

Coastal Together Governing Body

Bacton, Cantley, Freethorpe and Horning Primaries, Mundesley Infant/SRB and Junior



Chair of Governors

Annie Edwards | chairofgobs@coastaltogether.co.uk
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Meeting of Full Governing Body Meeting

Tuesday 26 April 2022 at 6.00pm (Virtual - Zoom)

Minutes

Annie Edwards (Chair)

Mike Blake (Co-Chair)

Simon Wakeman (Executive Head)

Steve Lunniss

Emie Croft

Lyn Thrower

Jenny Wood

Helen Peck

Emma Cotter

Jamie Nickerson

David Hopkins (Associate Governor)

Sam Wilkinson – Clerk

Micky Harcourt Heath

Trish Webster

Abi Howett (Associate Governor)

Robbie Houghton (Associate Governor)

Rosie Maunder (Associate Governor)

Frances Codling

Rachel Hunter

		Action
1	Consideration of apologies for absence	
	<p>Apologies were received from Sarah Pitts</p> <p>Jeremiah Williamson was not present.</p> <p>Attendees introduce themselves to Rachel Hunter, a new governor.</p> <p>RH asks if there is a glossary for acronyms. AE advises there is a glossary on Governor Hub.</p> <p>AE advises that agenda items 5, 6 and 17 are linked, so after item 6 the agenda will proceed out of order to item 17, after 17 is discussed AE will have to leave the meeting and MB will chair the meeting returning to item 7.</p>	
2	Declarations of interest (not already recorded on Governor Hub)	
	There were no declarations of interest.	
3	Confirm minutes of the meeting of 22 February 2022 inc. confidential minutes	
	Minutes were agreed as an accurate record.	
4	Matters arising from the minutes of 22 February 2022	
	<p>Skills audit to be sent – AE has one but it's not great and currently looking for another.</p> <p>All Governors to add in their dates for monitoring visits. To do</p> <p>AE to write an introduction to go alongside the menopause policy. AE has completed the introduction but needs to finish the policy.</p> <p>SW to add Safeguarding deep dive day to the annual monitoring programme. SW has added and governors to arrange a day. HP to liaise with governors and HOSs to book in a date, and create a table of availability. CF governors to visit TF schools and vice versa.</p> <p>Governors to speak to each other to arrange to go into a school they are not known at for a safeguarding deep dive day.</p>	<p>AE</p> <p>All</p> <p>AE</p> <p>HP/ALL</p> <p>ALL</p>

	<p>HP to send dates of the inclusion meetings to the relevant governors. To do</p> <p>All Governors to update their training record. To do</p> <p>ECo to email Emie with the inconsistencies she has spotted on the website. – awaiting for the date to update</p> <p>FGB 22.02.2022</p> <p>SP to check TOR re attendance of governors. SP not present – to be done</p> <p>Change of caterers dealt with via email. - closed</p>	<p>HP</p> <p>ALL</p> <p>ECo/HoTL</p> <p>SP</p>
5	Governors membership lapsed + roles (H & S Gov needed)	
	<p>SP not present to report on governor attendance. Two governors have not been present at the meetings for quite a while. AE states that Andrew had indicated he wished to leave at Christmas, so although no resignation has been received, it is believed he has left. Sarah Thomas has resigned and there has been no contact from Jeremiah Williams.</p> <p>Extra governors are required and ideally candidates would have a corporate back ground. AE proposes to draft a letter to send to companies and ascertain their interest. Suggestions are Bacton Gas Works, Cantley Sugar Factory or Roy's of Wroxham.</p> <p>AE asks for Roles to be an agenda item for the next meeting but states a Health and Safety is required asap.</p> <p>SW states that Greg Dunningham was the H & S governors and H & S/Premises committee was removed with GD to be the H & S Gov for 6 schools. GD was to visit all schools and report back to the Leadership and Finance committee. GD has left.</p> <p>SW advises that the role is to be a fresh set of non-school staff eyes when visiting the schools. JW has a checklist for completion and the H & S Gov follows the checklist to confirm that staff are following policy and procedure accordingly. LT is taking on site management.</p> <p>After discussion, Gavs agreed the H & S role will be shares as follows:-</p> <p>SL – MIJS</p> <p>JN – Bacton and Horning</p> <p>MB – Cantley and Freethorpe</p> <p>Action</p> <p>AE to email and ascertain if missing governors wish to continue or have left.</p> <p>AE to draft a letter to prospective new governors with corporate experience.</p> <p>Gavs to email suggestions to AE of suitable companies to approach.</p> <p>SP to add Roles to the next FGB agenda.</p>	<p>AE</p> <p>AE</p> <p>ALL</p> <p>SP</p>
6	Committee Structure – proposal	

	<p>AE states that the committee structure needs reviewing as there's a lot of overlap which involves the HoTL, requiring EC to attend most meetings. AE proposes removing Curriculum and Standards committee and have it as an agenda item at FGB. This will enable the HoTL and SEGs to update at FGB having previously shared their reports with governors. Reports can be given twice a year and added to the agenda. Monitoring would continue for the SEGs with a specific area to look at during visits and report at FGB.</p> <p>AE suggests adjusting the SEG monitoring form to include what the focus of the next monitoring visit needs to be and this can be added to the monitoring schedule.</p> <p>SW states that Govs are not to make judgements whilst monitoring but the HoTL will be able to scrutinise the SEG reports and present at FGB, supported by SEGs.</p> <p>All agreed to trial it.</p> <p>Action Point</p> <p>SEG Monitoring form to be updated.</p>	AE/SW
7	<p>Federation Profile – Executive Headteacher including brief feedback from the School Effectiveness Governors meetings (where meeting have happened)</p>	
	<p>SW had previously shared the document with governors to look through and explains the document is issued termly, to keep governors up to date. An email has been sent today regarding some operational changes.</p> <p>SL states he hasn't received the email and SW confirms he will send it again.</p> <p>Federation attendance this term:-</p> <p>BPS 93.61%, CPS 92.87%, FPS 92.89%, HPS 94.59%, MIS 92.59% and MJS 94.67%</p> <p>SW states attendance is slightly lower than desired but being carefully monitored, with persistent absence fines being recommended.</p> <p>Federation Fixed Term Exclusions this term:-</p> <p>BPS 1, CPS 2, FPS 1 internal and 1 FTE, HPS 0, MIS 2 and MJS 6.</p> <p>RH asks what a Fixed Term Exclusion is, SW advises it a fixed period of time that the child is not able to attend school, usually a day or two. It's used more for the other children as it has less meaning for a young child, who might be better off having an internal exclusion, which is time away from the class and their peers, working quietly.</p> <p>RH asks what FTE's are issued for and SW advises it's usually for physical violence against an adult or child but there are several reasons. There's a standard NCC letter that needs to be issued to parents, giving the details and the right to appeal. There is a reintegration meeting with the HOS on the first day back to set the schools expectations with the parent and child, and FTE's need to be records to NCC.</p> <p>RH asks if there's a limit to the number of FTE's a child can have before being permanently excluded and SW confirms yes it's 45.</p> <p>ECo asks what is a FOI and SAR and SW explains that a FOI can be made by anyone but is usually a company asking about a specific field of information, e.g., number of FTE's or COVID cases and advice can be taken to see if a response is needed. A SAR Subject Access Request can be made by a parent for all the information and communication that the school has about their child, and this has to be produced within</p>	

	<p>a set timeframe and reported for data protection purposes. SW advises some information can be redacted.</p> <p>SW continues through the profile with Govs, showing stakeholder events are growing, the training taking place and the good work put in by MIS in the relaunch of the SEMH base, who have been recognised for supporting Norfolk well.</p>	
8	<p>Together Cantley & Horning - Ratify Budget Revision 3 approved in L & F meeting</p> <p>Freethorpe - Ratify Budget Revision 3 approved in L & F meeting</p> <p>Coastal - Ratify Budget Revision 3 approved in L & F meeting</p>	
	<p>These documents have been circulated to Govs prior to the meeting and have been approved by L & F Committee.</p> <p>SW thanks JW and LT for all their hard work with the budgets, and states the budgets are looking healthier following the required staffing reductions.</p> <p>The governors ratified the budget revision 3, for Horning and Cantley.</p> <p>The governors ratified the budget revision 3, for Freethorpe.</p> <p>The governors ratified the budget revision 3, for Coastal.</p>	
9	<p>Ratify School Fund and PTFA accounts approved in L & F meeting (in the folder on Governor Hub)</p>	
	<p>These documents have been circulated to Govs prior to the meeting and have been approved by L & F Committee.</p> <p>MB states it was a good conversation regarding premises development and further improvement, with large chunks to spend asap on the children currently in school.</p> <p>SW advises that JW is carry out an IT audit at Cantley, Horning and Freethorpe, so it's likely that a large amount will be needed there to bring everything up to scratch. The plan is to have chrome books for every KS2 child but we need to make sure the infrastructure is in place first.</p> <p>RH asks about MIJS PTFA accounts and JW states they are required to be externally audited every two years but ideally annually and JW/RH will discuss separately. RH will send a copy of the account to JW but confirms there have been no transactions since the last audit.</p> <p>The governors ratified the school fund for Horning.</p> <p>The governors ratified the school fund for Cantley.</p> <p>The governors ratified the school fund for Freethorpe.</p>	
10	<p>Ratify Policies already approved on School Bus</p>	

	<p>The Health & Safety policy was on School bus but needed some SLT approval.</p> <p>RH asked what School Bus was and SW advised it offers bespoke policies and advice and is a holding place for all the policies that have been sent to staff for approval. Once approved then governors can ratify them. RH is not currently on School BuS but JW will add her</p> <p>Action Point</p> <p>JW to chase H & S Policy approval and add RH to School Bus</p>	JW
11	Safeguarding Report	
	<p>SW explains the idea for a Safeguarding/SEND or LAC Governor Report was that staff are not just filling the form in. The relevant Gov will meet with staff to discuss and complete the report based on their discussion and findings.</p> <p>ST had met with HP and a proforma generated, with a template in the governor monitoring shared drive. ST has now left the governing body.</p> <p>HP asks if a new Safeguarding Gov has been assigned, and states AE has always been a Safeguarding governor but another is required. HP is happy to meet with the new governor and will met with DSLs in all schools to look at where we are and what we need going forward. Bespoke training is being identified, and the structure assessed to ensure it always meets the needs of the DSL and our community.</p> <p>HP confirms the Safeguarding evaluations have all been submitted to County, and a full safeguarding audit will be completed this term.</p> <p>SW states it's a statutory requirement that we have a Safeguarding Gov asap and ECo volunteers but asks for support. HP confirms she will meet with ECo and AE if possible, and advises that there are robust systems in place for the Safeguarding Gov to challenge and support.</p> <p>MB asks if there's a legal requirement for training and SW advises that we are covered with AE but it's recommended that all Govs do safeguarding training.</p> <p>MB asks about Safer Recruitment training and SW confirms that he and DH both have safer recruitment, as do most HOSSs. A Gov is required to have it if required for the appointment of a Senior Leader.</p> <p>MB will collate a list of training requirements for safer recruitment, safeguarding, Finance etc, and look for any gaps in training for statutory roles.</p> <p>MB recommends that all governors complete the New to Governance training on Governor Hub as it's really beneficial even for an experience gov.</p> <p>MB will meet with RH and AE to discuss what areas she is interested in and what training to do.</p> <p>Action Point</p> <p>HP/Eco and AE to meet regarding safeguarding.</p> <p>MB to assess governor training to look for any gaps.</p>	<p>HP/Eco/AE</p> <p>MB</p>
12	SEND/LAC/Verbal Report	

	<p>FC met with all SENDCOs and discussed the processes. The report has been completed, mapping out data and highlighting any SENDCO concerns. FC states the email regarding operational changes and change in role will alleviate some of the concerns mentioned in her report.</p> <p>Provision mapping software is required to help streamline the process and make it easier for teachers to complete.</p> <p>SW confirms we are looking at a database to streamline interventions and processes.</p> <p>FC's full report in on the governor monitoring drive.</p>	
13	Governor Monitoring	
	<p>MB reports he is SEG for FPS. He had a healthy conversation about the new processes being put in place to align with Coastal. A further meeting will held to see how it's progressing and check it's delivering the benefits required.</p> <p>JN reports he has monitored Guided Reading and looked at the areas highlighted by HoTL. Looking at home reading, the library update meeting with DH/HoTL regarding the curriculum rollout of Reading for a Global Citizen. The next steps are to visit class 1.</p> <p>SL reports he visited BPS and met with DH/HP. He will visit again in June/July to cover the gaps from the initial visit.</p> <p>Pupil Premium monitoring with MB/SL to be rearranged. The proforma was issued with columns for each HOS to complete and then SL/MB to look through and assess.</p> <p>ECo reports she's SEG for MIJS and his due at MJS next week to look at spelling and reading.</p> <p>FC reports she's SEG for CPS and needs to completed her form. She advises she visited Maths lessons, looked at the improvements to the library. HoTL had completed a lot of work with the reading school book banding and it was a really positive visit.</p>	
14	Governor Training	
	Already discussed above.	
15	Report by Whistleblowing Governors	
	There has been no whistle blowing. Whistleblowing information sheets have been refreshed in all schools.	
16	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"> • Importance of Monitoring, the quality of monitoring and the amount completed. • Appointed a new Safeguarding governor • H & S governors appointed 	
17	Chair Succession Planning and Governor Recruitment	
	<p>AE updates that as this will be her last year as a governors and COG, she met with Denise Walker from VNET and asked her to put the feelers out for potential new governors/COG to start succession planning. AE states that an Education background would be important. AE has been a governor for 18 years, involved in 2 federations so it's important to find the right people. It's not just about time, it's about responsibility.</p> <p>MB states he's currently co-chair, has been before and is a fan of this set up, as it's a huge amount of work for just one person, so sharing the role is sensible.</p> <p>SW states more schools makes it more corporate so we need to think differently. Govs could approach Paston, Marsh or CPMN to see if they have any candidates.</p> <p>JN asks if Governors Services can help. AE states there is a Governor Recruitment Program, but it's unlikely they will find a suitable candidate as it's very difficult.</p> <p>AE asks for Succession Planning to be an agenda item for the next meeting.</p> <p>MB asks for governors to complete a skills audit ahead of the next meeting and AE confirms she will send it out.</p> <p>SW wanted to clarify if HOSs are required to attend FGB meetings and should they attend Leadership and Finance? AE advises they are all associate governors so are welcome to attend FGB meetings but not required to. It is not appropriate the HOSs attend L & F meetings. AE leaves the meeting at 18.45pm</p> <p>Action point</p> <p>AE to issue skills audit to governors.</p> <p>SP to add Succession Planning to the next FGB agenda.</p>	<p>AE</p> <p>SP</p>
18	Confidential Business	
	Nothing to report	
19	Any other business	
	<p>SW updates on recategorisation, MHH/SW/AE/MB & DH to meet with Debbie Leigh who will chair the review. The intervention areas will be assessed and the LA will decide if the risk can be recategorised. The outcome to be reported back to governors.</p> <p>SW thanks MHH who has provided really effective support across the federation.</p>	

	<p>SW reports that National SATs are restarting and that historically Govs have been in attendance during SATs to ensure all procedures are followed regarding storage arrangements, securing arrangements for handling and collection and Govs can see the robust arrangements in place. SW asks for Govs to confirm if and when they are able to attend and a SATs calendar will be issued for HOSs and Govs to confirm attendance.</p> <p>Action</p> <p>SW to report to Govs with the outcome of the recategorisation meeting.</p> <p>SW to issue SATs calendar to HOSs and Govs</p>	<p>SW</p> <p>SW</p>
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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	Open
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	Open
15. SW to add Safeguarding deep dive day to the annual monitoring programme	SW	ASAP	Open
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	Open
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	Open

21. EC to email Emie with the inconsistencies she has spotted on the website.	EC	ASAP	Open
FGB 22.02.2022			
1. SP to check TOR re attendance of governors.	SP	ASAP	Open
3 SP to amend page 3, academy and year 2020	SP	ASAP	Closed
20 SP to add succession planning to the next agenda.	SP	Next FGB	Closed
20 SP to add change of caterers to the next L&F agenda.	SP	Next L&F – completed via email	Closed
FGB 26.04.2022			
5. AE to email and ascertain if missing governors wish to continue or have left.	AE	ASAP	Open
5. AE to draft a letter to prospective new governors with corporate experience	AE	ASAP	Open
5. Govs to email suggestions to AE of suitable companies to approach.	ALL	ASAP	Open
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	Open
11. HP/Eco and AE to meet regarding safeguarding.	HP/Eco/AE	ASAP	Open

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 Gobs with the outcome of the recategorisation meeting.	SW	Next FGB	Open
19. SW to issue SATs calendar to HOSs and Gobs	SW	ASAP	Open