

The Genesis Federation



Minutes of the Meeting of the Governing Board

Date and Time: Thursday, 6 July 2023, 17:00-19:00
 Location: Beckley CE School
 Governors Present: Rose Durban (RD) – Chair Marian Ham (MH)
 Emma Herbert (EH) Chrissie Johnston (CJ)
 Ann-Marie Murphy (AM) Paul Redstone (PR)
 Lison Smart (LS) - Headteacher Simon Thurston (ST) – Headteacher
 Robin Redsull (RR) Rhiannon Chillingworth (RC)

Quorum: 7 (50% of the FGB in post)
 Attending: Jeff Clements (JC), Vicky Dyer (VD)
 Clerk: Sue Redstone
 Apologies: Andrew Button (AB), Revd Dr Owen Edwards (OE), Revd Teresa Munro (TM).
 Absent:

Item	Discussion	Action
1.	<p><u>Welcome, Apologies and Opening Prayer</u></p> <ul style="list-style-type: none"> - The Chair welcomed everyone to the meeting at 17:00. - Apologies were received and accepted from AB, Fr OE & TM. - ST 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. Update governor Induction Pack. This has now been completed and saved on GovernorHub. 2. Distribute skills audit to the FGB members. Item 4 on the agenda. 3. Formal vacancy advert to be submitted to the Diocese. Paperwork has been submitted. 4. Headteachers to meet with potential Governor. Meeting held. 5. Investigate if Christian Schools Workers Hasting (CSWH) can come to both schools again this year to run a prayer week. Awaiting a response. 6. Produce list of preferred titles /naming convention for documents and send to PR for review. Draft has been reviewed and comments incorporated. 7. Set up policy review cycle on GovernorHub. This has been completed on GovernorHub. 	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>RR</p> <p>Closed</p> <p>Closed</p>

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3.	<p><u>Declaration of Business Interests</u></p> <ul style="list-style-type: none"> - VD stated that she is a trustee for The Peasmarsh Chamber Music Festival Trust. - PR reminded the Board that he is a County Councillor for East Sussex. 	
4.	<p><u>Board Membership Matters</u></p> <ul style="list-style-type: none"> - Skills Audit Summary: this was used to inform the discussions in the recent 1-2-1s with Governors. The main messages were: <ul style="list-style-type: none"> - Some Autumn governor training sessions would be welcome. <ul style="list-style-type: none"> • EDI – our responsibilities in relation to equity, inclusion and diversity • Finance and really getting inside the implications for both of our schools. - Governors are keen to balance being known in school and being known to each other without overwhelming busy staff. Suggestions included: <ul style="list-style-type: none"> • Attending celebration assemblies. • School activities mentioned in the school newsletters. • Committing, if possible, to a cup of tea before each FGB. - Agreeing dates for governor visits with each school has at times felt challenging. Suggestions included: <ul style="list-style-type: none"> • Using Sue, our clerk, and let her know a couple of preferred dates you would like to visit on so she can confirm and put in a FGB calendar. • Making it clear that we all understand that schools are busy and priorities may need to change. - Importance of each of us as governors asking questions at FGB. It will mean we commit to reading all the papers beforehand so that introductions can be brief, it's the quality of our debate and challenge that's important. - We're all a bit nervous about Ofsted and SIAM inspections and want to do our best on behalf of each school. <p>(17:10 RC joined the meeting)</p> <ul style="list-style-type: none"> - Training: A virtual session is planned for Wednesday 18th October, to cover Equity Diversity and Inclusion. Safeguarding to be incorporated into the September FGB. <p>Action: Send out invite for 18 October training session.</p> <ul style="list-style-type: none"> - Finance awareness for Governors AB has agreed to provide an overview at a future meeting. Previous training by the Bursar at Peasmarsh may be a useful starting point. - Dates for next year: <ul style="list-style-type: none"> ○ Tuesday 19th September ○ Thursday 7th December ○ Thursday 21st March ○ Thursday 2nd May ○ Thursday 4th July 	Clerk
5.	<p><u>Chair's Actions and Updates</u></p> <ul style="list-style-type: none"> - Federation Strategy: a meeting has been held to clarify the priorities for next 3 years. A further meeting is planned on 19 July 2023 with Trevor Cristin (Director of Education at the Diocese of Chichester). <p>Action: Add the Federation Strategy to the agenda for the September meeting.</p>	Clerk

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6.	<p><u>Finance</u></p> <ul style="list-style-type: none"> - The Finance Committee meet 3 times per year with the school Bursars. Separate meetings are held for Peasmarsh and Beckley. - Beckley: pupil numbers are good and the school are operating with a small surplus. - Peasmarsh: pupil numbers are falling (like many schools in East Sussex) but the school have a healthy surplus. Pupil numbers are predicted to be 72 for September, with a number of new starters having significant SEND needs. The solar panels are providing a significant saving. The feed in tariff is not currently generating an income and this is being escalated with the LA. Moving from a four-class structure to a three-class structure is not a preferred option. - <u>Governor Question:</u> Have we looked at the scenarios? A number of options have been considered. Next year there is a small cohort of leavers, which will hopefully be offset by a larger intake. If changes are required - because of the reserves - a decision would be required by December. Beckley were in similar position 4 years ago. Local demographics change quickly. - <u>Governor Question:</u> How does the directive regarding academisation affect the schools? - The White paper has now been side-lined. However, there is still an expectation and drive within East Sussex for schools to join/form academies and multi-academy trusts. - <u>Governor Question:</u> Does academisation have a financial benefit? - There is no blanket view. - Our schools are run lean and efficiently and generally 80% of cost is staff. - Costs vary tremendously in academy trusts and any savings are unlikely to be immediate. - The LA are becoming more mindful of the challenges of small schools. 	
7.	<p><u>Mental Health and Well-being</u></p> <ul style="list-style-type: none"> - There was some confusion over whether the MHWB policy was a federation policy or Beckley specific. This should be a federation policy. AMM highlighted that there are some synergies with Safeguarding. 	
8.	<p>Link Governor Reports:</p> <ul style="list-style-type: none"> - Safeguarding: a full Safeguarding audit has been carried out at Peasmarsh and a record keeping audit carried out Beckley. Reviews of the process are part of KCSIE. <p>Action: Send out a reminder to all Governors that they are required to review the updated KCSIE (2023) before the September meeting.</p> <ul style="list-style-type: none"> - <u>Governor Question:</u> Will KCSiE be covered on the training in October? - There are no major changes. There are minor changes to filtering and monitoring of online content. Governor Services will be providing a summary of the changes. - Peasmarsh Safeguarding Audit: This was an intense, but useful exercise and provided an opportunity to reflect on systems. Safeguarding was found to be effective. - Record keeping was effective. A large volume of traffic is required to be reviewed, so filtering items at different levels should be considered, to enable the Head Teacher to take a more strategic oversight. 	Clerk

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	<ul style="list-style-type: none"> - Online safety was a strength. Pupil voice was positive and good feedback was received from staff voice. Attendance management was robust. The Single Central Record (SCR) was reviewed. - Beckley Record Keeping Audit: Safeguarding was found to be effective. The audit identified that record keeping (particularly in a small school) is overwhelming. It was suggested that Designated Safeguarding Lead (DSL) should not be the Headteacher, as this can lead to siloed working. This was a useful challenge to consider. - The Board thanked the staff team and JC for their work in ensuring an excellent outcome in both audits. - SEND: a full report will be produced for the next FGB, based on Ofsted criteria. A recent visit to Peasmarsch was carried out, including meetings with parents and children, who were very happy with the school. The organisation was impressive and the documentation was excellent. The Education Welfare Officer (EWO) was very good and continues to have a positive impact. - Quality of Education: The full report was sent out in error – a summary version was intended for distribution. The report covers a vulnerable pupil learning walk, SEND and T4 data. A monitoring report will be produced for the next FGB. - The data highlighted that for PP children the gap in progress and attainment continues to increase over time. - Parent survey: this will be a whole school survey with embedded SEND questions. - Clicker (software): positive feedback has been received from another school on the use of this. - QoE team: planning to change the organisation of the team. - Governor Question: Is there an overlap? - Visits have been more focused. - Data Meeting: observed a transition session in Early Years (Beckley) and parent voice of existing Reception parents. The curriculum review with Frances Nation was attended by VD/AMM. - Ethos: This year Ethos has focused on the SIAMS strands 1-5, with 6 & 7 planned for next year. The main challenge is summarising the information to provide evidence. Both schools are strong in their Christian ethos. - Governor Question: How can the Board help with the Executive Summary? Are there any schools who have had a SIAMS inspection? Are there any examples of the summary document? - The documents vary a lot. The difficulty is how to showcase the evidence. The Diocese should be able to support local schools. - Health and Safety: inspections of both schools were carried out last term. Nothing to report. 	
9.	<p>Leadership Reports</p> <ul style="list-style-type: none"> - Beckley - Governor Question: What is happening with attendance in Y2? - The figure should read 96.9%. 	

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	<ul style="list-style-type: none"> - Governor Question: Why is the persistent absence so high for pupil premium children? - 6 pupils are from 2 families and all the cases can be explained. Persistent absence has fallen since term 5. The figure is painting a false picture, as the absence was due to medical needs and long holidays. The Education Welfare Officer is currently working with 2 families. There is not a reluctance to attend school, there are real, practical reasons. - The Board were concerned to hear that staff were cleaning the school whilst the caretaker was off. This was due to budget pressures and was done on a purely voluntary basis. <p>Action: Distribute the Early Years report.</p> <ul style="list-style-type: none"> - Peasmarsh - Attendance work by the Head Teacher and EWO has made a difference. - Governor Question: What is the parental engagement with the pet service? - Children brought their pets into school and was a great success. 	ST
10.	<p><u>Policies</u></p> <ul style="list-style-type: none"> - Federation Prevent Policy <ul style="list-style-type: none"> o KCSiE: add a footnote that this will be reviewed in line with any changes as appropriate. o Page 3, para 6, spacing between influences and or, lines 2 - 3. o Page 5, para 5, spacing between mutual and respect, lines 2 - 3. o Page 7, para 1, spacing between be and at, line 3 - 4. At the bottom of this paragraph there is reference to the 'Designated Child Protection Teacher and / or Headteacher', suggested that this should be changed to 'Designated Safeguarding Lead and / or Headteacher'. - Safer Recruitment Policy <ul style="list-style-type: none"> o Para 3.9 KCSiE 2019 to be 2022. Add a footnote that this will be reviewed in line with any changes as appropriate. o Para 16.2 change the word 'indicated' be to 'indicate' in line one o Add a comment to state that we reserve the right to consider a candidate's online presence, at the discretion of the recruiter. JC will be working with the Headteachers to agree a form of words to cover the subject of online searches of shortlisted candidates' details, but this will be subject to any advice from county when they publish their review of KCSIE 2023 in the near future. <p>Action: Clarify which policies are Federation and which are school based.</p> <ul style="list-style-type: none"> - Supporting children with Medical Conditions Policy <ul style="list-style-type: none"> o Add the need to ensure asthma inhalers and adrenaline auto-injectors are in date. o Remove reference to non-specific asthma inhalers and adrenaline auto-injectors as these are no longer available. 	RD/ Clerk

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	<ul style="list-style-type: none"> - Governor Question: Is the refresher trainer quite onerous? - It is only a 1-day refresher, every 3 years, plus it is mandatory. There can be quite a drop off in knowledge in 3 years, plus approaches do change. - Governor Question: In the recent SEND parent survey, there was a comment that a child may have been prevented from attending a trip due to a medical condition. - The school have a legal duty to make trips accessible to all pupils. Parents have, on occasion, chosen not to send their child due to a medical condition. - Data Protection and Info Security Policy. <ul style="list-style-type: none"> o Include both schools' and Federation logos. o The following points were clarified: <ul style="list-style-type: none"> ▪ The Federation is registered with the Information Commissioner's Office (ICO). ▪ There is a schedule of retention to ensure that old data is removed. ▪ The procedure in the event of a hack, would be to go straight to the Data Protection Officer (DPO). - Federation First Aid Policy <ul style="list-style-type: none"> o First Aiders are no longer named. Reference is to post-holders rather than individuals. 							
11.	<p>AOB</p> <ul style="list-style-type: none"> - Beckley School Railings: The replacement of the school railings was raised at the Beckley Parish council meeting. The railings date from the 1800s. The railings are dangerous and should be replaced. 							
12.	<p><u>Date of Next Meeting</u></p> <table border="1" data-bbox="236 1339 1294 1451"> <thead> <tr> <th data-bbox="236 1339 533 1375">Date</th> <th data-bbox="533 1339 1027 1375">Event</th> <th data-bbox="1027 1339 1294 1375">Location</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 1375 533 1451">Tuesday 19th September 17:00-19:00</td> <td data-bbox="533 1375 1027 1451">FGB</td> <td data-bbox="1027 1375 1294 1451">Peasmarsh CE School</td> </tr> </tbody> </table> <p>The meeting closed at 7:00pm.</p>	Date	Event	Location	Tuesday 19 th September 17:00-19:00	FGB	Peasmarsh CE School	
Date	Event	Location						
Tuesday 19 th September 17:00-19:00	FGB	Peasmarsh CE School						
	<p><u>New Actions</u></p> <ol style="list-style-type: none"> 1. Send out invite for 18 October training session. 2. Add the Federation Strategy to the agenda for the September meeting. 3. Send out a reminder to all Governors that they are required to review the updated KCSIE (2023) before the September meeting. 4. Distribute the Early Years report. 5. Clarify which policies are Federation and which are school based. 	<p><u>Due Date</u></p>	<p>Clerk Clerk Clerk ST RD/ Clerk</p>					