

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

Executive Head - Simon Wakeman | exehead@coastalfederation.com | 01263 720401  

Meeting of Full Governing Body

Tuesday 23 February 2021 at 6:00pm via Zoom

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

Present: Annie Edwards (Chair), Kevin Cheetham, Sophie Bugg, Jennie Rooke, Trish Webster, Will Farrow, Steve Lunniss, Sarah Thomas, Jen Tupper, Jeremiah Williamson, Simon Wakeman (Executive Head), Jenny Wood (Associate Governor), Emie Croft (Associate Governor), Abi Howett (Associate Governor), David Hopkins (Associate Governor), Gill Leah (Clerk).

1. Consideration of apologies for absence

Apologies for absence were received and accepted from Rev Andrew Jones and Helen Peck.

2. Declarations of interest (not already recorded on Governor Hub)

None.

3. Confirm minutes of the meeting of 1 December 2020 inc. confidential minutes

These were agreed to be a true record and would be signed by the Chair.

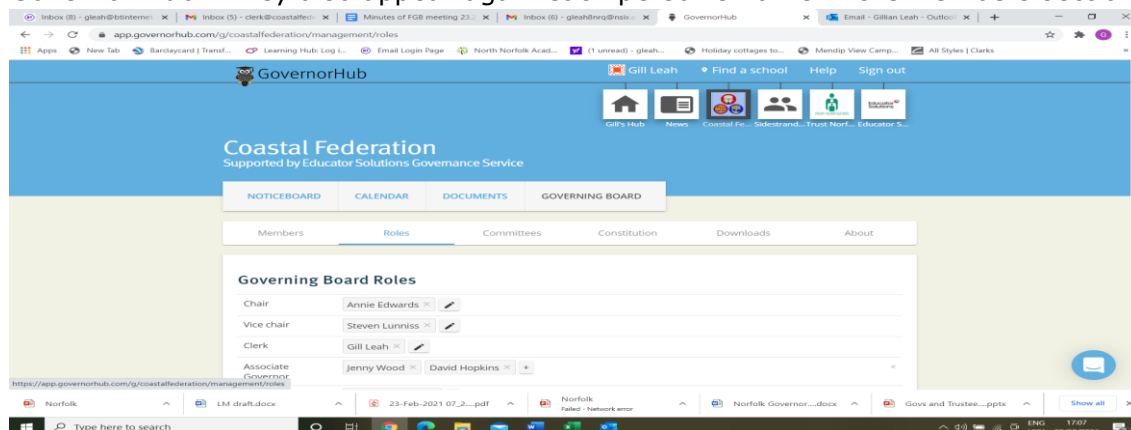
4. Matters arising from the minutes of 1 December 2020

- Presentation of Sal's Shoes to be made to School Council when possible.
ACTION: Rev A Jones
- Information re DBS had been added to the Staff Code of Conduct. It would be uploaded to School Bus to be approved by all Governors.
ACTION: Clerk/Governors
- Skills audit to be done in the Summer term as a useful tool for the new Federation.
- Blurb still needed from Jeremiah Williamson and Annie Edwards.
ACTION: J Williamson / A Edwards

All other actions had been completed or were an agenda item.

5. Governor responsibilities - clarification of roles

Roles were discussed and amended/clarified. [Governors can check their roles in this section of Governor Hub. They also appear again each person's name in the Members section.]



Additional Governor roles:

SRB - Steve Lunniss - monitoring to be done with Lucy Cass and Abi Howett;

Bacton Pre-School - Jeremiah Williamson.

The Chair explained that a brief verbal report twice a year would be required.

Working Party for Partnership/Federation: Will Farrow would join it (in place of Alix Mann who had resigned) if an additional person was required.

6. Verbal report from Executive Headteacher

Due to COVID lock-down schools are only open to children who are classed as either Vulnerable or of Critical Key Workers. Currently at FedSchool we have on average 60 children (compared with 15 children doing the first lockdown) attending across the Federation, broken down into the following;

Bubble/Groupings	Vulnerable	Critical Key Workers	TOTALS
Starfish/Reception	1	7	8
Yrs 1/2	3	12	15
Yrs 3/4	4	10	14
Yrs 5/6	4	15	19
SRB	4		4
TOTALS	16	44	60

- 44 Chromebooks have been lent out to children, Routers and 4G packages have been applied for
- At least 3-5 hours of learning is implemented by teachers each day, although Screen Free Friday has been introduced on Friday's to allow for practical 'family' learning.
- 3 lots of 'paper-pack' learning materials have been issued to supplement the online learning

- Support Staff and SLT are in FedSchool 2 out of 3 weeks, teachers are working from home
- Meeting patterns - 'daily' SLT, weekly bubble meetings teacher and whole staff zoom meetings - all with agendas. Weekly Chair and EHT meetings.
- Vulnerable families are phoned every week (or emailed) - all notes from conversations recorded on CPOMS where necessary if we haven't had contact with them through Google classroom or class teacher contact
- Celebration Assemblies recorded each week using JONK themes
- Facebook/Google Galleries used to celebrate both home and school learning
- MIJS 'The Write Stuff' CPD days to improve writing outcomes for children. This new way of teaching writing is also being used as part of our online English lessons so teachers can put new found knowledge into practise.
- Bacton CPD - Maths Mastery Training

If there were another lockdown, would more Chrome books be needed? If so, how many?

The Government had provided some Chrome books. Some of the older Chrome books had been sent out to children's homes in case of damage. There are sufficient for each Key stage 2 pupil to have one each.

When you contact a vulnerable family, do you talk to the child as well? Often it is a video call to the family home so the parent and the child can both be seen in the home.

7. Update on partnership arrangement

The Chair explained that the meetings had been put on hold for a while. However, the Acting Executive Head at the Together Federation would move to a new position from Easter so the arrangement now would move forward. From Easter Simon Wakeman would become a Partnership Executive Head with his salary split between the two schools. In practice he would probably spend much of his time at the Together Federation at least initially.

The Chair had provided relevant documents on Governor Hub. Although the Working Party had delegated powers, she wanted to get the full approval of the Governing Body.

This was agreed by the Full Governing Body.

What would happen if Simon Wakeman resigned? We would have to advertise for another Executive Head.

Would the amalgamation of the two Governing Bodies be complicated? She explained the process. Both Governing Bodies would stay in place until 31 August; the new joint Governing Body would start on 1 September. In June, Governors would decide whether they wanted to remain on the joint Governing Body; a skills audit would be done to ensure that the new Governing Body would have a range of suitable skills.

Would a Governor be expected to monitor all six schools, e.g. SEND? No.

There would be two hubs, one overarching Leadership & Finance Committee made up of Governors from both Federations; 2 Curriculum & Standards Committees and 2 Premises and Health and Safety Committees. There is currently some research being done about the optimum size of the new Governing Body as it is unusual to have as many as six schools. This can be considered by the Working Party. All Governors would be Governors of the six schools but there would not necessarily be an equal number of governors from each school..

8. Ratify Budget Revision 3 approved in L & F meeting

The Business Manager explained that there had been savings since two of the schools had been closed during lockdown. No additional staff cover had been needed.

This was approved by the Full Governing Body.

9. Update on SRB

Work would be started on 8 March on the building of a 16 place Specialist Resource Base for SEMH (Social Emotional and Mental Health) - 8 Key Stage 1, 8 for Key Stage 2. The completion date had been set for September and it was hoped this was still the case. Abi Howett stated that the school staff had been heavily involved in formulating the curriculum. The SRB would be a beacon for other schools.

10. Update on Bacton Pre-School

David Hopkins advised that during this lockdown the Pre-School had not closed. 5 or 6 children had attended. Before the lockdown numbers would have increased to 12 with one on the waiting list. Any child not attending Fed School does so through parental choice so funds can still be claimed for them. The Pre-School is now financially sustainable.

11. SFVS (Schools Financial Value Standard)

This provides data against which schools can benchmark their spending to ensure it is in line with comparable schools. It had been completed in advance of the deadline and sent to County. No feedback had yet been received.

12. Agree and ratify transfer of revenue to capital

The amount had increased since the Leadership & Finance meeting which had agreed the original proposal. The amount of revenue available had since then increased by about £20000, as set out in the Transfer of revenue to capital document on Governor Hub. It was proposed that £45,900 should be transferred to the capital budget to spend on identified projects to benefit the schools. The projects would be identified on the SIDPs of schools.

This was approved by the Full Governing Body.

13. Consider renewal of subscription of Educator Solutions for Governance advice, support and training

The Full Governing Body approved the renewal.

14. Agree Policy Review Procedure 2021

This was on Governor Hub. It had been updated to reflect best practice. ***Governors agreed the Policy Review Procedure.***

It was reported by the Chair that the Governing Body had received a formal complaint which had been investigated by an independent Governor. The outcomes and findings were fully discussed by the Governing Body and it was noted that procedures had already been put in place before the investigation to prevent such an incident happening again.

The Governing Body agreed that this draft minute would be sent to the complainant.

15. Ratify policies already approved on School Bus:

- Redundant Equipment

- Staffing Adjustment
- Remote Learning
- LGBTQ+

These were ratified by the FGB.

16. Consider and agree change in sweatshirt colour - vote required

The proposed letters to parents about this had been on Governor Hub for discussion by Governors. The Executive Head explained that a change of colour was being suggested; each school would retain its own logo but all the schools would wear the same colour (blue) sweatshirt.

If we are going to join with the Together Federation, would this make the new uniforms redundant? There would be no change to the individual schools' identity.

There was a discussion about the cost implications for parents and the fact that some children would still be wearing the old colour sweatshirts, which could stigmatise them. A Governor wondered whether non-branded sweatshirts could be worn as they were significantly cheaper than buying the official ones.

The Executive Head acknowledged that cost was an issue and would consider using some pupil premium funding to help. Some children currently wore sweatshirts with no logo on, despite signing up to the Uniform Policy, so this would be considered at another time. The Business Manager said that she was trying to find a cheaper but still good quality alternative supplier.

Governors were asked to vote on whether to change the sweatshirt colour: 6 agreed, 3 disagreed, 1 abstained.

Following this meeting the Executive Head would make some changes to the letters to parents and ask Governors for their comments before sending them out.

All Governors agreed this.

17. Safeguarding Report

This will be reported in full at the next FGB meeting.

Vulnerable families are either in Fed School or are in regular phone contact. Safeguarding meetings are taking place virtually. Operation Encompass is still operating but emails are now sent in the event of an incident involving the police.

The Chair reported that she had completed the Safeguarding Audit - all the points were green.

18. SEND / LAC Verbal Report

This will be reported in full at the next FGB meeting.

In Mundesley: All SEND and LAC children are being supported; three new Education Health & Care Plans have been granted.

In Bacton: the number of SEND and LAC children is increasing.

Sarah Thomas had monitored SEND at Mundesley. [Her monitoring report can be found in: Documents / 2020-21 / Governor monitoring.] She was confident that the SEN children would be well supported on their return to school.

19. Governor monitoring

SEND - Sarah Thomas had done it at Mundesley. Jennie Rooke would arrange a new date to monitor at Bacton.

Kevin Cheetham would monitor the SCR (Single Central Record) and Safeguarding.

Will Farrow and Steve Lunnis would monitor the Sports Grant, Pupil Premium and Covid Grant Plans. To be done with David Hopkins and Abi Howett.

Annie Edwards would monitor the curriculum / online classroom. Emie Croft would advise which teachers she should contact.

ACTION: GOVERNORS

20. Report by Whistleblowing Governor

There was nothing to report.

21. What has this meeting done to improve outcomes for children?

- Carry forward of surplus to spend on capital projects.
- New uniform.
- SRB.
- Federation with Together Federation going ahead.
- LGBTQ+ Policy in place.

22. Any other business

- ***The Chair reported that she had carried out some refresher Governing Body Chair training.***
- ***Kevin Cheetham reported on the Governor Briefing meeting he had attended online.*** He felt it had been worthwhile and there were various useful recommendations from it. The documents would be uploaded to Governor Hub for all Governors to read. He recommended it for Governors to attend in the future.
- ***Governors wished to express their thanks to all the staff for the superb job they had done.***

The meeting closed at 8:06.

ACTION ITEMS

Action	By whom?	By when?
4. Presentation of Sal’s shoes to be made to the School Council.	Rev Andrew Jones	When possible.
4. Staff code of conduct to be uploaded to School Bus for approval by Governors.	Clerk/Governors	ASAP
4. Blurb to be provided to Exec Head.	Annie Edwards / Jeremiah Williamson	ASAP
19. Monitoring to be done.	Governors	