

The Genesis Federation



Minutes of the Meeting of the Governing Board

Date and Time: Thursday, 22 Sept 2021, 17:00-19:00
 Location: Peasmarsh CE School
 Governors Present: Rose Durban (RD) - Chair
 Rhiannon Chillingworth (RC) – Part
 Emma Herbert (EH)
 Ann-Marie Murphy (AM)
 Lison Smart (LS) - Headteacher
 Marian Ham (MH)
 Chrissie Johnston (CJ)
 Paul Redstone (PR)
 Simon Thurston (ST) – Headteacher
 Quorum: 6 (50% of the FGB in post)
 Attending: Jeff Clements – Associate Member
 Clerk: Sue Redstone
 Apologies: Andrew Button (AB), Robin Redsull (RR), Revd Teresa Munro (TM)
 Absent: Revd Dr Owen Edwards (OE), Vicky Dyer (VD)

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 17:00. - Apologies were received and accepted from Robin Redsull, Andrew Button and Revd Teresa Munro. RC sent apologies that she would be late and hoped to join the meeting by 5:40pm. - The Governors wished TM a speedy recovery from her recent operation. - There were no requests for other business to be added to the agenda. - MH led the opening prayer. 	
2.	<p><u>Declaration of Business Interests</u></p> <ul style="list-style-type: none"> - Declarations of Interests sheets were distributed and signed by all Governors present. 	
3.	<p><u>Board Membership Matters</u></p> <ul style="list-style-type: none"> - Chair Annual Election: The Chair asked whether any of the Governors present would like to put themselves forward for the position and confirmed that she was happy to continue if the board was happy for her to do so. RD was re-elected as Chair. - The Chair reported that AB has agreed to a further term of office and this was endorsed by the board. - Both RC and EH confirmed that they were happy to continue for a further term of office, as no other candidates had been identified. 	
4.	<p><u>Annual Paperwork</u></p> <ul style="list-style-type: none"> - The Keeping Children Safe in Education (KCSiE) Sept. 2022 register was signed by all Governors present. - 	
5.	<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 following changes: <ul style="list-style-type: none"> o Item 7 School Development - Beckley: clarify that there is no specific test for writing. Reword to state "There isn't a SAT (test)". 	

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	<p>○ Item 9 Standards Monitoring: remove final bullet point.</p> <p><u>Actions</u></p> <ol style="list-style-type: none"> 1. <i>Meet with PR/ST/LS before September to look at school improvement plan and draft proposed monitoring schedule ready for the September meeting. Meeting held 23.8.22.</i> 2. <i>Update Roles and Responsibilities to remove Quality of Education Committee. Document updated and distributed.</i> 3. <i>Clarify the protocol on references for Foundation Governors so that our policy is clear on which information is required for each type of governor. The appointment process for Foundation Governors has been updated and clarified.</i> https://cofechichestereducation.contentfiles.net/media/documents/document/2022/03/Appointments Process for New Foundation Governors March 2022.pdf 4. <i>Share the update received regarding the Primary Advisor Programme. New school improvement partner, Anna McGrath.</i> 5. <i>Action: AMM/CJ/RC to liaise to look at joint overview of quality and standards from EY to Y6. Planned for 22.9.22.</i> 6. <i>Ensure link to KCSIE is distributed to Governors and add to agenda for September meeting. Done, Item 4.</i> 7. <i>Arrange to meet with the Vice Chair to discuss the Governing Board Strategy for 22/23. Meeting held 30.08.22.</i> 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. Meeting scheduled for Monday 19th September was postponed due to the Queen's Funeral.</i> 	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p>
6.	<p><u>Chair's Action and Updates</u></p> <ul style="list-style-type: none"> - No urgent actions have been taken. - RD gave a presentation entitled Better Together for Children Across Our Genesis Federation <p>Action: Distribute copy of the presentation to the Board.</p> <p>(RC joined the meeting at 17:45)</p> <ul style="list-style-type: none"> - The Chair asked each Governor to reflect on whether they are comfortable with areas in the context of Ofsted. The board discussed recent local Ofsted inspection results to identify trends and areas for challenge. The Chair suggested that a separate session be arranged to focus on Ofsted. <p>Action: Arrange dates for a meeting to discuss Ofsted.</p> <p><u>Safeguarding Training</u></p>	<p>Clerk</p> <p>Clerk</p>



	<ul style="list-style-type: none"> - The board agreed that the following TES training provided through EduCare is to be completed by all Governors: <ul style="list-style-type: none"> o Child Protection Refresher 2022 o Keeping Children Safe in Education 2022 Part 1 Questionnaire o The Prevent Duty. - LS confirmed that all Governors have been set up with EduCare logins. <p><u>Roles and Responsibilities</u></p> <ul style="list-style-type: none"> - The Roles and Responsibilities were agreed, subject to the following changes: <ul style="list-style-type: none"> o Add PR to Head Teacher Performance Management and Pay Committee o Amend Mental Health and Wellbeing to be AMM o Relationships and Health Education to be replaced with PSHE o Add TM and VD to the list of Board members <p>Action: Confirm with VD whether she would be happy to work with CJ, RC and AMM on Quality of Education.</p> <p><u>Governing Board Code of Conduct</u></p> <ul style="list-style-type: none"> - The Governing Board Code of Conduct was agreed, subject to the following change: <ul style="list-style-type: none"> o Section 2, Item 4: add “and being accountable to them.” <p>Action: Add item on Recording Safeguarding (JC) to the agenda the December meeting.</p>	<p>RD</p> <p>Clerk</p>
7.	<p><u>School Development</u></p> <p><u>Peasmarsch</u></p> <ul style="list-style-type: none"> - LS provided an overview of the key priorities and asked for the approval of the FGB. <p>Action: Distribute copy of the Peasmarsch Key Priorities.</p> <ul style="list-style-type: none"> - Governor Question: Are we clear which Governor is responsible for each of the items? - LS: Leadership: RD/PR, Quality of Education: CJ/RC/AMM, Behaviour and Attitudes: JC, Personal Development: MH/AMM, Early Years: AMM. <p>Decision: The board endorsed the Peasmarsch Key Priorities.</p> <p><u>Beckley</u></p> <ul style="list-style-type: none"> - ST provided an overview of the key priorities and asked for the approval of the FGB. - Governor Question: How would we show that we have achieved these? - ST: Item are linked with the SDP and are monitored through the plan, which is updated with evidence and impact. Visits should be planned to monitor against specific items. The priorities are a result of review and reflection of last year. Some items are similar, some are linked to data outcomes from last year. <p>Decision: The board endorsed the Beckley Key Priorities.</p>	<p>Clerk</p>
8.	<p><u>Link Governor Reports</u> (For Information Only)</p> <p><u>Mental Health and Well Being</u></p> <ul style="list-style-type: none"> - RD thanked MH/OE for the insightful report. 	



9. Policies for Approval /Review

- The Board agreed that the Beckley School Suspension and Exclusion Policy was not required, as there is a Federation Policy.
- Beckley Positive Behaviour Policy
 - o Update the Introduction to include who had input
 - o Add a reference to recent Behaviour in Schools guidance
 - o Page 3 Managing Inclusion: correct spelling of “involve”
 - o Page 3 Managing Inclusion: update to say Use “of” Social Stories
 - o Page 7: Staff Rights: add a bullet “to have their well-being taken seriously”
 - o Appendix 1 Reasonable Force: include a reference to training that has been undertaken.
- Governor Question: Regarding Heartsmart, does this cover consequences for behaviour?
- LS: Heartsmart is about Character Education rather than a behaviour tool. The use of the tools for emotional regulation are available to children to use throughout the day. There is a box that is designed to empower children to regulate themselves. There is often a need to talk to other children about how something has been resolved and clarify that they may not have seen the consequences.
- Governor Question: How will the Behaviour Policy be introduced to parents?
- ST: Through parent forums, videos and workshops. This will be detailed in the action plan.
- Genesis Federation Anti-Bullying Policy
 - o Ensure the term Head Teacher is used consistently
 - o Update the policy to refer to Beckley only
 - o Page 2 What Is Bullying? Include Discrimination in the list of main types
 - o Page 3 Values: update to reference Beckley’s values.
- Genesis Federation Code of Conduct
 - o Page 2: update nominated Governor to be JC
 - o Page 2: add note to state that “Names of designated safeguarding contacts will be updated as required.”
 - o Update Table of Contents
- Genesis Federation Online Safety Policy
 - o Section 1 Policy Aims: East Sussex Safeguarding Children Board should read “East Sussex Safeguarding Children Partnership”
 - o Section 1 Policy Aims: should refer to “four” areas of risk
 - o Section 3: remove named Governor
 - o Section 4: remove names of Designated Safeguarding Leads
 - o Section 5.3 Reword “all staff and Governors” to clarify “all staff and at least Safeguarding and PSHE Governors”
 - o Section 8.8 Managing Email: clarify “reported to the email provider (Schools ICT)”
 - o Section 8.8.1 Reword “Staff email” to be “Staff and Governor email”
 - o Section 10.2 Reword “disabled” to be “secure”
 - o CEOP alert line: ensure this is added to the school websites.

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	<ul style="list-style-type: none"> - In response to a query as to why live streamed sessions are not carried out by staff alone, it was explained that this is to safeguard both staff and children as there are potentially other people present. - Governor Question: Section 4.1 How could we ensure this? - LS: It would be the role of the safeguarding Governor to ask the questions and provide assurance to the Board. There is an online audit which would be shared with the Safeguarding Governor. - Genesis Federation Suspension and Permanent Exclusion Policy <ul style="list-style-type: none"> o Table of contents: update o Section 2: change to reflect new guidance o Page 10 Making a Return to the Local Authority: sentence should start with "Where". - The Board discussed the need to understand the exclusion panel process and concluded that Governors (excluding Parent and Staff Governors) should undertake Exclusion Training. 							
10.	<p><u>AOB</u></p> <ul style="list-style-type: none"> - There were no items of AOB. 							
11.	<p><u>Impact of Meeting</u></p> <ul style="list-style-type: none"> - The impact of the meeting was not discussed. 							
12.	<p><u>Dates 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 1 December 17:00-19:00</td> <td>FGB</td> <td>Beckley CE School</td> </tr> </tbody> </table> <p>The meeting closed at 7:15pm.</p>	Date	Event	Location	Thurs 1 December 17:00-19:00	FGB	Beckley CE School	
Date	Event	Location						
Thurs 1 December 17:00-19:00	FGB	Beckley CE School						
	<p><u>Actions</u></p> <ol style="list-style-type: none"> 1. Distribute copy of the presentation to the Board. 2. Arrange dates for a meeting to discuss Ofsted. 3. Confirm with VD whether she would be happy to work with CJ, RC and AMM on Quality of Education. 4. Add item on Recording Safeguarding (JC) to the agenda the December meeting 5. Distribute copy of the Peasmarsh Key Priorities. 	<p><u>Due Date</u></p> <p>30/09/22 01/12/22 01/12/22 01/12/22 30/09/22</p>	<p>Clerk Clerk RD Clerk Clerk</p>					