

# The Coastal Federation Governing Body

Bacton Primary, Mundesley Infant (SRB) and Junior Schools



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## Meeting of Full Governing Body

Tuesday 3 December 2019 at 5.30pm at Mundesley Junior School

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

**Present:** Kevin Cheetham (Chair), Simon Wakeman (Executive Head), Steve Lunniss, Jennie Rooke, Julie Watts, Rev Andrew Jones, Emie Croft, Ed Maxfield, Katherine Kingswell, Jeremiah Williamson, Abi Howett [from 6:10], David Hopkins (Associate Governor), Jenny Goodman (Associate Governor), Gill Leah (Clerk).

### **1. Welcome to New Governors**

Four new Governors were appointed to the Governing Body: Emie Croft (Co-opted), Katherine Kingswell (Parent), Jeremiah Williamson (Parent) and Alix Mann (Co-opted). Alix Mann had sent his apologies but the others were welcomed and introductions made. Governors would have a Google email and be invited to Governor Hub, where there is a folder "Information for New Governors" including the Induction information. New Governors were encouraged to book "Governor and Trustee Induction" via Governor Hub (Educator Solutions icon / Training).

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

Apologies were received and accepted from Helen Peck, Alix Mann and Jen Tupper.

### **3. Confirm minutes of the meeting of 15 October 2019 including confidential minutes**

The minutes of the meeting of 15 October 2019 were agreed by the Governors and signed as a true record by the Chair.

### **4. Matters arising from the minutes of 15 October 2019**

- It had been suggested that the self-audit of the Governing Body be done with Educator Solutions as part of their in-house training offer to Governors. However, Governors could do this independently. An alternative in-house training course would be suggested next year.  
**ACTION: Governors**
- Rev Andrew Jones would reschedule a presentation to the School Council about Sal's Shoes for the Spring term.  
**ACTION: Rev Andrew Jones**

- Some Governors had advised that they could not log into their new Google email accounts. The Executive Head would resend details and ensure that they could do so. The email addresses on School Bus would be changed to the gmail address, as will those on Governor Hub.  
**ACTION: Executive Head / Business Manager / Clerk**

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

## **5. Review of Associate Governors**

The Chair said that it was standard practice to appoint Associate Governors for a finite term. Their role was purely advisory and they did not have a vote. It was agreed that all Associate Governors (Jenny Goodman, David Hopkins and Annie Edwards) had a valuable contribution to make and therefore their position was appropriate. This would be reviewed on an annual basis by the Governing Body.

## **6. Review Committee Membership**

The list of the membership of the Committees was on Governor Hub. New Governors were invited to join a Committee that was appropriate to their interest/experience/skills. The following was agreed:

Alix Mann would join the Premises and Health & Safety Committee

Katherine Kingswell would join the Achievement & Standards Committee

Jeremiah Williamson would join the School Effectiveness Committee

Emie Croft would join the Leadership & Finance Committee.

## **7. Agree Governor roles and responsibilities**

No changes were made.

## **8. Agree and sign Governors' Code of Conduct / Keeping Children Safe in Education / Register of Interests**

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 / Alix Mann**

## **9. Agree Budget Revision, MIS PTFA audit, MJS PTFA audit, BPS PTFA audit, MIS Fund audit, MJS Fund audit, BPS und audit and federation activity accounts**

Budget Revision - This had been reviewed and discussed at the Leadership & Finance Committee meeting. It had been recommended that it should be ratified by the Full Governing Body. The Business Manager invited Governors to speak to her at any time if they had any further questions about it.

***Is the budget in good shape?*** It is fairly healthy. Pupil numbers are constantly changing, which is one difficulty.

***The Budget Revision was ratified by the Governing Body and signed by the Chair.***

PTFA Audits for Mundesley Infant, Mundesley Junior and Bacton Primary Schools - All 3 documents had been reviewed and discussed at the Leadership & Finance Committee meeting. It had been recommended that they should be ratified by the Full Governing Body.

***The three School PTFA audits were ratified by the Governing Body and signed by the Chair.***

Fund Audits for Mundesley Infant, Mundesley Junior and Bacton Primary Schools - All 3 documents had been reviewed and discussed at the Leadership & Finance Committee meeting. It had been recommended that they should be ratified by the Full Governing Body.

***The three School Fund audits were ratified by the Governing Body and signed by the Chair.***

Federation Activity Accounts - These had been reviewed and discussed at the Leadership & Finance Committee meeting. It had been recommended that the accounts should be ratified by the Full Governing Body. ***The Federation Activity Accounts were ratified by the Governing Body and signed by the Chair.***

## **10. Executive Headteacher's Report including SEND / LAC / Safeguarding Reports**

The Federation Profile to Governors had been put together by the Senior Leadership Team and had been on Governor Hub.

***Governors noted data for attendance, exclusions, incidents that have been recorded, etc.***

Re attendance: All schools were above national of 96.1%.

***Does attendance affect finance the schools receive?*** No. However, it is a duty to ensure that all children have a good attendance. There has been a big increase in attendance from 3 years ago. Attendance is discussed by the SLT every two weeks. A letter is written to parents when absence falls below 90%. Staff work with families to improve attendance, which in some cases is due to arriving late. The Local Authority fines parents who take their children out of school for holidays. Attendance was also broken down into boys/girls. There was no huge disparity, although boys' attendance was lower than girls' at Bacton and Mundesley Infant.

There had been a fixed term exclusion at Bacton. There were no permanent exclusions.

***A Governor noted that Looked After Children were doing well.***

There had been two racist incidents. ***Has one pupil been the focus? Is there support for both parties?*** Yes. All parents were engaging in the process.

There had been no parental complaints.

There had been one Freedom of Information request for a child's records.

***What steps were taken to deal with the incident with Social Media in Year 6? Was it a safeguarding issue?*** This referred to a conversation via WhatsApp between pupils in the Junior School and involving a pupil from another school. The Executive Head had spoken to all the Year 6s and the Head of the other school and contacted parents. He had suggested that parents periodically check their children's phones.

Safeguarding - Abi Howett reported that numbers had now gone up since the report was written. There were now 2 Children In Need and 4 on Early Help at Mundesley Infant. She stated that 90% of her timewais taken up with safeguarding issues. Many children are accessing support from the Family Support Team. The Executive Head felt that it was an indication that safeguarding was picked up very quickly and schools were very thorough. The Federation is considering moving from My Concern to another system which has better features, in the hope that it would save time and also provide an overview of poor behaviour.

### SEND / LAC

[David Hopkins apologised and left.]

The Executive Head reported that Safeguarding and SEN are on the Senior Management Briefing agenda.

It was reported that there had been a significant increase in children on the SEN Record. There had been four new EHCPs (children with Education, Health & Care Plans) at the Infant School and 3 at the Junior School. Emie Croft is now doing the SENCo role at Mundesley Junior. She explained that some new families had moved into the area.

***Governors were impressed by the work done to help SEN children.***

**A Governor enquired about the status of the SRB proposals.** This was an agenda item.  
**A Governor asked why there was no training record for Bacton staff.**

### **11. Ratify Policies**

- Anti-fraud, Bribery and Corruption Policy
- Probation Procedure and Probation Policy
- Lone Working
- Asbestos

These had been approved on School Bus and recommended to be ratified by the Full Governing Body in Committee.

**All the policies were ratified by the Full Governing Body.**

### **12. Annual Monitoring Programme**

The link to the monitoring programme had been provided. This was reviewed.  
The SEN Review had still to be done once a convenient date was found.

**ACTION: Julie Watts / Jennie Rooke**

The Sports Premium would be monitored next term.

**ACTION: Steve Lunniss**

In the Spring term the SIDP priorities should be monitored. It was agreed that the Executive Head would make requests to Governors for areas to be monitored, e.g. curriculum development; this could be done through talking to the children.

### **13. Pupil Premium**

**Ed Maxfield had made a visit to monitor this.** He would write a report on it.

**ACTION: Ed Maxfield**

He said that he had no concerns about how the money was being spent. **He had booked on to Pupil Premium Monitoring training in January and would make another monitoring visit after that.**

### **14. Special Resource Base Update**

The Executive Head explained the proposal, which had already been discussed in Committee, that the present SRB should be extended; work could begin in September. The LA were about to start a consultation.

**Do parents know yet?** They will very soon. There will be an open evening. Parents, staff and governors will be consulted.

**A Governor was concerned that it might be sited on the field.** This would not happen. It is meant to be an integral part of the school.

**Will it come out of our budget if there is work to be done, e.g. on the swimming pool site?** There will be no building costs; staff costs will be the Federation's responsibility.

**A Governor was concerned about staff being taken from the schools to man the SRB in the case of staff shortages, as happened last year. She was worried about the children's education being at risk.** Last year was a unique situation. Staff were moved from the Infant School as there was some overstaffing, thereby preventing redundancies. It was unlikely to happen again, as there was a strong team currently in the SRB. An upside is that SRB staff could provide their expertise in support of school staff.

### **15. Committee Report: Leadership & Finance / Premises and Health & Safety**

Minutes of the meetings of 26 November 2019 were available in the Documents folder on Governor Hub. The respective Chairs went through the agenda items.

#### **16. Report by Whistleblowing Governor**

No whistleblowing concerns had been received.

#### **17. What has this meeting done to improve outcomes for children?**

The governance of the school had been broadened through new Governors.

The Federation had a secure budget.

The SRB - this will have a positive effect on children in Norfolk as well as the Federation.

Governors noted that the SLT take safeguarding very seriously.

#### **18. Any other business**

Crossing patrol at Bacton - ***A Governor had made frequent enquiries with the Fire Service about the status of this.*** The Fire Service is now responsible. A traffic audit had still to be done. The advertisement for the position has only just been posted. A Governor said how bad the parking outside the school is. It is unsafe at times.

***Governors were concerned about the safety of children.***

School Newsletters - ***A Governor said that he was no longer receiving the newsletter.*** In future it will be a phone-friendly version which will link to the Google calendar and the Instagram feed.

#### **19. Proposed staff salary increases**

[The following people left the meeting as it may have been confidential: Abi Howett, Emie Croft, Jenny Goodman; however, no names were mentioned. Ed Maxfield also left the meeting.]

The Executive Head reported that appraisals of staff had been done, based on the targets set from the previous year. The decision had been made about who would progress up the pay scale. ***The Chair of Governors had discussed and reviewed it with the Executive Head. He was satisfied that everything was in order.***

The meeting closed at 7.25 pm.

## ACTION ITEMS

Action	By whom?	By when?
4. Educator Solutions to do a Governor self-evaluation and skills audit and arrange in-house training with Educator Solutions.	Governors	
4. Presentation of Sal's Shoes to be made to School Council.	Rev Andrew Jones	Spring term
4. Google emails to be resent to Governors to allow all to access Google Drive. Gmail addresses to be used on School Bus and Governor Hub.	Executive Head / Business Manager / Clerk	ASAP
8. Register of Interests to be completed.	Jen Tupper/ Alix Mann	Next FGB
12. SEN monitoring to be done.	Julie Watts / Jennie Rooke	
12. Sports Premium monitoring to be done.	Steve Lunniss	Spring term
13. Pupil Premium monitoring report to be written.	Ed Maxield	ASAP