

# The Coastal Federation Governing Body

Bacton Primary, Mundesley Infant (SRB) and Junior Schools



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## Meeting of Full Governing Body

Tuesday 28 April 2020 at 5.30pm via Google Meet  
(during 'lockdown' due to Covid-19)

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

**Present:** Kevin Cheetham (Chair), Simon Wakeman (Executive Head), Steve Lunniss, Jennie Rooke, Annie Edwards, Helen Peck, Jen Tupper, Alix Mann, Rev Andrew Jones, Emie Croft, Abi Howett, David Hopkins (Associate Governor), Jenny Goodman (Associate Governor), Gill Leah (Clerk).

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

Apologies had not been received from Ed Maxfield and Jeremiah Williamson.  
Julie Watts had technical issues and could not take part in the meeting

### **2. Declaration of Business Interest / Conflict of Interest**

None.

### **3. Virtual Meetings**

The Clerk was asked to provide a policy for Governors to agree.

**ACTION: Clerk**

### **4. Confirm minutes of the meeting of 3 December 2019 for later signature by the Chair**

The minutes of the meeting of 3 December 2019 were agreed by the Governors and will be signed as a true record by the Chair when possible.

**ACTION: Chair**

### **5. Matters arising from the minutes of 3 December 2019**

- The self-audit of the Governing Body could be completed during this time of lockdown.  
**ACTION: Governors**
- Rev Andrew Jones would reschedule a presentation to the School Council about Sal's Shoes when schools return.  
**ACTION: Rev Andrew Jones**
- Since it was now not practical to complete the Register of Interests in paper format, Governors were invited to complete on Governor Hub under the tab 'Declarations' on their own Profile [Alix Mann had done this].  
**ACTION: Jen Tupper**

- SEN monitoring to be done after Schools return. **ACTION: Julie Watts / Jennie Rooke**
- Sports Premium monitoring to be done via an online meeting. **ACTION: Steve Lunniss**

All other matters had been actioned or were an agenda item. Some Governors felt there was generally a need to prioritise staff and pupil wellbeing and support.

## **6. Governors**

Katherine Kingswell had resigned. Alix Mann was welcomed to his first Full Governing Body meeting.

The following Governors' terms of office would come to an end this term: Jen Tupper, Kevin Cheetham and Steve Lunniss. All were willing to stand again for another term of office. ***This was agreed by Governors.*** **ACTION: Clerk (on Governor Hub)**

## **7. Headteacher's verbal update**

The Executive Headteacher had uploaded the Federation Profile on Governor Hub, giving up to date information.

There was an update to SEN: Mundesley Infant had had two Education Health & Care Needs referrals accepted, one of which had gone to mediation. An additional one was under consideration. At the Junior School all EHC applications had been approved: 3 plans had been written and one was pending. One child has had a dual placement at another school agreed for September and other children may leave to alternative provision. The Junior School currently has twice the national average of EHCPs which shows that there is a high level of need in the area. Bacton has 2 children with EHCPs; one of the children has been refused a special school placement. There would be difficulties around children in Year 6 having a good transition. Governors were advised that the funding arrangements would continue in the Summer term.

## **8. Support being given to parents / carers during COVID-19**

The Executive Headteacher advised that staff had been working very hard to provide education outside the classroom.

***What support is being given?*** The Junior School has used Google Meet to talk to their children. This will also happen in the Infant School when email addresses have been provided. Some families are receiving weekly or twice-weekly phone calls; staff ask to speak to the children as well. If necessary, the families are put in contact with the PSAs for support.

***Are there any families who you have not had contact with?*** At Bacton contact has been made with everyone. A couple of the children are not logging into Google Classroom. At the Junior School they have identified any children that have not been heard from; phone calls are made or emails sent to parents. A comprehensive record of contact with all children is being made.

***Are you still using My Concern?*** Yes. Any relevant information is being logged.

***Who is currently in school?*** Key workers' children and a vulnerable child. Other vulnerable children may be invited, once a risk assessment is done. The list is being reviewed on a regular basis.

***Is the scheme where police contact school about any incident they have been called to still in place?*** Yes, but they will ring designated people's phones instead of school.

David Hopkins said that parents were pleased with what is happening and appreciative; he had heard nothing negative. Parents use an Instagram page to receive and send back work. A photo of all the staff has been sent out to all the children.

***Governors sent their gratitude to all staff for their hard work under the difficult circumstances. It was agreed that an email should be sent to thank them.***

**ACTION: Chair**

Governors were invited to 'participate' in a virtual cafe on Friday at Bacton.

## **9. Wellbeing and workload for staff and children**

**Have there been any reports of staff having mental health issues?** A WhatsApp group has been set up between staff to keep contact. There have been weekly and sometimes twice weekly meetings on Google Meet. Lots of other informal meetings are happening every day. The Infant teams and Year Group teams are meeting most days to plan, etc. Abi Howett advised that she had regular contact with all staff. A couple of staff members have been flagged up as struggling. Some staff members who prefer to spend more time at work have been given more slots in the work rota.

**Is there social interaction, e.g. quiz?** Yes, a quiz had been arranged and all had been invited.

**A Governor expressed concern that emotional damage would show over time especially as we enter the next phase after lockdown.** It has been recognised that the social distancing restrictions would affect people for a long time and staff are looking out for each other. Adults will inevitably find it more difficult than children.

The Executive Headteacher said that he had started to compile a document listing what needs to be thought about as schools reopen. Staff have been invited to add to the list.

**Is social distancing happening in school for children?** Yes, and children wash hands regularly and parents wait outside in the car park. However, children who are upset and hurt still get contact from an adult if they need it.

**Are face masks available?** The Business Manager said they were currently impossible to get hold of. It was hoped that the Local Authority would give guidance on their use and a supply of them.

## **10. Safeguarding and vulnerable groups update**

Helen Peck reported that she was checking the legislation constantly as there has been regular new statutory guidance. There is a great emphasis on online safety. Some children no longer have a Social Worker due to an influx of crisis cases. CAMHS is still running as normal. Some Ofsted inspectors have been deployed to the Local Authority to help.

## **11. Agree Budget 2020/21**

[There is a confidential element of this item, so it was moved to the end of the meeting. Emie Croft and Helen Peck left the meeting at that item.]

Pupil Premium and Sports Premium funding is not yet known. The decision had been made to stay with BNP as lots of work needed to be done on the schools over the next few years.

## **12. Ratify Policies**

Health & Safety, Driving for Work [approved on School Bus but not in Committee].

Anti-Bribery, Fraud and Corruption Policy, Privacy Notice for Pupils and their Families, Privacy Notice for the School Workforce, Privacy Notice for Governors, School Meal Charging [approved on School Bus and in L & F Committee].

Behaviour - MIJS, Behaviour - Bacton, Teacher Appraisal & Capability, Attendance, Professional Appearance, Safe Touch, Social Network [approved on School Bus and in A & S Committee]

Safeguarding - updated and agreed via email.

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

## **13. Report by Whistleblowing Governor**

No whistleblowing concerns had been received.

## **14. Short precis of meetings of Leadership & Finance, Schools Effectiveness and Achievement & Standards Committees held since last FGB meeting.**

Leadership & Finance [the minutes are on Governor Hub]: The following were discussed: SFVS, Budget Revision 3, RAG rating, themed audit findings and recommendations, online safeguarding tool, proposals for local federation, preparation for Ofsted.

Schools Effectiveness [the minutes are on Governor Hub]: The following were discussed: SIDP priorities for each school.

Achievement & Standards [the minutes are on Governor Hub]: The following were discussed: Development of the Curriculum, Sports and Pupil Premium Plans, Review of SEC timing and purpose.

#### **15. Consider future structure of Committees, especially Schools Effectiveness Committee**

As Ofsted no longer required internal data from schools, it was questioned whether the SEC was necessary, particularly the January meeting. Any data was reported at the Achievement & Standards. The SIDP was also reviewed then. It was not a good use of time for staff to repeat the same information.

***Annie Edwards said that the original purpose of the Committee had been to fine-tune each school and maybe the focus should change in line with Ofsted's new regime.***

***A Governor said that the terms of reference should be reviewed.***

The Headteacher suggested there should be a working party to look at the terms of reference of the two Committees and the frequency and timings of meetings to be reviewed by the FGB in September.

**ACTION: Annie Edwards, Jen Tupper, David Hopkins, Abi Howett, Kevin Cheetham Clerk (agenda item for September)**

#### **16. DBS checks**

The Chair advised that he had not been able to check the Single Central Record in September. There was a discussion about the advisability of doing more frequent DBS checks for staff (say, every four years) compared with the cost of doing them.

***A Governor stated that the police advised the employer if an employee had been arrested.***

Executive Headteacher confirmed that HR Protocol allowed for a check to be done on a member of staff.

***Governors agreed that the Business Manager, the Executive Headteacher and the Chair would consider the options for staff and volunteers and report back to the FGB.***

**ACTION: Chair, Executive Headteacher, Business Manager, Clerk (agenda item)**

#### **17. Confidential item**

[This was postponed until after AOB. Emie Croft and Helen Peck left the meeting.]

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

None.

The meeting closed at 7.50 pm.

## ACTION ITEMS

Action	By whom?	By when?
3. Policy about online meetings to be sourced.	Clerk	
4. Agreed minutes to be signed.	Chair	When possible
5. Skills audit to be done?	Governors	
5. Presentation of Sal's Shoes to be made to School Council.	Rev Andrew Jones	When possible
5. Register of interests to be completed on Governor Hub.	Jen Tupper	ASAP
5. SEN monitoring to be done.	Julie Watts / Jennie Rooke	
5. Sports Premium monitoring to be done online.	Steve Lunniss	
6. Governors' Terms of Office to be extended on Governor Hub.	Clerk	ASAP
8. An email of thanks to be sent to staff.	Chair	ASAP
15. A working party to discuss terms of reference of SEC and A&S to meet.	Chair, Annie Edwards, Jen Tupper, David Hopkins, Abi Howett. Clerk (agenda item)	Next FGB
16. A working party to discuss frequency of DBS checks to meet.	Chair, Executive Head, Business Manager Clerk (agenda item)	Next FGB