



# Beckley & Peasmarsch Federation



## Minutes of the Beckley and Peasmarsch Federation Full Governing Body Meeting Held at Peasmarsch CE Primary School on Thursday 15<sup>th</sup> November 2018

Present: Hilary Barton (acting Chair in Jane Burnett's absence) (HB) Ian Bryan (IB), Alan Lloyd-Smith (ALS), Deborah Ongley (DO), Emma Hogg (EH), Lison Smart (LS), Simon Thurston (ST), Andrew Button (AB), Helen Watts (HW).

Also present: Amy Head (Clerk)

	Discussion	Action
1.	<p><b>Welcome, Apologies and Opening Prayer</b></p> <p>ST led the Opening Prayer.</p> <p>HB welcomed everyone to the meeting and said that in Jane Burnett's (JB) absence she would chair the meeting but that she was attending a SEN meeting and had to leave at 6pm. At this point, IB would take over as Chair. JB sent her thanks for the Governor's reports sent through, these all go towards helping both Schools achieve an Outstanding status with Ofsted.</p> <p>Apologies were received from Jane Burnett, Rhiannon Chillingworth, Marie-Claire Erith and Martin Harper.</p> <p>Rhiannon Chillingworth is very apologetic for her absence at this and a recent data monitoring visit and she is fully committed to her role as a governor.</p>	
2.	<p><b>Declaration of Business Interest</b></p> <p>None.</p>	
3.	<p><b>To Approve the Minutes 27th September 2018</b></p> <p>The Minutes were approved with two amendments:</p> <p>Page 7, Item 11 – Policies that have been updated and amended to be named specifically as 'Child Protection', 'Health and Safety', 'Whistleblowing' and 'Code of Conduct'.</p> <p>Page 5, Item 7– add IB as attendee to Pay Performance Review meeting.</p> <p><b>Action</b> - Clerk to amend and file hard copies in both Schools.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
4.	<p><b>Action Table progress update. Please refer to the Action Table document.</b></p>	



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5.	<p><b>Finance</b></p> <p>The minutes from the last finance meeting were agreed and signed by HB. AB and HW did point out that in the finance governor's training that they attended yesterday it was frowned upon for Bursars not to attend finance meetings. It was therefore agreed that the Bursars would continue to attend the finance meetings.</p> <p><b>Governor Challenge</b> – Could you tell us a bit more about the proposed Breakfast Programme at Peasmarsch?</p> <p>LS reported that Peasmarsch had been identified as a school that could benefit from the 'Magic Breakfast' programme and the initial meeting had taken place. The next launch meeting is planned for next week and that there have been discussions about having a free bagel bar as a breakfast option for all children at the school. The school were also looking into the possibly of using the Programme to help some pupils who find the beginning of school difficult.</p> <p><b>Governor Challenge</b> – will the Rye Community Shop Grant continue?</p> <p>LS – Yes. The Magic Breakfast Programme also has a start-up grant of £500 which we hope to use for providing a freezer.</p> <p>Governor Challenge – what is happening about the roll out of Office version 17?</p> <p>ST – It is part of the 3 year ICT plan. Both schools will have to budget for the change.</p>	
6.	<p><b>Staffing and Personnel</b></p> <p><b>Peasmarsch update</b></p> <p>LS reported that the new Administrative Assistant had started last week and is on a temporary contract until March when the next budget is finalised. The TA that accepted voluntary redundancy left during Term 1.</p> <p><b>Beckley update</b></p> <p>ST reported that he had obtained agreement at the last Finance Committee to get a temporary supply TA until Christmas time. The contract ends then and it is planned that at the beginning of Term 3 a permanent TA will be found.</p> <p>One staff member is also leaving on maternity leave for one year in the Spring so a one year maternity cover will be found from Term 5. The recruitment process will begin in January.</p> <p><b>Governor Challenge</b> – what is happening with the new Federation administration model?</p>	



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	<p>ST said that this is ongoing and will be addressed in January at the next Finance meeting when looking at the budget.</p> <p><b>Staff Review</b></p> <p>HB reported that this had all been completed including an anonymised staff pay review.</p> <p><b>HT Performance Management</b></p> <p>HB reported that this had been completed.</p>	
7.	<p><b>Leadership Team Report</b></p> <p><b>Peasmarsch Land</b></p> <p>This was covered under the Actions Table in item 4 by LS.</p> <p><b>Peasmarsch Flying Start Pre-School update</b></p> <p>LS reported that the Pre-School had a meeting with ESCC on 30<sup>th</sup> October and it was agreed that the lease renewal was affordable but that the lack of Management Committee was a problem. The lease could not be established until a Management Committee was properly established. A crisis meeting was held with parents on 8<sup>th</sup> November and a Management Committee has been established. A response from ESCC is now awaited.</p> <p><b>Federation School Logo</b></p> <p>LS and ST reported that they had received competition entries from both schools and had given the children limited direction and they were delighted with the results. A meeting was held with ST, LS, JB, HB and IB in which they looked at two entries in particular. One featured a rainbow and the other a cross with beams similar to a rainbow coming out of it. They hope to incorporate features from both logos. They examined how this could link in with the Bible and other biblical references. Also the logo and various coloured beams means that the Federation would not be limited if another school were to join the Federation in the future. The Federation name they decided on was the Genesis Federation, reflecting new beginnings, faith and care - the ethos the school wishes to go forward with. The Governors thanked the children for their efforts as it has helped them enormously in coming to a decision and they will be involving them in designing the logo and taking this idea forward.</p> <p><b>Action</b> – Clerk to confirm the actions needed to change the Federation name, email addresses etc.</p>	Clerk



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	<p><b>Updated IOG</b></p> <p>HB confirmed that the IOG had been updated to reflect the Governing Board no longer having an Executive Head and now having two Headteachers. There were previously 12 members and now there are 13.</p> <p><b>SIP/SEF</b></p> <p>ST and LS discussed a few amendments made to the SIP/SEF, including science being added back in to the Quality of Teaching, Learning and Assessment section. The objective featuring Character Education had been moved to the Personal, Development and Welfare section as it seemed more appropriate. IT also now focused on the Heartsmart Programme following and inspiring staff training session.</p> <p>HB reported that following Geraldine Woods' recent Standards visits, both schools were agreed as category 2 'Good'.</p> <p><b>Beckley Land</b></p> <p>This was covered in the Actions Table, item 4.</p> <p><b>Governor Challenge</b> – are Mary Howse's fees included in the estimated £750 solicitors fees?</p> <p>ST – no but the solicitor is reasonably priced and we are paying Mary Howse a peppercorn rent.</p>	
8.	<p><b>Governor Monitoring</b></p> <p>HB reiterated that the schedule of monitoring is a good framework for the schools to be able to obtain 'Outstanding' status with Ofsted.</p> <p><b>Safeguarding</b></p> <p>IB updated everyone regarding his recent SCR monitoring at both Schools. Further visits would be undertaken before the end of Term 2. He would be undertaking an Online Safety monitoring visit at Peasmarsch tomorrow, 16<sup>th</sup> November, as well as a Pupils' Voice on Anti-Bullying and Disability Awareness. Monitoring of Online Safety and a Safeguarding Pupils' Voice would take place at Beckley on 29<sup>th</sup> November. ST reported that Sara Grice, a teacher at Beckley is to become the Safeguarding lead at Beckley once she has completed her training.</p> <p>IB said that the newly updated NGA Safeguarding course does not need to be completed, the Educare one will suffice.</p>	



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	<p>IB reminded all governors that data monitoring visits need to be attended by all governors as necessary.</p> <p>HB discussed her recent monitoring visit to Beckley. Their focus has been on improving writing and independent homework. Homework has changed from weekly tasks to termly tasks where the student chooses from a selection of tasks. A recent Pupil Voice survey said that 93% of pupils liked the new system and Middle Leaders have reported positively on this change. HB hopes data reports in December will reflect this.</p> <p>HB attended a SEN meeting at Beckley only this time as EH has just started working there and more work is needed there to begin with.</p> <p><b>GDPR update</b></p> <p>IB checked with ST and LS that the Staff Privacy Notice had been read by all staff. This was confirmed by both. Governors were reminded that GDPR training would be happening on the inset day, 9.15am, 3<sup>rd</sup> January 2019 at Peasmarsh School.</p> <p><b>Action</b> - IB reminded all that the GDPR training needs to be completed and certificates sent to the Clerk ASAP.</p>	All Govs
9.	<p><b>Ethos</b></p> <p>Ethos meeting minutes were unanimously agreed and signed by HB.</p> <p>LS and ST reported that the ‘Messy Church’ activity session had been promoted by both schools. ST said that better communication needs to be achieved between the Church and the Schools to avoid clashes in booking Messy Church on afternoons when school clubs are running, to allow for more children to potentially attend.</p> <p>LS reported on the new ‘Heartsmart’ project which is a PSHE based resource but the federation is using the Church of England School version. It is used for collective worship and throughout the school. It helps children to build character, emotional health and resilience. The toolkit provides lots of resources and is very child friendly and full of humour. HB agreed. ST said it was very good and supported the Federation vision and they agreed that it is bigger than just a PSHE curriculum tool. BK in her role as Middle Leader will be overseeing its implementation this year and monitoring the impact.</p>	
	<p><b>Health and Safety</b></p> <p>The health and safety minutes were noted and HB signed the minutes.</p>	
10	<p><b>Data</b></p> <p>HB said that this should be moved to item 8 in future agendas as it is covered under this.</p>	



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11.	<p><b>Policies</b></p> <p><b>Governor Challenge</b> – have the costs associated with the Accessibility Plan policy been incorporated in School budgets?</p> <p>LS/ST – Yes.</p> <p>All Governors agreed the reviewed policies – Federation Workforce Privacy notice, Federation Accessibility Plan, Federation Attendance Policy and Federation Online and E-Safety Policy.</p> <p>The SEN policy will be approved when the recent ESCC changes have been made by EH.</p> <p><b>Action</b> – all agreed policies to be uploaded to both school websites.</p>	Clerk
12.	<p><b>Training update</b></p> <p>AB/HW attended the Finance Governors training this week. Performance Management training is booked for July 2019.</p> <p>HB is attending SEN training tonight.</p> <p>RC is attending EHMC training at the end of November.</p> <p>DO is attending Health and Safety training next week.</p> <p>HB/AB are attending Analysing School Performance training on 28<sup>th</sup> November</p> <p>IB reported that he is beginning training for the ESCC School Admissions Appeals Panel on 22<sup>nd</sup> November.</p> <p><b>Action:</b> HB asked the Clerk to send her a list of those Governors who had not completed Skills Audits.</p> <p><b>Action:</b> Clerk to send out a list copied to the Chair of those who have not completed the statutory training of Prevent, Safeguarding and GDPR.</p> <p>HW asked if anyone had any questions regarding their recent finance training. AB and HW found the training very useful specifically in relation to budget and scenario planning with diminishing resources. Something that was mentioned a lot was that finance is the responsibility of all Governors, not just those designated governors. HB said that it is a third of a Governors role.</p> <p><b>Governor Challenge</b> – did the training provide any help in identifying alternative sources of finance for school funding?</p> <p>HW/AB – not specifically.</p> <p>ST said that it is difficult for small schools as there are many grants etc. but it is finding time to analyse them and apply for them and the work through the bureaucratic process. It requires a skill to be successful and larger schools employ bid writers to do this.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>



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13.	<b>Chairs update /verbal report</b>  HB reported that JB is currently only one out of six Local Support Governors in East Sussex and this is a positive role which will reflect well with Ofsted. When JB leaves in the summer we will need to find a replacement.	
	<b>AOB</b>  IB reminded all Governors that is good for them to attend any upcoming plays, nativities or events at both schools when possible. It is good for the pupils and parents to see Governor involvement.  DO asked if it would be possible for Beckley and Peasmarsh Schools to have a joint disco hosted by the Beckley PTA at the Beckley village hall as friendship groups had been formed on the recent residential trip and it would support the Federation vision. LS/ST agreed that this could be arranged.	
17.	<b>Future meetings</b>  Term 1 and 2 data meetings – 13 <sup>th</sup> December 2018, 9.30am. FGB meeting, 24 <sup>th</sup> January 2019, 5pm, Beckley School.	