

The Genesis Federation



Minutes of the Meeting of the Governing Board

Date and Time: Thursday, 1 December 2021, 17:00-19:00
 Location: Beckley CE School
 Governors Present: Rose Durban (RD) - Chair
 Andrew Button (AB) Emma Herbert (EH)
 Chrissie Johnston (CJ) Revd Teresa Munro (TM)
 Ann-Marie Murphy (AM) Robin Redsull (RR)
 Lison Smart (LS) - Headteacher Simon Thurston (ST) – Headteacher

Quorum: 7 (50% of the FGB in post)
 Attending:
 Clerk: Sue Redstone
 Apologies: Vicky Dyer (VD), Paul Redstone (PR), Jeff Clements (JC), Marian Ham (MH),
 Revd Dr Owen Edwards (OE), Rhiannon Chillingworth (RC)
 Absent:

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 at 17:05. - Apologies were received and accepted from VD, PR, JC, MH, OE & RC. - RR led the opening prayer. 	
2.	<p><u>Minutes of the Last Meeting and Matters Arising</u></p> <ul style="list-style-type: none"> - The minutes of the previous meeting were accepted. <p><u>Actions</u></p> <ol style="list-style-type: none"> 1. Distribute copy of the presentation to the Board. Sent on 28/09/22. 2. Arrange dates for a meeting to discuss Ofsted. Meeting held 21/11/22. 3. Confirm with VD whether she would be happy to work with CJ, RC and AMM on Quality of Education. Confirmed. 4. Add item on Recording Safeguarding (JC) to the agenda the December meeting. Item 7. 5. Distribute copy of the Peasmarsh Key Priorities. Sent 29/09/22. 	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p>
3.	<p><u>Declaration of Business Interests</u></p> <ul style="list-style-type: none"> - There were no updates to the Declaration of Business Interests. 	

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4.	<p><u>Board Membership Matters</u></p> <ul style="list-style-type: none"> - Ofsted Meeting: The remote session was felt to be helpful, therefore further sessions are to be set up each term to maintain the focus. - Informal catch-ups between the Chair/Vice Chair and the Head Teachers has been useful. Further session planned to consider the White Paper and focus on the values that are important to the schools. - Induction pack for new governors: the current Induction Pack is out of date, with many of the links not working. Now that GovenorHub (the replacement for GovernorsOnline) is live, the documentation should be updated. <p>Action: Update governor Induction Pack.</p>	Clerk
5.	<p><u>Chair's Action and Updates</u></p> <ul style="list-style-type: none"> - No urgent actions have been taken. 	
6.	<p><u>Finance</u></p> <ul style="list-style-type: none"> - AB provided an update from a finance perspective. - There are several budget pressures: teachers' pay award, support staff pay award, energy costs and general inflation. 85% of schools are expected to be in deficit by the end of year 2, with only an expected increase in budget of 2%. The impact appears more immediate for Beckley, as Peasmarsh carried forward more of their budget surplus. However, the budget surplus is ringfenced. - The solar panels have been commissioned in Peasmarsh and the Finance Committee approved a proposal for the fitting of LED lighting. - A better picture should be available in January, for the next Finance Committee meeting. - Discussions have been continuing with ESCC regarding the current working arrangements of the Head Teachers. ESCC have questioned if this allows for a 'headteacher available' arrangement to function for both schools. Currently, Peasmarsh have 0.5 of a day and Beckley 1.0 day when the respective heads are not on site but have arranged their time away so that they deputise for each other. Any changes to the current arrangements would have a detrimental impact on school budgets. <p>Action: Follow up outstanding issue regarding working arrangements with ESCC.</p>	AB
7.	<p><u>Safeguarding and GDPR</u></p> <ul style="list-style-type: none"> - Report on Safeguarding: RD outlined the report provided by JC. <p>Beckley school 22/09/22 Focus on Single Central Record (SCR), including where stored (online), protection (password protected), access (DSL, deputy DSL and school secretary), security, when last checked and how recorded etc. Discussion of types of checks done for Governors, this was clarified at the FGB meeting on 07/11/22. SCR viewed; only outstanding task was the sight of DBS certificate for Father Owen Edwards. (Also applies for Peasmarsh). This is now urgently overdue. The Chair has asked the Diocese to help in following up.</p>	

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SCR is structured and covers all needs as expected.

Ofsted preparation.

Agreed that SCR would be standing item for each visit and other areas would be reviewed on a rolling basis.

Peasmarsh school 23/09/22

As above re SCR.

DSL and School Business Manager have access to SCR, consideration will be given to include Deputy DSL having access.

Peasmarsh school 10/11/22

SCR update, Father Edwards still outstanding re DBS certificate.

Discussion regarding Persistent absence, work with EWO ongoing and hopefully will show positive improvements in coming months. Also considered EBSA (Emotionally Based School Avoidance) and potential impact on the school.

Online Safety, discussion around how the subject is dealt with, explained that online safety was threaded throughout the curriculum.

Discussion and demonstration of 'My Concern' the system used to record all concerns / incidents regarding the children, the system is accessible to all staff (teaching and support), all entries reviewed by DSL and actions recorded. this includes any intervention and referrals as appropriate.

Short discussion on First Aid training, including who is trained, what levels and recording of training.

Beckley school 14/11/22

SCR update as at Peasmarsh.

Online safety, as per Peasmarsh, demonstration of how Smooth Wall protection works, providing daily updates which would include details of what device has triggered a report.

Throughout the year the subject is included in units that look at awareness and understanding of online behaviour.

Discussion of 'My Concern' as per Peasmarsh all staff have access and are encouraged to report any concern immediately. Simon also added that the school is signed up to Operation Encompass, a joint police and education safeguarding partnership.

First Aid, not all staff are trained, but numbers above statutory requirements, further training being considered. A new First Aid reporting form has been introduced, it was decided that following a recent accident at the school a more detailed form was needed to capture all information required for all types of accidents / incidents.

- Recording Safeguarding: JC provided the following update for the FGB.

'MyConcern' is the primary reporting and recording system for all incidents however minor, as soon as a 'concern' is reported the DSL is alerted by a system generated email, this allows the DSL to look back and link incidents / concerns over time and take the appropriate action.

MyConcern also allows the DSL to record all actions taken in regard to a logged concern, which is good evidence for Ofsted or in the event of complaints or reviews.

- Head Teacher Safeguarding Reports

JC spoke with both Lison and Simon, the new form was drafted by Lison and sent to Simon, I did clarify with both Simon and Lison that I thought this document should be for the FGB only

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	<ul style="list-style-type: none"> - Health and Safety: planned visits in the new year. - Ethos: Strand 3 of self-evaluation at the next meeting. 	
10.	<p><u>Leadership Reports/ School Development Plans</u></p> <p><u>Peasmarsch</u></p> <ul style="list-style-type: none"> - LS highlighted the following successes: Solar panel installation is up and running. Subject Leadership is working well. Governor visits to schools are taking place. - Challenges: budget, pupil absence. - Current roll is 75. 69 currently planned for September. - Governor Question: Has there been any improvement in the persistent absence (PA)? - LS: PA is still high. The Education Welfare Officer (EWO) has been very positive. Home visits and face to face meetings are taking place, which is highlighting the importance of school attendance. - Governor Question: What is the forecast based on for next year? - LS: 16 leavers, budget for 9 coming in. <p><u>Beckley</u></p> <ul style="list-style-type: none"> - ST highlighted that the alliance partner visit was very positive. The Rye Alliance is working positively and there is good potential for school-to-school support. The EWO is an example of this and has been of benefit to Beckley. - Regarding the question of which schools make up the Rye Alliance: Beckley, Peasmarsch, Playden, Winchelsea, Rye Primary, Rye Secondary. - Challenges: progress, budget - Current roll: 95. - Governor Question: Regarding the retirement of the music teacher, what action is being taken to replace her? - ST: Unfortunately, the school are not able to replace with a specialist music teacher. The school have invested in a programme to teach music (as already in use at Peasmarsch). <p>(18:30 RR left the meeting)</p>	
11.	<p><u>Policies for Approval /Review</u></p> <ul style="list-style-type: none"> - The board approved the following policies: <ul style="list-style-type: none"> o Peasmarsch Attendance Policy o Peasmarsch Anti-Bullying Policy o Whistleblowing Policy o Data Protection Policy <p>Action: Distribute Pay Policy for review.</p>	Clerk
12.	<p><u>AOB</u></p> <ul style="list-style-type: none"> - Ofsted Readiness: key documents to be available in schools. To be a standing agenda item at each FGB meeting. 	

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	<ul style="list-style-type: none"> - Skills Audit: RD highlighted the need for a skills audit for the board to understand what our skills/gaps are. <p>Action: Distribute skills audit to the FGB members.</p> <ul style="list-style-type: none"> - Poverty: the board discussed the point raised and agreed for it to be added to next meeting. - Annual calendar: the board discussed the need for an annual calendar to be re-established. GovernorHub provides this functionality. <p>Action: Set up Annual Calendar.</p>		Clerk						
			Clerk						
13.	<p><u>Impact of Meeting</u></p> <ul style="list-style-type: none"> - The new style of meeting has worked well and has been quicker. - The meeting has focused on both children and staff and has finished on time. 								
14.	<p><u>Date of Next Meeting</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Date</th> <th style="width: 40%;">Event</th> <th style="width: 30%;">Location</th> </tr> </thead> <tbody> <tr> <td>Thurs 23 March 2023 17:00-19:00</td> <td>FGB</td> <td>Peasmarsh CE School</td> </tr> </tbody> </table> <p>The meeting closed at 7:00pm.</p>	Date	Event	Location	Thurs 23 March 2023 17:00-19:00	FGB	Peasmarsh CE School		
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Thurs 23 March 2023 17:00-19:00	FGB	Peasmarsh CE School							
	<p><u>Actions</u></p> <ol style="list-style-type: none"> 1. Update governor Induction Pack. 2. Follow up outstanding issue regarding working arrangements with ESCC. 3. Add agenda item regarding Safeguarding reporting for next meeting 4. Ask PR to liaise with JC and follow up on the issues raised regarding SEND support. 5. Distribute Pay Policy for review. 6. Distribute skills audit to the FGB members 7. Set up Annual Calendar. 	<p><u>Due Date</u></p> <p>31.12.22 31.12.22 17.2.23 31.12.22 2.12.22 31.12.22 31.3.22</p>	<p>Clerk AB Clerk RD Clerk Clerk Clerk</p>						