

Dove Federation Extraordinary FGB Monday 5 February 2018

6.00 pm – 8.00 pm at Caston Primary School

Minutes

Present: Helen Adshead – (Chair) HA	Pat George (Acting HT) PG
Lis Walker LW	Ben Schadia-Hall BSH *
Jan Munn JM	David Saunders DS
Sylvia Wright SWT	Neil Groves NG
Sarah Williams SWS	Sheila Hoyle (Clerk)

Also in attendance : Doug Dale (NCC Lead Advisor) DD

Apologies for absence : Pat Precious

NB Items in red denote governor challenge, comment and/or support as well as governors seeking clarity for decision making. As this was an introductory and exploratory meeting there are none shown.

1 Welcome and Introductions.

HA introduced herself and explained her role within The Dove Federation and welcomed everyone to the meeting. Governors were invited to introduce themselves. This was the first meeting since the resignation of the previous GB although most governors wished to continue.

2 Election of Chair and Vice Chair and other GB roles

The clerk took the Chair at this point. HA was appointed Chair of the GB and her acceptance was proposed by SWS and seconded by DS; all were in agreement. HA proposed SWS as Vice Chair and LW seconded this and all were in agreement.

HA further outlined the **governor role as per Instrument of Governance**. The GB confirmed that they had all resigned as one body at the last FGB of 27 November 2017. The governors briefly explained what had led to this situation and the resignation (absence) of the previous Chair of GB and the subsequent sickness absence of the substantive Headteacher.

HA stated that she would be clear and open with the information put before the GB; this would include budget, data and the Acting HT reports.

Governing Body Roles- agreed at the meeting

- Parent Governors: Sarah Williams, Ben Schadia- Hall
- Co-opted Governor : Lis Walker, Neil Groves
- Foundation Governor for Griston and Caston : Sylvia Wright
- Foundation Governor : Pat Precious
- Norwich Diocese Board of Education Governor : David Saunders
- LA Governor : Jan Munn

The Acting Headteacher confirmed that she would be a voting member of the GB.

HA explained that **staff governors** would be appointed via the proper election process.

H. L. Adshead
26/2/2018

Lead Governor Responsibility

•Lead Governor for data and including vulnerable groups ; Neil Groves. It was also confirmed that a SENDCO was in post for both schools.

•Lead Governor for Leadership : Helen Adshead

•Lead Governor for Safeguarding: David Saunders

•Lead Governor for Finance : Helen Adshead

All governors confirmed that they had completed **DBS checks**.

3 Declaration of Business Interests – form on G Hub and was brought to meeting.

DS declared that he is a Diocesan School Support Officer. NG and JM declared that they are employed by NCC.

4 Minutes of last FGB meeting to be approved as a true record and signed

Due to the nature of the meeting of 27 November 2017, there are no minutes to be approved. The minutes of the FGB meetings of September and October 2017 had been approved and were on G. Hub.

HA explained that there would be no committee meetings for the future but that all meetings would be for all governors so that all received the same information.

5 Matters arising from the minutes : None

6 Acting Headteacher update – verbal

PG explained that she had only been in the schools for nine days to date. This would not be a formal HT report but that she would state her findings to date. These are:

- The LA had undertaken a **pre-inspection report** in Sept 2017 as Parkers PS was expecting and Ofsted inspection (Section 8). PG was concentrating on this school.
- Safeguarding** was an issue and this was her priority; she was checking all statutory requirements.
- The **school website** was not yet statutory.
- There were some staffing issues around **job shares**.
- There were no **subject leaders**. The two deputy HTs covered English and Maths.
- The **two deputy HTs** had not been given time to develop leadership skills and had received no support in their roles. HA also stated that she had contacted NCC HR to request an **outline job description** for deputy HTs.
- There was no proper **SIDP**. A draft had been received PG was developing this.
- There was no **SEF** assessing the school against Ofsted criteria.
- She had opened and read **600 emails** sent since Nov 2017.
- There was no **pupil premium progress strategy** or impact data found.
- The **Sports Premium** also did not have sufficient impact data but PG was meeting with the team leader for sport.
- Policies** Behaviour for Learning Policy was inadequate but is now updated.

H. L. Adshead
26/2/2018

The Attendance Policy had now been replaced.

The Safeguarding Policy was now the NCC model policy.

PG confirmed that the statutory policies are now all in place.

Curriculum policies are not in place so PG has asked teacher for curriculum plans.

- Staff are not used to methodically **recording matters** and had been given some pro-formas to fill in.
- No teaching staff **performance management appraisal** had been undertaken. PG would be undertaking one to one meetings with staff after half term.
- No **pupil progress meetings** had taken place although there was some basic evidence from Dec 2017.
- **Governor information** is incomplete.
- **Staff meetings** had no minutes. PG stated that all staff meetings will be joint in future.
- Data is entered into **Pupil Asset** but no used or interpreted.
- The Schools are **cluttered and untidy**. She has allocated a staff meeting after half term to allow staff to undertake address this issue.

PG explained her **long terms plan** to address the above. She would be undertaking lesson observations and book scrutiny and subsequent triangulation.

The schools in The Dove Federation are both church schools and will be subject to a **SIAMS inspection**. At this point PG declared that she is a SIAMS inspector. The schools must demonstrate their distinctiveness as church schools. British values are to be taught via church values.

It was agreed that all FGB meetings would start with **a prayer**. DS agreed to lead this.

Action Clerk for agenda.

6.50 pm – LW left the meeting

Statistics : Exclusions : None
Bullying incidents: None
Attendance ; Parkers PS 97.6% Caston PS 94%

Staff attendance and absence will also be included in future HT reports.

Lead Officer role : HA then invited DD to explain his role.

DD said that he was part of the intervention team for schools of concern. A warning notice had been sent to Parkers PS last year and therefore the LA had put in a performance officer for this school. All finance and HR issues for Parkers PS now had to go through the performance officer. A similar warning letter for Caston PS was anticipated but in the meantime all finance and HR issues for Caston PS would be directed to HA

A T&L audit had showed some concerns and safeguarding was an issue.

DD stated that his role was to monitor and to hold people to account.

7 Financial Report:

Budget Revision 3 - this was for Caston PS only. Parkers BR3 was due to take place Tues 6 Feb 2018.

H-L. [Signature]
26/2/18

BR3 was circulated at the meeting and HA gave an outline explanation of the income and expenditure headings and how to read these. The school business administrator is good at providing the relevant budget information. Key points are:

- Office staff are agency staff.
- Supply teaching staff are expensive and should be on permanent contracts as from Sept 2018.
- Education support staff – TA hours will be reviewed to be consistent.
- Teacher insurance cover for HT sickness payments is now back into the budget. DD advised that an enhance cover plus a phased return to work option should also be included in this insurance cover.
- SEND funding comes via the cluster and is much reduced.
- Pupil Premium is allocated for Looked After Children (LAC) Services Children and Free Schools Meals children (FSM). HA explained how this premium can be used.
- Underspend in Pupil Premium and Sports Premium funding was noted.
- Redundancy payment had been taken out of the budget as this was not considered to be necessary.

HA proposed acceptance of BR3 for Caston PS and SWS seconded this; all were in agreement.

HA informed governors that Budget Control Report (BCR) would be circulate in advance of meetings and showed an example of this.

Capital BCR- this was not available for this meeting but HA explained its role.

School Fund audit – again HA explained this and that she would send out the audit report.

SFVS – this is for monitoring best financial practice by the GB and then forwarding to NCC.

8 Premises and Health & Safety.

Photocopier contract - the 4 year contract is due for renewal.. This was costing £111.68 per quarter plus page costs. ESPO (an approved NCC supplier) had quoted a 5 year contract at a cost of £74.29 plus reduced page costs of 0.05p per page for mono printing and 2.00p per page for colour. Governors unanimously approved the advised new contract.

9 Safeguarding update – this will be a regular agenda item

PG reported that NCC safeguarding office had undertaken a **SG audit**. No forms had been found, papers were not dated or signed nor locked up securely; this is now addressed or being addressed. The **Child Protection (CP) folder** is now locked up in the HT office.

Parental meetings with teachers were not recorded.

It was thought that some SG and CP information could be recorded on the substantive HT's laptop and which had now been found. As SWS was the governor in contact with the substantive HT, she was asked to obtain the password for the laptop. **Action SWS**

H. L. Addeed
26/2/2018

SG procedures are tighter at Parkers PS. PG is sorting out incomplete records for Caston PS.

The **Senior Delegated Leads** (SDL) are PG and the two deputy HTs.

PG outlined the basic **SG action plan** that she was putting in place.

SG training for governors would be arranged for governors and would be tailored to meet the needs of the schools. **Action HA**

The NCC SG officer would be undertaking **another SG review** at the end of the current term.

PG explained that SG would also be a regular agenda item at **staff meetings**.

PG confirmed that there were no **CP plans or children in need** at either school.

HA explained that all governors must have a **reason** to be on the school site and should complete a form after their visit. She would expect governors to be **challenged** upon their entry into school and wished to be informed if they were not.

Governors agreed that **DBS forms** should not be held in school.

Signing in books are not the Foyer and a new SG leaflet will be produced.

10 Policies update

SG policy was based upon the NCC model policy and PG had now update this.

Health & Safety -again the NCC model policy would be used.

Teacher Pay policy was linked to performance management.

Finance Policy. The delegated authority for HT expenditure limits was set at £500 for both schools.

HA advised that **NCC model policies** would be followed for those not held by the schools and governors were in agreement with this.

8.10pm SWS left the meeting

11 Governor matters

Governor training – SG to be arranged – see under agenda item 9.

Governor monitoring – no reports expected at this stage. HA asked for governor comments on pupil behaviour, conduct and readiness to learn when governors are in school. Monitoring forms should be sent to PG who would inform HA and then governors.

Governor Code of Conduct – on G Hub – this was read in advance and signed at the meeting

H.L. Adgeal
26/2/2018

Governor Skills audit – this had been circulate in advance and completed forms were handed in to HA for evaluation.

12 AOB

PG informed governors that the **Scouts** had asked for permission to have access to the field at Caston PS. The governors agreed to this in principle and suggested that a donation to the school would be welcomed.

13 Dates of next meeting – Monday 26 Feb 2018 at 5.00 pm at Parkers PS.

The next meeting would concentrate on Policies and Data. **Action Clerk for noting**

The meeting closed at 8.20 pm

Action Points arising from the meeting	Agenda item	Person responsible
Agenda item - prayer	6	DS; Clerk
School Fund Audit; SFVS	7	HA
Laptop password	9	SWS
Governor SG training	9	HA
Policies and Data on FGB agenda	13	Clerk for noting

H.L. Hales
26/2/2018