

The Coastal Federation Governing Body

Bacton Primary, Mundesley Infant (SRB) and Junior Schools



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

Clerk to Governors | Gill Leah | clerk@coastalfederation.com

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Meeting of Full Governing Body

Tuesday 14 July 2020 at 6.00pm via Google Meet

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

Present: Annie Edwards (Chair), Jennie Rooke, Alix Mann, Emie Croft, Helen Peck, Simon Wakeman (Executive Head), Abi Howett, Steve Lunnis, Jeremiah Williamson, Jenny Goodman (Associate Governor), Gill Leah (Clerk).

1. Consideration of Apologies for Absence

Apologies were received and accepted from Rev Andrew Jones, Kevin Cheetham, Jen Tupper, Julie Watts and David Hopkins.

2. Declaration of business interest / conflict of interest

None.

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

This would be brought forward to the next meeting.

ACTION: Clerk (agenda item)

4. Confirm minutes of the meetings of: FGB of 28 April 2020 including confidential, extraordinary FGB of 21 May 2020, extraordinary FGB of 11 June 2020 including confidential

All the minutes were agreed by the Governors and signed as a true record by the Chair.

5. Matters arising from the minutes of 24 April 2020

- An online meetings policy had been sourced. It would be uploaded to School Bus ASAP for Governors to approve. **ACTION: School**
- The Skills Audit still needed to be done. **ACTION: Chair / Governors**
- Presentation of Sal's Shoes to be made to School Council when possible. **ACTION: Rev A Jones**
- SEN monitoring to be done. **ACTION: J Rooke, J Watts**
- Sports Premium monitoring to be done virtually. **ACTION: S Lunniss**
- Working Party on SEC and Achievement & Standards: this had met. It had been decided that the Schools Effectiveness Committee should be disbanded; instead a School Effectiveness Governor (or two jointly, if preferred) would be appointed for each of the schools who would be an 'expert' on the school and form a good link with the Head of School. Achievement & Standards would become Curriculum and Standards to reflect the focus of Ofsted. That Committee would consist of six members including the School Effectiveness Governors. Governors were asked to consider taking on the role, which would be discussed again at the next FGB. **ACTION: Governors / Clerk (agenda item)**
- Working party to discuss frequency of DBS checks had met. It had been agreed that annual renewal of DBS checks would not be made because of the increased cost. A statement re disclosing offences would be added to the social contract which staff would be asked to sign. **ACTION: Executive Head / Business Manager**

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

6. Ratify Budget Revision 1

The Business Manager had sent an email to all Governors of Leadership and Finance containing Revision 1 and detailed annotations. No queries had been received.

It was ratified by the Full Governing Body.

The FGB Chair invited Alix Mann to consider being the Chair of the Leadership & Finance Committee next term. This would be an agenda item at the next FGB.

ACTION: Clerk (agenda item)

7. Report on progress re partnership with Together Federation

The Working Party on partnership with the Together Federation had met last week with a Working Party from TF and representatives of the LA ; the Chair had also met with the Chair of the TF in person. An informal partnership arrangement had been agreed starting in September. This would allow the Executive Head to start working across all six schools leading up to the formation of a joint Federation in September 2021. The Chair and Executive Head had also met up with the Chair of the Nebula Federation - 6 schools in Norwich - to look at the structure of their Governing Board. They had 16 Governors and four Committees which were similar to the Coastal Federation's. A member of the Working Party said the meeting last week had been very positive. An informal agreement would be finalised at a meeting the next day.

There would be some changes to the roles of personnel as a result. Emie Croft would take on the role of Head of the Junior School. David Hopkins would take on the nominal role of Deputy Executive Head. There would be three Senior Teachers across the Federation, who would be in charge in the event of other staff being absent.

8. Updated Federation Profile / Headteacher's Report (including report on SEN / LAC) limited due to COVID-19

This had been available on Governor Hub. As a result of Covid-19, there were no SATs results, no attendance figures and no exclusions. There were no racist or homophobic incidents to report.

SEN/LAC -

Bacton: A new child was coming into Bacton. Where appropriate there had been weekly contact with children. Generally SEN children had engaged in home learning.

Mundesley Infant & Junior: A teacher was just about to finish training as a SENCo. They had three children with EHCPs agreed. Two children were going to Sidestrand. Two children were coming into Mundesley Junior from another school.

Safeguarding -

Bacton: Helen Peck said that new training would be done in September. She had spent a day a week on phone calls in her DSL role. My Concern was being used for logging incidents. There had been some positive practice arising out of the pandemic.

What will you take away from it as good practice? Weekly contact on the phone with parents / families at a mutually agreed time. Some parents seem more relaxed on the phone rather than face to face.

Mundesley Infant & Junior: The same practices were in place as at Bacton. There is a weekly call made to families that are causing concern. Food parcels / free school meals vouchers etc. had been distributed.

Governors thanked everyone involved in safeguarding and SEN for doing a very good job.

The Executive Head said that all children would return in September. Some Year 5 children were already back at Mundesley Junior and Year 2s in the Infant School. There was a full bubble of 9 children in Year 5 at Bacton. It was felt to be important for children to get back to a normal school life so children had been accommodated if possible. There had also been a Meet the Teacher session for children not in school.

9. Consider and agree checklist in line with "Preparing for September : The Governors' Role"

Governors were asked to read the DfE advice over the Summer holidays. **ACTION: Governors**
The Chair went through the checklist:

- Approve updated risk assessment - this would be shared with Governors as it was updated. It follows policies and procedures throughout. There will be a folder on Governor Hub with all information for parents and links to all relevant documents.
- Agree arrangements for monitoring the risk assessment - this would be done remotely by the Chair and Executive Head before September.
- Approve Safeguarding and Behaviour policies - this would be done in September's FGB.
- Agree a plan to monitor the single central record- KC to do this in school in September.
- School Uniform - ***Governors agreed it should be worn.***
- Health & Safety - SL would monitor in the first half term.
- Monitoring Plan for the curriculum - to be done by School Effectiveness governors.
- Review the financial situation of the school - ongoing.
- Transport arrangements - had been confirmed by Transport.

ACTION: Exec Head / Govs

A September meeting would be arranged.

ACTION: Clerk (agenda item)

10. Safeguarding

This had been covered above.

11. Black History Month

The Chair felt strongly that this should be taught for a month; she would like it to be included in the policy from 2021. It may be offered by VNET as part of their package to schools in Norfolk and she was very keen to promote it in all schools.

Governors noted that classes were now named after influential BAME people. There had been some reaction from parents. However, the Head explained there had been a number of racist incidents in schools which needed to be addressed. Work is now being done on the PSHE curriculum to include black history and other minority groups. ***The Chair asked to be included in the next meeting.***

ACTION: Chair / Emie Croft

A Governor said that it was very important to address it in this area especially since it was not a multi-racial area. It was a part of British values to be accepting of all sorts of people.

Governors voted to agree the above.

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

They are in the process of being updated. The SIDP is combined with the SEF and is a live document. All schools had put in place a recovery programme. Two weeks would be set aside at the beginning of term to address the wellbeing of children.

Would it be possible for Governors to see what is planned? It would be provided.

Will the SIDPs be updated for September? By the end of term.

Are the Head's performance management targets not linked to the SIDP? How do they feed into each other? Data is looked at first. Targets will come from the improvement targets set across the Federation.

13. Report on Pupil Premium / Sports Grants

An announcement by the DfE had been made of the continuation of the sports premium. Anything not spent can be rolled over to next year.

Has the Pupil Premium been used in different ways this year? The Head explained that the majority of it is spent on staffing and will be reviewed next term.

14. Wellbeing and Workload

The Executive Head said that there had been a considerable amount of work for all staff. There had been a full package of online CPD for staff working at home and all staff had been very busy.

There would be a wellbeing questionnaire included in the next SIDP leading to a wellbeing review next year. A member of staff said how nice it was to be back in school teaching again. It had been a very difficult time for DSLs; a wave of issues was expected in September. Feedback from parents showed they had appreciated the tone of school in communications and parents had been very positive; there had only been one issue expressed by a parent about home schooling.

Some practices will continue, e.g. virtual meetings.

Governors said that staff had done a great job.

A Governor expressed his concern that there would be huge mental health issues as a result for some time to come.

Is there anything else that we can do as Governors?

The Executive Head said that having a really supportive Governing Body had been very important; he thanked the Governors.

15. Headteacher's Performance Management Review

The Chair said that the targets should have been reviewed in May but that had not been possible. Some possible dates had been earmarked in September/October to review previous targets and set new targets. The Chair would email dates to Jen Tupper and Alix Mann. **ACTION: Chair**

16. Annual Governance Statement

Steve Lunniss agreed to prepare this.

ACTION: S Lunniss

17. Record Governor training / feedback from training

None.

18. Report by Whistleblowing Governor

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

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

Governors noted the following:

- SEN practices
- Recovery programme for children
- Creation of new partnership
- Black History Month
- Supporting children in their return to school
- Google classroom
- Demonstrating care

20. Dates of future meetings

Some dates had been proposed. The FGB meeting would be brought forward to Tuesday 22 September. The remaining dates would be finalised shortly.

ACTION: Executive Head / Business Manager

21. Any other business

A Governor asked if there was any indication of when there would be a return to some normality. The Executive Head said that he was aiming for normality by Christmas and planning for a full return in September.

The Head thanked the Governing Body for their work throughout the year. He thanked Annie Edwards for stepping in to take over as Chair from Kevin Cheetham. He thanked both Chairs for their work during the year. He thanked all Governors for their commitment on behalf of the school staff.

The Chair thanked all the staff for putting in an incredible amount of time and excellent effort.

The meeting ended at 7.40pm.

Meeting of Full Governing Body

Tuesday 14 July 2020 at 6.00pm

ACTION ITEMS

Action	By whom?	By when?
3. Governing Body Review to be an agenda item.	Clerk	Next FGB
5. Policy about online meetings to be agreed via School Bus.	Governors	ASAP
5. Skills audit to be done.	Chair / Governors	
5. Presentation of Sal's Shoes to be made to School Council.	Rev Andrew Jones	When possible
5. SEN monitoring to be done.	Julie Watts / Jennie Rooke	When possible.
5. Sports Premium monitoring to be done online.	Steve Lunniss	
5. School Effectiveness Governors to be appointed.	Governors (to consider) Clerk (agenda item)	Next FGB
5. Staff contract to include disclosure of offences.	Exec Head / Bus Manager	ASAP
6. Chairmanship of Leadership & Finance Committee to be agreed.	Clerk (agenda item)	Next FGB
9. Tasks to be completed in preparation for the beginning of term.	Governors / Executive Head	
9. FGB to be arranged for September.	Clerk	
15. Possible dates for Exec Head's Performance Management to be emailed to JT and AM.	Chair	ASAP
16. Annual Governance Statement to be written.	Steve Lunniss	ASAP
20. Dates of Governor meetings to be provided to Clerk for inclusion on Gov Hub Calendar.	Executive Head / Business Manager	ASAP