

Minutes of the Beckley and Peasmarsch Schools Federated Governing Body
Held at Beckley CE Primary School on
Thursday 27 April 2017 at 6.00 pm

Present: Jane Burnett (JB), Chair, Ian Bryan (IB), Kate Sims (KS), Martin Harper (MH), Jane Nash, Marie-Claire Erith (MCE)

Absent: Lison Smart, (LS), Greg Russell (GR), Peter Mayers (PM), Alan Lloyd Smith, (ALS), Emma Hogg (EH),

Also present: Vivienne Davies (VD) (Clerk), Carolyn Weston, Simon Thurston (ST),

	Discussion	Action
1.	Welcome and Opening Prayer MH opened the meeting with a Prayer.	
2.	Apologies for absence: Apologies were received and accepted from Peter Mayers, , Alan Lloyd-Smith, Emma Hogg, and Lison Smart.	
3.	Declaration of Pecuniary interests. No interests were declared for the meeting.	
4.	To Approve the Minutes of 9.2.17 The minutes were approved and signed by JB.	
5.	<p>Matters Arising</p> <p>SFVS</p> <ul style="list-style-type: none"> • Peasmarsch. Issues arising from the Health & Safety Audit and Fire Risk Assessment - completed. • To report on GB priorities set – completed. • To prepare a list of questions to be asked of Academy Groups. Completed • Governors to provide 2 references. Completed • Finalise the Lease for Flying Starts Pre-School. Completed from the Governors perspective. The School will not be responsible for collecting rental payments. • To report to GB on priorities set ongoing. Completed. • ME to meet with EH and ST to discuss progress for SEN. Ongoing. • EYFS. LS did meet with the Early Years team. Completed. • EYFS. Both schools to moderate technology. Completed. • ST to send recent Beckley attendance data to Governors. Completed. • Beckley Data. To investigate the starting points for Year 3. Completed • LS to address lateness. Completed • SLT to consider reviewing marking and feedback. July. • Safeguarding reports in IEB format. Completed. • Amendment to Crisis Management Plan. Completed. • Letter to parents and staff to advise that the Federation is looking at Academy Options. 	Governors
6.	<p><u>Finance</u></p> <p>The following Documents had been distributed to Governors</p>	

- Minutes of Finance Committee
- Budget Beckley/Peasmarsh
- SFVS Beckley/Peasmarsh

The Finance Committee had met to approve the budget. Finance Governors **challenged** why the budget which had been agreed at the Finance Committee on 28.3.17 had been amended for both Schools.

CW advised that the Executive Role used to be allocated to Staffing costs but ESCC have stated it must be allocated to Staff Costs. This had resulted in staffing costs amounting to 91% at Peasmarsh. The Finance Governors recognised that a high staff cost ratio was a trend in very small schools. At Peasmarsh the Crossing Patrol was being made redundant so the overall budget may improve.

The Finance Committee recommended approval of the Budget. MH proposed, KS seconded approval of the 1 year budget in the sum of £483,681 (Peasmarsh) and £499,711 (Beckley) comprising: -

Peasmarsh CE Primary School

Carry Forward	£62,800
Formula Budget share	<u>£420,881</u>
Total Budget	<u>£483,681</u>

Beckley CE Primary School

Carry Forward	£37,977
Formula Budget Share	<u>£461,734</u>
Total Budget	<u>£499,711</u>

Governors **challenged** whether ESCC could claw back the carry forward. This would not happen as the school had submitted a list of projects earmarked for the expenditure.

3 Year Plan

The 3 Year Budget plans for both Beckley and Peasmarsh showed a carry forward in Year 3 (2019/20).

Beckley - £7,152 carry forward

Peasmarsh, - £17,894

Governors approved the 3-Year budget plans for Beckley and Peasmarsh. Governors thanked the Finance Committee, CW and the Bursars for all the work to balance the budget.

Services to Schools

The Finance Committee had recommended approval of the Services to Schools for Beckley and Peasmarsh. Governors approved the services to school.

	<p><u>Capital Bidding</u></p> <p>Governors noted the Capital Bids.</p> <p>Beckley - £10,000 bid to replace the heating and air conditioning upstairs. Peasmarsh - £4979 to replace part of the perimeter fencing.</p> <p><u>Beckley Financial Audit</u></p> <p>Governors were pleased to note the Beckley financial audit had been upgraded to Substantial Assurance. Governors had received the updated audit.</p> <p><u>SFVS</u></p> <p>The Finance Committee recommended approval of SFVS. Governors approved the SFVS</p>
7.	<p>Leadership Team Report</p> <p>Pupil Numbers 2017/8</p> <p>Beckley Reception - 16 (2 waiting list) – 13 Year 6 (108 on roll) Peasmarsh Reception - 18, 9 Year 6. (92 on roll)</p> <p>Governors noted that numbers are buoyant and positive. Congratulations were given to LS for improving the Peasmarsh numbers.</p> <p>Exclusions</p> <p>Governors noted the Permanent Exclusion at Peasmarsh. All considerations were made within the Christian Ethos of the School. In addition, LS had gone to follow up the child's transition at the new school.</p> <p>Data - Beckley</p> <p>The HoS presented Term 4 data</p> <p>Governors noted the strengths and areas for action. Term 4 data showed that there was more amber ratings than previously. (Amber is below expected). Governors noted that 11 of the amber figures are within 0.2 of being Green. ST had reviewed the base line data for Year 3. On average, it was considered they had been assessed last year at one milestone higher than they actually were. This year, Year 3 had officially made 1.4 points progress. In reality, this is 2.4 points progress. The school is now confident the data is accurate. There is one child in Year 3 where interventions had not shown progress. The student has made progress but had not ticked every part of the milestone. Governors challenged how long the SLT wait to see if interventions work. Every few weeks interventions are reviewed. Governors noted the Year 6 data was positive data for reading and maths. Writing would be addressed after the SATS tests as these are teacher assessments in June.</p> <p>Governors challenged how last year incorrect Year 2 data had been submitted and moderated externally if it was incorrect. The teacher had taken the work to</p>

	<p>ESCC moderation but the school had no records as to how the work had been moderated. There were significant discrepancies in the milestones given at the end of the year and in many cases the results had differed greatly to expectations. Governors challenged what steps SLT would take to ensure this situation did not happen again. The school had to take work to moderation meetings. In addition, the school may be subject to ESCC moderation as had been the case at Peasmash last year. A shadow baseline data had been developed to reflect Year 3's actual progress. The school would set up pre-learning groups who were struggling in particular areas.</p> <p>EYFS – Beckley</p> <p>Children were progressing with increasing numbers of children who were achieving their Early Learning Goals. In addition, many children were on the cusp of achieving the Early Learning goals. The children had entered school with a good level of speech so it had been more difficult to move the children on in Speech.</p> <p>Peasmash – Data</p> <p>Due to insecurity of data at Peasmash the benchmark was Term 1 data. Accelerated progress was evident. The attainment in Year 2 at Peasmash showed that Peasmash was performing better than Beckley. The SLT had compared the books across both schools. In year 2 and year 6 the data looked as though children were expected to achieve national expectations. ESCC were currently grading Peasmash as RI. The school needed to focus on progress and show how things were moving forward constantly. Governors challenged whether ESCC would regrade their judgement (currently judged as RI) as a result of the data. CW had emailed Claire Roberts who stated she was looking closely at the data. If the data was as expected, it was hoped that the school would be regraded by ESCC as good.</p> <p>Early Years – Peasmash</p> <p>Governors noted that children had made good progress since baseline. Attainment, however, was still lower than Beckley. There had been focus on key areas (Health and Social and Technology). Governors noted that the areas where the children were falling behind was writing, number and speaking. Many children were on the cusp of achieving the Early Learning Goals.</p> <p>Governors challenged what was being done to improve attainment in writing. There was a focus on phonics. Flash cards were going home.</p> <p>Both schools were assessing summary data and putting interventions into place. Governors challenged why spelling was an issue. This was possibly due to phonics knowledge. Spelling would be focus at both schools. Impact however, would not be evident overnight.</p>	
8.	<p>Governor Monitoring</p> <ul style="list-style-type: none"> • Pupil Voice had taken place at Peasmash on activities which had involved 	

	<p><u>Staffing – Beckley</u></p> <p>Two TAs on maternity leave were making decisions whether to return. One had indicated they wanted to come back Full Time. One had asked to return part-time. ST was liaising with ESCC personnel. This would be picked up in detail at the next finance meeting. Action: Finance Committee.</p>	Finance Committee
10.	<p>Safeguarding</p> <p>A safeguarding audit would take place at Peasmarsh. May 23rd</p> <p>As a result of concerns about why the field is not being used at Beckley ESCC safeguarding personnel would be contacted to clarify how many adults were required for the children to use the field. Action: ST.</p> <p>Further to the recent safeguarding review at Beckley, it was recommended that the Governor Safeguarding lead should not be a parent-governor. Therefore, IB will now take on this role, with MCE supporting him.</p>	ST
11.	<p>Health Safety and Premises</p> <p>An update on Buildings works was presented to Governors. There were no major issues for concern.</p>	
12.	<p>Policies</p> <p>Governors approved the following:-</p> <ul style="list-style-type: none"> ● Federation Policy - Complaints procedure ● Federation Policy - Collective Worship ● Federation Policy - Supporting pupils with medical conditions. ● Financial Procedures Beckley and Peasmarsh. ● Federation policy – Religious Education ● Federation Policy – Inclusion ● Financial Procedures – Beckley ● Financial Procedures – Peasmarsh. <p>The Scheme of Delegation would be presented to next finance committee. Action: Clerk.</p> <p>In future, the SLT would liaise between schools and ensure federated policies included both logos.</p> <p>The policies for review would be developed within the annual governance calendar.</p>	Clerk SLT Clerk, Chair of Govs SLT
13.	<p>Christian Ethos</p> <p>Governors challenged if there was any plan to have Godley Play at Beckley as well as Peasmarsh. This was being considered. LS had offered Godley Play</p>	

	<p>training. This would be progressed.</p> <p>Governors challenged if Becky King (Federation RE Lead) and teacher at Peasmarsh was working across both schools. There was a need to for the Ethos Committee to look how the role was being developed across the Federation. Action: Ethos Committee. Development of the middle leadership structure would be developed next year.</p> <p>Governors noted there has been significant development in terms of displays and values at both schools.</p>	Ethos Committee
14.	<p>Training update.</p> <p>There would be an EIP meeting for heads and chairs of Governors in July. JB,LS and ST to attend ESCC would try to raise the profile of the EIP.</p>	
15.	<p>Review of the Circle Model</p> <p>Governors considered that the Circle Model did not give Governors sufficient time to fully encompass all aspects of Governance. Governors unanimously agreed in principle to move to a Committee Structure from September 2017.</p> <p>JB and CW to meet to agree a meetings schedule for 2017/8 asap</p> <p>Action: Clerk to present model terms of reference to the next FGB.</p>	Clerk
16	<p>Dates of Next Meeting</p> <p>4 May – Tenax – Peasmarsh 5pm 15 June – Peasmarsh. (Discussion re the way forward re Academies/Federation models at 4 30pm) FGB – 5 30pm</p> <p>Another briefing 16 May. – ESCC Information for Governors about becoming a MAT. PM and LS would attend.</p>	

The meeting closed at 8.00pm.