

Minutes of the Beckley and Peasmarsch Schools Federated Governing Body
Held at Beckley CE Primary School on
Thursday 9 February 2017 at 5.00 pm

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

Absent: Marie-Claire Erith

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

	Discussion	Action
1.	Welcome and Opening Prayer MH opened the meeting with a Prayer.	
2.	Apologies for absence: Apologies were received and accepted from Marie-Claire Erith.	
3.	Declaration of Pecuniary interests. No interests were declared for the meeting.	
4.	To Approve the Minutes of 17.11.16 and 12.1.17 A slight amendment was made to the minutes – Item 14. Training was at Peasmarsch School. Governors approved the minutes. JB signed the minutes.	
5.	<p>Matters Arising</p> <p>5. References for Governors. JB proposed that 2 references were produced as good practice. Any new governors would be requested to provide 2 references. The GB agreed the policy going forward for all new governors appointed</p> <p>Governors noted that there was not a contract in place for the Flying Starts Pre-School Nursery. The contract is with East Sussex and not with the school. For some time the contract had been discussed between the Finance governors and ESCC to reach an agreed wording. The Finance Governors were asked if they had any outstanding concerns. There was concern regarding the wording on Insurance. Concerns remained regarding</p> <ul style="list-style-type: none"> • The collection of rent. The school did not want to be involved in the collection of rent. • On the plan their responsibility area crosses over where the children had access to the Forest School. Who has liability? • The use of school equipment, who has liability in the case of an accident? <p>Action: JB to email Chris at Peasmarsch and copy in Finance Governors.</p> <p>Pupil Premium and Sports Premium is uploaded to both websites.</p> <p><u>Actions Table update on actions carried out</u></p> <p>SFVS actions</p> <ul style="list-style-type: none"> • The SFVS has been updated and will be circulated to governors. The SFVS action plan would be updated.-Ongoing. • Amendment of Policies. <ul style="list-style-type: none"> ○ Behaviour and Anti-Bullying - Completed • To ensure website compliance -Completed 	<p>Governors</p> <p>JB</p> <p>LR/ST</p>

	<ul style="list-style-type: none"> • To report to GB on priorities set – ongoing. • Adopt new Safeguarding/Child Protection Policy. Completed. • Signatories on the Beckley School Fund. Completed. • JB to meet Penny Gaunt and to produce background reading for the GB on academies and federations. Completed. • To review the day to day safeguarding procedures in both schools- Completed. • The Ethos Committee to meet before Christmas. Completed. 	
6.	<p><u>Finance</u></p> <p>Governors noted the finance report and the minutes of the Finance Committee had been distributed to Governors.</p> <p>Governors challenged the reasons behind the purchase of cameras using Pupil Premium funding. The cameras were used to record the work of Pupil Premium children. Some PP children find it hard to be motivated in literacy, especially putting pen to paper so finding different ways for them to record is important. This may involve using whiteboards, chalk or other multisensory materials which cannot be put into a book. These experiences can be recorded using the camera and then printed out as evidence. This is not only for the children now but also for future pupils. In addition, Pupil Premium children were interested in photography. Meetings with parents led to the purchase of cameras so that children could use photography as a way of forming bonds and focusing on a positive experience. Children involved have complex emotional needs and using photography as a process to build self-esteem and produce quality and interesting pieces of work was considered justification in the expense. The photographs produced were also to be used as a stimulus in order to encourage more writing.</p> <p>Governors asked how confident the Finance committee were in the accuracy of the budget figures. CW advised that both schools were confident on the accuracy of the financial position.</p> <p>The School fund at Beckley had been audited. Governors challenged why the school Fund had become so large. Governors noted that the high balance on the Current Account was due to the fact that there were no signatories for the School Fund. Governors noted that there were Terms of Reference for the School Fund. Governors were informed that Beckley had a finance audit on 21/22 February and the Finance Governors may be called in to meet the auditor.</p> <p>Governors noted that the financial procedures at Peasmarsch were mirroring those of Beckley.</p>	
7.	<p>Leadership Team Report</p> <p>Data – Peasmarsch</p> <p>The HoS presented Term 2 data</p> <p>Governors noted the strengths and areas for action. Term 2 data showed that progress was happening. The data had been benchmarked against the term 1</p>	

<p>data as the end of term year data had not been was not consistent. Children were making good or accelerated progress.</p> <p>Governors challenged if the interventions were effective for SEN children. A lot of interventions had been put in place initially but they had not shown an impact due to inconsistency with staff available The school had focussed on quality first teaching. Governors were informed that a lot of SEN children had emotional and behaviour issues rather than learning issues. Curriculum provision maps were in place for children who needed one to one support.</p> <p>The data was rated RAG (Red, Amber, Green). Governors challenged if the school was expecting the red markers to change. Some of the red data related to children with complex behaviour issues. Bearing in mind the complexity of their education, Governors asked if there was an alternative method of measuring the progress of children with complex needs. This could be the responsibility of the SEN Governor. Action: MCE to meet with EH to discuss progress for SEN.</p> <p>Governors noted that behaviour for learning was observed as good in each class.</p> <p>EYFS</p> <p>Governors noted that the EYFS had come in at a low baseline entry. Some are progressing to the next developmental band. Governors asked why the technology aspects of the Early Learning goals were behind as these should be easy to achieve. LS would look at the reasons why technology was lower than expected.</p> <p>Action: EYFs teachers at each school to moderate together the technology aspect of EYFS assessment.</p> <p>There was good progress in EYFS form the baseline. An area of concern was the Health and Self care. Many children were not able to dress and undress themselves. This would be addressed.</p> <p>Discussion took place about the low entry base. The EYFS teacher at Peasmarsh was working more closely with the Nursery. Governors asked if Nursery had been visited by Ofsted recently. It had been judged as “Good” last year. LS commented that the low baseline entry may not be due to quality of provision in the nursery but that the children may be starting nursery at a low level and therefore there was a cumulative effect. No single factor could be blamed and the school catchment had to be taken into account.</p> <p><u>Beckley Data</u></p> <p>The HoS presented the term 2 data</p> <p>Governors challenged if Beckley and Peasmarsh staff were moderating together. This was the case. Governors asked if any moderation was taking place in the EIP (Education Improvement Partnership). This was the case. There has been cross-school moderation for both EYFS, Year 2 and Y6 so far this year</p>	<p>MCE</p> <p>LS</p> <p>EYFS teachers</p>
--	---

<p>at EIP moderation meetings. Moderation has also taken place across Beckley, Peasmarsh and Playden at two joint staff meetings this year. The school felt confident with the data.</p> <p>Governors noted that the data for Beckley is based on different calculations to Peasmarsh as it showed progress from baseline to term 2. Governors challenged the reasons behind the data for Year 3. Governors noted that this was due historically to teaching in Year 2 and inaccurate data had been submitted for Year 2 term 6. The amount of progress from baseline to Term 2 and Term 1 to Term 3 showed significant accelerated progress.</p> <p>Governors challenged how inaccurate data had been submitted and why no moderation process had taken place to confirm the judgements. The previous Y2 class teacher (who left at the end of last year) had not assessed pupil work accurately. Her judgements have been shown to be 'generous'. However, the school did not receive a moderation visit from the LA and there is no evidence that shows her judgements were scrutinised at KS1 county moderation meetings. The 'generous' data was submitted, accepted and has therefore been published as the official attainment data for the end of KS1 2015/16. Detail of why inaccurate data presented required Evidence was in place to show that progress now was good. Lessons were good and the books were good.</p> <p>SLT would investigate the starting points for Year 3. Action: ST.</p> <p>SEN. Beckley.</p> <p>Governors challenged whether the Beckley SEN children were receiving the support required for their needs. The HoS advised that the support for each child is tailored to their needs. Children are identified and specific intervention work takes place. Governors noted that writing was a particular focus. The school had reviewed the provision for intervention and support. Current data suggested that the changes to the intervention support is making a difference.</p> <p>Governors asked if the SENCOs moderated together. This was not the case as the nature of the needs of individual children are so different there would be no advantage to moderate together.</p> <p>EYFS</p> <p>The school had identified the areas of strength. Parent workshops were taking place. Governors challenged what impact these would have on the data. Support from home is vital to support development. Term 4 writing and maths workshops would take place to consolidate and develop learning.</p> <p>Governors had queried the baseline data at Beckley during monitoring visits.as it was so much higher than at Peasmarsh. Governors had been assured that there was a high level of confidence in the baseline.</p> <p>SEF/SIP</p>	<p>ST</p>
--	-----------

	<p>The Executive Leadership team presented an update on the SIP and the SEF</p> <p>Governors viewed the SEF and SIP documents. Governors noted the success criteria detailing what had been completed and the areas for the next focus.</p> <p>Governors noted middle leader training had taken place last term. Governors challenged how the school was ensuring the middle leaders were making a contribution. Within the inset days action plans had been developed by staff to highlight how each member of the school could have an impact on the priorities in the School Improvement Plan. Governors challenged if the school was developing Middle Leaders. In small schools all staff were middle leaders. Middle leaders planned and delivered training on the staff INSET day at the end of Term 2, about school action planning. This was based upon the SIP for each school.</p> <p>Middle leaders have also been given the opportunity at joint staff meetings to report back on the progress made by each school on the key issues within the SIP.</p> <p>Governors challenged if there was evidence of middle leadership. One example of evidence was that part of the Inset Day sessions had been delivered by some of the Middle Leaders. The same middle leaders had followed up at a recent staff meeting on the impact of the training.</p> <p>Attendance</p> <p>Governors challenged what was being done to improve attendance (90-91% compared to national average 96%). Governors noted the clear message on attendance given to parents from LS. Parents now knew to phone in to explain why their children were not at school. The attendance figure in the newsletter was a positive step to improve attendance Governors noted that attendance still requires improvement. Every newsletter and assembly is focusing on attendance</p> <p>Governors questioned the details in attendance policy as nationally some parents were conducting a legal challenge on the right to take children out of school during term-time. The school would consider granting leave during term time in exceptional circumstances only. Action: ST to send Governors the recent attendance document for Beckley.</p> <p>Governors challenged what was being done to address lateness. LS was addressing lateness in discussion directly with parents. Attendance letters were given out personally and newsletters reminded parents that attendance was a safeguarding issue and was treated seriously</p>	<p>ST</p> <p>LS</p>
8.	<p>Governor Monitoring</p> <p>The EYFS team had been in to look at Data. The KS1 team had been into Beckley to look at Marking and Feedback. The monitoring visit to Peasmarsh would be rescheduled. The KS2 team had monitored marking and feedback at Beckley and Peasmarsh. The policy had just been introduced and still had to be embedded.</p>	

	<p>Discussion took place regarding amending the marking and feedback policy as a result of the monitoring visits. This had just been introduced at both schools and it would not be expected to be embedded yet. It was suggested modifying the policy as it had too much detail. Action: SLT to consider reviewing Marking and Feedback policy</p> <p>Governor Monitoring Visits – Term 4.</p> <p>The following monitoring visits were planned: -</p> <ul style="list-style-type: none"> • EYFS. An EYFS monitoring visit would take place before end of Term 4 to pick up the actions from the previous monitoring report and to look at progress and data. The EYFS team would also conduct Pupil Voice. GR would co-ordinate dates. • KS1 – Marking and feedback at Peasmarsh. KS would co-ordinate dates. • KS2 team. Pupil voice. JB would co-ordinate dates. 	<p>ST/LS</p> <p>SLT</p>
9.	<p>Staffing and Personnel</p> <p>Staff absence.</p> <p>Governors noted the long-term staff absence at Peasmarsh. (7.2% Peasmarsh, 2.9% Beckley). Governors challenged if there was a clear policy in place to deal with long term absence. Governors were requested to adopt the new ESCC attendance management policy which provided greater clarity. Governors challenged if the issue behind the long-term sickness would be picked up more effectively by adopting the policy. This was the case. Governors approved the Policy.</p>	
10.	<p>Safeguarding</p> <p>Governors noted that the Safeguarding action plan at Peasmarsh had highlighted 15 areas of safeguarding. Many of the actions had been met and the amber areas for concern would be addressed at this FGB.</p> <p>Governors noted the outstanding items within the Safeguarding audit.</p> <ul style="list-style-type: none"> • Prevent audit • Governor picture badges for use across the Federation were suggested This would be actioned. <p>Governors noted the only area of particular concern was to ensure the system of recording Child Protection and welfare and concerns was embedded. Governors noted that information needed to be assembled into a timeline. A large amount of work had been completed to assess the outcomes of a welfare concern. Governors noted that the majority of the forms were now compliant.</p> <p>Governors noted that a local authority safeguarding review was taking place at Beckley on 9 March and the Peasmarsh Safeguarding Review would take place</p>	<p>KC</p>

	<p>on 23 May. Both of the safeguarding governors would be involved in the audit. Governors noted the format of the Safeguarding reports in the IEB format. Action: KC to take responsibility with the Heads of School to complete Safeguarding reports in the IEB format.</p> <p>Governors noted that ST would complete DSL training on 2 March.</p> <p>A parents meeting had taken place at Beckley to look at the security of the site/ security of access procedures for parents in the morning and afternoon. As a result, the school is implementing a new system for parents to drop off and pick up their children from the beginning of Term 4.</p> <p>Discussion took place regarding access to the Nursery at Peasmarsh. Gates would be erected to resolve this issue. Gates have been installed over the break to prevent nursery children going beyond the nursery and into the school area. There will also be fencing erected by the allotments to stop the nursery children from wandering off the path area in order to keep them safe.</p> <p>Governors challenged when all staff would have completed online Prevent training. All staff at Beckley had completed Prevent training.</p>	
11.	<p>Health Safety and Premises</p> <p>Health and Safety Report.</p> <p>A health and safety audit had taken place at Peasmarsh and 99.3% compliance had been achieved.</p> <p>Governors questioned the reasons for the problems with the allotment. This was to address the issue of the nursery children being able to access the allotment.</p> <p>Premises</p> <p>New windows would be installed at Peasmarsh and Beckley where required. These were funded and organised by ESCC. In addition, new lighting would be installed at Beckley during half term, funded by ESCC.</p>	
11.	<p>Policies</p> <p>Crisis management plan. Governors suggested minor amendments. It was noted that there were no details of Governors to be contacted in the event of a crisis. Action: HOS to ensure the contact details for the Chair and Vice Chair to be included. Governors approved the policy with the amendments noted.</p> <p>Governors ratified the following policies:-</p> <ul style="list-style-type: none"> ● Peasmarsh Behaviour Policy. ● Beckley Behaviour Policy. ● Federation Social Media policy. ● Peasmarsh Safeguarding and Prevent. 	ST and LS

	<ul style="list-style-type: none"> • Federation Anti-Bullying policy • Peasmarsh and Beckley H&S policy • Federation Preventing Extremism • Equality Statement – Federation • Staff Attendance Management Policy <p>Governors agreed that in future the Governor with the delegated responsibility would be assigned the task of reading through the relevant policies.</p>	
12.	<p>Training update.</p> <p>The ESCC Virtual School bag would be distributed every week.</p> <p>JB would conduct Ofsted training for Governors at Peasmarsh on 21 Feb 4-5 pm prior to the DCAT – Multi Academy Trust meeting.</p>	
13.	<p>Christian Ethos.</p> <p>The Ethos Committee had taken place. The minutes were presented and no questions raised.</p>	
14.	<p>Chairs update</p> <p>JB and IB were meeting with Anne Holt and possibly the Bishop next week.</p> <p>The following dates had been booked for Governors to meet with the academy Trusts for exploration discussions</p> <ul style="list-style-type: none"> • 21 Feb – Lesley Gannon – DCAT. – Peasmarsh 5pm • 14 March – Acquila - Beckley 5pm • 4 May – Tenax – Peasmarsh 5pm <p>Some questions had been prepared which would be circulated to Governors. Action: JB.</p> <p>Governors questioned whether staff should be involved in the academy presentations. Governors were only fact finding at the moment. A letter would be sent to staff and parents to advise of the situation at the start of Term 4 JB would meet with all staff on 20/2/17 to explain what is happening. Action: JB</p> <p>Governors would attend the following events:-</p> <p>MAT roadshow. 20 March.- 4-7. JB and IB would attend.</p> <p>Another briefing 16 May. – ESCC Information for Governors about becoming a MAT. PM and LS would attend.</p>	<p>JB</p> <p>JB</p>

15.	<p>Any Other Business</p> <p>Audit of School Fund.</p> <p>Governors noted the report from the auditor. Governors were asked to email any questions to CW.</p> <p>Beckley Website. An updated website for Beckley School would go live after February half term/Term 4. As part of this project the Beckley logo had been refreshed. ST asked to explain the new logo/ refreshing to parents and staff</p> <ul style="list-style-type: none"> • Heads of School to maintain front page and shared content • School Receptionist to upload newsletters • Clerk to Governors to update Governors page and upload minutes after they had been approved. • Teachers would update teaching page. <p>Governors were pleased to noted that Carolyn Weston would be continuing as interim executive Until July 2018. Kevin Tomasetti and Keith Cheetham would be working with other schools from April 2017. Governors formally thanked KC ad KT for their time as Executive Heads.</p>	ST
16	<p>Dates of Next Meeting</p> <p>27 April – Beckley – 5pm</p> <p>DCAT meeting 21/2 at 5pm</p>	

The meeting closed at 7.30pm.