

The Coastal Federation Governing Body

Bacton Primary, Mundesley Infant (SRB) and Junior Schools



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Meeting of Full Governing Body

Tuesday 1 December 2020 at 6:00pm via Zoom

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

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

1. Consideration of apologies for absence

Steve Lunniss had sent his apologies. Jeremiah Williamson sent his apologies retrospectively.

2. Welcome to new Governors - introductions

The Chair welcomed everyone, especially the four new Governors - Trish Webster (Staff), Will Farrow (Co-opted), Sarah Thomas (Parent) and Sophie Bugg (Co-opted). The Chair explained that the two Heads of School, Emie Croft and Abi Howett, who had previously been Governors, were now Associate Governors. Julie Watts had resigned. All present introduced themselves.

The Chair suggested that each new Governor should have a 'buddy' and the following pairings were arranged:

Sophie Bugg / Emie Croft

Trish Webster / Abi Howett

Will Farrow / Steve Lunniss

Sarah Thomas / Kevin Cheetham

3. Specific statutory roles for Governors

The following were agreed:

SEND: Sarah Thomas and Kevin Cheetham
History, Geography and Social Understanding: Sarah Thomas
Greater Depth: Kevin Cheetham
EYFS: Sophie Bugg

The Chair said that, if Governors needed to go into school to fulfil their role, they would need to wear a mask and their Governor badge.

Committees: Will Farrow would join the Leadership & Finance Committee.
Sarah Thomas and Sophie Bugg would join the Curriculum & Standards Committee
Trish Webster would join the Premises and Health & Safety Committee.

4. Confirm minutes of the meeting of 22 September 2020

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

5. Matters arising from the minutes of 22 September 2020

- Presentation of Sal's Shoes to be made to School Council when possible.
ACTION: Rev A Jones
 - Information re DBS to be added to the Code of Conduct after investigating new advice. It will then be emailed to Governors to agree.
ACTION: Business Manager, Executive Head
 - Skills audit to be done in the Spring term as a useful tool for the new Federation.
 - Register of interests to be completed on Governor Hub. Those Governors still needing to do this to be emailed.
ACTION: Clerk
 - Monitoring programme: It was noted that monitoring is currently very difficult with Covid restrictions in place.
- All other actions had been completed or were an agenda item.

6. Update on partnership arrangement

The Chair explained the current process and progress re the proposed partnership and federation with another Federation who have had an interim Executive Head for the past 18 months. There are many advantages for both sides. There is currently a 'soft' partnership with them and they need to put in place a restructure and vote to agree the plan before the consultation with stakeholders can start. A provisional timeline has been agreed by the Working Party which starts the consultation in February and finishes at the end of March with a start date for the new Federation of 1 September.

Governors were made aware that the details of this were confidential, as were all the matters discussed by the Governing Body.

7. Federation Profile

The Executive Head explained that the Profile, as well as many other documents, was in Key Documents 20/21 on Governor Hub. It was intended as a reference document to give an overview about the three schools and was updated regularly.

Governors were made aware of the following:
Personnel changes - members of staff leaving and arriving.
Mundesley Junior School was next in line for an Ofsted inspection. There would be a 'Readiness for Ofsted' visit from VNET in the Spring term.

As there had been no 2020 SATs results, the performance indicators dated back to 2019. Attendance - National is currently 84%. All the schools have a much higher attendance than national: 97.32% at Bacton, 97.28% at the Junior School, 96.95% at the Infant School. Attendance of key groups - SEN, LAC (Looked After Children) and PLAC (Post Looked After Children) was in line. There is one child in the Infant School on a part-time timetable. There is no significant difference between boys' and girls' attendance. A standard letter is sent out to the parents of any child with attendance below 90%. Attendance is rewarded by certificates and class rewards.

Is there a pattern re persistent absentees? It is generally either because of poor health or parents who do not get them to school. The schools offer support to families. Attendance can be an indicator of safeguarding issues.

Are they being provided with education while they are at home? If a child is going through a Covid testing process, no work is provided until after the test. Work is provided through e.g. Google Classrooms and work set on the website.

Kevin Cheetham said that he monitored attendance for each school. The mechanisms in place are very rigorous and they are very active in following up absence.

Exclusions - there had been one fixed term exclusion at Mundesley Infant School. The SRB (Specialist Resource Base) will be extended to 16 places and work on the site will start in February.

Safeguarding / LAC / SEND - these were separate agenda items.

Overview of outcomes from monitoring of teaching.

CPD (Continuous Professional Development).

List of events - much shorter than usual due to Covid.

With an Ofsted is there a grade you are expected to get? A good Ofsted is a good way to attract more children. The SEF (School Self-Evaluation Form) is completed by each school giving a grade for each category using accurate judgements. All our schools are currently graded good. It seems that most North Norfolk school pupil numbers are falling, although Bacton's numbers are increasing.

8. Ratify Budget Revision 2

The Chair of Leadership & Finance reported that this had been reviewed in Committee and had been recommended to the Governing Body. ***Governors ratified Budget Revision 2.***

9. Ratify School Fund and Friends audited accounts

The Chair of Leadership & Finance reported that these had been reviewed in Committee and had been recommended to the Governing Body. ***Governors ratified the audited accounts.***

10. Ratify spending on IT

The Chair of Leadership & Finance reported that this had been discussed in Committee. The proposal was to renew IT equipment and provide extra resources for pupils amounting to a value of £17,000. Governors need to authorise spending of more than £5000. Committee members had approved it and recommended it to the Full Governing Body. ***Governors ratified the decision to purchase IT equipment.***

11. Ratify policies approved in Committee

The following policies were ratified:

Remote Learning, SEND Information Report, Health & Safety, Driving for Work, Pay Policy, Behaviour Policy - Bacton.

There was a discussion about continuing to use School Bus to approve policies. As it was necessary for every Committee member to approve a policy before it could pass to the Reading Team, the agenda would include action by those who had not already approved it.

12. Pupil Premium, Sports Premium, Covid Grant Plan Reports

These were all on the website.

Governors were asked to contact the relevant Head of School with any questions.

The Chair of Leadership & Finance had agreed to monitor these.

13. Performance Management

[This was moved to the end of the meeting. Abi Howett, Jenny Goodman, David Hopkins, Emie Croft, Helen Peck, Simon Wakeman left the meeting. There is a confidential minute here.]

14. Safeguarding Report

The statistics had been given in the Federation Profile. They had moved to a new online reporting system called CPOMS. The Safeguarding Policy had been changed accordingly. There was now an Inclusion Team who met every fortnight to talk about SEN and safeguarding. The thresholds to get support had increased so much more work was left to Schools, e.g. running FSPs (Family Support Plans). Social worker involvement is very hard to get so DSLs (Designated Safeguarding Leads) had an increased workload.

The Chair had carried out a safeguarding audit. This to be an agenda item at the next meeting.

ACTION: Clerk

15. Pupil Admission Number (PAN)

Governors agreed the pupil admission number.

16. SEND / LAC Verbal Report

The statistics had been given in the Federation Profile and more detail was provided. It had been necessary to apply for several EHCPs (Education Health & Care Plans) and there were several children on the neurodevelopmental pathway (ASD, ADHD, ADD etc.) which was a lengthy and time-consuming process. There were four Educational Psychologist referrals pending. In Bacton Pre-School there were children requiring 1:1 support. Some successful Top Up funding applications had been made.

All SEND children were making good progress.

There were several LAC and PLAC children in the schools.

Governors were concerned that the diverse needs of the children made the workload very demanding. It can be emotionally draining but there is a lot of support and sharing of the workload between the members of staff in all three schools.

Is there a general increase in numbers and workload? Yes, there is more work involved with running meetings, finding support, etc. SEN numbers are increasing and services are hard to find.

Do you share resources across the federation? With a new larger federation, will there be more benefits? There would be a specialist team running across all six schools.

17. Governor monitoring

Steve Lunniss would monitor the website.

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

Alix Mann would monitor the Pupil Premium Plans, Sports Grant and Covid Grant Plans.

SEN monitoring had been done by Julie Watts. ***Sarah Thomas to make an appointment to see Emie Croft. Monitoring at Bacton to be done.***

ACTION: Steve Lunniss, Kevin Cheetham, Alix Mann, Jennie Rooke, Sarah Thomas

18. Report by Whistleblowing Governor

There was nothing to report.

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

Four new Governors had been appointed.

Chrome books would be provided for all children in Key Stage 2 and a set for Key Stage 1 at the Infant School.

New partnership arrangement with another Federation spreading good practice.

Employment of new staff.

20. Any other business

The Executive Head requested all Governors to write a short blurb to go with their photograph on the website. He said that he had put several examples on Governor Hub. Governors were requested to send them to him. **ACTION: All Governors**

The meeting closed at 7:50.

ACTION ITEMS

Action	By whom?	By when?
5. Presentation of Sal's shoes to be made to the School Council.	Rev Andrew Jones	When possible.
5. Code of conduct to be updated and emailed to Governors.	Business Manager / Executive Head	ASAP
5. Register of interests to be updated on Gov Hub. Governors to be emailed.	Clerk	ASAP
14. Safeguarding Report to be an agenda item.	Clerk	Next FGB meeting
17. Monitoring to be done.	Jennie Rooke / Sarah Thomas / Alix Mann / Steve Lunniss / Kevin Cheetham	
20. Blurb to be provided to Exec Head.	All Governors	ASAP