

Minutes of the Beckley and Peasmarsh Schools Federated Governing Body
Held at Peasmarsh CE Primary School on
Thursday 17 November 2016 at 5.00 pm

Present: Jane Burnett (JB), Chair, Kate Sims (KS), Peter Mayers (PM), Lison Royle (LR), Martin Harper (MH), Emma Hogg (EH), Simon Thurston (ST), Greg Russell (GR), Alan Lloyd Smith

Absent: Jane Nash (JN Marie Claire Erith

Also present: Vivienne Davies (VD) (Clerk), Carolyn Weston, Kevin Tomasetti and Keith Cheetham
Ian Bryan.

	Discussion	Action
1.	<p>Meeting with Ian Bryan Potential Co-opted Governor</p> <p>The Federation had advertised for a co-opted Governor. Ian Bryan introduced himself giving information on his experience as a Governor at Rye College and in the workplace. Ian was an experienced Governor at Rye college sitting on the Policy Review committee and had gained experienced on Exclusions Panels. Governors thanked IB for his interest and advised that JB would contact him. IB left the meeting.</p>	JB to meet IB
2.	<p>Welcome and Opening Prayer</p> <p>MH opened the meeting with a Prayer.</p>	
3.	<p>Apologies for absence:</p> <p>Apologies were received and accepted from Jane Nash and Marie-Claire Erith.</p>	
4.	<p>Declaration of Pecuniary interests.</p> <p>No interests were declared for the meeting.</p>	
5.	<p>Governor – Completion of Forms</p> <p>Governors completed the Disqualification under the childcare Act 2006. Self-Declaration. ALS and MH completed annual Declarations of Interest.</p> <p>JB advised that the new advice regarding the Single Central Register required governors to bring in their Passport and 2 provide 2 referees. JB would provide character references for Governors if required.</p>	JB and all GB
6.	<p>To Approve the Minutes of 6.10.16</p> <p>Governors approved the minutes. JB signed the minutes.</p> <p>CW would send revised wording for Item 5 in future minutes.</p>	
7.	<p>Matters Arising</p> <p><u>Actions Table.</u> Adjusted action sheet attached</p> <ul style="list-style-type: none"> • The SEND action plan has been completed. <p>SFVS actions</p> <ul style="list-style-type: none"> • The SFVS meeting had taken place. The SFVS action plan would be updated.-Ongoing. 	

	<ul style="list-style-type: none"> • Health and safety audit would be completed through the H&S Committee. – Ongoing. To be reviewed in February. • Assets register – in place and needs to be reviewed in both schools • Crisis management – completed. • KS and PM to monitor Breakfast Club at Peasmarsh accounting systems - completed. • To present a Sports Funding Action Plan to FGB – completed. • Pupil Premium. To conduct an analysis of need and create an Action Plan - completed. • NHS Health Grant Action Plan. The funding would be returned - completed. • Review of RE syllabus. CW would arrange a date for the Ethos committee - completed. • To ensure website compliance. Pupil Premium, Sports Funding and Data to be uploaded onto school websites by November. Action: KT. Ongoing – Almost Completed. • Amendment of Policies. <ul style="list-style-type: none"> ○ Behaviour and Anti-Bullying - ongoing ○ Drugs and Alcohol.- completed, • To conduct Performance Management reviews. – Completed • Safety Issue. To raise with caretaker the issue of the bank at Peasmarsh Entrance – completed. • Reworked budget plans for Peasmarsh and Beckley - Completed • To produce ICT 3-Year plan – completed. • To produce buildings 3-Year plan – completed. • To provide data for both schools – completed. • To conduct Governor visits to monitor marking and feedback – completed. • To report to GB on priorities set – ongoing. • Pay sub-committee to meet to approve Pay recommendations -completed. • Anonymized performance management objectives to be provided for the next FGB – completed. • Adopt new Safeguarding/Child Protection Policy. Ongoing Peasmarsh - Completed Beckley. • Safeguarding audit action plan to be presented to FGB – completed. • Health and Safety. Governor visit to be conducted- completed. • KS and PM to work on SFVS Action Plan at Beckley- completed. • Code of conduct to be signed by Governors -completed. • Signatories on the Beckley School Fund. Ongoing. • Edubase. This had been almost completed. 	<p>KT</p> <p>LR/ST</p> <p>CW/KC/KT</p> <p>CW/ST</p> <p>Clerk</p>
8.	<p><u>Finance</u></p> <p>Governors noted the finance report</p> <p>The revised 3 year budget plans for both schools were agreed by governors following the recommendation from Kate Simms and Peter Mayers.</p> <p>CW reported the following: -</p>	

	<p><u>Peasmarsch</u></p> <p>Governors noted that the Peasmarsch Breakfast club was running at a loss.</p> <p><u>Flying start pre-school</u></p> <p>CW advised that the financial agreement with the Flying Start Pre-School had finished in 2008. Since that time there had been no payment to the school. The Assistant Estates Surveyor at ESCC is working with the school. The pre-school had also been ordering stock via school which had historically had not been paid for. In addition, the pre-school had not paid for the utilities. Governors noted that the stock orders for the last 2 years had been paid.</p> <p>Action: CW to monitor the situation.</p> <p>Governors noted the Budget year summary. Governors raised questions regarding the Peasmarsch Budget document which had been distributed. Governors were advised that the incorrect attachment had been sent. Governors thanked CW and the Finance Team for all their work on the budget.</p> <p><u>Beckley</u></p> <p>Governors noted the Beckley 3 year Budget Plan CW was in the process of amending the signatories on the school fund.</p> <p>Governors noted the Beckley and Peasmarsch Building and Premises Action Plans,</p> <p>Governors noted that in Year 3 years both schools were in deficit budget. Governors challenged if the Finance Team were more confident with the budget in both schools. This was the case in both schools.</p>	
9.	<p>Leadership Team Report</p> <p>Data</p> <p>Governors noted that the data for term 1 and were advised that term 2 data would be more secure.</p> <p>Governors noted that KT had moderated Maths in both schools and had produced assessment sheets to assist moderation. Moderation would take place across the federation.</p> <p>Governors challenged if there was an issue with boy's attainment. Boy friendly texts were used in English.</p> <p><u>Beckley</u></p> <p>Beckley had received a letter from ESCC confirming that data is good.</p> <p><u>KS1</u></p>	

Governors noted the points progress noting the milestones in Reading, Writing and Maths.

KS2

Governors challenged the reasons behind the Year 3 data. ST advised that the teacher assessments had not been secure for this Year group last year. There was now significant improvement in the quality of teaching in Year 1 and 2. In addition, there was a greater consistency with the use and understanding of milestones.

Governors challenged how secure the school was of the robustness of the data in Year 3 and Year 4. The school was more secure with the data and the moderation/assessment process would be strengthened.

EYFS

Governors noted strong progress shown in the prime areas of development. 64% of pupils are in the higher level of development. (40-60 months). There were a range of actions/interventions to boost children.

Governors challenged how confident the school was in Teacher Assessment. Teacher Assessment was robust. Governors noted that EYFS progress is measured against baseline. Governors noted that Term 1 data is not dis-similar from baseline data.

Peasmarsh

EYFS

Governors noted that children were entering school with low attainment on entry. The HOS responded that early interventions were in place and having taught the children on a number of occasions she was confident that the children are making good progress and are targeted to achieve a good level of development.

Governors noted that there were new staff at Peasmarsh and asked how confident the school was in the teacher assessment as only one teacher had used milestones last year. Governors noted that there were issues with assessment with the current year 5 (last year's year 4). **Governors pointed out that they wanted to have confidence that data was robust.** The term 1 data would become the baseline for the progress measure at Peasmarsh.

Governors noted the Heads of Schools hard work that has made a significant difference to both schools and congratulated them.

EH

Governor Monitoring

	<p>The KS1 team MCE and KS had been into Beckley to review marking and feedback. KS2 team monitoring would take place on December 9th. The Early Years team -EH/MHGR visit would take place. Action EH to arrange.</p> <p>The Pupil Premium Funding and Sports Premium Funding information had been distributed to Governors and had been uploaded to the website.</p> <p>SEN Information report. This had been distributed to Governors and would be uploaded onto the website.</p>	
10.	<p>Staffing and Personnel Anonymised Performance Management Objectives.</p> <p>To ensure that Performance Management was a rigorous and robust process, Governors analysed Anonymised Performance Management Objectives. Governors noted that all of the staff had had objectives set this year. A mid-year review would take place later in the year.</p> <p>Both Heads of School had set Performance Management Targets. JB would formally sign the objectives off next week.</p>	JB
11.	<p>Safeguarding</p> <p>KC reported the following: - KC had met with MCE and ST and concentrated on the safeguarding at Beckley. KC would meet with LR at Peasmarsh as soon as possible.</p> <p>The Safeguarding policy had been updated at Beckley.</p> <p>Governors challenged why the Beckley Safeguarding Action Plan had not been looked at since December 2015 and how it would be managed in future. KC, MCE and ST had gone through the action plan and audit point by point and RAGed the action plan. KC would work with ST and JN to enable them to undertake day to day responsibility of the Safeguarding Action Plan. In addition, the Safeguarding Action Plan would be a standard item on the FGB agenda.</p> <p>Governors raised a safeguarding issue at Beckley regarding parents coming into school and walking through the middle of the school. Governors noted that the risk assessment would flag up an issue. However, the practice is embedded in the structure of the school. ST/KC would look at day to day arrangements.</p> <p>All adults working in school need to complete Prevent training. ST confirmed that two thirds of the staff have completed the training Action: ST. ST will ensure that all other staff complete this.</p>	KC ST/KC ST
12.	<p>Health Safety and Premises</p> <p>ALS had conducted a tour with the Heads of Schools and caretakers. Governors challenged how the schools were ensuring the actions were being</p>	

	completed. The actions from the previous inspections would be the starting place at the next inspection to ensure they had been completed.	
13.	<p>Policies</p> <p>Governors approved the following policies:-</p> <p>Radicalisation Policy - Beckley Safeguarding and Child Protection - Beckley</p>	
14.	<p>Training update.</p> <p>MCE is attending the local Governor Area meeting next week in place of JB. The meeting was focusing on Safeguarding.</p> <p>JB, LR and ST had attended Diocese training.</p> <p>Safeguarding training. Governors were invited to face-to-face Safeguarding training on the morning of 3 January 2016 – 9am at Beckley. Governors were invited to attend. Governors to inform Jean in the Beckley office if they wished to attend.</p>	
15.	<p>Christian Ethos.</p> <p>CW would be the lead for an Ethos Date. A date for meeting would be agreed for this term. JB has suggested some agenda items.</p> <p><u>Beckley</u></p> <p>ST had responded to some of the key issues raised in the SIAMS report, including developing a more specific Christian distinctiveness throughout the school environment and introducing some new resources into the collective worship to reflect a greater diversity of Christian styles. ST had recently attended an RE cluster meeting with LR and JB</p> <p><u>Peasmarsh</u></p> <p>At Peasmarsh collective worship was filtering through to the classroom. There was a reflective space in the hall and each classroom. LR had attended an RE Cluster meeting. Becky who works across both schools is attending an “Understanding Christianity Course”.</p> <p>Governors noted that MH was pushing for links with schools to be displayed in the churches.</p>	CW/ALS/MH and Heads of School
16.	<p>Chairs update.</p> <p><u>School Improvement Partner Visit - Peasmarsh</u></p> <p>MH had met with the SIP. The feedback had been positive. The SIP reported that she “Could not say moving towards outstanding. She considered the School was making progress towards good.”</p>	

	<p>MH left the meeting.</p> <p>Governors formally approved that Ian Bryan be appointed as a co-opted Governor. It was proposed that he worked with MCE in a Safeguarding role. Action: JB to speak to IB. JB would liaise with IB on which Key Stage monitoring group he would join.</p> <p>KC and JB had arranged Performance Management review with the clerk on 14 December.</p> <p>JB advised that she would met with Penny Gaunt Chair of IEB at Playden on 30 November. JB asked for the permission of the Governing Body to commence conversations with PG regarding increasing the Federation to 3 schools (including Playden). The Executive Head team are in place until July and decisions had to be made regarding advertising for a substantive head to commence in September. Discussion needed to take place regarding a proposed federation date as PG had suggested 1 September. JB considered that 1 April may have been more appropriate as the Executive Head Team would still be in place. JB raised concerns regarding the effectiveness of a Federated Governing Body covering 3 schools and the implications on the additional workload incurred by Governors.</p> <p>In addition, JB advised that from September the Local Authority's powers of school improvement will have disappeared. School improvement is expected to be met by EIPs and Teaching Schools. Concern was raised that the school could be unsupported by next September. In addition, the Federation may not be successful in appointing an Executive Head.</p> <p>Discussion took place regarding the possibility of academisation. Governors gave permission for JB to commence conversations with PG as to whether to go straight to academisation. Governors would carefully consider the academisation option. JB would invite academies in to speak to Governors. Anne Holt would be invited to give a DCAT presentation. Governors noted that the Federation would not necessarily have to convert with DCAT. Governors approved that the Governing Body could explore Federation and Academisation.</p> <p>An extra-ordinary meeting was proposed before/after Christmas. Governors requested as much information as possible prior to the meeting.</p> <p><u>Vice Chair</u></p> <p>JB advised that constitutionally the school should have a vice chair of governors. As no governors were able to take on this role, following a suggestion from the GB JB agreed to approach IB with a view to becoming vice-chair.</p>	<p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JB</p>
15	<p>Dates of Next Meeting Beckley – 9 February 2017– 5pm at Beckley School</p>	

The meeting closed at 8.15pm.