

The Genesis Federation



Minutes of the Meeting of the Governing Board

Date: **Thursday, 2nd December 2021**
 Started: **17:00**
 Finished: **19:15**
 Location: **Virtual Meeting (Teams)**
 Present: **Andrew Button (AB)** **Rhiannon Chillingworth (RC)**
 Rose Durban (RD) (Chair) **Marian Ham (MH)**
 Emma Herbert (EH) **Chrissie Johnston (CJ)**
 Ann-Marie Murphy (AM) **Revd Teresa Munro (TM)**
 Paul Redstone (PR) **Robin Redsull (RR)**
 Lison Smart (LS) **Simon Thurston (ST)**

Clerk: **Sue Redstone (SR)**

Apologies:

Attending:

The meeting was quorate for the duration.

Item	Discussion	Action
1.	<p><u>Welcome, Apologies and Opening Prayer</u></p> <ul style="list-style-type: none"> - RD welcomed everyone to the meeting. RD thanked the Clerk for pulling the papers together. - Apologies were received from CJ, MH who were both running late and hoped to join the meeting. - There were no requests for other business to be added to the agenda. - Revd TM led the opening prayer. 	
2.	<p><u>Declaration of Business Interests</u></p> <p>None.</p>	
3.	<p><u>Board Membership Matters</u></p> <ul style="list-style-type: none"> - RD raised the point that her interim term as Governor and Chair was due to expire on 31.12.21. PR proposed that RD's term as Governor and Chair be extended. This was seconded by AB. <p><i>The Governors agreed to re-appoint Rose Durban as a Co-opted Governor and Chair for a 4-year term, effective 2.12.21</i></p> <p><i>Follow up on any other activities required to extend the term of RD.</i></p> <ul style="list-style-type: none"> - The Clerk highlighted that there are two vacancies on the Governing Board. RD suggested that a smaller group should be convened to review the requirements. AM volunteered to join this group. <p><i>The Governing Board endorsed the idea of a small task group, open to any governor, to look at</i></p>	Clerk

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	<p><i>FGB membership, succession planning, Governing Board strategy and governor responsibilities as well as the parental engagement ideas suggested by the ethos committee.</i></p> <p><i>Establish group and convene meeting to review Governing Board requirements and report back to March FGB.</i></p> <p>An updated Clerk's Checklist has been made available and needs to be submitted by 14 January 2022.</p> <p><i>RD and the Clerk to complete the Clerk's Checklist and circulate to the Board.</i></p>	<p>RD</p> <p>Clerk</p>
4.	<p><u>Minutes of the Last Meeting and Matters Arising</u></p> <p>None. (CJ joined the meeting at 17:10).</p>	
5.	<p><u>Chair's Action and Updates</u></p> <ul style="list-style-type: none"> - RD/AM interviewed candidates for the Clerk role, now in post. - Ongoing discussions around whether it is safe to keep school open with ST. - RD outlined her paper "The Big Ask". She highlighted the importance of listening to and following up on children's views. - Undertook LS's performance management with AB and the school adviser earlier this week and will do the same with ST on 10.12.21. 	
6.	<p><u>Leadership Reports</u> <u>Peasmarsh</u></p> <p>A summary of the report was given, highlighting the following:</p> <ul style="list-style-type: none"> - Staff sickness and absence has been a challenge. - Falling role is a concern. Relocation of families is a factor. - Attendance support has shifted from pastoral to punitive. - Christmas events being cancelled. Nativity currently going ahead. <p>LS asked for it to be noted that staff have been very supportive It was agreed that a personal note from the Governing Board should be written to staff.</p> <p><i>RD to write a note of thanks to the staff on behalf of the Governing Board.</i></p> <p>GOVERNOR QUESTION: Regarding the relocation of families, where are families being relocated from? LS: From Peasmarsh. Families were originally moved to Peasmarsh into social housing, which may not have been ideal for the family due to lack of infrastructure and family network</p> <p>GOVERNOR QUESTION: Are we still looking for a caretaker? LS: Have been unable to fill the role. Therefore, the role has been split and tasks delegated.</p> <p>GOVERNOR QUESTION: What is a reintegration plan? LS: A plan for ways to support the child on return to school using a timetable that is bespoke to them.</p> <p>Concern raised that staff letters regarding absence have been received. <i>PR asked for an anonymised absence letter to raise with the County Council.</i></p> <p><u>Beckley</u></p>	<p>RD</p> <p>ST</p>

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	<p><i>Beckley Head Teacher Report to be distributed.</i></p> <p>(MH joined the meeting at 17:20)</p> <p>A summary of the report was given, highlighting the following:</p> <ul style="list-style-type: none"> - Significant covid outbreak, 35% of children tested positive. 50% staff tested positive. - Positive start to term 1. Challenges in term 2 around well-being. - Further challenge, expectations around progress is stressful for staff and children. <p>ST thanked CJ and other parents for coming in for lunchtime duties, which has given staff a much-needed break.</p> <p>GOVERNOR QUESTION: What does the attendance for PPG pupils look like? ST: For Term 1, this is included in the report, term 2 not yet complete.</p> <p>GOVERNOR QUESTION: Is persistent absence moving? ST: For Term 1, this is included in the School Development Plan.</p> <p>GOVERNOR QUESTION: Would it be useful to see school EDUCARE training? LS and ST happy to do this.</p> <p><u>Proposed Governor Monitoring Template</u> GOVERNOR QUESTION: Does the template need to include a reference to Children's voice? LS: Pupil voice aspect is included under implementation.</p> <p><i>The Governing Board agreed to endorse the use of the new template and to include pupil voice wherever possible in their visits.</i></p>	Clerk
7.	<p><u>School Development</u> <u>Peasmarsh</u></p> <ul style="list-style-type: none"> - The focus should be key areas of improvement and how they have moved on and the impact this will have on the children. - Nationally validated data can be quite dated. Small school data can be easily skewed. <p><u>Beckley</u></p> <ul style="list-style-type: none"> - SDP set out with key areas that Ofsted use. Prioritised list is the focus for the school. <p>The Governing Board agreed that these are important documents to have, as they build up evidence and knowledge.</p> <p>GOVERNOR QUESTION: Should both documents be called development and recovery? ST: This is due to historical naming. ST stated that he thought recovery would take years.</p> <p>GOVERNOR QUESTION: Pg 5, section 3, targeted pupil outcome is blank. ST: This is difficult to say. Will follow up with LS. LS: Peasmarsh used end of last year's baseline and pupil progress meetings to establish baseline. ST: Last year's baseline was based on taught curriculum not full curriculum. ST to update</p> <p>GOVERNOR QUESTION: Regarding Quality of Education, Pupil Survey. Is this something that could be shared with Governors? ST: This is a termly questionnaire. Currently analysing the feedback, is happy to share.</p>	

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	Provides useful input to curriculum planning.	
8.	<p><u>Peasmarsh School Values</u></p> <ul style="list-style-type: none"> - School vision works well but the school values needed redefining. - Governing Board must ratify the values. <p>GOVERNOR QUESTION: The first link doesn't appear to work. LS: to follow up.</p> <p>GOVERNOR QUESTION: Have the values been reviewed against SIAMs framework? LS: Yes, it has been reviewed with that in mind.</p> <p>The Governing Board agreed to approve the values.</p>	
9.	<p><u>Finance Monitoring</u></p> <ul style="list-style-type: none"> - Beckley: slight surplus. - Peasmarsh: larger budget, larger surplus, but some staff costs have yet to be spent. - Beckley numbers were down this year at the time the budget was set, so there may be a shortfall next year. Will need to consider how this should be managed. Complex cases have implication for the budget. <p>Finance meeting to be held end of Jan 2022.</p> <p><i>AB to submit budgets to next FGB.</i></p>	AB
10.	<p><u>Standards Monitoring</u></p> <p><u>Peasmash</u></p> <ul style="list-style-type: none"> - Note analysis of data and how this was used to target learning gaps was useful. - On SEN front, ongoing lack of support from outside agencies. <p>GOVERNOR QUESTION: Has the school made use of additional tutoring funding? LS: Yes, this has been used. Another round on funding is due, based on number of PP children.</p> <p>GOVERNOR QUESTION: Is this funding just for Year 6? LS: No, it is used throughout the school.</p> <p><u>Beckley</u></p> <ul style="list-style-type: none"> - Although the report has been written up, it has not been possible to complete meetings. Follow up meeting to look at metrics to measure in January. <p>RD thanked CJ for the work she has done.</p>	
11.	<p><u>Safeguarding Monitoring</u></p> <p>Nothing to raise. However, it was pointed out that safeguarding needs to be a standard agenda item.</p> <p><i>Add GDPR to the Agenda under Safeguarding.</i></p>	Clerk
12.	<p><u>Link Governor Reports</u></p> <p><u>Mental Health and Well Being</u></p> <ul style="list-style-type: none"> - Impressive to hear mental health and wellbeing for staff and children is being supported. 	



Beckley

- Difficult to drive school improvements along with all the issues with COVID. On-going pressure on staff to narrow the gaps identified in individual children when disruption continues.
- Staff appreciation board helps engender supportive environment in school. Discussion on how to thank staff, perhaps a well-being day.
- Pupil voice activities indicate children feel safe and happy. Self-isolation can be difficult for children.
- MHEW values from Heartsmart and Zones of Regulation are becoming more embedded throughout other curriculum areas, rather than remaining discrete to those specific lessons in themselves.

Peasmarsch

- RC used the new template for this report and found it useful.
- Strategically restructured the classes. Younger years have been particularly affected.

GOVERNOR QUESTION: Will there be an opportunity to include staff or pupil voice?

RC: Hoping to set this up for January. Staff views may be through questionnaire.

ST: Online questionnaires have been successful in the past.

SEND

- Planning to follow up in the New Year with report to the next FGB.

PR

Provide SEND report to March FGB.

Health and Safety

- Planning to visit to both schools in the New Year.
- The following plans are required: overall site plan at 1:500 scale and overall building plan at 1:100 scale. Alternatively, any site and building plans format that may be available.

GOVERNOR QUESTION: Regarding the Incident monitoring system, does this give out statistics? Can these be routinely made available to governors?

These would be included in the report.

The Governing Board agreed that the best option would be to add a section to the report.

Ethos

ST/LS to send summary of learning walks.

GOVERNOR QUESTION: Have schools started collecting for the Foodbank?

ST: This has been in place in Beckley for several years.

LS: Not yet in place, due to concerns around how this might be viewed. Some parents are reliant on it. Need to be conscious of the different demographic.

GOVERNOR QUESTION: Where does the food go? What are the collection arrangements?

ST: Located in the front hall at Beckley. Collected by a member of the Parish Council and delivered to Rye Foodbank.

GOVERNOR QUESTION: Regarding increasing Governor involvement could Link Governor be routinely invited to school occasions?

ST: Yes – governors are always invited already.



	<p><u>Ofsted</u></p> <ul style="list-style-type: none"> - Summary documentation provided and discussed. <p><u>EYFS</u></p> <ul style="list-style-type: none"> - Monitoring visits not yet carried out but will take place in the new year with a report to the next FGB. <p>GOVERNOR QUESTION: Will the current Year 1 cohort (who missed out on much of their EYFS time) last year fall under the remit of EYFS? Is this something that the Head Teachers would want LS: Yes. ST: The set up with the Y1 cohort at Beckley is different to Peasmarsh, due to larger numbers. Unsure whether including them in the EYFS Governor remit would work as effectively as at Peasmarsh. Timetable changes for EYFS and Y1 will be put into effect from T3 to facilitate more cross-over time for the Y1 pupils.</p> <p><i>AM to discuss with LS/ST whether the Early Years support group from last year will fall under the remit of EYFS.</i></p>	AM
13.	<p><u>Policies for Approval /Review</u> <u>PSHE Policy (Peasmarsh)</u></p> <ul style="list-style-type: none"> - Correct references to RSHE (PSHE). - Include Appendix A <p><i>The Governing Board approved the policy, subject to the changes documented.</i></p> <p><u>Health and Safety Policy (Peasmarsh)</u></p> <p>GOVERNOR QUESTION: Individuals are named in the report. Should it detail the role? LS: We are required to have a named individual. GOVERNOR QUESTION: Could we have an appendix with a single list, to minimise the impact of updates? LS: This would be a good idea for the next version.</p> <p><i>The Governing Board approved the policy.</i></p> <p><u>PSHE Policy (Beckley)</u></p> <ul style="list-style-type: none"> - Correct reference to DSL, which is shown as LS - Correct references to RSHE (PSHE). - Curriculum overview to be sent out, as different to Peasmarsh - Policy to be updated to include evidence of stakeholder input from Beckley (eg pupils, parents) - Section detailing Health survey to be removed as is only relevant to Peasmarsh <p><i>The Governing Board approved the policy, subject to the changes documented.</i></p> <p><u>Health and Safety Policy (Beckley)</u></p> <ul style="list-style-type: none"> - Replace missing word in policy title: 'xxx'. <p><i>The Governing Board approved the policy, subject to the changes documented.</i></p> <p><u>Fire and Safety Policy for Beckley</u></p>	

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	<p><i>The Governing Board approved the policy.</i></p> <p>GOVERNOR QUESTION: General point. As the policies are based on standard templates and to make it more efficient for Head Teachers, can we have a combined policy? ST: Where possible, these have been combined.</p> <p>GOVERNOR QUESTION: If based on template, could we use change tracking, so that Govs only have to review changes. ST: main changes are updating names and places.</p> <p>(RR left the meeting at 19:00)</p>		
14.	<p><u>Governing Board Strategy for 21-22 and Governor Responsibilities</u></p> <ul style="list-style-type: none"> - As discussed under Item 4, a smaller group is to be convened to review. 		
15.	<p><u>AOB</u></p> <p>GOVERNOR QUESTION: Is it possible to see subject leader's action plan? Yes, most subject areas would have this. These can be asked for at any point</p> <p><u>Finance Committee</u></p> <ul style="list-style-type: none"> - An additional Governor is required for the Finance Committee. <p><i>Check with RR whether he would be happy to join the Finance Committee.</i></p>	RD	
16.	<p><u>Impact of Meeting</u></p> <ul style="list-style-type: none"> - Challenged and championed on behalf of children and those that work with them. - Emphasised the importance of pupil voice. - Worked collectively. - Followed a thread of vulnerable children. - Focused on getting the right balance: well-being vs moving forward - Emphasised the need to use and draw on the SP and SEF to ensure intent is leading to impact. 		
17.	<p><u>Date of Next Meetings</u></p> <p>Data (Beckley) – 6.1.22 Data (Peasmarsh) – 13.1.22 Health and Safety – 20.1.22 Ethos – 24.2.22 Finance – 3.3.22 FGB – 24.3.22 (papers to be submitted by 15.03.22)</p>		
	<p><u>Actions</u></p> <ol style="list-style-type: none"> 1. <i>Follow up on any other activities required to extend the term of RD.</i> 2. <i>Establish group and convene meeting to review Governing Board requirements and report back to March FGB.</i> 3. <i>RD and the Clerk to complete the Clerk's Checklist and circulate to the</i> 	<p><u>Due Date</u></p> <p>17.12.21 15.03.22 07.01.22</p>	<p>Clerk RD Clerk</p>

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	<i>Board.</i>		
	4. <i>RD to write a note of thanks to the staff on behalf of the Governing Board.</i>	17.12.21	RD
	5. <i>PR asked for an anonymised absence letter to raise with the County Council.</i>	17.12.21	ST
	6. <i>Beckley Head Teacher Report to be distributed.</i>	17.12.21	Clerk
	7. <i>AB to submit budgets to next FGB.</i>	15.03.22	AB
	8. <i>Add GDPR to the Agenda under Safeguarding.</i>	15.03.22	Clerk
	9. <i>Provide SEND report to March FGB.</i>	15.03.22	PR
	10. <i>AM to discuss with LS/ST whether the Early Years support group from last year will fall under the remit of EYFS.</i>	17.12.22	AM
	11. <i>Check with RR whether he would be happy to join the Finance Committee.</i>	17.12.22	RD