

The Genesis Federation



Minutes of the Meeting of the Governing Board

Date and Time: Thursday, 23 March 2023, 17:00-19:00
 Location: Beckley CE School
 Governors Present: Andrew Button (AB) Rhiannon Chillingworth (RC)
 Jeff Clements (JC) Vicky Dyer (VD)
 Marian Ham (MH) Chrissie Johnston (CJ)
 Ann-Marie Murphy (AM) Paul Redstone (PR) – Acting Chair
 Robin Redsull (RR) Lison Smart (LS) - Headteacher
 Simon Thurston (ST) – Headteacher

Quorum: 7 (50% of the FGB in post)
 Attending:
 Clerk: Sue Redstone
 Apologies: Emma Herbert (EH), Rose Durban (RD), Revd Teresa Munro (TM).
 Absent: Revd Dr Owen Edwards (OE).

Item	Discussion	Action
1.	<p><u>Welcome, Apologies and Opening Prayer</u></p> <ul style="list-style-type: none"> - PR welcomed everyone to the meeting at 17:00, as acting Chair in the absence of RD. The Chair highlighted that the Board recognise the current challenging times, where staff and Governors are worried about inspections. - Apologies were received and accepted from EH, RD, 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, subject to the addition of the following decision being recorded: <p>Decision: Governors agreed to proceed with the proposed new approach to monitoring Quality of Education.</p> <p><u>Actions</u></p> <ol style="list-style-type: none"> 1. Update governor Induction Pack. This has been updated and reviewed by VD, feedback to be incorporated. The following points were highlighted: DBS checks: clarify that the Governor is to be informed when this is complete. Buddy /Mentor: appoint buddy/mentor, arrange visits to both schools and conduct introductions. Safeguarding: Governors should not be in schools until safeguarding training has been completed. 2. Follow up outstanding issue regarding working arrangements with ESCC. ST confirmed that no further issues were raised by ESCC. 3. Add agenda item regarding Safeguarding reporting for next meeting. Agenda item 7. 4. Ask PR to liaise with JC and follow up on the issues raised regarding SEND support. Agenda item 9. 5. Distribute Pay Policy for review. Sent out, comments returned. 	<p>Clerk</p> <p>Closed</p> <p>Closed</p> <p>Closed</p>

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	<p>6. Distribute skills audit to the FGB members. This has been distributed. Reminder to be sent to those outstanding. Summary to be provided for next FGB.</p> <p>7. Set up Annual Calendar. This has been set up and sent out.</p>	<p>Clerk</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. 	
4.	<p><u>Board Membership Matters</u></p> <ul style="list-style-type: none"> - <u>Succession Planning</u>: The Chair informed the board that sadly, MH is stepping down, with July being her last meeting. The Chair thanked MH for her commitment and hard work during her time as Governor and that she will be sorely missed. MH has informed the Diocese. Her last meeting will be at July's FGB. <p>Action: Formal vacancy advert to be submitted to the Diocese.</p> <ul style="list-style-type: none"> - The Chair has contacted a potential Governor. Foundation Governors are appointed by the Diocese; however, the board could consider an additional associate member or an amendment to the Instrument of Government (which defines the Board's constitution). <p>Action: Headteachers to meet with potential Governor.</p> <p>Action: Current Instrument of Government to be distributed to the Board for review.</p>	<p>Clerk</p> <p>LS/ST</p> <p>Clerk</p>
5.	<p><u>Chair's Action and Updates</u></p> <ul style="list-style-type: none"> - <u>Sustainable schooling locally</u>: Covered under agenda item 6. - RD will be arranging 1-2-1s with each Governor to ensure they are happy with their role as Governor and associated responsibilities. Headteacher appraisals were conducted by RD and AB. - <u>SDP progress</u>: the SDPs are large documents; therefore, summaries of key areas were distributed at the beginning of the year. The latest version distributed has been reviewed by RD, PR, AB. - The Chair highlighted that GovernorHub has roles and responsibilities defined and provides a useful reference for Governors, as well as access to training. <p>Action: Distribute report listing Governor roles to all.</p> <ul style="list-style-type: none"> - <u>Governor Question: Will the SDPs be challenged regularly and how often are they updated?</u> - <u>LS: Leadership meetings will be once or twice per term. The SDPs are updated 3 times per year.</u> - <u>Governor Question: If there are substantive changes, would this be communicated?</u> - <u>PR: Yes, the intention is just to reduce bureaucracy.</u> 	<p>Clerk</p>
6.	<p><u>Finance</u></p> <ul style="list-style-type: none"> - <u>Update from the Finance Committee</u>: There have been several pressures on the budget, in particular energy costs and pay rises. This year has improved: some small 	

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	<p>savings have been made in Beckley and Peasmarsch. Peasmarsch have a large carry forward. The schools are currently budgeting for next year, plus producing the 3-year plan.</p> <ul style="list-style-type: none"> - Beckley: 95 on roll for the plan. - Peasmarsch: 69 on roll for next year, with 67 for following 2 years. The carry forward will be reduced at the end of next year and potentially in a negative situation at the end of year 2. ESCC finance team are supportive of the plans, therefore there will be no significant changes in structure. This will be reviewed next year. The school is in a better situation than many other schools, due to carry forward. The Board acknowledged that the Bursar has worked hard to ensure that the school in the best possible position. - East Sussex are expecting most schools to be in deficit at the end of Year 2. - The majority of school funding is an amount per pupil, plus additional grants. Many costs are beyond the control of the school, for example, the rise in the cost of school meals is not covered by the Universal Infant Free School Meals grant. Pay rises were also higher than budget. - Governor Question: In the forecast carry forward, does this include everything we now know? - AB: Yes, pay rises have been included and forecasts adjusted. - Governor Question: Do we need to think of ways of marketing the school? - LS: We've not had much luck with marketing in the past. We have a limited catchment area and are impacted by the fluctuation of numbers in surrounding schools. - <u>Services to Schools Order:</u> - Governor Question: Regarding CLASS (Communication Learning Autism Support Service), why is there no money going forward? - LS: We have been told that the Ed Psych team is at capacity and cannot take any more referrals currently. <p>Decision: The Governing Board approved the Services to Schools order for Beckley and Peasmarsch.</p> <ul style="list-style-type: none"> - SFVS: Item 15 The Headteacher performance management is carried out by members of the Governing Board, informed and supported by SLES/ESCC. <p>Decision: The Governing Board approved the SFVS return, subject to the amendment of Item 15.</p>	
7.	<p><u>Safeguarding and GDPR</u></p> <ul style="list-style-type: none"> - <u>Safeguarding Report:</u> full written reports have been circulated. Whole school Safeguarding training was held in term 3. The Peasmarsch Safeguarding audit by county was cancelled. Beckley have one scheduled for 19 June 2023. - The visit to Beckley focused on the Single Central Record (SCR). Transfers in/out are well managed. First aid training of staff at Beckley is to be scheduled. - There is a potential for pupil voice input during learning walks. All Governors could use this approach. - Beckley has set its Persistent Absence (PA) threshold at 95% - compared to the National PA of 90%. 	

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	<ul style="list-style-type: none"> - The Board discussed the possibility of training for the FGB as not all had done the online training. A Q&A session as part of an FGB was considered. - Peasmarsh monitoring is planned for 29th March. PA is still an issue, but small numbers have a huge impact. The national average has reduced; Post COVID it has been a struggle to get some families back to school. - Governor Question: Is persistent absence affected by the new hybrid working? - LS: it seems as though it could be nationally. for some, Fridays are a particular issue. However, PA is higher amongst disadvantaged children, whose families are generally not hybrid workers at Peasmarsh. - The Board were reminded about the 3 mandatory training modules to be completed by all Governors, through the Educare provider (https://www.myeducare.com/login/index.php): <ul style="list-style-type: none"> o Child Protection Refresher 2022 o The Prevent Duty o Keeping Children Safe in Education 2022 Part 1 Questionnaire <p>Action: Send a reminder on the mandatory training required by Governors.</p> <ul style="list-style-type: none"> - Governor Question: How are the issues with the SCR? - ST: The SCR is now clear. All outstanding documents have been seen. - The Board thanked JC for taking on the Safeguarding role and for the clear and helpful reports produced. - Beckley Safeguarding Report: the school has a strong attendance record. The persistent absence figures are noted to be against a 95% threshold rather than the normal 90% - a more stringent target. There are no children being monitored by the Education Welfare Officer (EWO). - Peasmarsh Safeguarding Report: there are particular safeguarding challenges relating to pupil mental health, which is linked to parent mental health. - Attendance is being affected by one school refuser, one pupil on a reintegration plan following a suspension and one persistent absentee who is working with multi agencies to try and secure a school transfer. The pupil on a plan has authorised absence. The other 2 are unauthorised. - Many Reception children have high persistent absence, however, penalty notices cannot be issued as the children are not yet 5 and do not have to be in school. The EWO has been working with the parents to help them understand the importance of regular attendance. - Governor Question: Would additional help from the EWO be useful? - LS: Not at present as we need time to see the impact of her work. However, if one school doesn't need the support, we can divert the time to the other school. <p>Action: Supply written Safeguarding report and circulate to the Board.</p>	<p>Clerk</p> <p>LS</p>
8.	<u>Ethos</u>	

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	<ul style="list-style-type: none"> - <u>Update from the Ethos Committee:</u> The main focus has been working through the SIAMs evaluation schedule and updates. More training is now being carried out face to face, which is an issue due to the travelling distance and would be less efficient. This has been raised with the Diocese. <p>Action: Investigate if CSWH can come to both schools again this year to run a prayer week again this year.</p> <ul style="list-style-type: none"> - Links have been established with the Hastings foodbank. Links are also being established with schools in Hastings to open up the children's eyes. <p>Action: Contact Hastings Foodbank and arrange a visit for the Beckley School Council and Peasmarsh Good Samaritan pupils.</p> <ul style="list-style-type: none"> - The schools have been supported by the School Effectiveness Officer from the Diocese, through coaching and mentoring. It was agreed that this could be evidenced in the notes of the Ethos Committee meeting. - The Clerk noted Fr OE is unable attend FGB meetings on Thursdays due to other commitments. <p>Action: Check whether alternative dates for remaining FGB meetings are possible.</p>	<p>RR</p> <p>ST</p> <p>Clerk</p>
<p>9.</p>	<p><u>Link Governor Updates</u></p> <ul style="list-style-type: none"> - <u>Mental Health and Well-being:</u> visits to Beckley have focused on staff and pupil MHWB, which has been well documented. Would be good to see if the survey results have changed. - <u>SEND:</u> Link Governor training has highlighted what needs to be done. Planned to schedule half day in each school, to conduct meetings with SEND children and parents. Training next week Every Governor is a SEND Governor Need to follow up on links with Q of E. Parent survey planned. <p>Action: Contact CJ to follow up on links with the Quality of Education.</p> <ul style="list-style-type: none"> - <u>Health and Safety:</u> visits have been carried out to both schools. The Beckley report distributed and the Peasmarsh report will be distributed shortly. The roof at Peasmarsh needs be repaired properly. <p>Action: Follow up on the roof repairs to Peasmarsh school.</p> <ul style="list-style-type: none"> - <u>Quality of Education:</u> both schools have a monitoring plan against the SDP objectives. Evidence has been collated against each objective. The board agreed that the monitoring schedule is an excellent document, coordinated and coherent. Although originally excluded, the team will try to cover some of the curriculum work. - Term 2 data was reviewed, focusing on phonics and reading. <p>Action: Provide dates to Headteachers for next visits.</p> <ul style="list-style-type: none"> - The Board discussed how best to approach Link Governor reports and agreed that: 	<p>PR</p> <p>RR</p> <p>VD/AM</p>



	<ul style="list-style-type: none"> ○ Draft reports should go to the Headteacher to be reviewed for factual corrections only. Opinions of the Governors should be preserved. If the Headteacher wished to make other comments they should be made in a separate addendum. ○ Reports should be in note format, almost always to a maximum of 2 pages (in addition to standard text). ○ Reports should be distributed within 3 weeks of the visit date. ○ Reports are to be sent out as and when received and also included in the final pack distributed for FGB. <ul style="list-style-type: none"> - Governor Question: Subject Leadership has been highlighted as an area of concern. Would it help if the team looked at this? - ST: We are taking a slightly different stance, with Subject Leaders writing reports. 	
10.	<p><u>Leadership Reports/ School Development Plans</u></p> <ul style="list-style-type: none"> - <u>Beckley</u> - Governor Question: Is there a replacement for the after-school club leader? - ST: TAs are covering during term 5. The school are advertising for a replacement for term 6. - Governor Question: Regarding staff well-being, what are the types of concerns that have been raised? - LS: Some issues are in staff personal lives, plus also the significant pressure of Subject Leadership. Teachers are phenomenal, they work themselves to bits. But we shouldn't be asking them to do this much. Something to be conscious of. - Governor Question: Is there anything Governing Body can do to further support staff? - LS: Report back to Ofsted about the pressure on the staff. This is magnified for small schools. - ST: We would welcome governors being 'responsible adults' at lunchtimes in the playground to help school staff. - Governor Question: Regarding the gap between Governors and the schools, has this improved? - LS: Yes, definitely. The visits have helped. - The board discussed ways to increase Governor involvement and improve the understanding of the Governor's role. School events are highlighted in the newsletter, which Governors are welcome to attend. This should be added to the induction pack. - Governor Question: KS1 writing was highlighted as an issue. - ST: Yes, this is linked to the impact of lockdown. The National Tutoring programme funding was used to provide support for writing across all ages. This is having a positive impact. At the recent Headteachers conference it was suggested that it could be minimum of decade to see these things coming through. - <u>Peasmarsh</u> - Peasmarsh has been highlighted as the 3rd most energy efficient school in the south. - An online safety workshop has been held. - Leadership meetings held RD, PR, AB, ST, LS. - Staff well-being was highlighted as a concern, with the possibility of an Ofsted review magnifying all other pressures. 	

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The meeting closed at 7:35pm.		
<p><u>Actions</u></p> <ol style="list-style-type: none"> 1. Update governor Induction Pack. This has been updated and reviewed by VD, feedback to be incorporated. 2. Distribute skills audit to the FGB members. This has been distributed. Reminder to be sent to those outstanding. Summary to be provided for next FGB. 3. Formal vacancy advert to be submitted to the Diocese. 4. Headteachers to meet with potential Governor. 5. Current Instrument of Government to be distributed to the Board. 6. Distribute report on roles to all Governors. 7. Send a reminder on the mandatory training required by Governors. 8. Supply written Safeguarding report and circulate to the Board. 9. Investigate if CSWH can come to both schools again this year to run a prayer week again this year. 10. Contact Hastings Foodbank and arrange a visit for the Beckley School Council and Peasmarsh Good Samaritan pupils. 11. Check whether alternative dates for remaining FGB meetings are possible. 12. Contact CJ to follow up on links with the Quality of Education. 13. Follow up on the roof repairs to Peasmarsh school. 14. Provide dates to Headteachers for next visits. 15. Distribute Headteachers report. 16. Produce list of preferred titles /naming convention for documents and send to PR for review. 17. Set up policy review cycle on GovernorHub. 	<p><u>Due Date</u></p> <p>06/07/23</p> <p>06/07/23</p> <p>04/05/23</p> <p>04/05/23</p> <p>31/03/23</p> <p>31/03/23</p> <p>31/03/23</p> <p>31/03/23</p> <p>31/03/23</p> <p>06/07/23</p> <p>04/05/23</p> <p>04/05/23</p> <p>06/07/23</p> <p>06/07/23</p> <p>06/07/23</p> <p>31/03/23</p> <p>06/07/23</p> <p>06/07/23</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>LS/ST</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>LS</p> <p>RR</p> <p>ST</p> <p>Clerk</p> <p>PR</p> <p>RR</p> <p>VD/AM</p> <p>LS</p> <p>Clerk</p> <p>Clerk</p>