed by County. The Leadership & Finance Committee had been happy to accept it. ***It was ratified by the Full Governing Body.***

6. Agree and ratify policies: Admissions, Safeguarding and Intimate Care, Missing Child, Uncollected Child

These policies had been added recently, incorporating changes needed by Pre-School's opening. The Admissions, Safeguarding, Missing Child and Uncollected Child Policies had been on Governor Hub. The Intimate Care Policy was shared with Governors at the meeting. It had been on School Bus for a short time and had already been approved by four Governors.

The policies were agreed and ratified by the Full Governing Body

7. Ratify Policies agreed by Committees:

- **Charging and Remission**
- **LGBTQ**
- **Starfish Charging**
- **First Aid**
- **Freedom of Information**
- **Minibus**
- **Administration of Medication**
- **Asthma**

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

The Governing Body ratified the policies.

8. Updated Federation Profile verbal update

This had been updated and presented to Governors at the last FGB meeting. All Governors were able to access the most up to date version.

Attendance was 93.5% at Mundesley Infant and 96% at Mundesley Junior and Bacton Schools. Persistent absentees had decreased. Holidays at the Infant School were a significant issue despite parents being fined. There had also been a big bout of illness - 50% in some classes. Younger children were sometimes not encouraged to come to school, especially in families with mental health issues. All the schools sent home attendance certificates weekly. There was £10 for the highest attending class. The Infant and Junior Schools together were on target. They had bought into a basic package from County which gives consultation over the phone; however, they were considering buying the full package next year, which included a full review and training, using Pupil Premium money.

A Governor said he would like to be invited to a review.

Exclusions - there had been two - one at Bacton and one at Mundesley Infant. There had been one parental complaint which had been dealt with.

9. School Quality Assurance Framework / Governor monitoring

Premises and Health & Safety Committee Governors had done a Health & Safety walk at Bacton recently.

Annie Edwards had done a book look at Bacton focusing on marking, especially topic marking. She had monitored the 8 week plan.

Jennie Rooke had monitored the 8 week plan.

Kevin Cheetham had done a Deep Dive Safeguarding visit at Bacton. He had monitored the Colour of Curiosity topic.

Annie Edwards and Simon Wakeman plus the two Heads of School would meet soon to put regular monitoring requirements and events into the Annual Plan.

10. Receive Committee Reports

- Leadership & Finance

The minutes of the meeting were on Governor Hub.

The following had been discussed: Budget, school meal price rise, policies, plans for the new outdoor trail, update on Pre-School.

The Executive Head reported that the design company had just been to the school to discuss further the design of the three phases of the outdoor trail. It would cost £1500 to have the plans drawn up. They would proceed with building the first phase using PTFA and capital money. It was hoped that the designs and initial build would encourage parents to fundraise for subsequent phases.

How much will it cost? Between £10,000 and £12,000 per phase. The first phase will be suitable for all pupils from Early Years onwards, while the last phase would consist of a tall tower with climbing walls and a zip wire.

Can we justify spending that? The money will not come out of the school budget. The Business Manager will apply for grants. The PTFA will raise money, which will improve parental engagement. It could be opened up to parents after school once a week.

Would all Federation children be able to use it? Yes.

- Premises and Health & Safety

The minutes of the meeting were on Governor Hub.

The Committee Chair reported that the following had been discussed: policies, an asbestos audit, the adventure trail, the Shipwreck project.

- Achievement and Standards

The minutes of the meeting were on Governor Hub.

The Committee Chair reported that the following had been discussed: Data for the three schools in depth, including the new format for data, the SIDP/SEF updates, monitoring.

Governors were informed that at Bacton everything was on track - phonics was above, KS1 down by one child, KS2 in line with national or above.

Governors were advised that at Mundesley Infant there were 6 children coming into Reception next year. Phonics - urgent action was needed. There had been staffing problems and 5 children had left the school. There would be a dip in results, not a trend.

Mundesley Junior - parents had been told what action needed to be taken to improve their child's results.

11. Pre-School Update

The Pre-School at Bacton, Seahorses, had had its open day on Friday. 7/8 children had come with their parents. Parents generally wished for full-time, so it had been decided to run the Pre-School

on Monday, Wednesday and Friday full-time. There were currently two children in it. The Pre-School Manager had done a lot of work in preparation on the building and on policies. There were still tasks to be carried out, e.g. signage, better website, setting up Facebook and Twitter accounts. At the end of the Summer term, there will be a review to decide whether to change the opening arrangements.

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

The After-School Club was now in its second week. The Chair was organising invitees to the Careers Fair.

13. Record Governor training / feedback from training

The 'Monitoring in Practice' training session from Education Solutions had not gone ahead as only three Governors attended. It was decided that "Pupil Premium and Vulnerable Groups" would be chosen instead. Governors agreed that a Tuesday would be the best evening - in June (not 18th). It was felt that it would also be appropriate for Governors who were members of staff to attend.

ACTION: Clerk

14. Report by Whistleblowing Governor

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

15. What has this meeting done to improve provision and outcomes for children?

- Pre-School opening
- Attendance
- Report on data
- Policies
- Careers Fair: raising aspirations

16. Any other business

- Security - a Governor said that the front gate to the Mundesley Schools' car park had not been properly shut and locked recently. The Site Manager would be asked to sort it out.

ACTION: Site Manager

- Staff Evaluation Audit - the Chair would email it out to Governors for completion.

ACTION: Chair / Governors

- Jackie MacDonald was leaving Bacton staff on Wednesday. Governors were invited to the school for a presentation.

The meeting closed at 6:15 pm.

Meeting of Full Governing Body

Monday 29 April 2019 at 5.00pm at Mundesley Junior School

ACTION ITEMS

Action	By whom?	By when?
4. Skills Audit to be completed by Governors.	Governors	ASAP
4. Code of Conduct and Register of Interests to be signed.	Rev Andrew Jones	Next meeting
4. Staff to be asked for nominations for Staff Governors.	Executive Head	ASAP
4. Keeping Children Safe in Education - proof of online training to be sent to Helen Peck.	Jen Tupper, Ed Maxfield, Rev Andrew Jones	ASAP
4. Names of people who could talk about their career to be provided to Chair.	Governors	ASAP
13. In-house training from Educator Solutions (Pupil Premium and Vulnerable Groups) to be arranged for all Governors to take place on a Tuesday in June.	Clerk	ASAP
16. The front gate to Mundesley Schools' car park was not shutting and locking properly.	Site Manager	ASAP
16. A Self-Evaluation Audit would be sent to Governors for completion.	Chair	ASAP