

The Coastal Federation

Bacton Primary, Mundesley Infant (SRB) and Junior Schools



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Meeting of Full Governing Body

Tuesday 15 October 2019 at 5.30pm at Mundesley Junior School

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

Present: Annie Edwards (Chair), Simon Wakeman (Executive Head), Helen Peck [arrived 5:50], Steve Lunniss, Jennie Rooke, Kevin Cheetham, Julie Watts, Rev Andrew Jones, Ed Maxfield, Abi Howett, David Hopkins (Associate Governor) [arrived 5:50], Jenny Goodman (Associate Governor), Gill Leah (Clerk).

1. Consideration of Apologies for Absence

Apologies were received and accepted from Jen Tupper.

2. Election of officers

This agenda item was postponed to the end of the meeting. Annie Edwards would step down as Chair then. (See agenda item 20).

Governors were advised that Annie Edwards had agreed to stay on as an Associate Governor in an advisory capacity. She would be willing to have a monitoring role and be involved in events such as the careers fair.

There would now be five vacancies to be filled. School would organise an election of parent governors.

3. Confirm minutes of the meeting of 16 July 2019 including confidential minutes

The minutes of the meeting of 16 July 2019 were agreed by the Governors and signed as a true record by the Chair.

4. Matters arising from the minutes of 16 July 2019

- The Skills Audit had not yet been completed. The Chair suggested that Educator Solutions be asked to do, as their in-house training, a Self-Evaluation and Skills Audit for Governors as this had not been done for some time. It would be useful to wait for Governor vacancies to be filled first. The Clerk was asked to organise a date. **ACTION: Clerk**

- Rev Andrew Jones would make a presentation to the School Council about Sal's Shoes.

ACTION: Rev Andrew Jones

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

5. Committees:

- i. Review of Delegation Planner

This was agreed unamended.

- ii. Review Committee Structure and Membership

There were no changes.

6. Agree Governor Roles and Responsibilities

The following changes were agreed:

Steve Lunniss would be the Sports Premium and PE Governor.

Kevin Cheetham would take on Safeguarding and Safer Recruitment and not Greater Depth.

All other roles would remain the same until new Governors were appointed.

This to be an agenda item at the next meeting.

ACTION: Clerk (agenda item)

7. Agree and sign Governors' Code of Conduct / Keeping Children Safe in Education

The Governors' Code of Conduct was signed by all those present. Others would be asked to do it at the next FGB meeting.

ACTION: Jen Tupper / New Governors

Governors were asked to sign Keeping Children Safe in Education online on My Concern.

ACTION: All Governors

8. Complete Register of Interests

These were updated and re-signed. Governors who were absent would be asked to do so at the next FGB meeting.

ACTION: Jen Tupper / New Governors

9. Ratification of the Budget

Not applicable.

10. Executive Headteacher's Report

A pack was given to all Governors containing information such as a one page summary of data for each school, what schools are good at, priorities for each school with Federation targets in red.

This had already been reviewed by the Achievement & Standards Committee. The Executive Headteacher explained that Ofsted's main focus would now be on the curriculum.

The Federation Report of July 2019 was on Governor Hub as well as the Interim Federation Report to Governors containing the following: attendance, with a breakdown of pupil premium pupils, girls/boys; exclusions; staffing structure; class structure; which staff members Governors should speak to about monitoring. All the documents were on Governor Hub.

A Governor noted that attendance at Mundesley Infant was currently higher than at the Junior School. There is some persistent absence at Mundesley Junior School.

Is there a breakdown of pupil premium for boys and girls separately? Not yet.

What is happening about the SRB? It will be a unit for primary aged children. The swimming pool would be the best location as it would give access to the Junior School, Infant School and car park for transport. It would be a modular building with two large classrooms. It was planned to be finished by next September, if not before. The Head would send further information to Governors.

How many children would it be for? 10 KS1 and 6 KS2.

What is happening to the Surestart building? Ed Maxfield had queried that at County Hall but there was no definite information.

11. Annual Monitoring Programme

The Executive Head provided a simple online template which included termly monitoring needs picked up from the SEF. This could be added to as necessary. It would be a record of monitoring that had been done with links to monitoring reports.

Some Governors said they did not yet have access to the Google Drive. This would be provided.

ACTION: Executive Head

12. Review of Minibus Leasing

This agenda item had been requested by Governors in order to check the use and viability of using minibuses. The Business Manager stated that leasing one minibus was better value for money as the second one was not often used, partly due to lack of drivers. Children were taken to Victory swimming pool in two trips. If a second minibus was needed for a trip, one could be hired for the day.

13. Ratify Policies

- SEND: This had already been approved on School Bus and agreed in Committee. The names in it would be changed to ensure it was up to date.
- Safeguarding: This had been approved on School Bus.

Governors ratified the policies.

14. Agree attendance targets

These were set at the national target.

Kevin Cheetham stated that his monitoring of attendance over the last year or so had shown that the schools were working hard to ensure good attendance.

15. Committee Report: Achievement & Standards

The Chair of the Committee was not present. Minutes of the meeting of 7 October 2019 can be found on Governor Hub in the Achievement & Standards folder.

16. Headteacher Performance Management

The Performance Management Governors were the Chairs of the Committees and the FGB Chair. As it would be Kevin Cheetham's first time, it had been decided to buy in the services of an advisor as part of the VNET package.

What would be their purpose? They facilitate, support and challenge the Governors.

Could the money be better spent? It would provide useful CPD for Governors. It would not be necessary to have every year. It would also help with the Performance Management of the Heads of School.

17. Safeguarding Report

Helen Peck reported on the current status of safeguarding across the Federation. At Mundesley Infant, Abi Howett, as DSL, had spent a great deal of her time on safeguarding issues after the Summer break. Since the involvement of social workers was rare at present, a lot of time was taken with attending meetings, writing notes, etc. Helen Peck said that the Head of School at Bacton had taken on some of the cases at Bacton as her time teaching in the classroom was affected. However, safeguarding was seen as a strength of the school. County have said that our safeguarding measures were rigorous and that staff were knowledgeable.

Governors asked for an example. She provided one.

What are the problems? There is pressure on the workloads of Social Workers; the thresholds have changed; there is an impact on the children's learning.

Helen said that they may prefer to use an alternative online tool to My Concern, called CPOMS. Although My Concern simplifies reporting, it is not always reliable.

What is the cost? It would be more expensive. **Governors asked that the Leadership & Finance Committee should look at this during their next meeting.**

ACTION: Clerk (agenda item)

Safeguarding training was done in September. Staff who missed it or are appointed after that time will be able to watch a video of the training and given time to ask questions face to face afterwards.

A Governor asked whether the SRB was still having an impact on staffing at Mundesley Infant school. There was a time last term when there was a shortage of staff in the SRB.

However, that was short-term and there are now no problems. There are benefits in that they can provide advice and resources.

18. SEN/LAC Report

Emie Croft has started her SEN training. She will support Bonnie Duffield. The SEN numbers at Mundesley Infant have gone up; two families have recently arrived who have several children with special educational needs. Intervention at Bacton has now started with the arrival of a new member of staff. There are five Education Health & Care referral needs assessments in the pipeline. NAPs (Norfolk Assessment Pathways) is being used; it is an assessment tool that shows small progression steps. Funding requests are very time-consuming as the SEN budget has to be accounted for, and only a small amount of money is available.

Is it possible to get 1:1 support? It would be possible to organise supervision at lunchtime.

What is the SEN budget spent on apart from on TAs? Educational Psychologist assessments, Speech & Language Therapists, training, resources.

19. Report by Whistleblowing Governor

No whistleblowing concerns had been received. Recently an email had been sent to the Whistleblowing email for checking purposes; a response had quickly been received, so the system was working.

20. Election of Officers

The Clerk asked for nominations for Chair.

Kevin Cheetham was nominated by Julie Watts, seconded by Steve Lunniss and elected unanimously.

Kevin Cheetham chaired the remainder of the meeting.

Steve Lunniss was nominated by Jennie Rooke, seconded by Rev Andrew Jones and elected unanimously as Vice-Chair.

The Executive Head thanked Annie Edwards for her time, patience, etc., which had brought the Federation to the successful place it is. All agreed.

The Chair called for Governors to spend more time in school if possible, even on an informal basis.

21. Any other business

What is the impact of this meeting?

Safeguarding, monitoring programme, minibus.

What is the impact of the new staff? All have settled in well.

22. Confidential item

[Helen Peck left the meeting. There is a confidential minute here.]

The meeting closed at 7.35 pm.

ACTION ITEMS

Action	By whom?	By when?
4. Educator Solutions to be asked to do Governor self-evaluation and skills audit as their training package.	Clerk to organise date.	As soon as new Governors are in place.
4. Presentation on Sal’s Shoes to be made to School Council.	Rev Andrew Jones	
6. Governor roles and responsibilities to be reviewed	Clerk (agenda item)	Next FGB
7. Code of Conduct to be signed.	Jen Tupper/ New Governors	Next FGB
7. Keeping children safe in education - proof of online training / questionnaire to be provided.	All Governors	ASAP
8. Register of Interests to be completed.	Jen Tupper/ New Governors	Next FGB
11. Google emails to be provided to Governors to allow all to access Google Drive.	Executive Head	ASAP
17. Review of online safeguarding tool to be an agenda item.	Clerk	Next L & F meeting