

Minutes of the Beckley and Peasmarsh Schools Federated Governing Body
Held at Beckley CE Primary School on
Thursday 6 October 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), Marie-Claire Erith (ME), Simon Thurston (ST), Jane Nash (JN), Greg Russell (GR),

Absent:, Alan Lloyd Smith,

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

	Discussion	Action
1	Welcome and Opening Prayer KS opened the meeting with a Prayer.	
2.	Apologies for absence: Greg Russell was welcomed as a co-opted Governor. Apologies were received and accepted from Alan Lloyd Smith.	
3.	Declaration of Pecuniary interests. No interests were declared for the meeting.	
4.	To Approve the Minutes of 8.7.16 The following amendments were noted: - Page 2. The Power of Reading was not an intervention but a way of working. Page 4. Martin and Alan had been into Peasmarsh School. Page. 4. E-Safety. The iPads had not blocked the content at Beckley.	
5.	<p>Matters Arising</p> <p>Discussion took place regarding paperwork for future Governor meetings. In future Governors would bring laptops to the meetings to reduce the need for paper copies.</p> <p><u>Actions Table.</u></p> <ul style="list-style-type: none"> • Review the SEND action plan - Peasmarsh. Ongoing - Action EH <p>SFVS actions</p> <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 – ongoing. • Crisis management – ongoing. • KS and PM to monitor Breakfast Club at Peasmarsh accounting systems. - Ongoing. January 2017. • To present a Sports Funding Action Plan to FGB. Ongoing. To be presented in November. Action CW. • Pupil Premium. To conduct an analysis of need and create an Action Plan. Ongoing. To be presented at November meeting. Action CW. • NHS Health Grant Action Plan. Ongoing. Discussion took place regarding contacting other schools who had completed the paperwork. The Governing Body would make a decision in November. 	<p style="text-align: center;">EH</p> <p style="text-align: center;">KS/PM</p> <p style="text-align: center;">CW</p> <p style="text-align: center;">Governors</p>

	<ul style="list-style-type: none"> • Review of RE syllabus. – Ongoing. To be completed by January. • Contact Co-opted Governors Completed. • Governor Biographies for Website– Completed. • Clarity on how the Bursar will report and frequency of reports – Completed. • To ensure website compliance. -Ongoing. Pupil Premium, Sports Funding and Data to be uploaded onto school websites by November. Action: KT • Amendment of Policies. - Ongoing <ul style="list-style-type: none"> ○ Behaviour and Anti-Bullying ○ Drugs and Alcohol. • Investigate SIAMS Training – Completed • Investigate Exclusions Panels Training. Training had taken place. Completed. • To look at E-safety issues surrounding IPads. – Completed • To conduct Performance Management reviews. – Ongoing. • To ensure consistency in marking across the two schools. – completed. • To develop a programme of Collective Worship at both Schools. Completed. 	<p>KT LR/ST</p>
6.	<p><u>Finance</u></p> <p>Governors noted the finance reports. CW reported the following: -</p> <p><u>Beckley</u></p> <p>Governors noted that the budget which was agreed was not accurate and by the end of year 3 will be at least £70,000 over spent.</p> <p><u>Peasmarsh Budget</u></p> <p>Governors noted the following issues had been highlighted in the Peasmarsh Budget Planner</p> <ul style="list-style-type: none"> • 10030 Supply Staff Teaching – this budget is already overspent and needs to be adjusted for as appropriate • 10220 Admin Support Staff Supply – expenditure has been incurred but there is no current budget so this will need to be included • Income has been adjusted to reflect current and known received income <p>CW is working on both budgets with Sally Laidlaw from ESCC finance department to resolve the finance situation in both schools. Systems were being put in place to ensure current accounting systems are accurate. Governors noted that the budgets plans for both schools need to be reworked, agreed by governors and submitted to county again. Governors challenged how the Governing Body could ensure they would not be in the same position regarding finance reporting in future. CW would monitor the budget. The newly appointed bursars were attending budget planning training. Bursars would also attend a workshop to produce the 3 year budgets. It was recommended that CW, LR and ST attend the workshop with the bursars to ensure the HOS are involved in the process. In addition, KS and PM would meet with leadership regularly to monitor the budget.</p> <p>Governors emphasised that they needed clarity around what the school could</p>	

	<p>afford for an Executive Head. Measures were in place to provide the Governing Body with an accurate situation regarding the budgets for both schools. Action: CW.</p> <p>Governors challenged what percentage of the budget was staffing costs. This was in excess of 80%.</p> <p><u>Beckley School Fund</u></p> <p>The account for Beckley School Fund was discussed. The account is with HSBC and since Marilyn Clarke left the signatories have not been changed. The school requested a change of the signatures on the account number 41420461 sort code 40-39-18 from Marilyn Clarke, Lyn Kellaway and Cathy Cremin to:</p> <p>Charlotte Lane (Bursar)</p> <p>Jane Nash (Teacher)</p> <p>Simon Thurston (Head of School)</p> <p>This was agreed.</p> <p>Action : Signatories to be changed.</p> <p>Action: CW/ST/JB/Clerk</p> <p>CW reported on Capital funding plans</p> <table border="1" data-bbox="161 1173 1345 1581"> <thead> <tr> <th data-bbox="161 1173 783 1211">Peasmarsch</th> <th data-bbox="783 1173 1345 1211">Suggested Plan</th> </tr> </thead> <tbody> <tr> <td data-bbox="161 1211 783 1431">Carry forward £16 485 This year's allocation £ 4956</td> <td data-bbox="783 1211 1345 1431">Upgrade the server Purchase 3 clevertouch Whiteboards Upgrade fencing around key areas in the school to ensure safeguarding</td> </tr> <tr> <th data-bbox="161 1431 783 1469">Beckley</th> <th data-bbox="783 1431 1345 1469"></th> </tr> <tr> <td data-bbox="161 1469 783 1581">Carry Forward £1545 This year's allocation £5136</td> <td data-bbox="783 1469 1345 1581">Upgrade PCS in the school that are out of date. Quotes to be obtained</td> </tr> </tbody> </table> <p>SFVS Schools Financial Value Standard Governors noted that both schools will need to review these and plan the next actions. A date will be set with the finance governors.</p> <p>ICT 3 year plan and Buildings 3 year Plan These will be presented at the next governors' meeting in November. Action: CW</p>	Peasmarsch	Suggested Plan	Carry forward £16 485 This year's allocation £ 4956	Upgrade the server Purchase 3 clevertouch Whiteboards Upgrade fencing around key areas in the school to ensure safeguarding	Beckley		Carry Forward £1545 This year's allocation £5136	Upgrade PCS in the school that are out of date. Quotes to be obtained	<p>CW</p> <p>CW/ST/ JB/Clerk</p> <p>CWST/</p>
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7.	<p>Leadership Team Report.</p> <p>Governors noted the Key Areas for Improvement highlighted in the School Improvement Plans for both Beckley and Peasmarsch. (See copy in Minute Book).</p>									

<p>Governors approved the annual priorities for both schools.</p> <p><u>Peasmarsh.</u></p> <p>LR reported the following: -</p> <p><u>Class Structure</u></p> <p>An INA had been appointed to support a child in Year 4. Governors challenged if the 3 class structure was working and asked what support was in place to assist staff. LR advised that the teachers were managing the situation very well to meet the needs of all children. Systems had been put in place to resolve issues with behaviour.</p> <p>There were 83 children on roll. Governors challenged if the school was promoting the school for the 2017 reception intake. This was the case.</p> <p>A “Ways of Working” document had been developed by the Staff of both schools on the first Inset Day. Action LR/ST to forward to Governors.</p> <p><u>Church and Community Links:</u> Fr John has now visited the school several times in his capacity as parish priest and is getting to know staff and children.</p> <p>Governors noted the following:-</p> <ul style="list-style-type: none"> • Attendance 95.3% • There has been 1 fixed term exclusion. <p>Governors challenged if the issue regarding E-Safety had been resolved. This was the case.</p> <p><u>Beckley</u></p> <p>Discussion took place regarding the Globe theatre trip. Governors challenged if the school had risk assessments in place. This was the case.</p> <p>Pupil Numbers - 102. Beckley was promoting the school to the 2017 reception intake.</p> <p>Governors challenged how the school decided which children received dyslexia intervention. There were limitations to the number of children who could receive the dyslexia support. The support was provided for children who had received dyslexia screening. The majority of the children who received dyslexia intervention had received intervention support last year.</p> <p><u>Church and Community Links</u></p> <ul style="list-style-type: none"> • Fr John has now visited the school several times in his capacity as parish priest and is getting to know staff and children • The school is holding its Harvest Service on 7th October in Beckley CE Church • Many pupils participated in a competition to make ‘Vegetable Creatures’ for 	LR/ST
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	<p>the Beckley Agricultural Society's Annual Show in early September</p> <p>Attendance: - 95.7% attendance</p> <ul style="list-style-type: none"> Governors noted that Beckley has been successful in gaining the Silver Sports Kite Mark Award <p>Data for both schools would be available at the November meeting. Action : Kevin Tomasetti</p> <p><u>Governor Visit.</u> Governors were requested to visit to look at the progress made in Marking and Feedback. Action: Governors to contact LR/ST regarding dates for visits. EH to arrange Early Years visit. MCE to arrange KS1 visit. JB to arrange KS2 visit.</p>	<p>KT</p> <p>EH,MCE, JB</p>
8.	<p>Staffing and Personnel</p> <p>PM and JB head met with the Executive Leadership team to set three priorities for the Executive Team. The Executive Leadership Team would report back to the Governing Body on the progress of the priorities three times during the year.</p> <p><u>Teacher's Performance Management</u></p> <p>Governors noted that Catherine Allison had reviewed the targets of staff in the schools at the end of the summer term and stated whether the targets were met or partially met. However, pay recommendations had not been made. The Executive Leadership Team would make recommendations. The Pay sub-committee (JB, KS and PM) would be required to meet to approve the recommendations. New objectives would be set based on the School Improvement plans. The letters to staff were required by 31.10.16.</p> <p>Anonymized objectives would be provided for the next FGB. Action: ST/LR</p>	<p>KT/KC/CW</p> <p>JB, KS, PM</p> <p>ST/LR</p>
9.	<p>Safeguarding (See Copy in minute book)</p> <p>KC had conducted a Safeguarding audit of Beckley and Peasmarsh Schools.</p> <ul style="list-style-type: none"> The Safeguarding and Child Protection Policies required updating to new September 2016 guidelines at Peasmarsh and Beckley. Action: LR/ST Safeguarding Audit - needed to be in place at Peasmarsh. At Beckley the Safeguarding Audit has been updated to December 2015 but not ragged. Safeguarding Action Plan – Peasmarsh Safeguarding Action Plan to be linked to Audit. At Beckley the Safeguarding Action plan linked to Audit had been updated to December 2015. An update was required. Prevent Policy/Prevent audit and action plan required at both Beckley and Peasmarsh. Safeguarding information required for visitors at both Beckley and Peasmarsh. <p>Safeguarding audit action plan to be presented to Nov 2016. Action KC.</p> <p><u>Staff Inset – Safeguarding – 3 January 2016. (to be confirmed)</u></p>	<p>LR/ST</p> <p>KC</p>

	Governors were requested to attend Staff inset on Safeguarding on 3 January 2016 (to be confirmed).	
10.	<p>Health and Safety/Premises</p> <p>CW reported the following: -</p> <p><u>Peasmarsh</u></p> <p>At Peasmarsh the Health and Safety audit is due in term 2. A Health and Safety team are setting up systems to ensure that the school has the expected documentation and practices in the school.</p> <p><u>Beckley</u></p> <p>The Beckley safety audit would take place in January. ALS, LR and ST would be involved.</p> <p>Governors noted that both premises managers have new check lists to ensure that all maintenance checks are undertaken. A Governor visit will be planned for both schools in term 2 and fed back at the November meeting. Action: ALS</p> <p>Currently an SFVS audit would take place at Beckley in November. Finance Governors (PM and KS) would need to work on the SFVS action plan at Beckley.</p>	<p>ALS</p> <p>PM, KS</p>
11.	<p>Policies</p> <p>The following Policies had been distributed to Governors</p> <ul style="list-style-type: none"> • Attendance - ESCC • Appraisal - ESCC • Pay policy – ESCC • Charging and Remissions. Governors raised questions regarding the breakfast club charges. The charging and Remissions Policy related to charges during School hours. A separate policy would be required for the Breakfast Club. Governors noted that the Breakfast Club needed to be financially viable. • Marking and Feedback - ST advised that it was important to have consistent marking and feedback across both schools in particular consistency in the comments on what children had to do to improve their learning. Governors challenged if the Heads of School would conduct book scrutiny. This was the case. <p>Governors approved the above policies.</p> <p><u>Circle Model</u>. The Code of Conduct will be presented for signing in November's meeting</p>	<p>Clerk</p>
12.	<p>Christian Ethos</p> <p>ST advised that the SIAMS inspection had taken place at Beckley. The informal judgement from the Inspector was that Beckley would receive a "Good" Judgment</p>	

	<p>subject to moderation. ST and all staff were congratulated. A lot of work had been undertaken to show Beckley in a good light. Some areas were recommended for embedding Christian Distinctiveness.</p> <p>Governors noted that the Peasmarsh SIAMS was due.</p> <p>Governors formally approved the formation of an Ethos sub-committee comprising of MH, ALS,CW, ST, LT to look at the SIAMS development areas for Beckley School and to develop the Federation Christian Ethos.</p>	
13	<p>Training Update</p> <p>Governors had received Exclusions training on 30 September 2016.</p>	
14	<p>Chairs Update</p> <p>JB had asked LR to send out the letters asking for nominations for Parent Governors.</p> <p>There remained one vacancy for a co-opted Governor. The skills audit had highlighted a Legal/HR gap. GR would approach a potential Co-opted Governor who had a legal background. Action GR/JB.</p> <p>JB had set up weekly meetings with LR/ST</p>	GR/JB
14.	<p>Any other Business</p> <p><u>Edubase</u> Statutory information on Governors was required to be entered onto the Edubase website. Governors were complete the Edubase form. Action: Clerk to send Edubase form to Governors and go into school to enter details.</p>	
15	<p>Dates of Next Meeting Peasmarsh – 17 November 2016 – 5pm at Peasmarsh School</p>	

The meeting closed at 8.15pm.