

THE FLOURISH FEDERATION

MINUTES OF THE GOVERNING BODY MEETING HELD ON

TUESDAY 03 OCTOBER, 2017

Present:

Mrs Pauline Wood - Executive headteacher
Mrs Jude Johnson - Chair/LA Governor
Mr Nathaniel South - Staff Governor
Mrs Fiona Batchelor - Parent Governor
Mr Colin Langford - Parent Governor
Mrs Sue Delves - Co-opted Governor
Mrs Carolyn Pratley - Vice-chair/Co-opted governor
Mrs Sam Wheeler - Co-opted Governor
Mr Glen Ocsko - Co-opted Governor
Mr John Mockler - Co-opted Governor
Mr Ivan Lakeland - Co-opted Governor
Miss Cathy Smith - Associate member/Head of school - Brookfield Infant School
Mrs Karen Down - Associate member/Head of school - Brookfield Junior School
Mr Rob Baldock - Associate member/Federation Business Director
Mrs Rachel Pearson - Clerk

		ACTION TAKEN
1	<u>Welcome to new governors</u> The chair welcomed the new governor and all the governors introduced themselves.	
2	<u>Apologies for absence</u> Mrs Jo Kemp - Family circumstances - Apology accepted Mrs Liz Guyton - Family circumstances - Apology accepted	
3	<u>Minutes of pervious meeting held on 10.0717, 11.07.17 and 05.09.17 (attached)</u> Accuracy The governors approved the minutes and they were signed by the chair. Matters arising To send last years SIP and SEF to governors. The executive headteacher explained that the junior school especially had to focus on areas that could impact an ofsted inspection as they are due to have on at any time.	RP

	<p>New Governors Pack</p> <p>The clerk informed the new governors that she would send these out as soon as possible but they needed to be updated in line with the federation requirements.</p> <p>Governing body update</p> <p>The clerk responded that the governing body is complete at the moment with an additional 4 associate members.</p> <p>The chair informed the new governors that she will contact them and sort out a mentor governor to support them. Each new governor should be given 6 months as an introductory period in order to understand the running of the governing body and then they should have an opportunity to either remain or leave depending on their feelings and commitments.</p>	RP
4	<p><u>Declaration of business and pecuniary interests</u></p> <p>The governors were reminded to sign and return their forms as soon as possible.</p> <p>Any business or pecuniary interests to be declared - None.</p>	
5	<p><u>Code of conduct, legal declaration, suitability disclosure and skills audit</u></p> <p>The code of conduct needs to be signed and returned to the clerk as soon as possible.</p> <p>The legal declaration needs to be signed and returned to the clerk as soon as possible.</p> <p>The suitability disclosure also needs to be completed and returned to the clerk as soon as possible.</p> <p>The skills audit needs to be completed and returned to the clerk as soon as possible.</p> <p>Receive skills audit overview</p> <p>The chair shared the results of the skills audit with the governors and informed them that the new governors' skills were to be included and the outcome of this will be shared at the next meeting.</p> <p>Input in Edu base</p> <p>The clerk informed the governors that their details had to be input on a highly secure site as a safeguarding procedure. The site is part of the DFE information centre and it is very secure.</p>	
6	<p><u>Terms of reference and standing orders (attached)</u></p> <p>The terms of reference and standing orders were received and approved by the governing body.</p> <p>The changes from the previous meeting relating to the delegation of duties to the executive headteacher have been included and these were approved by the governing body.</p>	

7

Executive headteacher's report (attached)

The executive headteacher shared her report.

During the summer holiday rarely a day passed when a member of the SLT was not in.

We are waiting for a decision regarding the change to our admissions policy to give priority to applications who have siblings in the junior school as well as the infants school.

The School Development Plan 2017 - 2018

BIS Outline of School Development Plan 2017 - 2018

Effectiveness of leadership and management

- For the SLT to become familiar with both schools children's attainment and data.
- To share and embed reading for pleasure and for this to continue when children transfer to BJS.
- For the Flourish Federation to maintain a robust and rigorous programme for monitoring.

Quality of teaching and learning

- To monitor targeted groups of children to ensure they reach their full potential.

Personal development, behaviour and welfare

- To improve attendance across both school.

Outcomes for pupils

- To improve children's understanding of e-safety and computing.

BJS Outline of School Development Plan 2017 - 2018

Effectiveness of leadership and management

- To establish a strong SLT in both schools.
- To support staff in professional development.
- To ensure new staff have settled in well.

Quality of teaching and learning

- To ensure that the quality of teaching , learning and assessment is consistently good.

Personal development, behaviour and welfare

- To reinvigorate the healthy schools status.
- To continue to improve attendance.

Outcomes for pupils

To improve and strengthen reading by collaboration to initiate an increase in an appropriate reading scheme.

The executive headteacher explained that she has requested that Alastair McMeckan, our SIP, has been recommissioned to support the schools as he was involved with them in the past.

The governors are welcome to monitor the assessment and data analysis reports.

Confidential item

The STEM initiative is to be continued in both schools,

The schools are to be involved in the "Let's Get Better" initiative to help improve attendance.

The well being of Year 6 pupils is also to be a focus.

Confidential item

The single central record is continuously updated to include new members of staff.

There is concern over the safeguarding of some pupils and their families.

The chair expressed thanks to all the staff for their work and achievements so far.

A governor asked if there was anything that the governing body could do to support the staff.

The executive headteacher responded that the governors needed to show patience and to be aware that an ofsted inspection is due to happen at BJS at any time.

The executive headteacher reported that the assessment of pupils is recorded on pupil asset which is an electronic system that tracks results and this is colour coded so staff can visualise immediately how pupils are performing . Karen, Cathy and Liz were instrumental in the initial stage of this assessment tool.

The executive headteacher reported that she had met various groups of staff and pupils to find out how they feel about the federation. The ethos of the school is to raise every child's achievement to be considered outstanding.

There was a vigorous debate on the provision of data and it was agreed that the governors who wished to be informed about data analysis took on the responsibility of monitoring data but at the same time accepting that the executive headteacher and the SLT were qualified to undertake rigorous and robust assessments. They also set up interventions if a pupil appears to be struggling in some areas.

There are two fitness leaders available to arrange lunchtime activities for the children and consideration is now being given to providing fitness leaders for junior school pupils.

The executive headteacher confirmed that she should be providing additional information for the school development plan and reminded the governors that it is a work in progress.

The chair thanked the executive headteacher and the SLT for their hard work since the schools joined the federation.

The NSPCC had visited the schools and taken assemblies.

The executive headteacher had arranged for Year 3 to attend the infant assembly as the staff agreed that this would be more appropriate for that age group.

The clerk reminded the new governors that they needed to have a DBS check which should be arranged with the FBD. He

	<p>agreed to email them for an appointment soon</p> <p>The executive headteacher informed the governors that the federation will be part of the Malling collaboration and there will be learning walks taking place. The Flourish Federation will be hosting one for headteachers which is an exclusive event for headteacher colleagues only. Governors may be welcome to attend other learning walks but the executive headteacher will need to check with others in the collaboration to ascertain whether this is possible.</p> <p>The governors approved the SDP for the Flourish Federation.</p>	<p>FBD</p> <p>PW</p>
<p>8</p>	<p><u>Governing body action plan and monitoring responsibilities (attached)</u></p> <p>Areas of SIP to be monitored and governors responsibilities to be allocated</p> <p>The chair recommended that this item was dealt with at a separate meeting. This was arranged for Tuesday 10.10.17 and the outcome is as follows:</p> <p>Key Issue 1</p> <p>Effectiveness of leadership and management</p> <p>Lead persons - Jude Johnson/John Mockler/Colin Langford</p> <p>Focus: Monitor the progress of activities towards the schools' target</p> <p>Evaluate the extent of success at the end of the agreed timescale.</p> <p>Key Issue 2</p> <p>Quality of teaching learning and assessment</p> <p>Lead persons - Jude Johnson/John Mockler</p> <p>Key Issue 3</p> <p>Personal development, behaviour and welfare</p> <p>Lead persons - Glen Ocsko/Fiona Batchelor</p> <p>Key Issue 4</p> <p>Outcomes for pupils</p> <p>Lead persons - Carolyn Pratley/Colin Langford</p> <p>Health and Safety and Premises</p> <p>Lead persons - Rob Baldock/Glen Ocsko/Ivan Lakeland</p> <p>Focus - Health and Safety audit</p> <p>Site visits</p> <p>Budget Monitoring</p> <p>Lead persons - Sam Wheeler/Rob Baldock/Colin Langford</p> <p>Pupil Premium Allocation</p>	

<p>Lead persons - Sam Wheeler/Rob Baldock/Colin Langford Focus: Monitor impact of PP spending Monitor implementation of policy and procedures, impact of provision and support SEN and D Single Equality Plan Lead persons - Sue Delves/Fiona Batchelor Focus: Monitoring SEN and D Monitor SEN action plan Monitor single equality scheme and plan Safeguarding procedures and statutory requirements Lead persons - Glen Ocsko/Carolyn Pratley Focus: Monitor schools' compliance with procedures and ofsted requirements. EYFS Lead persons - Jude Johnson/John Mockler Focus: Terms of reference for monitoring EYFS. Year 6 well being and transition Lead persons - Fiona Batchelor/Ivan Lakeland/Sam Wheeler Focus: Monitor alongside PSH and E inline with SDP. Training attended Sam and Sue to attend Understanding the Governing body's responsibility to SEN - 17.10.17 Monitoring reports Summer monitoring visit of SEN - Sue Delves - 12.07.17 (attached) Reviewing the procedures to improve attendance - Carolyn Pratley - 18.07.17 (attached) Meeting with the SENCO to plan a monitoring visit - 13.09.17 - Sue Delves and Sam Wheeler (attached) Links with SIP To continue to monitor the progress of SEND pupils The report informed the governors</p> <ul style="list-style-type: none"> • The first monitoring visit has been arranged for 15.11.17. • The filing system is being streamlined. • A new style of provision mapping is being introduced. • The new SENCO is becoming acquainted with the staff and pupils. • Pupil progress meetings have been arranged. <p>Key issues The SEND Policy needs to be revised and amalgamated so it is the federation policy. Action To attend SEN training courses and to meet again in November. Monitor half yearly annual return - Sam Wheeler/Rob Baldock -</p>	<p>SD/SW</p>
--	--------------

<p>28.09.17</p> <p>Infant School</p> <p>Income</p> <p>I18 - Universal Infant Free School Meals</p> <p>Funding is £15768 less than originally notified.</p> <p>Expenditure</p> <p>E01 - Teaching staff - increase in cost due to staff appointments.</p> <p>E03 - Education Support Staff - Due to IR35 regulations increase in costings of support staff.</p> <p>E16 - Energy - Additional £8700 has been allocated.</p> <p>E27 - Curriculum Professional Services - Savings due to IR35.</p> <p>Junior School</p> <p>Income</p> <p>I05 - Pupil Premium - additional £5580 based on pupil numbers.</p> <p>Expenditure</p> <p>E01 - £7138 overspend due to appointments.</p> <p>E03 - Education Support staff - Increase due to IR35.</p> <p>E27 - Curriculum professional services - Savings due to IR35.</p> <p>Key issues for the governors</p> <ul style="list-style-type: none"> • Ensure there is parity across both schools. • Savings are to be delivered. • To fully benefit from the federations different way of working and deployment of resources needs to be continued. <p>Action</p> <p>To meet in January to monitor 9 months return.</p> <p>Meeting with executive headteacher and chair - Jude Johnson - 02.10.17 (attached)</p> <p>Links with SIP</p> <p>Infant</p> <p>Leadership and Management</p> <p>For the Flourish Federation to maintain a robust and rigorous programme of monitoring.</p> <p>Juniors</p> <p>Leadership and management</p> <p>To ensure that the leadership team will share the expertise of staff and resources to support pupils.</p> <p>To support staff in their professional development.</p> <p>Personal development, behaviour and welfare</p>	<p>FBD/SW</p>
--	---------------

	<p>To increase pupil engagement in a variety of physical activities. Key issues for governors To consider acquiring grants of sponsorship funds for outdoor equipment.</p>	
9	<p><u>Finance update (monitoring report attached)</u> Six month monitoring report Rob reported on the budget as follows: The forecasted rollover for Brookfield Infant is £4966.00. The forecasted rollover for the junior school is £4323.00 This means the rollover for the Flourish Federation is forecast to be £9289.00. The budget is monitored on a monthly basis by the executive headteacher The finance monitoring governor meets regularly with the FBD to discuss the budget and has submitted a report. There has been less income relating to UIFSM. A governor asked if schools could cross subsidise. The FBD responded that this could not happen as the budgets are allocated independently. A governor asked if IR35 affected anyone at the school. The FBD agreed that this had affected some people and he had some difficult conversation as the self employed people had to be set up with a contract where they were paid at a similar rate of pay to staff that currently worked at the school and worked at an equivalent level. The toilets at BJS have been replaced and the drains will be dealt with soon. Another governor asked about the setting up of a single server for the admin computer system which has a costing of £15000. It was agreed that the expenditure was important but any IT expenditure in the classrooms should have priority. The governor asked if the school were aware of the General Data Professional Registration (GDPB). The FBD advised that the federation is assessing the impact of this and is aware that this initiative takes place on 25.05.18.</p>	
10	<u>Staff Structure</u>	

	<p>Flourish FTE staffing structure (attached) The plan shows where the FTE are deployed and it is under review all the time.</p> <p><i>A governor asked if there were any vacancies.</i> The response was that there are no vacancies and the school has sufficient staff for a school of this size.</p> <p><i>The chair asked if there was any capacity for appointing a different type of cover at lunchtimes for BJS.</i> The executive headteacher responded that the SLT are considering possibilities and are thinking of what is best value as well as what is best for the pupils. Consideration is being given to the SLT structure but both schools have the same number of staff pro rata as the other. The executive headteacher expressed appreciation for the way the SLT are working together.</p>	
11	<p><u>Attendance reports for pupils and governors (attached)</u> The attendance for both schools are as follows: BJS - 96.3% BIS - 94.3%</p> <p>The attendance of infant children is likely to be lower as young children are more susceptible to illnesses. Although the attendance at school may be lower their attainment is high.</p> <p><i>A governor asked why there was a 0.8% shift in BJS compared to the percentage in BIS which showed no change.</i> The response was that infants are more likely to be unwell and some children of statutory school age can be taken out to school for holidays and they are not penalised for this because they are under statutory school age.</p> <p><i>The governor asked if strategies were used to improve this.</i> The executive headteacher replied that all sorts of ways have been tried but as the children still make good progress it was not considered a huge concern.</p>	
12	<u>Adoption of curriculum</u>	

	<p>Governors to adopt curriculum for 2017 - 2018 The executive headteacher asked Cathy to email this to the clerk to be circulated to the governors.</p>	CS
13	<p><u>Review of policies</u> The FBD reported on the following policies: Finance Policy (attached) P3 - The full governing body delegated the finance responsibilities to the Executive Headteacher who in turn delegated responsibilities to the FBD so he sign necessary documentation relating to financial issues. Pay and Reward Policy (attached) This was approved by the governing body. Whistleblowing Policy (attached) No change Governors Allowance Policy (attached) No change Anti-Fraud and fraud response plan (attached) This policy will be linked to the Finance and Whistleblowing Policies. Charging and Remission Policy (attached) The two school policies have been merged together and the UVFSM initiatives are now included. Health and Safety Policy (attached) This is the KCC policy which is out of date but when the KCC policy is updated the governing body will adopt that one in due course. Discipline and Conduct Policy (attached) P2 - The Governing body have delegated the responsibility of dismissing staff to the executive headteacher. Grievance Policy (attached) No change Bullying and Harassment Policy (attached) No change Managing Absence and Ill health Policy (attached) The executive headteacher is responsible overall but she has delegated day to day responsibilities to the heads of schools for managing absence and for dealing with any issues that may arise because of this. P11 - The FBD conducts the return to work interviews. Capability Policy (attached)</p>	

	<p>No change Performance Appraisal Policy (attached) The merging of the policies meant that the same procedure is continued in both schools. Stress Management (attached) The only change was if people are suffering from stress they can be signposted to other organisations and personnel may be informed if necessary. Allegations of abuse against staff (attached) No change. The governors approved all the recommendations and the policies were signed by the chair.</p>	
14	<u>Chairs Action/Correspondence</u> - None.	
15	<u>Any other urgent business</u> - None	
16	<p><u>Confidentiality of proceedings</u> Two items in the headteacher's report were considered confidential by the governing body.</p>	
17	<p><u>Publication of minutes</u> This item will not be included in future agenda as it is a legal requirement for the minutes to be published on the website and to be made available for the public after they have been approved by the governing body.</p>	
18	<p><u>Dates of future meetings</u> The suggested dates for the future meetings are: Tuesday 14.11.17 Tuesday 06.02.18 Tuesday 20.03.18 Tuesday 15.05.18 Tuesday 13.07.18 All dates of meetings were approved and will take place at 4.30 p.m in the Family Room at Brookfield Infant School. The meeting finished at 6.30 p.m.</p>	

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

