



**Minutes of the Beckley and Peasmarsh Federation  
Full Governing Body Meeting  
held at Peasmarsh CE Primary School on  
Thursday 28 September 2017 at 5.30 pm**



Present: Jane Burnett (JB) Chair, Martin Harper (MH), Jane Nash (JN), Marie-Claire Erith (MCE), Peter Mayers (PM), Kate Sims (KS), Alan Lloyd Smith, (ALS), Carolyn Weston (CW)

Also present: Lison Smart (LS) Simon Thurston (ST) Norma Turner (NT) and Deborah Ongley (DO)

	Discussion	Action
1.	<p><b>Welcome and Opening Prayer</b> JB welcomed all. All governors introduced themselves. MH opened the meeting with a Prayer. There were no apologies.</p>	
2.	<p><b>Declaration of Business Interests</b> All forms were completed for the new year. The disbarring forms were also completed.</p>	
3.	<p><b>To Approve the Minutes 13 July 2017</b> Minutes of last meeting approved. – Error with KW used for CW. Page....  The Minutes were agreed, received and signed by The Chair and will be posted on the schools' websites. <b>Action:</b> Minutes to be posted on website</p>	LS/ ST
4.	<p><b>Matters Arising Non</b></p> <p><b>Action Table Progress Update</b></p> <ul style="list-style-type: none"> <li>• Marking Policy was reviewed at the end of the year by school. Reviewed one sent to governors. <b>Action: Resend to all governors.</b></li> <li>• Crossing Control redundancy. <b>Action: Discuss at Finance Meeting 18<sup>th</sup> October</b></li> <li>• Policies are amended as they are reviewed with a consistent format and school logos.</li> <li>• Beckley King, RE lead for Federation, has led training for both schools. <b>Action: Becky King to attend Ethos Meeting to update governors.</b></li> <li>• JB reported that LA has been contacted for advice about future leadership of school. <b>Action : LA and Diocese asked to present and advise at November FGB meeting.</b></li> <li>• Governors has all completed online Safeguarding and Prevent training.</li> <li>• Calendar for review of policies completed. <b>Action: Resend to all governors</b></li> </ul>	<p>LS / ST</p> <p>CW</p> <p>LS</p> <p>JB</p> <p>CW</p>

	<ul style="list-style-type: none"> <li>• Costs of damage from water damage. <b>Action: ST report back at Finance 18 October</b></li> <li>• Review and evaluation of SENCO and new working practices at Beckley. Action: <b>SEN governors ongoing.</b></li> <li>• Review of alarm alert information. ST This has been investigated but deemed not cost effective. Neighbours have school contact details and ring if problems. Governors agreed that no one should come to school alone when called. Further discussion required. <b>Action: Discuss Further at Health and Safety Meeting November</b></li> <li>• Understanding of SEN requirements at Beckley. Complete. INSET</li> <li>• Safeguarding for Beckley. <b>Circulated</b></li> <li>• Ratify Financial Agreements for HLTA at Beckley. <b>Action: Finance 18<sup>th</sup> October</b></li> <li>• New governors. Two prospective governors attending the meeting. Additional parent governor from Peasmarsh required. KS asked could this be a grandparent. MH It states parent or carer in documents. <b>Action: Investigate if grandparent can stand.</b></li> </ul>	<p>ST</p> <p>ST / LS</p> <p>KS</p> <p>CW</p>
5.	<p><b>Finance</b></p> <p>No Minutes received as next meeting is to be held on 18 October. KS asked for a report to detail how Health Grant is being spent at this meeting. JB asked Finance to discuss the Pupil Premium and Sports Grants at this meeting and ensure that these are then on the website. <b>Action: Health Grant, PP and Health Grant Reports to be presented at Finance Meeting 18 October After this meeting Pupil Premium plan and Sports Grant need to be published on the website.</b></p>	<p>LS / ST</p>
6.	<p><b>Leadership Team Report</b></p> <p>JB explained that HOS are presenting reports in to include update of all aspects of school life. This report will be referred to throughout the meeting. This is in response to governor requests at individual meetings in the summer. JB also reminded governors that they received newsletters regularly from the school.</p> <p><b>School Improvement Targets.</b> See SEF / SIP Documents for each school. <b>To consider and agree objectives for the 2017/18</b></p> <p>JB informed governors that HoS will report three times a year on progress and impact of actions to meet targets.</p> <p>JB told governors that HoS have considered and reviewed all aspects of the school: leadership and management, teaching, learning and assessment, personal behaviour and welfare, outcomes and early years. The targets have been written to address the priorities in these areas.</p> <p><b>Beckley</b> ST talked through the priorities for Beckley. <b>Governor Challenge:</b> Asked for an example be given to MLL development at Beckley. <b>ST</b> explained how Jane Nash has rewritten the Maths Calculations Policy and would be given time to monitor this in practice.</p>	

<p><b>Governor Challenge.</b> Asked for clarification about lead in spelling and SEN as both leads are at Peasmarsh. <b>ST</b> agreed that Sophie Morley would look more specifically at Writing Development and that SEN would be taken out of Beckley objectives.</p> <p><b>Governor Challenge:</b> Questioned about where writing development would be included on the plan as it is an area for development. ST described the way that practical science would lead into quality writing. Governors would monitor the impact of this.</p> <p><b>Governor Challenge:</b> Will there be opportunities for writing outside. Children had asked for this. <b>ST</b> School was looking to develop opportunities for this.</p> <p><b>ST</b> Staff at Beckley had INSET which focused a deeper level of questioning to create more opportunities to challenge children to attain Greater Depth.</p> <p><b>Personal Behaviour and Welfare Areas.</b></p> <p><b>ST</b> Most of this area focused on the areas targeted for the Health Improvement Grant and SIAMS.</p> <p><b>Governor Challenge:</b> Would there be a focus on prevent and British Values.</p> <p><b>ST</b> These areas would be a focus across the whole curriculum</p> <p><b>Governor Challenge:</b> Governors would like to see the impact of school on these areas.</p> <p><b>Governor Challenge:</b> What would be the school's focus on nurture and well being.</p> <p><b>ST</b> A Gazebo would be an area for group work. School plan to focus on risk taking, peer mentoring, group work and helping the children who are not confident.</p> <p><b>Outcomes</b></p> <p><b>ST</b> School continues to focus on providing opportunities for children to attain Greater Depth. Phonics will also be a focus.</p> <p><b>Governor Challenge:</b> There will be a focus on data every term and the impact of strategies being used.</p> <p><b>Action:</b> Report to governors strategies and impact on a regular basis.</p> <p><b>EYFS</b></p> <p><b>ST</b> Focus on linking the outside and inside area more. Moderation and planning a curriculum for a boy heady cohort.</p> <p>Number roll at Beckley 105</p> <p><b>Governors agreed</b> that the targets and priorities were appropriate for the <b>School Improvement Plan for Beckley.</b></p> <p>JB informed and governors that an LEA data pack has been sent out.</p> <p><b>Action:</b> Governors will be given opportunities to ask questions at the next FGB</p> <p><b>Beckley Attendance</b> 97.5% for September 2017</p> <p><b>Governor Challenge:</b> Asked for explanation about the different percentages.</p> <p><b>Action :</b> <b>ST</b> Will clarify how percentages are calculated.</p>	<p>ST / LS</p> <p>JB</p> <p>ST</p>
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## **Peasmarsh Targets SEF / SIP**

### **Leadership and Management**

**LS** All Middle Level Leaders have led training and written an action plan. There are dates to monitor actions and impact.

Moderation with Education Improvement Partnership **EIP** group for maths has been held already. Schools attending were Peasmarsh, Beckley, St Thomas Winchelsea, Northiam and St Michael's Playden. All attendees found the meeting beneficial and requested more meetings.

### **Teaching and Learning**

**LS** Focus on development of creative curriculum to motivate and inspire children to attain high standards in all curriculum areas.

**LS** Described how the music INSET has been used to motivate the children to write poems and set to music. **LS** also explained how the visit an Owl visit had stimulated the children to write.

**Governor Challenge** : Governors will want to see the impact of these strategies in data meetings.

### **Personal Behaviour and Welfare**

**LS** Again connected to Health Grant plan.

Nurture room has been created. **LS** thanked staff who had spent a lot of the summer preparing this room. The room is already being used to support vulnerable children.

**Governor Challenge** : How will governors be able to see the impact of the effectiveness of 'The Hive'

**EH** Told governors that the BOXALL assessment for individual children. This data is required by Education Behaviour Support Advisory Service too.

**LS** Also informed governors that all staff are Pupil Premium Champions and have responsibility for improvement of these children.

**SIAMS** Assessment is a key area and Beckly King is working with staff from both schools to develop RE. Spiritual, Moral, Spiritual and Cultural Education is and area the school will focus on and how this underpins all curriculum areas.

**LS** Attendance is a key area for Peasmarsh. Of the children with attendance issues 83% of this group were mobile children. There is a new policy and the school is following the new guidance from the LA. The school will issue penalty notices. It is the aim of this focus there will be a change of mind-set.

### **EYFS**

**LS** Whole school focus on how young children build skills in EYFS.

**Attendance** information presented in report.

Number of children on roll 92

Governors Agreed the objectives for Peasmarsh

JB Informed governors that there will be an LEA meeting on Monday 2<sup>nd</sup> October with the school adviser to agree the school categorization for both schools.

7.	<p><b>Staffing and Personnel</b></p> <p>Leadership report/Staffing &amp; Personnel In Leadership Report</p> <ul style="list-style-type: none"> <li>• Clerk was appointed in July. Contract not in place until September. Clerk worked during the summer. Clerk for personal reasons resigned. The post was advertised today.</li> </ul> <p><b>Beckley CE ST reported</b></p> <ul style="list-style-type: none"> <li>• Two staff married in the summer</li> <li>• The music teacher, has now retired and will work on a supply basis for a morning a week.</li> <li>• One TA has resigned due to health issues</li> <li>• There as been a temporary TA appointment made.</li> <li>• One member of support staff has returned after maternity leave and the other has not.</li> <li>• The temporary TA has now been given a permanent contract</li> <li>• HLTA and TA 3 has been given a one year contract. This TA has SEN training. The role will be one of supporting children.</li> <li>• The Sports Coach is now offering clubs at lunchtime.</li> </ul> <p><b>Peasmarsh</b></p> <ul style="list-style-type: none"> <li>• NQT has started at Peasmarsh</li> <li>• The admin secretary is helping to run Breakfast Club</li> <li>• Forest School Staff are helping to train a parent from Nursery</li> </ul> <p>JB informed governors that Performance Management for HOS has taken place.  <b>Governor Challenge:</b> Have Staff Appraisals taken place?  <b>LS ST</b> Staff Appraisals will take place before 31<sup>st</sup> October.</p> <p><b>Action :</b> Report staff appraisal outcomes to Finance and Personnel</p>	ST / LS Finance Group
8.	<p><b>Governor Monitoring for Autumn terms</b></p> <p><b>Peasmarsh</b>  SEND – monitor classroom environment for children with SEN.  Attendance – monitor impact of actions</p> <p><b>Beckley</b>  Impact of marking 18 October W/B Effectiveness of Feedback  Writing – strategies to engage children to write and the impact of these.</p> <p><b>Action:</b> Dates to be planned for monitoring visits.</p>	JB
9.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Beckley report has been received. No questions concerning this.</li> <li>• <b>IB and MC</b> visit reports were sent out to governors.</li> </ul>	

	<ul style="list-style-type: none"> <li>No questions were asked.</li> </ul>	
10.	<b>Health and Safety</b> Meeting first week in November	H&S
11.	<b>Policies for Approval</b>  Health and Safety Policy Whistleblowing Recruitment and Selection Policy/ES Governors Allowance Policy/ES Behaviour Policy – Peasmarsh Dignity at Work/ES Child Protection and Safeguarding Staff Code of Conduct ICT Acceptable Use  <b>Action:</b> Staff governors will look at the policies and relevant polices to be reviewed at different committees. <b>Action:</b> When policies are amended the amendments should be circulated to governors.  Governors accept that polices that have been amended and listed above.	LS /ST
12.	<b>Christian Ethos</b> Meeting later in the term	
13.	<b>Training Update</b> <ul style="list-style-type: none"> <li>Safeguarding all complete</li> <li>Training for governors – Secretaries at each school will be able to book governors on courses</li> </ul>	
14.	<b>Chair's Update/Verbal Report</b> Circle Model still in place Main Changes. There is a list of governors for monitoring JB There are two new prospective governors one with an expertise in Health and Safety and one with Special Needs. JB also informed the governors of a new governor group to scrutinize data.	
15.	<b>Decision to proceed with consultation for conversion to an academy.</b> A paper had been circulated prior to the meeting. A secret ballot was taken and it was decided to pause the process by the majority.  <b>Action:</b> JB will write to the parents to inform them of the decision.	JB
16.	<b>New Governors</b> Norma Turner and Deborah Ongley introduced themselves to the governors and it was unanimously agreed to welcome them onto the FGB. There is still a vacancy for a Peasmarsh parent	
17.	<b>Future meetings</b> <b>FGB 23/11/17</b> <b>Finance Wednesday 18<sup>th</sup> October 2017 9.15 Peasmarsh CE</b> <b>Health and Safety Week beginning 6<sup>th</sup> November</b> <b>Ethos Week beginning 9<sup>th</sup> October</b>	

*The meeting closed at 7.30 pm.*

