

**THE FLOURISH FEDERATION**  
**MINUTES OF THE GOVERNING BODY MEETING**  
**HELD ON TUESDAY 15 MAY, 2018**

**Present**

Mrs Pauline Woods - Executive headteacher  
 Mrs Jude Johnson - Chair/LA Governor  
 Mrs Fiona Batchelor - Parent Governor  
 Mr Colin Langford - Parent Governor  
 Mr Nat South - Staff Governor/Head of School - Brookfield Juniors  
 Mrs Sue Delves - Co-opted Governor  
 Mr Glen Ocsko - Vice Chair/Co-opted Governor  
 Mrs Sam Wheeler - Co-opted Governor  
 Mr Ivan Lakeland - Co-opted Governor  
 Miss Cathy Smith - Head of School - Brookfield Infants/Associate Member  
 Mrs Liz Guyton - Head of School - Brookfield Infants/Associate Member  
 Mr Rob Baldock - Federation Business Director/Associate Member  
 Mrs Rachel Pearson - Clerk

		ACTION TAKEN
1	<p><b>Welcome and apologies</b>            The chair welcomed the governors to the meeting.            Mr John Mockler sent apologies - work commitments - apologies accepted.</p>	
2	<p><b>Minutes of previous meeting held on 20 March, 2018</b>  <b>Accuracy</b>            The minutes were approved by the governors and signed by the chair.  <b>Matters arising</b>            Governing body issues            The chair and clerk have met and are attempting to find additional co-opted governors. There are currently 2 vacancies for co-opted governors on the governing body.            Medical needs policy            This policy has now been updated.            Purchase of epipen and defibrillator            Fiona is in the process of making these purchases.</p>	FB

	<p>Health and safety report Glen agreed to submit this soon.</p> <p>Safeguarding Fiona has agreed to attend safeguarding training.</p> <p>Pupil Premium training Sam and Colin have both attended training.</p> <p>Year 6 Assembly This will take place in Term 6 after the SATs testing.</p> <p>Induction Training Collin has attended this training.</p> <p>Collective Worship Policy Jude has been unable to investigate the statutory wording for this policy due to work constraints but will do so in due course.</p> <p>The clerk has altered the policies as recommended by the governors.</p> <p>Update of website Cathy has updated the website.</p> <p>Additional funding The minutes stated that Fiona had agreed to undertake this investigation but this was not correct. Two TA's in the Junior school are in the process of contacting local businesses to find out if they would be willing to sponsor the school in any way.</p> <p>Glen is also investigating the possibility of the schools receiving additional funding and also whether it is possible to increase the Pupil Admission Number of the schools.</p> <p>B &amp; Q Waste Scheme Colin has made some enquiries but he has to send the requests on Flourish Federation headed paper.</p>	<p>GO</p> <p>FB</p> <p>SW/SD/ FB/IL</p> <p>JJ</p> <p>GO</p> <p>CL</p>
3	<b>Declaration of business or pecuniary interests - None</b>	
4	<p><b>Executive headteacher report, SIP,SEF and Ofsted action plan</b></p> <p>The governors received the executive headteacher's report (attached)</p> <p>The headteacher highlighted the following areas: Ofsted have set up a scheme where they visit outstanding schools to check that they are fulfilling that expectation. We are committed to continuing our "drive forward" but</p>	

there could be another visit to the infant school so the staff are prepared.

The governors monitoring visits are greatly valued.

The Effectiveness of Leadership and Management  
SEF Judgement - BIS Outstanding BJS Good

The change in the leadership team has proved to have a positive outcome for the federation.

The collaboration meetings are valuable.

A provisional staffing structure has been created

Nat presented his views on this (attached)

Nat explained that there has been a paradigm shift in the way the curriculum is taught. A different approach can be refreshing for both children and staff.

Ofsted request a "broad and balanced curriculum" so this structure provides this. The suggestion is that children have experiences that will enrich their learning.

**A governor asked if this structure was being used by other schools.**

The head of the school explained that the junior could be a "flagship" school leading the way in sharing the curriculum.

The school improvement partner and other professionals have approved the structure and it is proposed that this will start in September, 2018.

**A governor asked if the staff were happy with this plan.**

The staff have accepted this and are prepared to implement this change.

**The chair stated that the remit of governors is to see the staff's workload reduced and she asked if the plan would help in this way.**

The response was that there was a reduction in workload because the work was less compartmentalised and planning time was reduced.

The governors approved the plan and it was agreed that it would commence in September, 2018.

Nat was thanked for his presentation.

Confidential item

The websites have been updated.

The quality of teaching learning and assessment  
SEF Judgement - BIS Outstanding BJS Good

Confidential item

SATS testing is taking place this week.

<p>The children seem more relaxed about these tests than in the past.</p> <p>Sam has monitored teaching and will be sending a report in soon.</p> <p>Outcomes for pupils</p> <p>SEF Judgement - BIS Outstanding BJS Good</p> <p>The tables show the assessments that have recently taken place.</p> <p>The chair has monitored EYFS and will be sending in a report soon.</p> <p>Cathy reported on EYFS/Year1/Year 2</p> <p>EYFS - On target</p> <p>Year 1</p> <p>The assessments of Year 1 has changed a little but the reading/writing is on track.</p> <p>Maths is slightly different because some children are struggling with reasoning in some areas.</p> <p>Year 2</p> <p>Some assessments give an indication that some children have plateaued. However, all children are making progress.</p> <p>Liz reported on Phonics</p> <p>This year the cohort is weaker that las year with 42% vulnerable children.</p> <p>Louise Dilling has produced an SEND report which will be circulated soon.</p> <p>Report from Louise Dilling, SENCO (attached)</p> <p>Education Health Care Plans - 2 successful applicants.</p> <p>High Needs Funding - 3 successful applications</p> <p>AEN updates - 2AEN updates and 4 LIFT meetings</p> <p>Mental health/Wellbeing - training being undertaken by Katie Till and Louise Dilling</p> <p>Pupil Progress Reviews</p> <p>Pupil Progress meetings have taken place in Terms 2 and 4 for both schools.</p> <p>Data - Term 4</p> <p>Year R - 1 statutory assessment request</p> <p>Year 1 - 1 child HCP. I child part time timetable</p> <p>Year 2 - 1 statutory assessment</p> <p>Year 3 - child on part time timetable</p> <p>Year 4 - Parental request for statutory assessment for 1 child.</p>	<p>SW</p> <p>JJ</p>
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Year 5 - 1 child under special guardianship.

Year 6 - SEN Pupils made accelerated progress especially 2 with EHCP's.

It appears that the phonics score may not be as high as in previous years.

Liz has strategies in place which will target the children who need the most support.

Nat reported on Year 3/Year 4/Year 5//Year 5/Year 6

Year 3

He expressed concern that the results of the assessments indicated that the children's achievements were not as high as hoped.

He is hoping that by the next FGB the assessments will show a significant improvement.

Year 4

The teachers have been cautious in their assessments but there is shown to be an improvement.

Year 5

This is difficult to assess because KS2 criteria from the DFE is vague.

Year 6

The percentages could go up but it is difficult to say as the children are being SATS tested at the moment.

Personal development, behaviour and welfare

SEF Judgement - BIS Outstanding, BJS Good

Plans are in place to hold an E-Safety event for Years 5 and 6.

Behaviour continues to be good

Confidential item

The common room is in the process of being carpeted etc and when it is ready there will be an event where parents, press and governors will be welcome to a tea party.

Nat has produced some postcards that will be sent via the mail to children who have achieved well (copy attached).

Confidential item

Safeguarding

The executive headteacher and 2 members of SLT have attended a safeguarding update briefing.

The executive headteacher confirmed that the SCR needs to be monitored regularly by a governor. The recommendation is that a column is added to the

	spreadsheet and each time a governor monitors this they indicate by adding the date and who undertook this monitoring. Ofsted check this when they visit schools. Safeguarding files have been reorganised for easier access.																																					
5	<p><b>Personnel items</b></p> <p>The governors agreed that all the items should be considered confidential.</p>																																					
6	<p><b>Finance Issues</b></p> <p>Approval of Year end Accounts 2017/2018</p> <p>The rollover for Brookfield Infant School is £2591.00.</p> <p>The rollover for Brookfield Junior School is £1582.00.</p> <p>Ratification of three year budget plan</p> <p>The Federation Business Director presented the proposed 3 year budget plan for the Flourish Federation (attached).</p> <p>Income</p> <table border="1"> <thead> <tr> <th></th> <th>2017/2018</th> <th>2018/2019</th> </tr> </thead> <tbody> <tr> <td>I01 - Funds delegated by LA</td> <td>£1533453</td> <td>£1585417</td> </tr> <tr> <td>I03 - SEN Funding</td> <td>£18385</td> <td>£13476</td> </tr> <tr> <td>I05 - Pupil Premium</td> <td>£179870</td> <td>£166320</td> </tr> <tr> <td>I08 - Income from facilities and services</td> <td>£24580</td> <td>£24150</td> </tr> <tr> <td>I10 - Supply teacher insurance claims</td> <td>£300</td> <td>No claims outstanding</td> </tr> <tr> <td>I12 - Contributions for visits</td> <td>£23308</td> <td>£1200 Known trips</td> </tr> <tr> <td>I13 - Donations</td> <td>£23305 Panto cost</td> <td>£6000</td> </tr> <tr> <td>I18 - Additional grants</td> <td>£81834</td> <td>£68510 KCC notification</td> </tr> <tr> <td><b>Total income</b></td> <td><b>£1889684</b></td> <td><b>£1875873</b></td> </tr> </tbody> </table> <p>Expenditure</p> <table border="1"> <thead> <tr> <th></th> <th>2017/2018</th> <th>2018/2019</th> </tr> </thead> <tbody> <tr> <td>E01 - Teaching staff -</td> <td>£820815</td> <td>£800617</td> </tr> </tbody> </table>		2017/2018	2018/2019	I01 - Funds delegated by LA	£1533453	£1585417	I03 - SEN Funding	£18385	£13476	I05 - Pupil Premium	£179870	£166320	I08 - Income from facilities and services	£24580	£24150	I10 - Supply teacher insurance claims	£300	No claims outstanding	I12 - Contributions for visits	£23308	£1200 Known trips	I13 - Donations	£23305 Panto cost	£6000	I18 - Additional grants	£81834	£68510 KCC notification	<b>Total income</b>	<b>£1889684</b>	<b>£1875873</b>		2017/2018	2018/2019	E01 - Teaching staff -	£820815	£800617	
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Staffing changes - All changes previously discussed have been included in this budget		
E02 - Supply teachers - Reduced supply need	£4819	£2900
E03 - Education support staff - change in structure	£413379	£429533
E04 - Premise staff - pay progression	£42820	£47378
E05 - Admin staff	£135017 Change in structure	£146966
E07 - Cost of other staff - pay progression	£36938	£38128
E08 - Indirect employee expenses - Savings	£3615	£2300
E09 - Staff development - Savings	£19522	£14000
E10 - Supply teacher insurance - Achieved discount	£5553	£4769
E11 - Staff insurance - KCC Services	£8899	£8814
E12 - Building maintenance	£46902 End of maintenance programme	£14000
E13 - Grounds maintenance - Allowance for additional work	£13541	£15673
E14 - Cleaning and caretaking - To allow for increase in costs	£4708	£5200
E15 - Water and sewerage - To allow for increase in costs	£5275	£6000
E16 - Energy - New supply contract	£28918	£25500
E17 - Rates - KCC match funding	£32283	£38985
E18 - Occupation costs - savings	£11026	£10366

E19 - Learning resources	£78479 Trips and panto	£40201
E20 - ICT Learning resources - ICT development programme	£144471	£20715
E22 - Admins supply - savings	£23491	£22773
E23 - Insurance premiums - KCC Insurance	£18115	£17874
E24 - Special facilities - Breakfast Club	£5358	£4000
E25 - Catering supplies - Based on previous figures	£89898	£90000
E27 - Bought in curriculum services - curriculum enrichment	£36320	£29490
E28 - Bought in other services - reduced services	£28539	£25473

The predicted rollover for 2018/2019 for the infant school is £13678.

The predicted rollover for the junior school is £4764.

The budget plan was ratified by the full governing body meeting.

Rob said the Federation is working well together so savings can take place.

**A governor asked if the funding contributed by FOBS could be shown as a separate item.**

The FBD agreed that the funding could be itemised and that it could be sent to the FOBS chair as a spreadsheet indicating how much was spent.

**A governor asked if a meeting could be held so that FOBS could know the target the schools had set for purchasing items and they could then put on events so that they knew what the focus for expected spending.**

This was agreed so a meeting is to be arranged to take place before the next FGB so the feedback can be given then.

Fiona, Georgie, Rob, Nat, Jude and Sam agreed to attend.

Jude offered to sort out the best date before the next FGB.

RB



		FB/RB/NS JJ/SW
7	<p><b>Governing body action plan, training and monitoring</b></p> <p><b>Training attended</b></p> <p>Pupil Premium monitoring training Sam Wheeler &amp; Colin Langford - 06.02.18 (attached)</p> <p><b>Aim of course</b></p> <p>To clarify the governors roles and responsibilities in effectively monitoring pupil premium spending.</p> <p>There are 7 building blocks of success:</p> <ul style="list-style-type: none"> <li>• Whole school ethos of attainment for all.</li> <li>• Addressing behaviour and attendance</li> <li>• High quality teaching for all.</li> <li>• Meeting individual learning needs.</li> <li>• Deploying staff effectively.</li> <li>• Data driven and responding to evidence.</li> <li>• Clear responsive leadership.</li> </ul> <p>The strategy statement should be reviewed by the pupil premium monitoring group and approved by the FGB.</p> <p>There should also be a governor responsible for monitoring website compliance.</p> <p>Links to the SDP</p> <p>Quality of teaching, learning and assessment</p> <ul style="list-style-type: none"> <li>• To monitor targeted groups of children to ensure they are reaching their full potential.</li> <li>• To improve more effective assessment of the broader curriculum.</li> </ul> <p>Personal development, behaviour and welfare</p> <ul style="list-style-type: none"> <li>• To make effective use of nurture programmes.</li> <li>• To improve attendance.</li> </ul> <p><b>ACTION</b></p> <p>To arrange a governor to be in charge of the website compliance.</p> <p>To meet with the SENCO to discuss issues raised on the course.</p> <p><b>Monitoring reports</b></p> <p>Update meeting with SENCO - Sue Delves &amp; Fiona Batchelor - 17.04.18 (attached)</p> <p>Links with SDP</p>	<p>SW/CL</p> <p>SW/CL</p>

<p>To raise the percentage of pupils in each class to expected and above.</p> <p>To continue to approve attendance.</p> <p>To continue to closely monitor progress and provision for SEND and vulnerable pupils.</p> <ul style="list-style-type: none"> <li>• To review SEN data with regard to attainment, progress and attendance with SENCO.</li> <li>• Discuss the evaluation of the effectiveness of interventions.</li> <li>• Look at a selection of provision maps.</li> <li>• Be aware of allocation of funds for the next financial year.</li> <li>• Discuss SEN annual report.</li> </ul> <p>Key issues for Governing Body</p> <ul style="list-style-type: none"> <li>• To continue to monitor SEN pupil progress.</li> <li>• To receive feedback from SENCO.</li> <li>• To contact FBD regarding availability of pupil premium funds.</li> </ul> <p><b>ACTION</b></p> <p>To carry out SEN monitoring - booked 03.07.18</p> <p>To monitor maths and English for SEN pupils.</p> <p>To contact FBD re pupil premium funding.</p> <p>Results of questionnaire (attached)</p> <p>Monitoring with SLT to understand the work being done for personal development, behaviour and welfare Fiona Batchelor &amp; Glen Ocsko - 24.04.18 (attached)</p> <p>Links with SIP</p> <p>The Personal development, behaviour and welfare section</p> <p>The following are being put in place for schools:</p> <ul style="list-style-type: none"> <li>• The FLO and SENCO have produced a wellbeing referral form.</li> <li>• Reduced/Personalised timetables.</li> <li>• Sensory circuit sessions.</li> <li>• Early help liaison</li> <li>• Non violent resistance training</li> <li>• Internal exclusions</li> <li>• FLO newsletter.</li> </ul> <p>Early Years and KS1</p> <ul style="list-style-type: none"> <li>• Nurture playtimes and lunchtimes.</li> <li>• Nurture clubs, comic club, hot chocolate club,.</li> </ul>	<p>SD/FB</p> <p>SD/FB</p> <p>SD/FB</p>
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<ul style="list-style-type: none"> <li>• "Little café" lunchtimes</li> <li>• Living library nurture reading sessions.</li> <li>• Nurture music group.</li> <li>• Transition EYS - Year 1, Year 2 - Year 3.</li> </ul> <p>KS2</p> <ul style="list-style-type: none"> <li>• Life skills programme - Year 6</li> <li>• Year 6 common room</li> <li>• Nurture groups</li> <li>• Relax kids programme</li> <li>• School nurse talks</li> <li>• ELSA programme</li> <li>• Reading shed</li> <li>• ECO garden</li> <li>• More music.</li> </ul> <p>Key issues for the governing body</p> <ul style="list-style-type: none"> <li>• To continue monitoring the well being of pupils.</li> <li>• To ensure the progress of the nurture room and medical room.</li> <li>• To assess progress of common room.</li> <li>• Question of more art and music at BJS.</li> </ul> <p>To attend a staff meeting - Sam Wheeler 30.04.18 (attached)</p> <p>Links with SIP</p> <p>To maintain outstanding outcomes.</p> <p>EYFS to continue to improve</p> <p>Key issues arising for FGB</p> <p>To be aware that professional conversations between staff take place.</p> <p>To be aware that support for SLT is in place.</p> <p><b>ACTION</b></p> <p>To arrange another monitoring visit.</p> <p>To attend a writing books scrutiny</p> <p>To monitor phonic pre-screen outcomes.</p> <p>Confidential item</p> <p>Review of safeguarding - Jude Johnson &amp; Glen Ocsko - 08.05.18 (attached)</p> <p>Observations</p> <p>Governors need to check SCR.</p> <p>Redo all DBS records so they are under the Flourish</p>	<p>SW</p> <p>SW</p> <p>SW</p>
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	<p>Federation.</p> <p>A record of concerns is kept.</p> <p>Check on what staff would do if there was a safeguarding concern.</p> <p>Ensure staff are knowledgeable of safeguarding language and situations.</p> <p>Consider putting safeguarding information on staff and visitor lanyards.</p> <p>Personal files to be stored in a locked cabinet.</p> <p>Examples of video games to be shared with governors</p> <p>Storage of files to be considered</p> <p>Concerns about storage of safeguarding information</p> <p>Nat is being trained as a DSL.</p> <p>All staff have a completed DBS and safeguarding training is in place.</p> <p>All relevant policies should be on both BIS and BJS websites.</p> <p>To ensure that all clubs have relevant checks on file</p> <p>Use of the reasonable force policy to be updated and put on website.</p> <p>Access to SCR can be available to 3 dedicated members of staff.</p> <p>To highlight certain information on SCR</p> <p>To maintain separate records for both schools</p> <p>Historical data is unauditible</p> <p>A central record to be created for all clubs</p> <p>Training for one governor for safer recruitment.</p> <p>Key issues for FGB</p> <p>Safeguarding is to be within the culture of the federation.</p> <p><b>ACTION</b></p> <p>Monitor the success of the recompletion of staff DBS records.</p> <p>To look at putting safeguarding information on lanyards</p> <p>To store personnel files in a locked cabinet.</p> <p>To view suitable and unsuitable video games</p> <p>To complete overview of safeguarding concerns in the infant school.</p> <p>To complete a spot check to ensure relevant policies are on the websites.</p> <p>To have a record of clubs and that checks are on file.</p>	<p>JJ/GO</p> <p>JJ/GO</p> <p>RB</p> <p>NS</p> <p>JJ/GO</p> <p>JJ/GO</p> <p>RB</p>
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	<p>Monitoring 3 year budget plan 2018/2019 Sam Wheeler &amp; Colin Langford - 15.05.18</p> <p>Links with SIP</p> <p>To monitor finance</p> <p>Infant School</p> <p>Income</p> <p>2018/2019 - £691725.80</p> <p>Pupil Premium - £51480</p> <p>Expenditure</p> <p>For this year - £812620</p> <p>Rollover - £13678</p> <p>Last year rollover - £2591</p> <p>Capital</p> <p>Income - £6014</p> <p>Junior School</p> <p>2018/2019 - £893691</p> <p>Pupil premium - £114840</p> <p>Expenditure</p> <p>For this year - £1048985</p> <p>Rollover - £4764</p> <p>Last year's rollover - £1582</p> <p>Capital</p> <p>Income - £6644</p> <p>Key issues for FGB</p> <p>Tight rollover and cash flow for both schools</p> <p><b>ACTION</b></p> <p>To meet on 10.07.18 to monitor first quarter.</p> <p>To arrange benchmarking.</p>	<p>SW/CL</p> <p>SW/CL</p>
8	<p><b>Health and safety report</b></p> <p>Glen reported the main concern he had that some children were playing near stinging nettles and this could cause a problem.</p> <p>The staff agreed to remind the midday meals supervisor to keep the children away from those areas where stinging nettles grew.</p>	<p>NS/CS</p>
9	<p><b>Review policies</b></p> <p>The governors agreed to divide the policies so that an individual governor read the policy and informed the clerk</p>	

	<p>if they considered a change should be made. If no correspondence is received then the clerk will consider the policy approved by the governing body.</p> <p>Medical needs policy - Jude  Lockdown Procedures - Jude  Access to minutes - Glen  Accessibility Policy - Glen  Behaviour Policy - Pauline  British Value Statement - Sam  Complaints Procedure - Nat  First Aid Procedure - Colin  Sex and Relationships Policy - Fiona  Uniform Policy - Sue</p>	<p>JJ  JJ  GO  GO  PW  SW  NS  CL  FB  SD</p>
10	<p><b>The Governor Publication and overview (attached)</b>  The Governor publication provided information on Improving Pupils' Achievement; Improving outcomes for vulnerable pupils; the Education People Update; Analysis of school performance; Emergency planning for schools; The reception year; The schools pay policy; High needs funding; Financial reminders; GDPR; Education off site; Governors' responsibilities around reduced timetables; Kent community Foundation and Grants for individual children and National Clerks and chairs development programmes.</p>	
11	<p><b>Any other business</b>  <b>KLZ Sharepoint</b>  Governors are becoming increasingly frustrated because the sharepoint is difficult to access and not particularly user friendly. Several governors agreed to investigate ways that other schools contact their governors. Meanwhile the clerk agreed to email information to the</p>	

	<p>governors rather than upload information on to sharepoint.</p> <p><b>Uniform</b>  A governor reported a rumour that the uniform for the pupils in the Flourish Federation was to be changed. This is unfounded and if the uniform was to be changed the parents would be informed and there would be a planned changeover.</p> <p><b>Isle of Wight Visit</b>  Year 6 have been visiting the Isle of Wight for many years. It is now time for a change so that other venues for a residential visit can be explored. This means the children will still have an opportunity for a residential trip but not always to the same place.</p>	RP
12	<p><b>Confidentiality of Proceedings</b>  The governors considered that some items in the executive headteacher's report, an item in the personnel update and an item in a governor's report should be considered confidential.</p>	
13	<p><b>Dates of the next meeting</b>  The date of the next meeting is 03.07.18 and is to take place at 4.30 p.m. in the Family Room at Brookfield Infant School.</p>	

The meeting finished at 7.30 p.m.

Signed.....Date.....  
Chair of the Governing Body.