


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 22 September 2020 at 6.00pm via Zoom

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 Lunniss, Jeremiah Williamson, Rev Andrew Jones [from 6.45], Jen Tupper, David Hopkins (Associate Governor), Jenny Goodman (Associate Governor), Gill Leah (Clerk).

1. Consideration of Apologies for Absence

Apologies were received and accepted from Kevin Cheetham, Jen Tupper and Julie Watts.

2. Election of Officers:

Chair (conducted by the Clerk): Nomination - Annie Edwards; all agreed.

Vice-Chair (conducted by the Chair): Nomination – Steve Lunniss; all agreed.

3. Confirm minutes of the meeting of 14 July 2020

The minutes were agreed by the Governors and would be signed as a true record by the Chair.

4. Matters arising from the minutes of 14 July 2020

- The Virtual Meetings Policy had been agreed by Governors and was on School Bus.
- 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 (on 25 September)**
- Sports Premium monitoring to be done virtually. **ACTION: S Lunniss**

- A statement re disclosing offences had been added to the social contract for staff to sign. It was agreed that it would be added to the Code of Conduct which would be signed off by Governors on School Bus. (See Agenda item 8).

Executive Head's Performance Management – this had been arranged for 13 October with the Chair of Governors, Chair of Leadership and Finance and Chair of Curriculum & Standards. The Performance Management of the Heads of School had also been arranged.

- The Governance Statement had been written by Steve Lunniss and would be added to the Governor page of the Federation's website shortly.

- Dates for the year's Governor meetings would be agreed and added to the calendar on Governor Hub.

ACTION: Executive Head, Chair, Clerk

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

5. Committees:

i. Review of Delegation Planner

The Achievement & Standards Committee would now be known as Curriculum & Standards Committee. This would be changed and uploaded to Governor Hub.

ii. Review Committee structure and membership. Appoint Chair of Leadership & Finance Committee

Curriculum & Standards: Jen Tupper (Chair), Kevin Cheetham, Emie Croft, David Hopkins, Helen Peck, Jennie Rooke, Simon Wakeman, Julie Watts, Annie Edwards.
Leadership & Finance: Annie Edwards, Jenny Goodman, David Hopkins, Abi Howett, Andrew Jones, Steve Lunniss, Simon Wakeman, Alix Mann. Alix Mann agreed to be Chair.

Premises & Health and Safety: Kevin Cheetham, Jenny Goodman, Steve Lunniss, Alix Mann, Jennie Rooke, Simon Wakeman.

School Effectiveness: This would be replaced by 3 School Effectiveness Governors.

6. Governing Body Review / Skills Audit

The Chair would send this to the Governors for their completion.

ACTION: Annie Edwards / Governors

7. Agree Governor roles and responsibilities. Appoint School Effectiveness Governors

There was a vacancy for a Parent Governor. Parents would be invited to apply by the School Office.

ACTION: Business Manager

There was also a vacancy for a Co-Opted Governor. It was agreed that the Governing Body Review would be done before appointing a Governor in order to fill any gap in skills.

Abi Howett queried whether she should remain as Staff Governor having subsequently been appointed Head of School. Governors agreed that the best solution would be to appoint Abi Howett and Emie Croft as Associate Governors once replacements for them had been found. This would make all the Heads of School Associate Governors without voting rights. Therefore, a Staff Governor and a Governor should be sought from Mundesley Infant and Mundesley Junior Schools since Bacton was represented by Helen Peck. This would give all three schools some representation. The Chair would communicate with staff.

ACTION: Chair

It was agreed that, when they were in place, Emie Croft and Abi Howett would become Associate Governors instead of Governors.

Link Governors were appointed as follows:

Kevin Cheetham – Mundesley Junior School

Jeremiah Williamson – Mundesley Infant School

Jennie Rooke – Bacton Primary

The Chair would attend the meeting with a Link Governor where a school was due an Ofsted inspection. She explained the role would involve meeting the Head of School every term to gain an insight into the School. It would also involve some monitoring.

The following Governor roles were appointed:

Kevin Cheetham – attendance

Annie Edwards – safeguarding

More able – Julie Watts

SEN –

Core subjects would change. Subjects are now grouped together; a Governor was appointed to each subject group.

Arts (Art & Design, Design & Technology – Annie Edwards

English – Jen Tupper

History, Geography and Languages – Jeremiah Williamson

Maths – Kevin Cheetham

Physical Development, Health & Wellbeing (PSHE and PE) – Steve Lunniss

Science and Computing – Jennie Rooke

Religion and Philosophy – Andrew Jones

8. Agree Governors' Code of Conduct / Keeping Children Safe in Education

This was agreed, subject to the addition of a section on disclosing offences. It would be approved on School Bus.

ACTION: Business Manager, Governors

Keeping Children Safe in Education to be confirmed as read via My Concern. The link would be re-sent to those Governors who had trouble accessing it.

ACTION: Helen Peck, Governors

9. Confirm completion of Declaration of Interests

This to be done on Governor Hub by all Governors (Governing Board / [own name] / view full profile / middle tab at top: Declarations) .

ACTION: Governors

10. Update on partnership arrangement

The Executive Head and the Chair are due to meet the Chair of the Together Federation tomorrow. The Executive Head had had a virtual meeting with the Governors to introduce himself. A further meeting of the working party has been rescheduled. The Partnership Agreement had been sent on the last day of term to the Together Federation and to Country but had not yet been received back.

11. Executive Headteacher's Verbal Report / COVID arrangements

A written report had been provided on Governor Hub.

The Executive Head reported that attendance had been good although a few children had been absent. A lot of children had colds. Disadvantaged children ??

Mundesley Infant School: 96.4% (disadvantaged 97.6%)

Mundesley Junior School: 97.03% (disadvantaged 93.28)

Bacton Primary: 94.99% (disadvantaged 90.36%) - Helen Peck reported that one child at Bacton had significant medical needs. One child had had transport problems which were now resolved.

There had been no exclusions to date. A few children were on part-time timetables.

Full safeguarding update training had taken place.

There were no significant safeguarding issues to report.

Re SEN: There had been a change in systems. In accordance with the SEN Code of Practice meetings will be held with parents of SEN children and targets agreed with them. Targets would also be reviewed at the end of each term. Letters have already gone out to parents inviting them to a meeting. A SEN leaflet had been produced and a video would be created for the website. Governors were advised that children had returned to school with a positive attitude for the most part.

Steve Lunniss had monitored Covid arrangements across the three schools and reported to Governors.

The results of the survey sent out to parents had been included on Governor Hub. Google Classrooms would continue to be used.

Governors noted how hard staff had worked since March. It was a testament to the whole staff team. This had also been included in Steve Lunniss's report.

The Coastal Federation SLT Delegation of Responsibilities had been produced and would be uploaded to Governor Hub.

12. Annual Monitoring Programme

This would be compiled by the Chair and the Executive Head to create a cycle of monitoring including link roles.

ACTION: Chair and Executive Head

13. Ratify Policies: Safeguarding and Attendance

The Safeguarding Policy had been approved via email and was on Governor Hub.

The Attendance Policy had been on Governor Hub; one Governor had requested a minor amendment which had been made. It had subsequently been approved and ratified [by 7 Governors] via Governor Hub.

14. Agree attendance targets

This was agreed by Governors to be 96.1% - the same as last year.

15. Headteacher's Performance Management

The date had been set as 13 October.

16. Safeguarding Report

It was reported that there had been a significant amount of safeguarding concerns both last term and this. Social Services had not been able to provide much support and many outside agencies had not been open. However, there had been good contact with parents and things were improving.

The Chair would arrange to monitor safeguarding shortly.

ACTION: Chair

17. SEND / LAC / Verbal Report

The following data was given:

Mundesley Infant: 8 children (10.6%); 2 EHCPs and 4 applications pending.

Mundesley Junior: 16 children (15.9%); 5 EHCPs and 1 application pending.

9 children were on the Neurodevelopmental Pathway. 1 child had a reduced timetable.
Bacton: 2 EHCPs. Starfish Pre-School have some SEN children. Pupil Premium numbers are very high. One child has not returned to school because his family was sheltering; online education was being provided.

18. Report by Whistleblowing Governor

There had been nothing to report.

19. Any other business

- School Events - The Executive Head advised that events were going ahead as normal, as far as possible. There would be a Harvest Festival. It was planned that a Christmas carol concert would be videoed for parents. There would be reading cafes and a MacMillan coffee morning. Parents consultations would be held online.
- Glossary - A Governor requested a Glossary of Terms. This would be provided as a Google Doc. **ACTION: Executive Head**
- Starfish Pre-School - It was reported that there were now 8 children on roll in the Pre-School and three children would be joining in January. This is very good news as the break-even number is 8.

The meeting ended at 7.25pm.

Meeting of Full Governing Body

Tuesday 22 September 2020 at 6.00pm

ACTION ITEMS

Action	By whom?	By when?
4. Presentation of Sal's Shoes to be made to School Council.	Rev Andrew Jones	When possible
4. SEN monitoring to be done.	Julie Watts / Jennie Rooke	When possible.
4. Sports Premium monitoring to be done online.	Steve Lunniss	
8. Code of Conduct with extra clause to be uploaded to School Bus for Governors to approve.	Business Manager	ASAP
4. Dates of Governor meetings to be agreed between Executive Head, Chair of Governors and Clerk. Clerk to upload to Governor Hub calendar.	Executive Head / Chair of Governors / Clerk	ASAP
6. Governing Body Review / Skills Audit to be done.	Chair of Governors / Governors	ASAP
7. Parent Governor letter to be sent.	Business Manager	ASAP
7. Staff Governor and Co-opted Governor to be found.	Chair	ASAP
8. Code of Conduct with extra clause to be uploaded to School Bus for Governors to approve.	Business Manager / Governors	ASAP
8. All Governors to access My Concern to sign 16Keeping Children Safe in Education.	Helen Peck / Governors	ASAP
9. Governors to complete Register of Interests on Governor Hub (Governing Board / [own name] / view full profile / middle tab at top: Declarations)	Governors	ASAP
12. Monitoring Programme to be completed.	Chair / Executive Head	ASAP
16. Safeguarding monitoring to be done.	Chair	ASAP
19. Glossary of Terms to be provided.	Executive Head	ASAP