



**Minutes of the Beckley and Peasmarsh Federation
Full Governing Body Meeting
held at Peasmarsh CE Primary School on
Thursday 22nd March 2018 5pm**



Present: Jane Burnett, (Chair), Ian Bryan, Marie-Claire Erith, Martin Harper, Emma Hogg, Alan Lloyd-Smith, Jane Nash, Carolyn Weston, Norma Turner and Hilary Barton.

Also present: Lison Smart (LS) Simon Thurston, Sarah Collins (Clerk)

	Discussion	Action
1.	<p>Welcome and Opening Prayer JB welcomed all. MH opened the meeting with a Prayer. Apologies were received from Kate Sims (KS) and Deborah Ongley (DO).</p>	
2.	<p>Declaration of Business Interests No additional declarations were made</p>	
3.	<p>To Approve the Minutes 1st February 2018 The Minutes were agreed, received and signed by The Chair and will be posted on the schools' websites. Action: Minutes to be posted on website.</p>	Clerk
4.	<p>Corrections Page 5, Item 11, Jim Jelley is Curate not Vicar.</p> <p>Matters Arising.</p>	
	<p>Action Table Progress Update Please refer to the Action Table Document.</p>	
5.	<p>Finance Finance Meeting - Minutes received from 14th March 2018.</p> <p>JB The 3 year Budget Plan is showing a deficit for both Schools. This is due to the cost of the current Leadership Team with two HoS and an Executive Consultant. The reduced pupil roll is having an impact on the 3 year budget projection as the figures have been based upon worst case scenario</p> <p>The Finance Committee agreed to renew the current NQT/4th teacher at Peasmarsh on a one year fixed contract. It was also agreed that EH would</p>	

provide Point 1 SENCO cover at Beckley for 1 day per fortnight. The lack of a SENCO at Beckley has been an ongoing concern and it is an OFSTED requirement.

Governor Challenge: Why are we seeing a falling roll at each school?

This is a general trend Nationally and may be due to a low birth rate in previous years. There is a current advertising campaign for Peasmarsch School.

Action: Advertising campaign to be extended to Roadend Nursery in Brede.

JB The Finance Committee analysed the School Services data and there are definite cost savings.

Governor Challenge: What is going to be done about the Leadership Structure?

JB proposed that a case is made to the LA and Diocese for an internal recruitment campaign for two substantive Head Teachers at Beckley and Peasmarsch. This would need to be authorised by both. If either post is not filled then they would be advertised externally.

JB suggested that the Substantive Head Teachers be mentored in their first year by the current Executive Consultant.

Advertising internally and reducing the days that the Executive Consultant worked would have an immediate cost saving.

All Governors present agreed the Beckley and Peasmarsch 3 Year Budget.

All Governors present agreed the Beckley and Peasmarsch 2018/19 Staffing Structures.

ST gave an update on the re-development of the playground and outside areas. Three quotes had been received and the final costs are:

Outdoor Learning Space - £7,000.00 approx.

Outdoor Gym and Exercise machines - £13,500.00 approx.

There is a display in reception that shows the equipment and where they will be located.

Governor Challenge: Will the equipment be used during curriculum time?

Yes, there will be structured lesson plans that incorporate the use of the equipment.

Governor Challenge: Will the equipment be available for the children to use during break time?

Yes, under supervision.

JB/MC

	All governors present agreed the Beckley playground redevelopment.	
6.	<p>Leadership Team Reports</p> <p>Data reports (Progress data and Baseline Data reports have been received by all governors)</p> <p><u>Doc 6 – Term 3 Progress Reports Peasmarsh</u></p> <p>Governor Challenge: Is the Y6 Maths Booster Club helping?</p> <p>LS Yes, this has had a good impact. There has been marked progress and this will be evident in the term 4 data.</p> <p>Governor Challenge: Could the Maths Booster Club be used in other year groups?</p> <p>LS No, this club is run during lunchtime and there are not the resources to run this for more year groups.</p> <p>Governor Challenge: Why are we seeing issues in Year 4 Maths Data?</p> <p>This is a mixed level cohort which is now making progress.</p> <p>Governor Challenge: Are we providing support for the children in Year 4?</p> <p>LS Yes, this will be more evident in Term 4 data as this will show attainment as well as progress.</p> <p>IB During the writing monitoring governor visit it was clear that there is progress in writing.</p> <p>Governor Challenge: How can we see the GAPS in the SEN data?</p> <p>Progress is shown separately in the SEN. Overall progress cannot be broken down as this is an average across the whole school.</p> <p>Governor Challenge: Ofsted will ask about Gaps?</p> <p>This will be looked at in end of year data.</p> <p>JB Data groups will need to use the Governor Data Packs to compare to term 4 data. They will need to review progress and improvement.</p> <p><u>Doc 6 – Term 3 Progress Reports Beckley</u></p> <p>Governor Challenge: The Year 5 Data shows issues across all areas. Do we know why and what is being done to improve this?</p> <p>This term we are seeing this gap closing. They are still below expected progress but they are improving. The Term 4 data will show attainment as well as achievement. There are very few pupils in the middle range we have either high or low achievers.</p> <p>Governor Challenge: Are we planning for Year 5 before they move into</p>	

	<p>Year 6?</p> <p>Yes, we have a very good Year 5/6 Teacher and we are looking at opportunities that are being offered by the LA for improving writing.</p> <p>Governor Challenge: Is the HLTA Support ?</p> <p>We are utilising all of our TA's not just the HLTA to provide support across the whole school. The Pupil Premium cohort has a mix of children with SEN and greater depth therefore we are utilising the funding across the school to ensure that each Pupil Premium Student benefits.</p> <p>JB Are there any questions re Peasmarsh Writing Monitoring?</p> <p>IB The writing and SIP Report reveal further evidence that we are on a positive trajectory.</p>	
7.	<p>Leadership report/Staffing & Personnel</p> <p>JB Staffing structures have been agreed.</p> <p>LS Mid year PM reviews have been completed at Peasmarsh. ST There are two remaining mid year PM reviews to be completed at Beckley which will be completed next week.</p> <p>JB HoS appraisals have been completed for each school. JB/IB Hilary Barton will be joining JB and IB for the next HoS appraisals. This will mean that there will be three fully trained governors by the end of the year.</p>	
8.	<p>Governor Monitoring Safeguarding</p> <p>IB Safeguarding Reports have been received and agreed by Safeguarding Governors. Term 4 Single Central Record check to be carried out at Beckley</p>	
9.	<p>Health and Safety</p> <p>Health and Safety Reports have been received and agreed by Health and Safety Governors.</p> <p>Governor Challenge: What is happening with the handrail in the stairwell at Peasmarsh?</p> <p>LS The issue is that the stairwell is very narrow and we cannot safely add a handrail. We have completed a risk assessment and mitigated the risk by keeping the stairwell clear.</p> <p>Governor Challenge: Could we add a note to the stairwell warning that there isn't a handrail and to be careful?</p> <p>LS Yes, but we are not sure that this would solve the problem.</p> <p>Governor Challenge: Could we add a rope hand rail?</p>	

	<p>This is an option but we would need to consider if this is a safety issue. The Children are not supposed to use these stairs but if there was a scenario where they did they could possibly get caught in the rope.</p> <p>Action: Risk assessment to be carried out for rope hand rail.</p> <p>All Governors congratulated Beckley School as the kitchen has been given a 5-star rating from the Environmental health inspection.</p> <p>Governor Challenge: Why have the LA delayed the chimney repair at Peasmarsh?</p> <p>LS Paul Berry from the LA has assessed the chimney and doesn't see it as an immediate issue. This has been recorded by the LA.</p>	LS/ALS
10	<p>SEN</p> <p>Governor Challenge: How are you identifying that a child needs support?</p> <p>EH We identify children at a classroom level if children have difficulties at a cognitive level or are struggling academically.</p> <p>JB SEN evidence will be needed in schools for Ofsted purposes.</p> <p>Governor Challenge: Do we need SEN files at both schools?</p> <p>ST There are copies of evidence of SEN teaching methods and case studies. These will be shown to Ofsted by the HoS.</p> <p>CW Are the SEN Governor visits being completed in the same way?</p> <p>Yes, but more information can be provided in the Governor Monitoring Reports at Beckley.</p>	
11	<p>Policies reviewed and approved. All policies were reviewed and agreed by the Finance Committee.</p>	
11	<p>Christian Ethos</p> <p>Action: Next Ethos meeting to be arranged.</p>	Clerk/Ethos Committee
12	<p>Training Update by Chair</p> <p>MH/ALS Completed training is missing from the training record.</p> <p>Action: Details of training completed to be provided to the Clerk and the Training record to be updated and re-issued.</p>	MH/ALS/Clerk
13	<p>Chair's Update/Verbal Report</p> <p>JB Keith Cheetham and Kevin Tomasetti met with JB over the half term break to discuss the meeting of the 23rd January. It was agreed that they would meet with CW, ST and LS. This resulted in a very open discussion where they looked at possible collaborations, training opportunities and how the schools could share moderating going forward.</p>	

	<p>JB attended the 2nd partnership meeting on the 20th March run by Jo Baxter from the LA.</p> <p>Schools in attendance: St Michael's Playden Northiam Primary Stonegate Etchingam Hurst Green Flimwell Wadhurst</p> <p>St Thomas Winchelsea School was not present/sent apologies as they were being visited by Ofsted.</p> <p>The meeting was very positive and possible partnerships were discussed including a collaboration between Beckley Peasmarsh Federation, Northiam, St Michaels.Playden, Hurst Green and Stonegate.</p> <p>The LA has recruited Matthew Westgarth to facilitate partner development. Matthew presented during the meeting on the options available, possible solutions and next steps.</p> <p>All governors present agreed that they would like to move towards a possible partnership.</p> <p>Governor Question: Are St Thomas Winchelsea interested in a partnership?</p> <p>They are very open to working relationships and are already involved with the schools through the EIP.</p> <p>Governor Question: What about the EIP?</p> <p>The Rye EIP is now fully involved with Rother EIP. We are accessing professional development and moderation together already. This partnership will increase next year as the funding will be significantly less and resources will have to be shared even more.</p> <p>If we became part of a partnership of schools we would receive funding from Rother EIP for professional development. As a set of closer schools this would provide fluidity of staff through sharing resources.</p>	
15	<p>AOB</p> <p>JB In order to structure the Clerks working hours it has been agreed that SC will be available for two dedicated mornings on Wednesday and Friday between 9:30am to 12:30pm. Outside of these hours if something requires immediate attention please contact the Clerk via email clearly stating that the matter is urgent in the subject line and the clerk will action as soon as possible.</p> <p>The Clerk will attend and minute the Finance Committee meetings and the Full Governing Body Meetings as and when required. This way of working</p>	Full GB

	<p>will be reviewed in the Clerks 6 month review. The Clerk will also be diarising all Governor Meetings going forward.</p> <p>Action: All governors to provide the Clerk with any days that they have commitments and cannot attend meetings.</p> <p>JB and IB are looking at restructuring the working groups for the next school year and are considering creating school specific groups. This is still under discussion.</p> <p>Action: CW Can emails clearly state the deadline for papers to be returned in the email subject line.</p> <p>JB From the 16th April if papers are not returned by the agreed deadline then these will be missed off the agenda.</p> <p>JB Hilary Barton will be attending a Chair of Governors training course which has been offered fully funded by the DfE. HB will also be shadowing JB and IB from next term as part of the course</p> <p>All governors congratulated ST on the Beckley School Art Exhibition.</p> <p>All Members of staff left the meeting at 18:45.</p> <p><u>Head Teacher Discussions</u></p> <p>JB The internal recruitment interview panel will consist of three Governors, a member of the Diocese and an LA representative. We would like to request an LA representative that has not previously dealt with either school so that they have a fresh perspective. Once the interviews have taken place then that evening the FGB will meet to ratify the final decision based on the panel interviews.</p> <p>All Governors agreed to advertise the two Head of Schools posts internally in the first instance.</p> <p>JB to approach the LA and Diocese to request that the post be advertised internally. Once agreed this will be communicated to parents.</p> <p>All Governors present agreed that JB, IB and HB would represent the Beckley Peasmarsh Federation Governors on the interview panel.</p> <p>Proposed date for interviews would be 3rd May 2018 with all Governors meeting on the evening of the 3rd May 2018 at 5pm to ratify the decision based on the panel interviews.</p>	<p>Clerk</p> <p>All FGB</p> <p>JB</p>
17	<p>Future meetings 3rd May at 5pm at Peasmarsh to ratify the HT appointments</p> <p>Next FBG Meeting 24th May 2018</p> <p>This meeting will commence at 4:30pm to allow for Middle Leaders reporting.</p>	