

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

Tuesday 4th July 2023 at 5.30pm - virtual meeting

Minutes

Present:

Simon Wakeman (Executive Head)

Mike Blake

Steve Lunniss (Chair)

Jamie Nickerson

David Hopkins (Associate Governor)

Emie Croft (Associate Governor)

Rachel Hunter

Jenny Wood (Associate Governor)

Lynette Thrower (Associate Governor)

Trish Webster

Sam Wilkinson – Clerk

		Action
1	Welcome and Apologies	
1.1	MB welcomed everyone to the meeting. No apologies were received	
2	Declaration of business interests/conflict of Interest	
	Nothing declared	
3	Minutes of previous meeting and Matters Arising	
3.1	Minutes from 6th June 2023 and the EXO minutes from 22nd June 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. - to be completed once the new FGB is formed in September. 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. - to be completed in September, SWil will email governors for photos. Pupil premium, Sports premium and Covid Catchup to be monitored and discussed at a Co-Chairs meeting. More to be done on this.	MB SW SWil SW
3.3	Notification of any other urgent business and consideration of whether it should be discussed in item AOB	
	Confidential item from Finance Govs	
4	Governing Board	
4.1	Governor Monitoring, Development and Training To include: <ul style="list-style-type: none"> • KCSIE Safeguarding Update Training - All Staff and Governors at Freethorpe https://docs.google.com/document/d/15YtxrDP-M_pBdG3B_N3rqmiMnEw3AnCq_ChhLKGqNCzQ/edit 	

	<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 invited governors to join the whole federation Safeguarding training at Freethorpe on 4th September.</p> <p>M Blake checked the SCR for TF and CF on 30th June 2023</p> <p>Monitoring of governor responsible areas will be a standing item on all SEG visits going forward</p>	
5	Oversee the Financial Performance of the Organisation	
5.1	Report for Finance Governors	
	<p>SL reports he had met with JW and gone through Together/Freethorpe and Coastal budgets.</p> <p>SL reports the following:-</p> <p>Coastal</p> <ul style="list-style-type: none"> • Coastal surplus has decreased marginally • Educational visit costs have increased post covid • Expenditure on curriculum and IT investment • 2 year surplus, then deficit in year 3 • SL advises that unlike the other preschools, Bacton preschool has a separate budget and with governors permission, JW would like to incorporate the preschool into the main budget and identified with specific subjective codes. <p>After discussion, FGB approved combining preschool and main school budgets.</p> <p>Freethorpe</p> <ul style="list-style-type: none"> • Surplus has increased slightly • High staffing costs • Preschool income has increased and is better than it has been historically as they had no surplus, so hopefully a buffer can be built up. <p>Together</p> <ul style="list-style-type: none"> • Surplus in year 1 and 2 and deficit in year 3 • School funds have been closed and incorporated within the main budget, and County have provided additional budget codes to monitor. <p>JW advises that from the access she has had, Swanton Abbott's budget appears in good order although they are predicting a drop in NOR. SA's budget is not as detailed as CT's, although it will benefit from shared costs of the Exec Head and HoTI etc. JW will speak to County to have SA's budget incorporated within Coastal's from April 2024. JW still needs to have full access to SA's budget, but access is being arranged and then she will speak to Martin Oswick.</p> <p>SA has had to have a reduction in staff due to reducing to three classes, but these staff have been absorbed by Coastal Together in other schools.</p> <p>SL reports the BCRs reflect 25.5% spend for Coastal, 25.7% for Freethorpe and 25.4% for Together.</p>	
5.2	Ratify Budget Revision 1 CF/Together/Freethorpe	
	FGB ratified budget revision 1 for Coastal/Freethorpe and Together budgets, based on the finance governor's report and documentation provided.	

5.3	Ratify SFVS CF/Together/Freethorpe	
	Completed and ratified earlier in the year	
5.4	Ratify BCR CF/Together/Freethorpe	
	FGB ratified the BCRs for Coastal/Freethorpe and Together budgets, based on the finance governor's report and documentation provided.	
5.5	Ratify PTFA and School Fund Accounts	
	Accounts for PTFA and School Fund had been provided ahead of the meeting and after discussion the FGB ratify the following:- Cantley School Fund accounts and closure Freethorpe School Fund accounts and closure Horning School Fund accounts and closure MIJS School Fund accounts and closure Freethorpe friends PTFA accounts	
6	Holding Leaders to Account	
6.1	SEND / LAC / Verbal Report	
	Nothing to report but this will be completed in the Autumn term once Rosie Maunder starts her new role and a new SEND governor has been appointed in September.	
6.2	Safeguarding Audit and Verbal Report	
	JN reports he has met with Rosie Maunder who had completed Safeguarding audits for all schools. The checklists are detailed and require evidence and any subsequent actions to be noted. JN confirms all policies and procedures are in place, but there are a number of action items to improve things further. Full checklists are on governorhub. JN confirms a governors checklist and safeguarding audit will be issued shortly.	
6.3	Summary of current standards from most recent assessment cycle	
	HoTL reports there is no current data available to report as it is assessment week this week. KS2 data will be issued next week. Assessments are completed termly, and from September under the new Accountability Measures, these will be analysed by SW and HoTL, shared in detail with the Co-Chairs and then reported to the FGB in a reduced format. An assessment timetable has been created and starts in September with a baseline assessment. HoTL talks through the new Governor Profile, and shows its ease of reading in the new format. HoTL explains the information collected during the SEG meeting will update directly into the Profile. The Profile provides one document, for all to access.	

	Assessment data will be reported at the September FGB, SWil to add to the agenda, and SEGs can assess it more closely at their first meeting.	SWil
7	Statutory Responsibilities	
	<p>Governors ratified the following policies and asked going forward if any changes made can be in a different colour for ease of reading.</p> <p>Handling Unreasonably Persistent Hassarssing or Abusive Complainants Absence Management policy and procedure Allegations of Abuse Against Staff Policy ECT Policy Complaints Procedure Bullying and Harassment Policy Equal Opportunities in Employment Extremism and Radicalisation Prevent Policy Visitor Acceptable Use Policy Staff Code of Conduct BPS Preschool Charging Policy CPS Preschool Charging Policy FPS Preschool Charging Policy HPS Forest Preschool Charging Policy First Aid Policy Governors Allowances Policy RSE Policy Whistleblowing Policy Staffing Adjustment Policy E-Safety Teachers Performance Management Social Networking Policy LAC Policy Safe Touch Policy Premises Management Early Years Policy Cloud Computing Policy Bad Debt Policy Behaviour and Anti Bullying Suspension and Exclusion LGBTQ+ Policy Forest School Handbook</p>	
8	Report from Whistleblowing Governor	
	Nothing to report.	
9	What has this meeting done to improve outcomes for children?	
	<p>SEG monitoring has been improved from September. Curriculum has been maintained and improved for all Safeguarding audit Budgets balanced and sustained financial responsibility maintained</p>	
10	AOB	
10.1	Discussion of items agreed by Chair in item 3.3	
	Confidential item, minutes held separately.	
11	Date and time of next meeting	

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	October	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	September	Open
SW will ask JW to order the NSPCC remote safeguarding training for governors to complete.	SW	Oct half term	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	September	Open
MB/RM to complete the SEND audit after the SEG meetings.	MB/RM	September	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
Assessment data will be reported at the September FGB, SWil to add to the agenda	SWil	September	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