

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 chairsofgovs@coastaltogether.co.uk

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

Meeting of Full Governing Body Meeting

Wednesday 21st September 2022 at 5.30pm – Horning Primary School

Minutes

Present:

Simon Wakeman (Executive Head)

Steve Lunniss

Emie Croft (Associate Governor)

Trish Webster

Lyn Thrower

Jenny Wood

Jamie Nickerson

Francis Codling

Lucy Daisley (Associate Governor)

Rosie Maunder (Associate Governor)

Abi Howett (Associate Governor)

David Hopkins (Associate Governor)

Sam Wilkinson – Clerk

		Action
1	Welcome and Apologies	
1	SW welcomed everyone to the meeting. He advised we have a new governor joining the FGB, Laura Gatward, who unfortunately couldn't be present for this meeting. Apologies were received from Mike Blake and Rachel Hunter	
2	Election of officers: Chair conducted by the Clerk; Vice-Chair conducted by the Chair	
	Clerk invited nominations for Chair of Governors. MB volunteered himself if he could Co-Chair, SL volunteered to Co-Chair with him. JN supported the nomination and SW seconded, FGB approved. SL invited nominations for Vice Chair, JN volunteered himself and SL supported the nomination and SW seconded, FGB approved.	
3	Minutes of previous meeting and Matters Arising	
3.1	Minutes and Confidential minutes from 12th July 2022 were agreed as an accurate record.	
3.2	Matter arising from the above meeting not covered elsewhere on the agenda	
	SL to find and send a suitable Skills audit. NGA version to be used. HP to send dates of the inclusion meetings to the relevant governors. Open - HP unwell at present. EC to email Emie with the inconsistencies she has spotted on the website. Open - HoTI to complete a check of the websites. MB to assess governor training to look for any gaps. Link with Skills audit then assess. Open TW/LDC to create a Wellbeing Policy to include Menopause and Period Policy. LDC has created a policy and liaise with TW. TW to contact DfE and register all schools for PHS free period products. Completed and closed. JW to draft a letter for AE to send to NPS. Completed and closed. ECo/RH to do a Safeguarding Deep Dive at HCP asap. Open - to be arranged.	SL HoTL MB LDC/TW DH
3.3	Notification of any other urgent business and consideration of whether it should be discussed in item AOB	

	Nothing declared	
4	Governing Board	
4.1	Meeting schedule (annual) Review and agree Terms of Reference	
	FGB agreed all meetings to be held on a Tuesday, SWil to update calendar. November and February meetings to be held virtually and March face to face. The remainder to be reviewed and agreed going forward. ToRs approved by FGB.	SWil
4.2	Governing Body Review of Associate Governors	
	FGB agrees HoS and HoTL to continue as Associate Governors and agendas will be created to allow their reporting and involvement early in meetings and then they can leave. HoS may not be required at every meeting.	
4.3	Agree Governor roles and responsibilities inc Appoint/confirm School Effectiveness Governors	
	JN to continue as SEG for HPS EC to takeover as SEG for BPS FC to continue as SEG for CPS MB to continue as SEG for FPS SL and RH to takeover as SEG for MIJS with assistance from new governor LG FC to continue as SEND/LAC governor EC to continue as Safeguarding governor with LG to join SL to be GDPR governor SL/JN to continue as Health and Safety governor	
4.4	Agree Governors' Code of Conduct / Keeping Children Safe in Education (signed electronically on Google) Governor Visits Protocol	
	Governors approve the Code of Conduct - SWil to upload onto GovernorHub for FGB to sign. FGB to read KCSIE and sign the register. - SWil to chase missing governors Governor Visits Protocol - Guidance for new governors - FGB approved.	SWil/FGB
4.5	Confirm completion of Declarations of Interests (on Governor Hub: Governing Board [own name] / view full profile / middle tab at top: Declarations)	
	Governors to complete declarations on GovernorHub - SWil to chase missing governors.	SWil/FGB
4.6	Annual Monitoring Programme	
	FGB approved the monitoring programme, which identifies monitoring requiring completion per term. FGB agendas have been set for the year that draw from the monitoring programme. SW/HoS/SWil to book governors in advance.	

4.7	Agree Attendance Targets										
	FGB discuss and set the attendance target for the year as 96.50%										
4.8	Preschool Finance Report										
	JW reports that County has still not resolved the coding issue, so reporting is impossible at present. JW is happy with the numbers on roll and has no concerns. There is no timeframe given for the coding corrections.										
4.9	Overview of the curriculum and current CPD initiatives by Heads of School and Head of Teaching and Learning <ul style="list-style-type: none"> • SIDP Priorities - overview • Sports, Pupil Premium Plans (progress to date) 										
	<p>HoS are currently reviewing the SIDPs and an overview of priorities has been shared with FGB to look through. A more detailed assessment to be made by SEGs when visiting schools, with SW/DH to monitor.</p> <p>SW explains there is a framework of federation wide targets in the SIDPs, and then individualised areas for each school which is reflected in the targets.</p> <p>HoTL explains there is a revised Writing curriculum which will be used for the first half term. Leads in this area will drive improvement forward with HoS and HoTL. There is a focus on Maths CPD across the federation with 2 weekly meetings taking place and HoS leading the teaching groups to discuss and review. A resources audit has taken place and orders being created.</p> <p>Reading schemes have been developed in all schools to allow children to progress through the levels.</p> <p>Science needs to be looked at further by a team of leads, and further investment is likely to be required.</p> <p>HoTL is looking at continuous provision with CS, lead for EYFS, an audit of all settings is taking place and action plans and targets created.</p> <p>Leadership and management of the curriculum initiatives will be on two levels; SLT will analyse progress monthly at an Improvement Board with a focus on curriculum delivery and looking at a set group of books to monitor progress. SW/HoS will also look at books weekly.</p> <p>RM states that SEND provision mapping will be in place for all schools, allowing staff to Assess, Plan, Do, Review across the federation. This will not only be time saving but has preprogrammed targets and interventions for staff to follow. It also provides costed provision maps to assist SENCOs with funding applications.</p> <p>BD at Coastal has a non class based Inclusion role now and RM splits her week as HoS and SENDCo.</p> <p>LDC is now lead for Wellbeing and Mental Health across the federation, and has created a Development Action Plan that has been shared with SW and then HoSs. There will be a Mental Health lead in each school.</p> <p>AC is lead for PSHE and will be creating a focus group, this will include all areas of PSHE including e safety and RSE, to provide consistency across the federation.</p> <p>SW reports the following for the year 21/22 as:</p> <table border="1"> <thead> <tr> <th>Attendance</th> <th>Exclusions</th> <th>Racist/Homophobic/Transgender Reports</th> </tr> </thead> <tbody> <tr> <td>BPS 94.12%</td> <td>6</td> <td>0</td> </tr> <tr> <td>CPS 91.70%</td> <td>2</td> <td>0</td> </tr> </tbody> </table>	Attendance	Exclusions	Racist/Homophobic/Transgender Reports	BPS 94.12%	6	0	CPS 91.70%	2	0	
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	<p>Freethorpe 93.85% 9 1 Horning 94.56% 0 0 MIS 92.65% 0 0 MJS 94.94% 1 1</p> <p>SWil advises that SW asked for an analysis on the attendance figures to identify COVID elements but due to the way the X code was used for Preschools and COVID, it was impossible to accurately break it down. MIS had a huge amount of illness, including chickenpox, sickness and tonsillitis which badly affected their figures, similarly CPS had high levels of illness and also some persistent absences by a couple of families that impacted their figures.</p> <p>SW updates that there is currently a high level of ECTs across the federation because they were strong candidates and there was a limited pool of strong teaching candidates. But with that comes an additional 10% of non teaching time for the first year and 5% for the second year, they are also unable to take on subject leadership.</p>	
5	Holding Leaders to Account	
5.1	Executive Headteacher's Verbal Report	
	<p>The report had been previously shared with FGB. SW had included data for each school's outcomes at KS2 for attainment and progress. SW reports the results overall in some areas were lower than when compared to national averages but they need to be assessed inline with small cohort context to see how this has impacted. Norfolk's results is now in the bottom 5 in the country. SEG will have a much more detailed look at performance data in individual schools in their meeting this half-term</p> <p>SW reports that CT schools followed the guidance to provide a broad and balanced curriculum but we know of other schools that have ignored that guidance and just focussed on English and Maths.</p> <p>It was noted that joining 2 federations together will have also potentially impacted on the results profile. The LA is currently recategorising all Norfolk schools and will be in contact soon.</p>	
5.2	Report from Head of Teaching Learning, Standards and CPD - Data Reporting Focus Sheets	
	HoTL has issued focus sheets to all schools. These are two pieces of paper that are put up in schools to focus staff's attention on target areas and as a reminder of performance.	
5.3	SEND / LAC / Verbal Report	
	<p>RM/BD met with HoTL to look at reading.</p> <p>LAC - 1 child at FPS identified and EPECs in place.</p>	
5.4	Safeguarding Verbal Report	
	<p>In HP's absence, all staff read KSCIE and registered completion, together with HoS delivering training.</p> <p>All new starters completed a two day conference induction.</p>	
5.5	Headteacher Performance Management arrangements	

	SW shared an email with SL/BM received from County regarding HTPM. Sonia Iniss from VNET has historically supported governors with this. SL agreed to proceed with SI. SL/MB plus one other governor to participate. SL to contact SI	SL
5.6	SEG Meeting Dates with HoS (book now) Termly	
	SWil to contact HoSs to confirm bookings.	SWil
6	Statutory Responsibilities	
	<p>Ratify policies on School Bus:</p> <p>Safeguarding Policy Educational Visits Policy</p> <p>FGB ratified policies approved on school bus.</p> <p>SWil proposed changing how policies are approved to make the process quicker. Only required statutory policies to be approved by FGB on school bus, all other policies to be approved by groups from SLT, SMT or Subject Leaders. FGB approved the change.</p> <p>Consultation outcome of School Day length (Bacton, Horning and MIJS only)</p> <p>SW reports that a requirement to change hours to meet the minimum DfE teaching hours of 32.50 from September 2023 is required. A survey had been issued to parents and staff at affected schools and the overwhelming majority asked for an earlier start. Parents will be informed now to allow plenty of time for the change.</p> <p>FGB ratify this decision.</p> <p>Governor to agree change to the PAN for MIJS (30)</p> <p>SW reports that the current PAN for MIJS is 40 and explains this causes issues in some years groups with split classes. Only a couple of year groups are affected currently.</p> <p>FGB ratify this decision. SWil to look at reporting the PAN change.</p>	SWil
7	Ensuring Clarity of Vision, Ethos and Strategic Direction	
7.1	Succession Planning	
	After discussion FGB agreed to complete the skills audit first to identify any areas they need to target when appointing new governors.	FGB
8	Report from Whistleblowing Governor	
	<p>Nothing to report.</p> <p>SWil to check the poster is up to date.</p>	SWil
9	What has this meeting done to improve outcomes for children?	
	<p>New and revised curriculum initiatives are in place.</p> <p>SIDP priorities identified to improve outcomes for children.</p> <p>Governor roles and responsibilities have been agreed.</p> <p>Policies have been updated and approved.</p>	

10	AOB	
10.1	Discussion of items agreed by Chair in item 3.3	
10	Date and time of next meeting 28th November @ 5.30pm	

Action Log:

Action	By whom?	By when?	Open/Closed
FGB 21.09.22			
1. Skills audit to be sent.	Co-Chair SL	AE trying to find a better version	Open
2. HP to send dates of the inclusion meetings to the relevant governors.	HP	ASAP	Open
3. HoTL to check the websites	HoTI	ASAP	Open
4. MB to assess governor training to look for any gaps after the skills audit has been completed.	MB	ASAP	Open
5. SWil to add Safeguarding leaflet to SignIn App.	SWil	ASAP	Open
6. ECo/RH to do a Safeguarding Deep Dive at HCP asap.	ECo/RH/DH	ASAP	Open
7. SWil to check FGB has signed everything on GovernorHub	SWil	ASAP	Open
8. SWil to Check PAN reporting	SWil	ASAP	Open

9. SWil to check HoSs have booked SEG meetings

SWil

ASAP

Open