

The Coastal Federation

Bacton Primary, Mundesley Infant (SRB) and Junior Schools



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

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Meeting of Full Governing Body

Tuesday 16 July 2019 at 6.30pm at 9 Beach Road, Mundesley

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

Present: Annie Edwards (Chair), Jennie Rooke, Bonnie Duffield, Simon Wakeman (Executive Head), Jen Tupper [from 7:10], Abi Howett, 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, Kevin Cheetham and Julie Watts.

2. Declaration of business interest / conflict of interest

None.

3. Review membership of the Governing Board. Approve appointments and re-appointments, succession planning

The following Governor did not wish to extend their term:

Bonnie Duffield

The following Governors did wish to extend their term of office:

Rev Andrew Jones, Julie Watts, Helen Peck, Ed Maxfield, Jennie Rooke (Co-Opted).

Annie Edwards will be stepping down in the very near future but understands that at the moment there is no one to act as chair so will be returning in September until the issue is resolved.

There were now two vacancies for Parent Governors and a vacancy for LA Governor; the Chair and Executive Head would ask interested people to complete the appropriate paperwork.

Governors approved all the changes to the Governing Body.

4. Confirm minutes of the meeting of 29 April 2019

The minutes of the meeting of 29 April 2019 were agreed by the Governors and signed as a true record by the Chair.

5. Matters arising from the minutes of 29 April 2019

- The Skills Audit still needed to be done. **ACTION: Chair / Governors**
- In-school training by Educator Solutions to be rearranged for the Autumn term. **ACTION: Clerk**
- A Self-Evaluation by Governors still needed to be completed. **ACTION: Chair / Governors**

All other matters were not now necessary, had been actioned or were an agenda item.

6. Ratify Budget Revision 1

The Business Manager advised that she had produced a three year balanced budget. This had been due to natural staffing adjustments. Governors were impressed that now instead of having a deficit there would be a surplus.

It was ratified by the Full Governing Body and signed by the Chair.

7. Ratify policies agreed by Committees: Family Support Lone Working, Charging and Remission, Redundant Equipment, Bad Debt

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

The Governing Body ratified the policies.

8. Ratify Freedom of Information and Record Management Policies

These policies had been reviewed but no changes had been made. ***The Governing Body ratified the policies.***

9. Updated Federation Profile / Headteacher's Report (including report on SEN / LAC / Safeguarding)

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 at all times on Google Docs. All the new results had been included for each school. The Executive Head reported that:

Attendance figures were all above national and Bacton's significantly so.

There had been a number of fixed term exclusions in the SRB. They were no longer prepared to have the child in the SRB so he had been returned to his home school.

There had been no parental complaints.

The structure of the Senior Team had been updated: Abi Howett would take over as Head of Infant School and Simon Wakeman would be Head of Junior School. Mel Skinner would be KS2 leader.

Other changes are: Emmy Croft would take over DSL and share the SENCo role and the English lead role.

A number of staff were leaving, as had been reported at Leadership & Finance.

There were now environmental themes for the names of classes at Mundesley.

Educational visits: Governors were advised that the following had been planned for next year:

Hilltop in February (Y3), Bruce Grove (Y5), Isle of Wight (Y6).

10. School Quality Assurance Framework / SIDP Update / Governor monitoring

The Executive Head reported that the format of the SIDP would remain the same but headings would change in line with Ofsted's new framework. The SEF will be included. The Senior Leadership Team would meet to update the School Quality Assurance Framework as the feedback from the Bacton Ofsted needed to be included.

The Chair would provide a suggested template.

ACTION: Chair

11. Receive Committee Reports: Leadership & Finance, Premises and Health & Safety and Schools' Effectiveness

- Leadership & Finance

The minutes of the meeting were on Governor Hub.

The following had been discussed: the revision of the budget, School websites audit, themed audit, RAG rating (mostly green), update on Starfish, financial audit to be done in January.

- Premises and Health & Safety

The minutes of the meeting were on Governor Hub.

The Committee Chair reported that the following had been discussed: new checklist for premises walks to be used next year, new adventure trail (being installed on 5 August). A premises inspection of Mundesley Infant had been done; there had been a reduction in issues.

- Schools' Effectiveness

The minutes of the meeting were on Governor Hub.

The Committee Chair reported that the unvalidated results for the three schools had been discussed.

12. Report on Pupil Premium / Sports Grants

This would be completed once costings had been provided. It would be presented to the next Achievement & Standards meeting next term.

13. Safeguarding Audit

This is on Governor Hub. ***It had been checked by the Chair of Governors.***

14. Sal's Shoes

This is a charity (Toe to Toe) which had been recommended by Rev Jones whereby used shoes are donated to help children in Ghana. This would be discussed by the School Council next term.

ACTION: School Council

15. Wellbeing and Workload

There was nothing to report.

16. Headteacher's Performance Management Review

A date had been arranged for the next Performance Management.

17. Annual Governance Statement

Governors agreed that this would not be done this year.

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

The Chair reported that the Careers Fair had been very successful. ***A monitoring report had been written by Jen Tupper.*** The subsequent feedback by the children to other younger children had not happened due to shortage of time.

How did it fit into the goal of Greater inspiration? Children were very interested and learned a lot. Some comments were "the job was very intriguing"; "the veterinary nurse was very easy to talk to"; "lots of lovely information". It had been very well organised. Next year it would happen again, and also the subsequent feedback.

The Breakfast Club had proved very popular and more children than expected were attending.

19. Record Governor training / feedback from training

None.

20. Report by Whistleblowing Governor

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

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

- Big savings on the budget.
- School results - positive outcome, including much improved set of results from the Junior and Infant Schools.
- Bacton's Ofsted Report had been very good.
- Careers Fair had been successful.

22. Dates of future meetings

The dates of the first FGB and Achievement & Standards meetings were decided. The Executive Head would provide 'week beginning' dates for future meetings for Governors to give their preferences.

ACTION: Executive Head / Clerk / Governors

23. Confidential item

There is a confidential minute here.

24. Any other business

The Executive Head thanked those Governors who were leaving for their service on the Governing Body. He also thanked Sarah Hutt who would be greatly missed.

The meeting ended at 7.40pm.

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ACTION ITEMS

Action	By whom?	By when?
5. Skills Audit to be completed by Governors.	Governors	ASAP
5. 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
5. A Self-Evaluation Audit would be sent to Governors for completion.	Chair	ASAP
10. A SIDP template to be provided.	Chair	ASAP
14. Sal's Shoes to be discussed by School Council.		Next term
22. Dates of future meetings to be decided.	Executive Head / Clerk / Governors	ASAP