

Coastal Together



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'together aspire, together achieve, together we are stronger...'

Meeting of Full Governing Body Meeting

Tuesday 29th November 2022 at 5.30pm – Via Zoom

Minutes

Present:

Simon Wakeman (Executive Head)

Steve Lunniss

Trish Webster

Lyn Thrower

Jenny Wood

Jamie Nickerson

David Hopkins (Associate Governor)

Jeremiah Williamson

Sam Wilkinson – Clerk

		Action
1	Welcome and Apologies	
1.1	<p>SW welcomed everyone to the meeting, and advised that HoSs and HoTL are not present as this meeting is predominantly finance focussed, therefore their attendance is not necessary.</p> <p>Apologies were received from Mike Blake, Francis Codling, Helen Peck and Laura Gatward</p>	
2	Minutes of previous meeting and Matters Arising	
2.1	Minutes from 21st September 2022 were agreed as an accurate record.	
2.2	Matter arising from the above meeting not covered elsewhere on the agenda	
	<p>SL has issued the skills audit but so far only received responses from JN and RH. All outstanding responses required by 2nd December. Once received SL will complete an FGB Skills Assessment.</p> <p>Websites almost complete - final checks underway.</p> <p>Safeguarding Deep Dive at HCP completed.</p>	<p>FGB/SL</p> <p>SWil</p>
2.3	Notification of any other urgent business and consideration of whether it should be discussed in item AOB	
	Governor Induction Pack to be created - to be discussed at next Co-Chairs meeting.	SWil
3	Governing Board	
3.1	<p>Governor Monitoring, Development and Training</p> <p>To include:</p> <p>Report from any link Governor regarding any monitoring completed</p> <p>To agree any upcoming Governor Monitoring</p> <p>Receive feedback from Governors who have attended/completed training</p> <p>Safeguarding Deep Dive Day Monitoring</p>	
	<p>SL asks when governors will be advised of pupil progress targets to enable them to monitor effectively. SW states these can be included in the spring SEG visits, and he will add it to the HOS meeting agenda.</p> <p>JN reports he has checked the SCRs for Coastal and Together. Together's was fine and there were two small queries on Coastal's that have been resolved.</p> <p>SW advises that the budgets have been monitored but Health and Safety monitoring is required. SL will complete BPS and MIJS and JN to complete FPS and CPS. JW and LT will support.</p> <p>SEND and LAC monitoring required.</p>	<p>SL/JN</p> <p>FC</p>

	<p>Pupil Premium/Sports Premium reports are almost finished, then SL/MB can scrutinise these for monitoring. SW to book a meeting with DH/SL and MB.</p> <p>SIDPs have been updated and SEGs to focus on Maths, reading and spelling.</p> <p>Wellbeing monitoring is required - LDC is rolling out an extensive program and will book monitoring in January 2023.</p> <p>RH/LG completed a MIJS SEG visit on 9/11/22. Data monitoring to be looked at in January, possibly by virtual meeting.</p> <p>Pupil Voice needs capturing. SEGs to meet with small pupil groups when they visit for their data monitoring. SW to look at suitable questions and advise HOSs to arrange a 10 minute meeting between SEGs and pupils.</p> <p>JN has completed Ofsted for governors and will share the slides.</p> <p>RH has completed new governor induction and safeguarding.</p> <p>There is a new safeguarding course, which is a whole FGB approach. SW advises that there is whole federation training on the January INSET day for GDPR and Safeguarding and FGB can attend. SW to forward link for FGB to join.</p> <p>JN/RH completed a safeguarding deep dive at Horning in October. There was no safeguarding leaflet available and some DSL posters needed updating. All staff badges were worn, the children said the badges were helpful and they felt safe.</p>	<p>SW</p> <p>LDC</p> <p>SW</p> <p>JN</p> <p>SW</p>
4	Oversee the Financial Performance of the Organisation	
4.1	Report from Finance Governors	
	<p>SL/JN met with SW/JW/LT to scrutinise the budgets for revision 2. Due to the NCC/HR issues previously reported the staff budget codes are all over the place. These are slowly being worked through and corrected. Staffing and energy costs are up, but energy is not up as much as anticipated as yet.</p> <p>Costs for HCP/CPS are up, partly due to agency/supply cover due to illness, particularly in the Nursery. HCPs teacher to pupil ratio is expensive. £26K has been spent on learning resources, The surplus is down from 20% to 16%.</p> <p>FPS costs are up for staffing to assist with SEN, less income from the Nursery. Surplus is down from 6.7% to 3.14%.</p> <p>The plan to merge Together and FPS budgets in April is not supported by County due to the FPS budget, but JW/LT will try again.</p> <p>Coastal income is up £24K, there's been a significant increase in income post covid, partly due to a change in staff.</p> <p>There are 4 staff going on maternity leave plus a new HLTA post that brings a financial impact.</p> <p>There are admin/clerical savings. The surplus is down from 11.11% to 9.86%.</p> <p>Capital budget for Coastal will hopefully be used for solar panels at BPS and MIJS. FPS has no capital budget as it was used for Chromebooks.</p> <p>Finance governors recommend FGB ratify all three budgets.</p>	
4.2	Ratify Budget Revision 2 CF/Together/Freethorpe	

	Finance documentation was available on Governor Hub ahead of the meeting. Governors agreed and ratified the budgets for Coastal, Together and Freethorpe.	
4.3	Ratify School Fund and Friends audited accounts (Bacton, Cantley, Freethorpe, Horning, MIJS)	
	School fund documentation for MIJS and FPS was available on Governor Hub ahead of the meeting. After reviewing the accounts, Governors agreed and ratified the school funds for MIJS and Freethorpe. The remaining school funds are being finalised.	
4.4	Ratify SFVS and Themed Audit - Cyber audit November 2022	
	<p>JW reports that themed audits are usually a short process but this time she called in County ICT Solutions to go through it, as it was an extensive report. The report was previously circulated for FGB to go through. Most areas were sufficiently covered and processes have been put in place where recommended.</p> <p>SFVS has been completed and circulated for FGB to go through. JW confirms we comply with all areas and all processes are followed.</p> <p>Because these documents are quite detailed, the FGB ask for them to be emailed out so all governors can scrutinise and approve them properly, any questions to be submitted before 2nd December 2022, and unless there are any objections, they will be approved.</p>	SWil/FGB
4.5	Performance Management - formally agree pay increases for staff from the verbal recommendation of the Chair of Governors following consultation with EHT	
	<p>SW explains the process of the pay increase to FGB. SL/JN have reviewed the recommendations during their finance meeting.</p> <p>SL/JN recommends the pay increase and FGB ratify.</p>	
4.6	Review of termly RAG rating, discuss and consider finance training needs as appropriate	
	<p>RAG ratings for all three budgets were previously circulated on Governor Hub.</p> <p>It was noted that governors need to undertake finance training and JN would share the finance training link.</p> <p>FGB reviewed and agreed the RAG ratings for Coastal, Together and Freethorpe.</p>	
4.7	Discussion of renewal of DBS checks for Staff and Governors	
	<p>MB had asked for FGB to decide if governors and staff need to have their DBS renewed.</p> <p>After discussion, FGB agreed that an annual declaration will be issued to staff and governors, to confirm they have no criminal convictions or charges pending. SWil will create a google form to be issued annually.</p>	SWil
5	Holding Leaders to Account	
5.1	Verbal Report from each School Effective Governors - termly meeting with HoSs	

	<p>BPS - EC not present but the SEG visit has been completed and report submitted.</p> <p>CPS - FC not present but the SEG visit has been completed virtually and report submitted.</p> <p>FPS - MB not present but the SEG visit has been completed and a partial report submitted.</p> <p>HPS - JN confirms he has completed the visit with a focus on EYFS, the plans and results. They discussed writing and a formatted writing cycle, attendance and stretching able children, full report submitted.</p> <p>MIJS - SL confirms he and LG had completed the visit in October, with LG and RH undertaking a learning walk in November. The focus was on Data, Attendance and Behaviour. Ofsted targets to be discussed at the next SEG meeting. RH reports behaviour display for Behaviour for Learning and The Write Stuff were good, there were no real issues with behaviour evident. EYFS/KS1 were engaged and enjoying their chosen activities. RH to forward the report to SL/SW.</p>	
6	Statutory Responsibilities	
	<p>Ratify policies on School Bus:</p> <p>Minibus, Probation procedure Probation Policy, Virtual Meetings, Redundant Equipment, Probation procedure Probation policy Leave and time off school meal charging COSHH Finance Lettings Working at Heights Food Safety Records management Freedom of Information Request form Manual handling SEN Information Report and Policy - Together SEN Information Report and Policy - Coastal Accessibility Plan Horning Accessibility Plan Freethorpe Managing Asbestos Menopause Positive Mental Health and Emotional Wellbeing Policy Self Harm Policy Cybersecurity</p> <p>RH asks for some guidance on using School Bus, SWil will create a crib sheet or include it in the Governor Induction Pack.</p>	SWil
6.2	Pupil Admission Number (PAN) - Governors need to formally agree PAN for each of the schools before Jan 23 2022 (BPS 15, MIS and MJS 30, Cantley 14, Freethorpe 25, Horning 10)	
	FGB formally agreed to the Pupil Admission Numbers above.	
7	Ensuring Clarity of Vision, Ethos and Strategic Direction	
7.1	Chair/Co-Chair of Governors Report	
	SL reports he and MB have scheduled fortnightly meetings with SW to discuss any issues. SW asks how the Co-Chair role is working and SL confirms it's working well. FGB meeting agendas are more detailed and already created for the year.	

8	Report from Whistleblowing Governor	
	Nothing to report. As EC is now staff a new whistleblowing governor is required and RH agreed. SWil to update and issue the poster.	SWil
9	What has this meeting done to improve outcomes for children?	
	Continued monitoring and SEG visits. Approved sound viable budgets Approved multiple policies Identified an increase required in school spring term monitoring PAN approved	
10	AOB	
10.1	Discussion of items agreed by Chair in item 2.3	
11	Date and time of next meeting 7th February 2023 @ 5.30pm virtual	

Action Log:

Action	By whom?	By when?	Open/Closed
FGB 29.11.22			
2. SL to assess governor training to look for any gaps after the skills audit has been completed.	SL	ASAP	Open
2. SWil to complete Website checks	SWil	ASAP	Open
2. SWil to create Governor Induction Pack	SWil	ASAP	Open
3. Pupil Premium/Sports Premium reports are almost finished, then SL/MB can monitor. SW to book a meeting with DH/SL and MB.	SW	ASAP	Open
3. Pupil Progress targets to be included in the spring SEG visits, and SW will add it to the HOS meeting agenda. SW to look at suitable	SW	ASAP	Open

questions and advise HOSs to arrange a 10 minute meeting.			
3. Health and Safety monitoring is required. SL will complete BPS and MIJS and JN to complete FPS and CPS. JW and LT will support.	JN/SL	Spring Term	Open
3. Whole FGB safeguarding training is now recommend - FGB invited to join Federation safeguarding training in January - SW to issue the link	SW	Before January	Open
3. SW to look at suitable questions for capturing pupil voice and advise HOSs to arrange a 10 minute meeting at the next SEG visit.	SW	ASAP	Open
3. SEND and LAC monitoring required.	FC	ASAP	Open
4. SWil will create a google form to be issued annually to staff and governors for a criminal convictions declaration.	SWil	ASAP	Open
8. Whistleblowing poster to be updated with EC removed and RH added.	SWil	ASAP	Open

Glossary

HoTL - Head of Teaching, Learning and CPD

HOS - Head of School

PAN - Pupil Admission Numbers

SEG - School Effectiveness Governor

FGB - Full Governing Body

BPS - Bacton Primary School

CPS - Cantley Primary School

FPS - Freethorpe Primary School

HPS - Horning Primary School

MIJS - Mundesley Infant and Junior Schools