

# The Genesis Federation



## Minutes of the Meeting of the Governing Board

Date and Time: Thursday, 14<sup>th</sup> July 2021, 17:00-19:00  
 Location: Beckley CE School  
 Governors Present: Rose Durban (RD) - Chair  
 Andrew Button (AB) Rhiannon Chillingworth (RC) (part)  
 Emma Herbert (EH) Chrissie Johnston (CJ)  
 Ann-Marie Murphy (AM) Revd Teresa Munro (TM)  
 Paul Redstone (PR) Robin Redsull (RR)  
 Lison Smart (LS) - Headteacher Simon Thurston (ST) – Headteacher

Quorum: 6 (50% of the FGB in post)  
 Attending: Jeff Clements – Associate Member  
 Clerk: Sue Redstone  
 Apologies: Marian Ham (MH)  
 Absent: Revd Dr Owen Edwards (OE)

Item	Discussion	Action
1.	<u>Welcome, Apologies and Opening Prayer</u> <ul style="list-style-type: none"> <li>- RD welcomed everyone to the meeting at 17:00.</li> <li>- Apologies were received and accepted from Marian Ham.</li> <li>- There were no requests for other business to be added to the agenda.</li> <li>- Revd TM led the opening prayer.</li> </ul>	
2.	<u>Declaration of Business Interests</u> <ul style="list-style-type: none"> <li>- None.</li> </ul>	
3.	<u>Minutes of the Last Meeting and Matters Arising</u> <ul style="list-style-type: none"> <li>- The minutes of the previous meeting were accepted.</li> </ul> <u>Actions</u> <ol style="list-style-type: none"> <li>1. <i>Arrange a meeting to review the Policy Review Cycle with RD, ST, LS. <b>Meetings held.</b></i></li> <li>2. <i>Provide feedback on the Pupil Survey Questionnaire. <b>Overview provided.</b></i></li> <li>3. <i>Feedback on the Clerk's Checklist to be circulated to the board. <b>Done.</b></i></li> <li>4. <i>Update relevant paperwork to reflect the co-opting of RR as a Governor. <b>Done.</b></i></li> <li>5. <i>Ensure that paperwork is updated to reflect the appointment of Jeff Clements. <b>Completed.</b></i></li> <li>6. <i>Presentation from the Diocesan Chair's networking session to be circulated. <b>Done.</b></i></li> <li>7. <i>Headteachers' reports to include a section on complaints. <b>Done.</b></i></li> </ol>	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p>

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	<p>8. Clerk to email all governors seeking interest to join the Governing Group; dates will be arranged to suit those able to be part of the task group. <b>Meetings held, Agenda Item 4.</b></p> <p>9. Services to Schools spreadsheet (Beckley) to be sent to the Chair for approval. <b>Done and approved.</b></p>	<p>Closed</p> <p>Closed</p>
<p>4.</p>	<p><u>Board Membership Matters</u></p> <p><u>Governance Meeting</u></p> <p><i>Action: Meet with PR/ST/LS before September to look at school improvement plan and draft proposed monitoring schedule ready for the September meeting.</i></p> <p><u>Vice/Co-Chair</u></p> <ul style="list-style-type: none"> <li>- PR offered to take on the Vice Chair role, but due to other commitments would not wish to be considered for the role of Chair.</li> <li>- PR was seconded by LS.</li> </ul> <p>Decision: The board agreed to appoint PR to the role of Vice Chair.</p> <p><u>Governors Terms of Office Expiring in September 2022 (AB, RC, EH)</u></p> <ul style="list-style-type: none"> <li>- The Clerk highlighted the end of terms of office for 3 Governors. The Parent Governor and Staff Governor role are both elected positions, so schools will need to understand whether there are any interested parents or staff.</li> <li>- The Chair thanked the Governors for their commitment and asked that they would consider a further term.</li> </ul> <p><u>Roles and Responsibilities</u></p> <ul style="list-style-type: none"> <li>- It was noted that Standards Monitoring currently sits with the Quality of Education Committee. However, these are both significant areas.</li> </ul> <p><i>Action: Update Roles and Responsibilities to remove Quality of Education Committee.</i></p> <p><u>Governor Recruitment Process – References</u></p> <ul style="list-style-type: none"> <li>- The Clerk outlined the issue of missing references for Governors and the impact on the schools Single Central Record. References are not mandatory but are good practice.</li> <li>- The Chair highlighted that they can be helpful, but also a barrier, particularly if someone has not been in recent employment.</li> </ul> <p>Decision: The Board agreed to dispense with references for Governors.</p> <p><i>Action: Clarify the protocol on references for Foundation Governors so that our policy is clear on which information is required for each type of governor.</i></p> <p><u>Potential New Associate Member</u></p> <ul style="list-style-type: none"> <li>- Following an appeal for Governors at the Beckley Village Hall AGM, the Chair received an expression of interest.</li> <li>- The Chair proposed Vicky Dyer as an Associate Member to further strengthen the Governing Board.</li> </ul>	<p>RD</p> <p>Clerk</p> <p>Clerk</p>

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	Decision: The Board agreed to appoint Vicky Dyer as an Associate Member of the Genesis Federation.	
5.	<p><u>Chair's Action and Updates</u></p> <ul style="list-style-type: none"> <li>- The recent Chairs network meeting was cancelled.</li> <li>- AMM provided an update on the previous Chairs Network Meeting, which highlighted the need for succession planning, inclusivity, and diversity. Due to more remote working, Governing Boards were encouraged to cast adverts wider.</li> <li>- No urgent actions have been taken.</li> </ul>	
6.	<p><u>Leadership Reports</u></p> <p><u>Peasmarsch</u> A summary of the report was given, highlighting the following:</p> <ul style="list-style-type: none"> <li>- Staff training has been on-going.</li> <li>- Standards visits have been very positive and the school have a healthy budget.</li> <li>- Covid is still an issue for both staff and children. The school are still seeing low attendance and persistent absence.</li> <li>- H&amp;S audit carried out.</li> <li>- <a href="#">Governor Question: How much training is Peasmarsch specific?</a></li> <li>- <a href="#">LS: Educare is purchased for both schools' use. Other training is opened to other schools where appropriate. Subject leadership is specific to the federation.</a></li> </ul> <p><u>Beckley</u> A summary of the report was given, highlighting the following:</p> <ul style="list-style-type: none"> <li>- Successes are similar to Peasmarsch. The school are fully open in terms of events. And engagement with community has been strong.</li> <li>- KS2 SATs results were excellent.</li> <li>- Pupil and staff illness is an issue which impacts individuals, but also those in school.</li> <li>- <a href="#">Governor Question: What is the reception intake for September?</a></li> <li>- <a href="#">ST: 8, as of today.</a></li> <li>- <a href="#">Governor Question: What proportion of SEN have an EHCP?</a></li> <li>- <a href="#">ST: Currently, no SEN children have an EHCP.</a></li> <li>- <a href="#">Governor Question: Are you continuing with 3 days after school club?</a></li> <li>- <a href="#">ST: Yes, initially. The need will be reassessed at the end of term.</a></li> <li>- <a href="#">Governor Question: Regarding whole school training/ learning away from classroom, how is this monitored?</a></li> <li>- <a href="#">ST: Through planning and learning walks.</a></li> </ul>	
7.	<p><u>School Development</u></p> <p><u>Peasmarsch</u></p> <ul style="list-style-type: none"> <li>- LS highlighted that some of the data has been updated and a revised version will be sent out.</li> <li>- EIP have funded an Education Welfare Officer from September 2022.</li> </ul>	

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	<ul style="list-style-type: none"> <li>- A new model for subject leadership is to be adopted. Schools will take this on individually, with the second inset day focusing on Subject Leadership. Each subject leader to have additional time to take this on.</li> <li>- Therapeutic thinking is being introduced.</li> <li>- <u>Governor Question</u>: Do we have evidence that having an Education Welfare Officer works?</li> <li>- LS: Yes. This is a huge issue for other schools too. An Education Welfare Officer has been used in Kent for some time. A letter will go out in September to parents to reiterate the need for school attendance.</li> <li>- <u>Governor Question</u>: Is Ofsted focusing on attendance?</li> <li>- LS: Yes, this will be an area of focus, which can lead to an inadequate rating.</li> </ul> <p><i>Action: Share the update received regarding the Primary Advisor Programme.</i></p> <p><u>Beckley</u></p> <ul style="list-style-type: none"> <li>- Persistent absence is an issue. The Education Welfare Officer will be available from September and will need to understand the story behind the statistics.</li> <li>- Subject leadership roles have been allocated. There is a concern in both schools about the additional workload being placed on staff, who will not have subject leader responsibility for at least two subjects. There are challenges about the amount of release time required, removing staff from the classrooms</li> <li>- Ofsted framework disadvantages small schools. It is difficult for teachers to champion more than one subject.</li> <li>- Sounds Write has been successful and this will be continued into KS2. Coordinate phonics teaching across EY/KS1.</li> <li>- <u>Governor Question</u>: Is writing missing from the results?</li> <li>- ST: There isn't a SAT (test) for writing. Evidence is collected thorough the year and then moderated. Combined is Reading, writing and maths.</li> <li>- <u>Governor Question</u>: Is it possible that there was under-assessment in the figures?</li> <li>- ST: It is possible and this can be reviewed as part of the T6 data. ST expressed his disappointment that governors did not see the KS2 results at Beckley in a more positive light. The results were exceptional, but the questions from governors were more focused on challenging the validity of the data, and this was a disappointing response. ST asked that the minutes reflected that these results were outstanding.</li> <li>- <u>Governor Question</u>: In terms of capacity for subject leadership, what is the mechanism for creating the capacity?</li> <li>- ST: TAs are covering classes or using existing staff. Unfortunately, the school don't have budget to employ additional staff.</li> </ul> <p>(18:46 PR left the meeting)</p>	RD
8.	<p><u>Finance Monitoring</u></p> <ul style="list-style-type: none"> <li>- The Finance Committees were held last week, with budgets to end of May.</li> <li>- The solar panel installation is going ahead at Peasmarsh over the summer and a server upgrade will be funded from the Beckley capital budget (next year).</li> </ul>	

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9.	<p><u>Standards Monitoring</u></p> <ul style="list-style-type: none"> <li>- CJ outlined the approach to standards monitoring. Focusing on pupil progress and attainment at 3 points across the year. Look at how it is measured, used, patterns, trends, areas for improvement and inconsistencies.</li> <li>- The data is then used to flag areas for follow up.</li> <li>- Writing was flagged and followed up with a learning walk.</li> <li>- The sequence worked well but could be improved with more time with pupils.</li> </ul> <p><i>Action: AMM/CJ/RC to liaise to look at joint overview of quality and standards from EY to Y6.</i></p>	AMM/C J/RC
10.	<p><u>Safeguarding Monitoring</u></p> <ul style="list-style-type: none"> <li>- JC has visited both schools and found them to be happy and welcoming places.</li> <li>- Dates have been planned for September 2022 to start monitoring.</li> <li>- JC highlighted that there are changes being made to KCSIE for September 2022. Governors need to have read Part 1 and Annex A and will be required to sign that they have done so.</li> </ul> <p><i>Action: Ensure link to KCSIE is distributed to Governors and add to agenda for September meeting.</i></p>	Clerk
11.	<p><u>Link Governor Reports</u> <u>Mental Health and Well Being</u></p> <ul style="list-style-type: none"> <li>- The Chair highlighted the need for a Governor to monitor MHWB and thanked RC for the work so far. The scope was confirmed as being both pupil and staff.</li> </ul> <p><u>SEND</u></p> <ul style="list-style-type: none"> <li>- Report was distributed.</li> </ul>	
12.	<p><u>Policies for Approval /Review</u></p> <ul style="list-style-type: none"> <li>- Peasmarsh Therapeutic (Behaviour) Support Policy</li> <li>- EH outlined the Therapeutic Approach, which supports 90% of children in the classroom based on the idea that a positive experience results in positive behaviour.</li> <li>- The other 10% they have specific plans from East Sussex.</li> <li>- The use of scripted language ensures that certain behaviours receive the same response.</li> <li>- <a href="#">Governor Question: Are the circles built into the classroom?</a></li> <li>- <a href="#">EH: Zones of regulation will be removed and replaced.</a></li> </ul> <p><i>Decision: The board approved the Peasmarsh Therapeutic (Behaviour) Support Policy.</i></p> <ul style="list-style-type: none"> <li>- Beckley School Equality Objectives - June 2022</li> </ul> <p><i>Decision: The Board approved the Beckley School Equality Objectives.</i></p>	
13.	<p><u>Governing Board Strategy for 22/22</u></p> <p><i>Action: Arrange to meet with the Vice Chair to discuss the Governing Board Strategy for 22/23.</i></p> <p><i>Action: Chair and Vice chair to arrange to meet with both headteachers before the start of</i></p>	RD  RD

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14.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- The Board agreed that the deadline for papers should be the Friday before the FGB meeting, with a reminder 2 weeks before. Later papers will be rescheduled to the subsequent FGB meeting.</li> </ul>																				
15.	<p><b>Impact of Meeting</b></p> <ul style="list-style-type: none"> <li>- Gained better understanding of the SDP and how this drives our work.</li> <li>- Thought about and discussed children and staff well-being.</li> <li>- Generated more capacity around the GB.</li> </ul>																				
16.	<p><b>Dates of Next Meetings</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Event</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Thurs 22 September 17:00-19:00</td> <td>FGB (SDP Approval)</td> <td>Peasmarsh</td> </tr> <tr> <td>Thurs 1 December 17:00-19:00</td> <td>FGB (T1 and T2 Reports)</td> <td></td> </tr> <tr> <td>Thurs 23 March 17:00-19:00</td> <td>FGB</td> <td></td> </tr> <tr> <td>Thurs 4 May 16:30-17:30</td> <td>FGB (Approve School Budgets)</td> <td></td> </tr> <tr> <td>Thurs 6 July 17:00-19:00</td> <td>FGB (T5 and T6 Reports)</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>- The Chair thanked everyone for their support over the last year and wished everyone a good summer.</li> <li>- The meeting closed at 19:05.</li> </ul>		Date	Event	Location	Thurs 22 September 17:00-19:00	FGB (SDP Approval)	Peasmarsh	Thurs 1 December 17:00-19:00	FGB (T1 and T2 Reports)		Thurs 23 March 17:00-19:00	FGB		Thurs 4 May 16:30-17:30	FGB (Approve School Budgets)		Thurs 6 July 17:00-19:00	FGB (T5 and T6 Reports)		
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	7. <i>Arrange to meet with the Vice Chair to discuss the Governing Board Strategy for 22/23.</i>	31.08.22	RD
	8. <i>Chair and Vice chair to arrange to meet with both headteachers before the start of term to discuss SDP and SEF for each school and propose a governor monitoring schedule to the governors at their September meeting.</i>	31.08.22	RD