



Beckley & Peasmarsch Federation



Minutes of the Beckley and Peasmarsch Federation Full Governing Body Meeting Held at Beckley CE Primary School on Thursday 27th September 2018

Present: Jane Burnett, (Chair), Ian Bryan (IB), Martin Harper (MH), Alan Lloyd-Smith (ALS), Deborah Ongley (DO), Marie-Claire Erith (MC), Emma Hogg (EH), Hilary Barton (HB), Lison Smart (LS), Simon Thurston (ST), Andrew Button (AB), Helen Watts (HW) and Rhiannon Chillingworth (RC) .

Also present: Amy Head (Clerk)

| | Discussion | Action |
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| 1. | <p>Welcome, Apologies and Opening Prayer</p> <p>JB welcomed all including the new governors Andrew Button and Rhiannon Chillingworth. RC introduced herself as Head of English at Rye College and said that provision of education is a huge interest of hers and she also has a daughter at Beckley School.</p> <p>AB introduced himself and said he had been a parent governor in the past and his profession is an Actuary. He has been a CEO of motoring home insurance and is in the process of a phased retirement. AB was unanimously ratified as a co-opted governor.</p> <p>EH was also welcomed back as a staff governor. EH will be the staff link governor between Beckley and Peasmarsch. This will be helped due to her role as SENCO across both schools.</p> <p>ALS opened the meeting with a prayer.</p> <p>JB reiterated that she intends to stand down as Chair at the end of the year and wants to spend this year delegating more and building strong governor teams that work together well. The Federation is in a clear position now with two Headteachers in place.</p> <p>JB reminded all governors that adequate preparation must be done prior to meetings and governors must have read the papers and be in a position to ask questions and present challenges at meetings.</p> <p>HB is attending the NGA Chairs Course beginning on 6th October and this enables the governing board to obtain £2,000 worth of free training. HB will need to conduct a skills audit of the Governing Board as the last one was completed in April 2016. This allows us to work with a consultant to sharpen our practices. JB, IB, ST and LS met with the School Improvement Advisor (SIA), Geraldine Wood, this week and the aim for the future is for both schools to be Ofsted 'Outstanding'. For this to happen the governing board also needs to be outstanding.</p> | |



Beckley & Peasmarsch Federation



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| 2. | <p>Declaration of Business Interest The Declaration of Governors Interests was updated for Sept 2018 and all governors signed individual declarations alongside the ESCC Disqualification under the Childcare Act (2006) Declaration Form. The Chair approved all declarations of interests including staff declarations.</p> <p>Action: Clerk to put the Declaration of Interests for Governors document on both websites.</p> | Clerk |
| 3. | <p>To Approve the Minutes 12th July 2018 The Minutes were agreed but the following errors were noted and corrected:</p> <p>Corrections IB requested that Jo O be corrected to her full name, Jo O’Flaherty – Pages 1 and 5. LS queried whether full names should be used on the Minutes under new GDPR regulations.</p> <p>Action: Clerk to check GDPR implication of names on Minutes.</p> <p>JB requested that under section 13, Chairs update/verbal report that under ‘Election of Chair’ it should be added that JB confirmed she would only stand for one further year, until July 2019. This was corrected by the Clerk.</p> <p>They were then received and signed by The Chair.</p> <p>Action: Minutes to be posted on websites and signed hard copies filed in both schools.</p> <p>MH arrived at 5.20pm.</p> | Clerk Clerk |
| 4. | <p>Action Table progress update. Please refer to the Action Table document.</p> | |
| 5. | <p>Finance JB reported that the Clerk Funding from East Sussex County Council Clerking Service is to be cut in April 2019.</p> <p>Action: the finance team need to look at the impact this will have on the budget.</p> <p>RC left at 5.30pm.</p> <p>JB reminded everyone that finance would be overviewed by HW for Beckley and AB for Peasmarsch. As 1/3 of the Governing Board’s role is monitoring finance, a tighter monitoring role needs to be developed.</p> <p>Action: HW and AB to set up meetings with their respective schools to get to know the finance side prior to the next finance meeting on 18th October. AB is meeting Christine Charles on 4th October to discuss budgets.</p> | AB/HW AB/HW |



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| 6. | <p>Staffing and Personnel</p> <p>Peasmarsch update LS read out the Headteachers report that was supplied as a paper. One teaching assistant is taking voluntary redundancy and will leave at the beginning of October and there is currently advertised an administrative assistant role temporarily until March 2019. Damien Bourne is back working as the PE teacher in both schools. JB said that the agreed increase from 3 to 4 classes would have to be reviewed at the end of the school year.</p> <p>Beckley update ST also read out highlights from the Headteachers report that was supplied as a paper. He said that the phased return of Mrs Bettley after illness is going successfully and he hopes she will be full time by term 2.</p> <p>Governor Challenge: How did the school cover her absence last term? ST – Everyone just covered the absence.</p> <p>Both Headteachers discussed the recent successful residential trip attended by the Year 5 and 6 year groups from both Beckley and Peasmarsch. Damien Bourne also attended.</p> <p>Governor Challenge: Was Damien Bourne DBS checked for the residential trip and any parents involved? LS – Yes.</p> <p>ST said that two placement teaching assistant parents are doing well at Beckley on a voluntary basis.</p> <p>Governor Challenge: How long will they be at the school? ST – one year.</p> <p>Staff Review JB said that they are in the process of undertaking a staff review with ESCC and are comparing the job descriptions of the caretakers/administrative staff and bursars at Beckley and Peasmarsch. ST and LS are putting together a paper to be discussed at the upcoming finance meeting. The purpose of this is to allow parity of JDs across both schools.</p> <p>HT Performance Management JB reported that this meeting will be on 10th October. The meeting takes place in two parts; firstly to review progress from last year and secondly to set targets for the coming year. There will be no formal pay committee this time as since both became Headteachers in September they automatically received a pay rise then.</p> | ST/LS/JB |



Beckley & Peasmarsch Federation



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| | <p>The SIP (School Improvement Partner) is content with this. The pay committee for Headteachers will take place as usual next year.</p> <p>HW requested to attend performance management training.</p> <p>Action: JB agree, liaise with the Clerk to organise.</p> | Clerk |
| 7. | <p>Leadership Team Report</p> <p>Headteacher reports on pupil numbers/summer updates</p> <p>Governor Challenge: Attendance has been a problem at Peasmarsch and was raised by Ofsted in their most recent report. Are you doing anything differently this year?</p> <p>LS – We will continue to do what we are doing as the figures are showing improvement and the students that were on a reduced timetable or had poor attendance have moved on to specialist provision, so the figures will no longer be impacted by this.</p> <p>Governor Challenge: There is a high level of authorised absences at Beckley, why is this?</p> <p>ST reported that Beckley has several families with relatives living abroad including Japan and the pupils visit family and attend school in the other country while they are away. The other school sends proof of attendance.</p> <p>Governor Challenge: Could the absence be explained as a secondment or similar rather than authorised absence?</p> <p>ST said not at the moment, the system does not allow it – it is either authorised or unauthorised absence.</p> <p>Governor Challenge: Is the high amount of authorised absence due to there being no unauthorised absence?</p> <p>ST doesn't think so but it is too early in the term to determine this as this is only data from the first few weeks of the beginning of term 1. LS also confirmed that a child is deemed late and not absent if they arrive before the registration period ends at 9.15am.</p> <p>SIP/SEF</p> <p>JB said that it would be a good idea for specialist teams to see the SIP/SEF papers in full for both schools. The main 5 areas of the SIP/SEF that Ofsted look at need to be approved by the Governing Board in September.</p> <p>LS said that not much had changed since the last SIP/SEF but that both she and ST had developed over arching Federation goals and outcomes. JB, ST, LS and IB have met with the School Improvement Partner (SIP), Geraldine Wood this week.</p> <p>Governor Challenge: Will the SIP/SEF be changed after meeting with the SIP?</p> | |



Beckley & Peasmarsch Federation



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| | <p>LS – Yes it will be re-formatted and will become larger again.</p> <p>IB requested the Clerk sent out the full SIP/SEF</p> <p>Action: JB said that she would send out the full SIP/SEF for both schools as she has the most recent copies. It would be useful for the finance/ethos teams to see but less so for health and safety.</p> <p>Governor Challenge: Are there timescales in the SIP/SEF?</p> <p>LS – Yes, in the detail of the main document.</p> <p>All governors unanimously agreed the SIP/SEF Targets 2018/9 for Peasmarsch.</p> <p>ST went through Beckley’s SIP/SEF. He is looking to sharpen the format and also add judgements to areas e.g. good, outstanding etc. JB said that she had questioned ST saying Beckley is ‘outstanding’ for behaviour as she thinks this requires more evidence but the SIA had agreed his judgement.</p> <p>All governors unanimously agreed the SIP/SEF Targets 2018/9 for Beckley.</p> <p>Middle Leaders Roles 18/19</p> <p>JB said that development is on going across the federation. JB reminded those teams coming in for monitoring that they need to ask to meet up with their appropriate ML. For example, the finance team could ask the ICT leader what evidence backs up requests for ICT purchases from teachers/headteachers. ST said that those teachers that had an asterisk by their name were those that were in a good position and were on a higher pay band and should be making an impact within the Federation. JB, IB and HB will be looking at pay performance anonymously.</p> <p>Vision Workshop</p> <p>ST provided an update about how the Vision Federation meeting went with parents of both Beckley and Peasmarsch schools. He said it was positive and those that attended involved themselves in the discussions fully.</p> <p>ST asked DO and the Clerk to give their feedback as attendees. DO and the Clerk both said it was really positive and good to meet parents from both schools.</p> <p>LS said that ST and she would be writing out to parents to ask the children to come up with a new Federation name linked to the religious ethos of both schools and a letter would be sent out before half term with suggestions.</p> <p>Governor Challenge: Will this go to the Governing Board for final approval?</p> <p>LS – Yes.</p> | <p>JB</p> |
| 8. | Governor Monitoring for autumn term | |



Beckley & Peasmarsch Federation



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| | <p>JB reiterated that there are two Vice Chairs, IB for Peasmarsch and HB for Beckley. Terms 1, 3, and 5 were for monitoring aspects such as Pupil Voice, Learning Walks etc and terms 2, 4 and 6 are for the main data meetings.</p> <p>GDPR ST reported that a compliance check had been completed recently and LS said the Peasmarsch one was done last term with a report and recommendations. GDPR continues to move and change at a fast pace. IB reminded everyone that The Key holds good information about GDPR updates.</p> <p>Action: Clerk to send a link to The Key to new governors; HW, AB and RC.</p> <p>There is another GDPR course taking place on Thursday 3rd Jan 2019 at 9.30am.</p> | Clerk |
| 9. | <p>Ethos Meeting upcoming on 4th Oct at 1.30am – ALS cannot attend so MC to lead this time.</p> <p>Action: LS to send the Clerk past ethos agendas as she used to do them.</p> | MC LS/Clerk |
| 10 | <p>Data JB reminded everyone that a governor report proforma must be completed after any meetings at school.</p> <p>Action: Clerk to resend governor report proforma with updated Beckley logo.</p> | Clerk |
| 11. | <p>Policies JB said that the policies were sent to all until they are ratified by the governing board they are draft and cannot be put on the website to be viewed.</p> <p>Governor Challenge: There is a lot of ‘we intend to’ but no affirmative ‘we are’ in the phrasing – is this correct?</p> <p>LS – these are ESCC model policies so we cannot change the phrasing/language.</p> <p>Governor Challenge: There is nothing about what to do in a lockdown situation in the safeguarding document, is this reflected in another policy?</p> <p>LS – yes, in the Crisis Management policy.</p> <p>Governor Challenge: Have all staff read the policies?</p> <p>ST/LS – yes they will do once they are ratified at the meeting tonight.</p> <p>Governor Challenge: Do we have an Intimate Care policy?</p> <p>EH/LS – yes at Peasmarsch.</p> | |



Beckley & Peasmarsch Federation



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| | <p>It was unanimously agreed that although the language/phrasing is not ideal that the Child Protection, Health and Safety, Whistleblowing and Code of Conduct policies would be ratified.</p> <p>Action: ST/LS to arrange for the policies to be uploaded on both websites</p> | LS/ST |
| 12. | <p>Training update JB said that new governors need to do the Prevent Radicalisation and GDPR training (this should be reviewed by all governors every year) as Ofsted can do safeguarding spot checks at any point.</p> <p>All Educare certificates should be sent to the Clerk for electronic filing once training completed.</p> <p>All governors signed acknowledgement sheet to confirm that they had read the Department for Education, Keeping Children Safe, Part 1.</p> <p>Action: Clerk to send Educare link to newest governor – RC.</p> | AB/RC/HW and all Governors to review. Clerk |
| 13. | <p>Chairs update /verbal report JB reported that ESCC have requested that all Governing Boards have a Mental Health and Emotional Wellbeing link governor. RC has volunteered to take on this role and will attend a course. LS and ST to attend a Mental Health Awareness course on 4th October.</p> <p>Code of Conduct All governors signed this part of the recently updated Circle Model on pages 13 and 14. JB highlighted the confidentiality clause.</p> <p>Governor calendar The Governor calendar is up to date with all the meeting dates, place, times.</p> <p>Roles and Responsibilities and Circle Model Both now up to date and JB will send everyone the most up to date versions of both documents.</p> <p>LS asked if there could be a specific EYFS governor as EYFS is separate and run differently. JB asked is this not covered by monitoring, LS said not as it had different frameworks. JB said that this should be thought about.</p> <p>Staff and Parent Governor elections JB reported that the Parent governor position had been filled by RC but no other candidates had applied so one Parent governor place remains vacant. Emma Hogg returns as a Staff governor.</p> <p>All unanimously agreed that the Instrument of Governance (IOG) should change to reflect that there are 2 Headteachers and no Executive Head. There should be a total of 13 governors to include one staff governor alongside the Headteachers.</p> | RC |



Beckley & Peasmarsh Federation



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| | <p>Action: Clerk to send the minutes for this agreement to Jo Saunders at ESCC so that she can amend the IOG.</p> <p>Foundation Governor election MC is the only applicant.</p> <p>Action: MC to complete form and once MH completes his part, return to the Clerk to send to the Diocese.</p> <p>Website – blurbs and photograph Action: A photograph and blurb needs to be completed for RC.</p> <p>Action: Blurbs need to be sent to the Clerk for AB and HW.</p> | <p>Clerk</p> <p>MC/MH/Clerk</p> <p>RC</p> <p>AB/HW</p> |
| | <p>AOB Governor Challenge: Could Middle Leaders come in and do a presentation to the November FGB?</p> <p>LS – this is too soon into the school year, the February FGB would be better.</p> <p>Governor Challenge: When will Fr Jim Jelley be visiting both schools?</p> <p>LS/MH – Soon, he has been on holiday and he is attending the Harvest Festival celebrations at church for both schools.</p> <p>Action: Fr Jelley’s attendance at both schools to lead assembly to be discussed at the next Ethos meeting.</p> | <p>MC</p> |
| <p>17.</p> | <p>Future meetings</p> <p>Ethos meeting 4th October 2018, 1.30pm. Finance meeting 18th October 2018, 9.30am. Health and Safety meeting 1st November 2018, 11am. FGB 15th November 2018, 5pm.</p> | |