

# Coastal Together

						
David Hopkins		Lucy Daisley-Cramp	Robbie Houghton Rosie Maunder	Abi Howett		
Executive Head - Simon Wakeman - <a href="mailto:exehead@coastaltogether.co.uk">exehead@coastaltogether.co.uk</a> Chair of Governors - Annie Edwards <a href="mailto:chairofgovs@coastaltogether.co.uk">chairofgovs@coastaltogether.co.uk</a>   Co-Chair Mike Blake <a href="mailto:m.blake.gov@coastaltogether.co.uk">m.blake.gov@coastaltogether.co.uk</a>						
‘together aspire, together achieve, together we are stronger...’						

## Meeting of Full Governing Body Meeting

Tuesday 12 July 2022 at 6.00pm – 9 Beach Road, Mundesley

### Minutes

Annie Edwards (Chair)  
 Mike Blake (Co-Chair)  
 Simon Wakeman (Executive Head)  
 Steve Lunniss  
 Emie Croft (Associate Governor)  
 Trish Webster  
 Lyn Thrower  
 Jenny Wood  
 Rachel Hunter  
 Emma Cotter  
 Jamie Nickerson  
 Abi Howett (Associate Governor)  
 David Hopkins (Associate Governor)  
 Jeremiah Williamson  
 Sam Wilkinson – Clerk

		Action
1	Consideration of apologies for absence	

	Apologies were received from Simon Wakeman, Lucy Daisley, Robbie Houghton, Rosie Maunder, Frances Codling and Helen Peck.	
2	Declarations of interest (not already on Governor Hub)	
	There were no declarations of interest.	
3	Confirm minutes of the meeting 26th April 2022	
	Minutes were agreed as an accurate record, there were no Confidential minutes	
4	Matters arising from the minutes of 26th April 2022	
	<p><b>AE to write an introduction to go alongside the menopause policy.</b> Introduction completed and policy passed to TW for finalising.</p> <p><b>HP to send dates of the inclusion meetings to the relevant governors.</b> No meetings have been scheduled as yet.</p> <p><b>All Governors to update their training record.</b> Almost completed, the most recent training to be added.</p> <p><b>ECo to email HoTL with the inconsistencies she has spotted on the website.</b> Inconsistencies have been identified and a second meeting to update to take place.</p> <p><b>AE to draft a letter to prospective new governors with corporate experience.</b> Letter issued and emailed with no responses, governors discussed posting something on LinkedIn to try and gain interest, TW volunteered to do it.</p> <p><b>SWil to add Roles to the next FGB agenda.</b></p> <p><b>MB to assess governor training to look for any gaps.</b> To be done.</p> <p><b>AE to issue skills audit to governors.</b> AE was unable to find a simpler version, so the current version will be adapted for September. SL volunteered to do it.</p> <p><b>SWil to add Succession Planning to the next FGB agenda.</b></p> <p>SATs procedures all went well, all SATs were monitored by staff with governors attending on at least one day. A proforma was completed and signed by all monitoring staff/governors.</p>	<p>TW</p> <p>HP</p> <p>All</p> <p>ECo/HoTL</p> <p>TW</p> <p>SWil</p> <p>MB</p> <p>SL</p> <p>SWil</p>
5	Executive Headteacher's Verbal Report	
	<p>SW had previously issued the document for governor's perusal.</p> <p>Federation attendance this term:-</p> <p>BPS 94.05%, CPS 92.71%, FPS 93.3%, HPS 94.89%, MIS 92.61% and MJS 95%</p>	

	<p>DH states attendance is lower than desired and lower than the national average 96.4%.</p> <p>Governors ask why attendance is so low and DH explains some is illness and unauthorised holidays but BPS, FPS and MIS have been analysed more closely and it's a mix of high level illness, some exclusion and persistent absences by a few children.</p> <p>Attendance letters have been issued in the majority of schools and in September HOSs will be contacted to confirm procedures are being followed and letters issued.</p> <p>Federation Fixed Term Exclusions have risen this term:-</p> <p>BPS 6, CPS 2, FPS 9 internal and 1 FTE, HPS 0, MIS 0 and MJS 6.</p> <p>DH advises some really positive initiatives have been put in place this term, The Write Stuff has continued and through federation moderation, collective areas for improvement have been agreed and the curriculum revised accordingly with staff trained. Teacher's lacked independent writing for moderation which is being addressed. All schools were called for moderation in various areas, and all judgements were approved. HP has been trained as a moderator which has been beneficial.</p> <p>Maths mastery continues, the SIDP is working across the federation.</p> <p>All assessment data has been submitted and returned, it's a mixed picture with no schools achieving the combined national average. Tuition has taken place in all schools but staff absence has impacted as well.</p> <p>SEG visits in September will look at the data more closely.</p>	
6	<p>Proposal to move towards FGB ONLY meetings from September</p>	
	<p>The proposal has been issued to governors in advance for their perusal.</p> <p>Two Finance Governors will be required to meet two or three times a year with SW, JW and LT to fully scrutinise the budgets and report to governors at FGB.</p> <p>All documents to be issued at least a week in advance to allow for governors to digest and submit any questions ahead of the FGB.</p> <p>It is suggested that there are 6 meetings per annum, 2 mainly Curriculum focussed and 4 Leadership and Finance focussed. Any confidential items will be at the end of the meeting to allow for staff to leave prior to discussion.</p> <p>All governors agreed to proceed and review it in a year's time.</p>	
7	<p>Ratify Budget Revision 1 approved in L &amp; F Meeting</p>	
	<p>SL reports that all three budgets are looking good with a surplus in all three years.</p> <p>L &amp; F recommends approval.</p> <p>Governors agreed and ratified the budgets for Coastal, Together and Freethorpe.</p>	
8	<p>Agree and ratify Pre-School Finance Report</p>	

	<p>SL advises that the pre-school finance reports have not been completed due to HR and NCC finance issues. JW confirms that there are huge issues with the coding, and Finance have advised schools not to make any changes until they have been corrected which will hopefully be in the next download.</p> <p><b>Action Point - Pre-School Finance to be an agenda item for September.</b></p>	SWil
9	Ratify policies (approved on School Bus)	
	<p>The following policies were ratified by Governors:-</p> <p>Teacher’s appraisal and Capabilities policy</p> <p>Allergen and Anaphylaxis policy</p> <p>RSE Policy</p> <p>Lone Working</p> <p>Absence Management and Procedure</p> <p>Early Career Teacher</p> <p>Exclusion</p> <p>Health and Safety</p> <p>Equality and Objectives Policy</p> <p>Allegations of Abuse Against Staff</p> <p>Complaints procedure</p> <p>Behaviour principles written statement</p> <p>Admissions</p> <p>Administering Medication policy inc pre-school</p> <p>Anti-fraud Bribery and Corruption</p> <p>Infection Control</p> <p>Tapestry/Target tracker</p> <p>AE advises the Menopause is almost finalised but we must ensure it is inclusive (they/them) as it’s not just women affected. This policy needs to include the wellbeing reps.</p> <p>Governors discuss if there should be a Period Policy and it was agreed the Staff Wellbeing Policy will be an umbrella policy that encompasses the menopause and period policy. TW/LDC to lead.</p> <p>AE proposes the help of a menopause nurse, Donna Luce, who will do two sessions for £200.</p> <p>DfE offers free period products via PHS and TW will contact and arrange for all schools for September.</p> <p><b>Action point - TW/LDC to create a Wellbeing Policy to include Menopause and Period Policy</b></p>	<p>TW/LDC</p> <p>TW</p>

	<b>Action point - TW to contact DfE and register all schools for PHS free period products</b>	
10	Safeguarding Report (Safeguarding Governors) - Deep Dives Feedback	
	<p>SL advises he's completed a deep dive at MIJS. The security is good but there are issues with the front and fire doors at the SRB.</p> <p>JW confirms these have been long standing reported issues and NPS have not actioned them.</p> <p>AE states that governors should write to NPS to get these actioned, JW to draft a letter to send to AE and AE will issue.</p> <p>The Safeguarding booklet was available but SL suggests staff hand the booklet over to be read and signed for.</p> <p>Governors suggest adding the booklet to the SignIn App so it can be read when visitors sign in.</p> <p>DH states that a Deep Dive is needed for HPS as soon as possible, ECo and RH to book at date.</p> <p><b>Action point - JW to draft a letter for AE to send to NPS</b></p> <p><b>Action point - SWil to add Safeguarding leaflet to SignIn App.</b></p> <p><b>Action point - ECo/RH to do a Safeguarding Deep Dive at HCP asap.</b></p>	<p>JW/AE</p> <p>SWil</p> <p>ECo/RH</p>
11	SEND / LAC Report (SEND Governor)	
	<p>FC is not available to report, so roll over to the next agenda.</p> <p><b>Action point - Agenda item at next FGB SEND / LAC report</b></p>	SWil
12	Report on Pupil Premium / Sports Premium	
	<p>SL/MB report that they couldn't complete the monitoring as the proforma was too generic and did not allow for suitable scrutiny.</p> <p>DH states the report was streamlined and simplified for ease of completion, but that hasn't worked. The report needs to be individualised before the next monitoring meeting and DH/SW will look at this.</p> <p>Governors asked if this could be included in the SEG form?</p> <p><b>Action point - SW/DH to look at the Pupil Premium/Sports Premium monitoring form and see if it can be included in the SEG form.</b></p>	DH/SW
13	Brief report on Leadership and Finance Committee	

	SL reported in agenda item 6, 7 and 8.	
14	Governor training	
	<p>The following training has been completed:-</p> <p>RH New Governor/Safeguarding</p> <p>ECo New Governor/Safer Recruitment waiting list</p> <p>SL Budgeting for Governors/HTPM and Diversity on Boards</p>	
15	<p>Reports by School Effectiveness Governors (Emma, Jamie, Steve, Frances, Mike)</p> <p>(School SATs results to be presented at September meeting)</p>	
	<p>MB reports he's meeting tomorrow</p> <p>FC Absent</p> <p>SL reports he's meeting Thursday</p> <p>EC reports she monitored SATs at MIJS and all went well and all procedures followed.</p> <p>JN reports he visited both classes at HCP to look at how the curriculum was delivered across the key stages, and it was a very positive visit.</p> <p>JN has also completed the Health and Safety monitoring at HCP and all was fine with a couple of areas to follow up.</p> <p>JN states we need to demonstrate Pupil Voice suggests a quiz, and HoTL states we have a quiz with 4 pupils per school and SW as the quiz master, it's done via zoom and FPS won the last trophy. It's a great way of recapping and seeing what's stuck.</p> <p>JN states longer independent writing needs looking at going forward and it was suggested SEGs visit termly, after assessments in November, April and June.</p>	
16	Report by Whistleblowing Governors	
	There has been no whistle blowing.	
17	What has this meeting done to improve outcomes for children?	
	<p>The governors agreed that the meeting has improved the following outcomes for children:</p> <ul style="list-style-type: none"> <li>● Introduction of a period policy and free products</li> <li>● Tweaks to Safeguarding procedures</li> <li>● Reference to measures in place within the curriculum for improvement</li> </ul>	

	<ul style="list-style-type: none"> <li>First full year as a new federation, with considerable financial savings and progress made.</li> </ul>	
18	Any other business	
	<p>AE - Appointment of Clerk</p> <p>Governors discussed the appointment of a new clerk following a recruitment process and Sam Wilkinson was appointed from September 2022.</p> <p>DH reads a statement from SW, offering his thanks for everything AE has achieved in her 18 years as a governor and wishing her a happy governance retirement. All governors thanked AE for all she's done as a governor and Chair.</p>	
19	Confidential Item (HPS)	

Action Log:

Action	By whom?	By when?	Open/Closed
5. Skills audit to be sent.	Chair	AE trying to find a better version	Open
2. SP to amend date and to add to gov hub, all governors to approve via email.	SP	ASAP	Closed
5. All Governors to add in their dates for Spring visits.	All	ASAP	Closed
9. AE to write an introduction to go alongside the menopause policy. SP add to the agenda for the next FGB.	AE	SP to add to next agenda	Closed
15. SW to add Safeguarding deep dive day to the annual monitoring programme	SW	ASAP	Closed

15. Governors to speak to each other to arrange to go into a school they are not known at for a safeguarding deep dive day.	All	ASAP	Closed
17. HP to send dates of the inclusion meetings to the relevant governors.	HP	ASAP	Open
18. All Governors to update their training record.	All	ASAP	Closed
21. EC to email Emie with the inconsistencies she has spotted on the website.	EC	ASAP	Open
<b>FGB 26.04.2022</b>			
5. AE to email and ascertain if missing governors wish to continue or have left.	AE	ASAP	Closed
5. AE to draft a letter to prospective new governors with corporate experience	AE	ASAP	Closed
5. Govs to email suggestions to AE of suitable companies to approach.	ALL	ASAP	Closed
5. SP to add Roles to the next FGB agenda.	SP	Next FGB	Open
6. SEG Monitoring form to be updated.	AE/SW	ASAP	Open
10. JW to chase H & S Policy approval and add RH to School Bus	JW	ASAP	Closed



11. HP/Eco and AE to meet regarding safeguarding.	HP/Eco/AE	ASAP	Closed
11. MB to assess governor training to look for any gaps.	MB	ASAP	Open
17. AE to issue skills audit to governors.	AE	ASAP	Open
17. SP to add Succession Planning to the next FGB agenda.	SP	Next FGB	Open
19. SW to report to Govs with the outcome of the recategorisation meeting.	SW	Next FGB	Closed
19. SW to issue SATs calendar to HOSs and Govs	SW	ASAP	Closed
<b>FGB 12.07.2022</b>			
8. Pre-School Finance to be an agenda item for September.	SWil	Next FGB	Open
9. Action point - TW/LDC to create a Wellbeing Policy to include Menopause and Period Policy.	TW/LDC	ASAP	Open
9. Action point - TW to contact DfE and register all schools for PHS free period products	TW	ASAP	Open
10. JW to draft a letter for AE to send to NPS	JW/AE	ASAP	Open
10. SWil to add Safeguarding leaflet to SignIn App.	SWil	ASAP	Open

10. ECo/RH to do a Safeguarding Deep Dive at HCP asap.	ECo/RH	ASAP	Open
11. Agenda item at next FGB SEND / LAC report	SWil	Next FGB	Open
12. SW/DH to look at the Pupil Premium/Sports Premium monitoring form and see if it can be included in the SEG form.	DH/SW	ASAP	Open