

The Genesis Federation



Minutes of the Meeting of the Governing Board

Date and Time: Tuesday, 19 September 2023, 17:00-19:00
 Location: Beckley CE School
 Governors Present: Rose Durban (RD) (via Teams)
 Chrissie Johnston (CJ) Paul Redstone (PR) – Acting Chair
 Lison Smart (LS) - Headteacher Simon Thurston (ST) – Headteacher
 Quorum: 6 (50% of the FGB in post)
 Attending: Jeff Clements (JC)
 Clerk: Sue Redstone
 Apologies: Andrew Button (AB), Vicky Dyer (VD), Emma Herbert (EH), David Chaplin (DC),
 Ann-Marie Murphy (AM), Rhiannon Chillingworth (RC)
 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 as acting Chair welcomed everyone to the meeting at 17:00. RD attended via Teams, due to recent illness. - ST led the opening prayer. - Apologies were received and accepted from AB, VD, EH, DC, AMM, RC. - The board were disappointed by the low attendance at the meeting. - As the meeting was not quorate, no decisions could be taken. However, the board agreed to continue with the meeting and provide recommendations for approval, where applicable. 	
2.	<p><u>Declaration of Business Interests</u></p> <ul style="list-style-type: none"> - The Clerk reminded the Governing Board of the need to review their Declarations of Interest. These have all been loaded onto GovernorHub and Governors need to confirm that these are correct. Any changes can be made by Governors or by informing the Clerk. Instructions on how to add and confirm declarations: https://help.governorhub.com/en/articles/3174427-how-to-add-declarations-of-interest - CJ highlighted that she now only has one child at the school. 	
3.	<p><u>Board Membership Matters</u></p> <ul style="list-style-type: none"> - The Chair confirmed that the annual elections of Chair and Vice-Chair would need to be deferred, due to the meeting not being quorate. - The Clerk outlined the current shape of the board with TM and RR having stepped down since the July meeting. JC has agreed to fill the Foundation Governor role and the Board recommended co-opting Vicky Dyer to the Board. 	

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	<p>Action: Request via email that the Board vote on co-opting VD to the Governing Board.</p> <ul style="list-style-type: none"> - The Board discussed the areas where additional capacity may be required, with Ethos and H&S being highlighted as particular concerns. One area of Peasmarsh School is currently awaiting a survey to confirm that Reinforced Autoclaved Aerated Concrete (RAAC) is not an issue. <p>Action: Contact Governors to ask whether they know anyone who may have Ethos or H&S experience who could join the board as an Associate Member.</p> <ul style="list-style-type: none"> - The board discussed whether an additional staff member could join the board, if the Instrument of Government were changed. The Clerk confirmed that for a Federation only one Staff Governor is permitted. <p>Action: Confirm whether a member of staff would be permitted to be a co-opted Governor.</p> <p>Post meeting note: The number of Governors employed by the school must not exceed one-third of the total membership. Therefore, with a Board of 13, there could potentially be 4 Governors who are employed by the school; that is 2 Headteachers, 1 Staff Governor plus 1 other Governor.</p>	<p>Clerk</p> <p>RD</p> <p>Clerk</p>
4.	<p><u>Annual Paperwork</u></p> <ul style="list-style-type: none"> - The board were reminded of the need to read the latest version of Keeping Children Safe in Education (KCSiE). Although only part 1 is mandatory Governors were encouraged to read it in its entirety. All Governors (including staff) are required to confirm that they have read KCSiE through GovernorHub. Instructions on how to do this are included below: <p>https://help.governorhub.com/en/articles/3174445-can-i-record-that-i-ve-read-keeping-children-safe-in-education-kcsie</p> <ul style="list-style-type: none"> - The Board reiterated that Educare is the preferred training supplier for Safeguarding training, which needs to be reviewed every two years. - Governor Question: Are there any sets of questions that Ofsted might ask regarding Safeguarding? - Questions are often bespoke to a particular school. Although standard questions can be helpful, there is a risk that Governors focus only on these questions. Safeguarding questions should be limited to areas covered by the training. <p>Action: Provide a list of Safeguarding areas likely to be covered by Ofsted.</p> <ul style="list-style-type: none"> - Federation Update: the Chair asked the board to consider what the benefits of a federation are. However, the discussion was deferred to the next meeting. 	<p>JC</p>
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 additions: 	

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	<ul style="list-style-type: none"> • Safeguarding at Peasmarsh school was effective. • Safer Recruitment: 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><u>Actions</u></p> <ol style="list-style-type: none"> 1. Investigate if Christian Schools Workers Hasting (CSWH) can come to both schools again this year to run a prayer week. This will be picked up by the Headteachers to be scheduled. 2. Send out invite for 18 October training session. This has been scheduled. 3. Add the Federation Strategy to the agenda for the September meeting. Federation update included under item 4. 4. Send out a reminder to all Governors that they are required to review the updated KCSIE (2023) before the September meeting. This went out as part of the agenda. 5. Distribute the Early Years report. This was sent out. 6. Clarify which policies are Federation and which are school based. <ul style="list-style-type: none"> - The Board discussed the use of a single front cover with both school visions, to minimise the work required for both the Headteachers and the Governing Board. The document should clearly state whether it is based on a model policy. Any specific names should be detailed within an annex. <p>Action: Distribute the standard naming convention for information.</p>	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Clerk</p> <p>Clerk</p>
6.	<p><u>Chair's Actions and Updates</u></p> <ul style="list-style-type: none"> - Better Together for the Genesis Federation: Individual slides had been sent to Governors for review. The Board discussed the number of visits required by Governors. Three seemed to be reasonable but this would be down to individual Governor needs. <p>Action: Distribute slide pack to Governors for review/feedback.</p>	<p>Clerk</p>
7.	<p><u>School Development Plans</u></p> <ul style="list-style-type: none"> - LS outlined the Key Priorities from the Peasmarsh SDP. - Governor Question: Regarding absences, are there effectively two reasons for absence? Parents taking children out illegally and parents who can't get their children to school. There are parents taking SEND children out of school and also SEND children with medical appointments: this also counts as absence. - Governor Question: What is the Preventative curriculum? 	

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	<p>These are areas where children can make choices and it's about getting them to make good choices. For example, online safety and anti-bullying.</p> <ul style="list-style-type: none"> - The Board recommended that the Peasmarsch SDP is approved and asked that the Clerk request approval via email. Of the Governors able to be present there was strong support for the SDP presented by LS. <p>Action: Request Governor approval of the Peasmarsch SDP via email (using voting buttons).</p> <p>(18:02 LS left the meeting)</p> <ul style="list-style-type: none"> - ST presented the Key Priorities from the Beckley SDP and clarified that the full SDP should be available by the end of Term 1, if not earlier. - <u>Governor Question: Is the progress assessment the same for SEN and non-SEN children?</u> - Yes, but the assessment of progress is specific to a child. - <u>Governor Question: Why are whole school activities included?</u> - These are enrichment activities. But they also raise the profile of, for example, the school council. - The Board recommended that the Beckley SDP is approved and asked that the Clerk request approval via email. <p>Action: Request Governor approval of the Beckley SDP via email (using voting buttons).</p> <ul style="list-style-type: none"> - ST presented the End of Year summary and highlighted the strength of the figures. 	<p>Clerk</p> <p>Clerk</p>
8.	<p>Link Governor Reports:</p> <ul style="list-style-type: none"> - Safeguarding: JC has reviewed the changes and highlighted that the new Prevent Duty guidance is due to come into force at the end of December 2023. - <u>Governor Question: Are we confident with filtering and monitoring that the schools have in place?</u> - Both schools use Smoothwall, which is bought into from County. Some further assurance is expected from County following testing. - <u>Governor Question: Are there any areas of concern?</u> - There were some areas with room for improvement (identified during the recent audit) which have been acted on. - SEND: The visit report for Peasmarsch is outstanding, although the feedback was very positive. A Federation report has been produced and unanswered questions will be reviewed with the Headteachers. - Quality of Education: Monitoring plans to be developed based on the SDPs. The board thanked CJ for her work on the monitoring plans. - PR/CJ to collaborate on monitoring plans. 	<p>PR/CJ</p>

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	<ul style="list-style-type: none"> - MHWB, Ethos and Health and Safety to be included in the next FGB. 								
9.	<p><u>Policies</u></p> <ul style="list-style-type: none"> - Governor Code of Conduct. This was recommended for approval, subject to: <ul style="list-style-type: none"> o Addition of page numbers. o Correction of capital letters. - Beckley CE Primary School - Fire Safety Policy - Sept 23. This was not recommended for approval. <ul style="list-style-type: none"> o This is based on a County Policy and should be a Federation Policy. o Explain the role of the Fire Officer. o Clarify which websites/intranet. - Genesis Federation Safeguarding and Child Protection Policy - Sept 2023. This was recommended for approval, subject to: <ul style="list-style-type: none"> o Correction of formatting issues (to be emailed to ST) o Pg 47 Ensure consistent use of terminology. Children missing from education are not on roll. Children going missing are on roll and absent. Include footnote to clarify. - Federation Complaints Policy and Procedure September 2023. This was recommended for approval, subject to: <ul style="list-style-type: none"> o Correction of formatting issues (to be emailed to LS). 								
10.	<p><u>AOB</u></p> <ul style="list-style-type: none"> - Historically, the September meeting has been a business meeting, focused solely on the approval of the SDP and annual updates to the Safeguarding policies. It was agreed to use this approach for September 2024. - If Governors cannot attend a meeting, the Board expect questions in advance and/or a written update. It was considered that routinely providing remote access was not appropriate. 								
11.	<p><u>Date of Next Meeting</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Date</th> <th style="width: 33%;">Event</th> <th style="width: 33%;">Location</th> </tr> </thead> <tbody> <tr> <td>Thursday 7th December 17:00-19:00</td> <td>FGB</td> <td>Peasmarsh CE School</td> </tr> </tbody> </table> <p>The meeting closed at 7:10pm.</p>		Date	Event	Location	Thursday 7 th December 17:00-19:00	FGB	Peasmarsh CE School	
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	<p><u>New Actions</u></p> <ol style="list-style-type: none"> 1. Request via email that the Board vote on co-opting VD to the Governing Board. 2. Contact Governors to ask whether they know anyone who may have Ethos or H&S experience who could join the board as an Associate Member. 3. Provide a list of Safeguarding areas likely to be covered by Ofsted. 4. Distribute the standard naming convention for information. 5. Distribute slide pack to Governors for review/feedback. 	<p><u>Due Date</u></p>	<p>Clerk RD JC Clerk Clerk</p>						

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