

Coastal Together



David Hopkins

Lucy
Daisley-Cramp

Robbie Houghton
Rosie Maunder

Abi Howett

Executive Head - Simon Wakeman - exehead@coastaltogether.co.uk
Co-Chairs of Governors - Mike Blake & Steve Lunniss chairfovs@coastaltogether.co.uk

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

Meeting of Full Governing Body Meeting

Tuesday 6th June 2023 at 5.30pm - Horning Primary School

Minutes

Present:

Simon Wakeman (Executive Head)

Mike Blake

Steve Lunniss (Chair)

Jamie Nickerson

David Hopkins (Associate Governor)

Lucy Daisley-Cramp (Associate Governor)

Robbie Houghton (Associate Governor)

Rosie Maunder (Associate Governor)

Abi Carter (Associate Governor)

Emie Croft (Associate Governor)

Adam Varley

Sam Wilkinson – Clerk

		Action
1	Welcome and Apologies	
1.1	SL welcomed everyone to the meeting and invited everyone to introduce themselves to Adam Varley, LA governor Apologies were received from RH, LG, TW, JW and LT	
2	Declaration of business interests/conflict of Interest	
	Nothing declared	
3	Minutes of previous meeting and Matters Arising	
3.1	Minutes from 25.4.23 2023 were agreed as an accurate record.	
3.2	Matter arising from the above meeting not covered elsewhere on the agenda	
	MB asked if it would be good to complete an FGB self review. Possibly contact governor services to explore further and get more information. - still to be completed. SW needs to book on Finance update training. - still to be completed A SEG photo board, to include Safeguarding and LAC governors to be created for display in each school. - still to be completed, SWil will email governors for photos. Pupil premium, Sports premium and Covid Catchup to be monitored and discussed at a Co-Chairs meeting. SWil to agenda for June. SL will write the letter of complaint to Finance and JW will help with bullet points of issues for an audit trail. - letter issued and acknowledgment received.	MB SW SWil SW SL
3.3	Notification of any other urgent business and consideration of whether it should be discussed in item AOB	
	Accountability Measures and updates on CT/SA consultation.	
4	Governing Board	
4.1	<ul style="list-style-type: none"> • Governor Monitoring, Development and Training • To include: • Child Protection for School Governors Training 	

	<p>https://learning.nspcc.org.uk/training/child-protection-school-governors</p> <ul style="list-style-type: none"> • Report from any link Governor regarding any monitoring completed • To agree any upcoming Governor Monitoring • Receive feedback from Governors who have attended/completed training 	
	<p>SW advises that feedback from Ofsted is that in addition to governors completing Safeguarding audits and joining whole school safeguarding training, they should complete governor safeguarding training specifically for governors to ensure they can hold leaders to account. SW will ask JW to order the NSPCC remote safeguarding training for governors to complete.</p> <p>SL has completed his Safer Recruitment training and will share the most recent updates.</p> <p>SW states that he, with MB and SL are to create a training list, targeted for specific governor roles, to ensure they are clear how to hold leaders to account. This will be added to the Co-Chairs agenda in June.</p> <p>SEG visits are booked for all schools except BPS - DH/SL to confirm a date.</p> <p>MB/RM to complete the SEND audit after the SEG meetings.</p> <p>Governors have completed their SATs invigilation across all schools, the signed declarations are to be scanned and stored in the governor monitoring drive. HoSs to ask admin team to send to SWil.</p> <p>JN has completed Wellbeing training and asks if a staff survey should be issued. Governors discuss the best time to issue and agree that October half term would be best due to the SA consultation.</p> <p>SW states that staff exit surveys are to be issued and a google form will be used.</p>	<p>SW</p> <p>SL</p> <p>SWi</p> <p>DH/SL</p> <p>MB/RM</p> <p>HoSs/SWIl</p> <p>SW/FGB</p> <p>SW/SWIl</p>
5	Holding Leaders to Account	
5.1	Report from Head of Teaching Learning, Standards and CPD	
	<p>HoTL updates that based on feedback from MJS and HPS she has been focussing on embedding the Knowledge and Skills in EYFS, measures are already in place to build upon across all subjects but this needs to be strengthened to remember key knowledge. HoTL is creating a curriculum for all foundation subjects including substantive concepts and themes, which will allow children to remember knowledge based on concepts.</p> <p>SW states there is a wealth of information in the curriculum but this is targeted to improve what children can recall.</p> <p>HoTL is redesigning planning packs that are designed to incorporate knowledge, linked to long and short term memory, that encourages children to recover and recall the knowledge.</p> <p>The PSHE curriculum will be regularly revisited, with the first week of every half term to be PSHE and RE focussed with assemblies and link activities, including a home talk time question to engage parents and embed the learning. The RE curriculum has also been rewritten, based around the Norfolk syllabus.</p> <p>The assessment timetable for next year is being finalised to include rigorous data monitoring.</p> <p>Maths is the main focus for next year, a work group has been created of maths specialists and HoTL. Science training will also be delivered funded by a grant.</p> <p>HoTL has also extended the current KS1, 2 year rolling curriculum and created a 4 year programme due to some mixed key stage classes.</p> <p>SW/HoTL state they have redesigned the SEF and SIDP. These are not statutory but essential documents but are currently very wordy so are being changed using the Ofsted framework so they are more succinct and rag rated. Amber and reds within the SEF will go into the SIDP. All schools have updated and completed their SEF. RAG rating will be</p>	

	<p>reviewed at least termly.</p> <p>Only one teacher has been called for county moderation this year, KS1 HPS.</p> <p>AHoTL has been appointed and working with HoTL in all schools from September to model, teach and support staff. Now that subject intent has been embedded the focus will be implementation.</p> <p>Planning days are very beneficial for all involved and together with working parties are creating similar positivity.</p>	
5.2	Report from Executive Head - Federation Profile	
	<p>The federation has been shared with governors but is not fully complete. SW states we are looking at the content as it holds a huge amount of information, some of it duplicated in other documents and it's very time consuming to update.</p> <p>SW advises that the Accountability Measures he would like to discuss as AOB are linked to this. The new measures are being created to time table robust challenge by SLT and governors, and built into the Annual Assessment and Governance Plan. SW and HoTL will assess SEG reports which SW will redesign to include standing key items of governor responsibility, such as Attendance, Safeguarding, Attainment and Suspensions, The SLT will assess the SEG together with current assessment data and create a Standards report, SW/HoTL will meet with Co-Chairs termly and the report will then be shared with the FGB. Any areas of concern will be RAG rated, shared with HoS and be monitored.</p> <p>HoTL and AC volunteer to reformat the profile to make the information clearer to read.</p>	
6	Ensuring Clarity of Vision, Ethos and Strategic Direction	
6.1	Chair/Co-Chair of Governors Report	
	SL/MB to meet with Suzanne Pelazzro from Governor Support on 12th July, for a federation chat.	
7	Report from Whistleblowing Governor	
	Nothing to report.	
8	What has this meeting done to improve outcomes for children?	
	<p>Clear on how knowledge in the curriculum is sequenced.</p> <p>Rigorous monitoring</p> <p>Enhances structure planned.</p> <p>Working towards a clearer profile.</p> <p>Accountability Measures</p>	
9	AOB	
9.1	Discussion of items agreed by Chair in item 3.3	
	<p>Accountability measures already discussed above.</p> <p>SWil advises that the CT/SA consultation is still underway and closes on the 21st June. A meeting is being held on 22nd June at 7pm via zoom where CT FGB, SA FBG and Karen Hutchinson will meet to consider the consultation responses and vote on the outcome. Should the decision to proceed with</p>	

	the federation be approved, then parent and staff governor elections will commence across all 7 schools, this will help establish a core group who will create a new governing body using the expressions of interest received from the current governors.	
10	Date and time of next meeting 4th July 2023 @ 5.30pm at Horning Primary School	

Action Log:

Action	By whom?	By when?	Open/Closed
MB asked if it would be good to complete an FGB self review. Possibly contact governor services to explore further and get more information.	MB	Ongoing	Open
SW needs to book on Finance update training.	SW	asap	Open
A SEG photo board, to include Safeguarding and LAC governors to be created for display in each school. - still to be completed, SWil will email governors for photos.	SWil	asap	Open
Pupil premium, Sports premium and Covid Catchup to be monitored and discussed at a Co-Chairs meeting. SWil to agenda for June	SWil	June	Open
SW will ask JW to order the NSPCC remote safeguarding training for governors to complete.	SW	Oct half term	Open
SL has completed his Safer Recruitment training and will share the most recent updates.	SL	asap	Open
SW states that he, with MB and SL are to create a training list, targeted for specific governor roles, to ensure they are clear how to hold leaders to account. This will be added to the Co-Chairs agenda in June.	SWil	June	Open
SEG visits are booked for all schools except BPS - DH/SL to confirm a date.	DH/SL	asap	Open
MB/RM to complete the SEND audit after the SEG meetings.	MB/RM	asap	Open
Governors have completed their SATs invigilation across all schools, the signed declarations are to be scanned and stored in the governor monitoring drive. HoSs to ask admin team to send to SWil.	HoSs/SWil	asap	Open

JN has completed Wellbeing training and asks if a staff survey should be issued. Governors discuss the best time to issue and agree that October half term would be best due to the SA consultation.	SW/FGB	Oct half term	Open
SW states that staff exit surveys are to be issued and a google form will be used.	SW/SWil	asap	Open

Glossary

SEF - Self Evaluation Form

SIDP - School Improvement and Develop Plan

HoTL - Head of Teaching, Learning and CPD

AHoTL - Assistant 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