

## THE FLOURISH FEDERATION

### MINUTES OF THE GOVERNING BODY MEETING HELD ON

TUESDAY 20 MARCH, 2018

#### Present

Mrs Pauline Wood - Executive Headteacher  
Mrs Jude Johnson - Chair/LA Governor  
Mrs Fiona Batchelor - Parent Governor  
Mr Colin Langford - Parent Governor  
Mr Nat South - Staff Governor  
Mrs Sue Delves - Co-opted Governor  
Mr Glen Ocsko - Co-opted Governor  
Mrs Sam Wheeler - Co-opted Governor  
Mr Ivan Lakeland - Co-opted Governor  
Mr John Mockler - Co-opted Governor  
Miss Cathy Smith - Head of School - Brookfield Infants/Associate Member  
Mrs Karen Down - Head of School - Brookfield Juniors/Associate Member  
Mrs Liz Guyton - Head of School - Brookfield Infants/Associate Member  
Mr Rob Baldock - Federation Business Director/Associate Member  
Mrs Rachel Pearson - Clerk  
Guest - Miss Emily Dennis - EYFS Leader/Class teacher

		ACTION TAKEN
1	<b><u>Welcome and apologies</u></b> The chair welcomed the governors to the meeting.	
2	<b><u>Chairs action/correspondence</u></b> <b>Governing body issues</b> The chair reported that Mrs Carolyn Pratley had tendered her resignation from the governing body. Confidential item Appointment of vice chair As Carolyn was vice chair it was essential that a replacement was appointed. Glen was nominated - proposed by Sam - seconded by Jude.	

3	<p><b><u>Minutes from previous meeting held on 30.01.18 (attached)</u></b></p> <p><b>Accuracy</b> The minutes of the previous meeting on Tuesday 30 January, 2018 were approved by the governors and signed by the chair.</p> <p><b>Matters arising</b></p> <p><b>Governing body issues</b> The chair and the clerk are to hold a meeting to consider anyone who may fill any gaps in the governing body skills audit. (This meeting has been arranged for 17.04.18)</p> <p><b>Code of conduct forms</b> The majority of the code of conduct forms have been signed and there is one outstanding which has been promised will be returned as soon as possible.</p> <p><b>Medical needs Policy</b> This policy is to be updated in order to be consistent with other Flourish Federation Policies</p> <p><b>Purchase of epipen and defibrillator</b> The epipen and defibrillator are to be purchased and FOBs are happy to fund these.</p> <p><b>Single Central Record</b> Both Ofsted and the compliance team have inspected the single central record of both schools and consider they are at the correct standard.</p> <p><b>Additional funding</b> A governor agreed to investigate the possibility of gaining additional funding for projects.</p> <p><b>Health and safety Report</b> The governor responsible for health and safety agreed to submit a written report.</p> <p><b>Review policies</b></p> <p><b>Attendance policy</b> The timing for the start of the school day has been changed from 8.30 a.m to 8.45 a.m.</p> <p><b>Safeguarding</b> As Carolyn was responsible for safeguarding alongside Glen it was agreed that an additional governor was appointed for this responsibility. Fiona agreed to this and Sam offered to recommend training.</p> <p><b>Outcomes for pupils</b> The governors who monitor outcomes of pupils and quality of</p>	<p>JJ/RP</p> <p>RB/RP</p> <p>FB/RB</p> <p>FB</p> <p>GO</p> <p>SW/FB</p>
---	---	---

	<p>teaching and learning agreed to join together when monitoring so these will be John, Colin, Jude and Sam,</p> <p>Planning ahead The SLT and FOBS agreed to meet together in July, 2018 to decide the focus for fund raising in the following school year.</p> <p>Governor training The governors induction training did not take place because of the snowy weather. This has been rearranged for Monday 26.03.18.</p> <p>Pupil Premium training Sam and Colin are to attend pupil premium training.</p> <p>Year 6 assembly Sam, Sue, Fiona and Ivan agreed to attend an assembly run by the Year 6 working group and will report back to the FGB when this has taken place.</p>	<p>SW/CL</p> <p>SW/SD/ FB/IL</p>
4	<p><b><u>Declaration of business and pecuniary interests</u></b> - None.</p>	
5	<p><b><u>Executive headteacher's report, SIP and SEF and Ofsted Action Plan (attached)</u></b></p> <p>The headteacher reported the following:</p> <ul style="list-style-type: none"> <li>• The snow impacted on the schools but everyone managed without too many problems.</li> </ul> <p>Effectiveness of leadership and management SEF Judgement BIS Outstanding, BJS Good</p> <ul style="list-style-type: none"> <li>• An early help worker came to give an information session on supporting families with challenging children.</li> <li>• The TA's in BJS have received BLP/BRP training to be followed up by another day's training on 05.03.18.</li> <li>• Moderation of writing took place on 12.03.18 with the collaboration.</li> <li>• The collaboration are involved with the peer review partnership programme.</li> <li>• Due to the snow parent talks were rescheduled to 15.03.18.</li> <li>• The SIP is to visit on 04.05.18.</li> <li>• The SATS process of assessment methods meeting was very well attended.</li> </ul> <p><b>A governor asked how the moderation went.</b></p>	

He was informed that the outcome was consistently good. A governor remarked that the SATS meeting which was held for Year 2 parents was a positive step and parents of children in other schools have recommended to their schools that similar sessions were held in their schools.

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

- Observations of teachers has taken place and there have been improvements across both schools.

Confidential item

- Events are taking place to enhance teaching and learning with maths weeks, book weeks and shared year group activities.
- The infant library has been refurbished.

There was evidence of work in pupils' books so the governors could see the pupils' improvement over a period of time.

Outcomes for pupils

SEF Judgement BIS Outstanding, BJS Good

EYFS presentation Emily Dennis EYFS Leader/Class Teacher  
Emily reported the following:

- This year's cohort have greater abilities than previous years.
- There is a good level of development overall (GLD)
- Cathy and Emily attended a course to do with guided reading which they found helpful.
- Laura and Emily have observed children from other schools regarding child initiated play.
- The children are being taught how to form letters correctly.
- Children who need support have appropriate interventions.

**A governor asked why the children were more able.**

Emily replied that there are slightly less summer born children and parents of this cohort are very supportive.

Before the children started school both of the EYFS teachers visited them in their homes and this seemed to strengthen the relationship between the parents, child and the school.

Emily and Laura have attended a EYFS conference and the suggestion is that transition starts as soon as possible so Emily would like to do this.

It is also beneficial to the children to see their previous class teacher from time to time.

Key Stage 1 Presentation - Liz and Cathy BIS heads of school  
Liz and Cathy reported as follows:

- All children are progressing well and are on track.
- The phonic screening prediction is down a little compared to last year but not to a concerning extent.

Key Stage 2 Presentation - Karen BJS Head of school  
Karen reported the following:

- The children in Year 3 have plateaued in general.
- This is because there is a change to the curriculum when the children start Year 3 but they should still achieve at a high level by the end of the year.
- There has been high mobility and the new children have been challenging on the whole.
- Support has been given to the teachers.
- The Year 4 teachers have been supportive but one of the TA's left since the start of the year.
- In Year 5 the teachers assessments erred on side of caution.
- The year 6 children have had mock SATS practice.
- The teachers are expecting to meet their targets.

The chair asked if Colin found the monitoring visits helpful.  
Colin responded that these were very beneficial to see the outcomes of the pupils' work.

Personal Development, Behaviour and welfare  
SEF Judgement BIS Outstanding, BJS Good

- Behaviour remains very good for the majority of the pupils.
- The common room is to be furnished soon and a group of parents will be in school to paint and carpet it.

Safeguarding

- The FLO liaises with social services and attends core group meetings.
- The executive headteacher and FLO are concerned because Early help seems to be closing cases down too soon. This is because Social Services are removing cases because of lack of staff.

Finally

Thanks was extended to Karen for her time at BJS and the governors were informed there was to be a leaving assembly

	and tea party to be held before the end of term Confidential item	
6	<p><b><u>Governing body action plan, training and monitoring reports (attached)</u></b></p> <p>The chair had highlighted areas on the report.</p> <ul style="list-style-type: none"> <li>• A report is needed from Glen and Ivan regarding health and safety.</li> <li>• A meeting between the Finance Monitoring Governors has been arranged.</li> <li>• A meeting regarding SEND is expected to take place soon.</li> <li>• Sue has submitted the results of the questionnaire and the analysis is attached.</li> <li>• The governors responsible for welfare and safeguarding agreed to meet on 24.04.18.</li> </ul> <p>Karen informed the governors that she has completed the safeguarding audit but this needs to be approved by the governors.</p> <p>Owing to financial commitments the FBD has not been able to have the regular meetings with the governors responsible for finance monitoring of the year end will take place soon and a monitoring report will be sent to the governing body.</p> <p>Sam and Colin are to attend training on pupil premium.</p> <p>Ivan has attended induction training and Colin has a course arranged</p>	<p>GO/IL</p> <p>SW/CL CL</p>
7	<p><b><u>Finance Report</u></b></p> <p><b>SFVS Brookfield Infant and Junior Schools (attached)</b></p> <p>The FBD has completed the assessment. Most of the answers to the assessment are in place except Section C Value for Money. The question is about benchmarking but this is to be discussed later in this meeting and Section D Protecting Public money. This question is about the business continuity plan which is in place but the asset register is not up to date because the member of staff with this responsibility has left the employment of the schools.</p> <p><b>Benchmarking report for Brookfield Infant and Junior Schools (attached)</b></p> <p>The reports were studied by the FGB and the following was noted:</p> <ul style="list-style-type: none"> <li>• The building maintenance and grounds maintenance is</li> </ul>	

higher than other schools but cleaning and caretaking is lower.

- More has been spent on administrative supplies than other schools.
- On balance the expenditure is largely equivalent.

The income as similar to other schools.

The comments plied to both schools in the Flourish Federation.

Benchmarking will be undertaken when the new figures are available and a full report given to the FGB.

**Compliance report - Brookfield infant School (attached)**

It was noted that the payroll section and the health and safety section were fully compliant.

The following areas were shown to need immediate action:

**Governance**

The governing body should ensure that all recommendations are actioned.

**Financial Planning - Monitoring**

The monitoring reports submitted to KCC should be the same as those discussed by the governors.

**Financial control - Bank statements**

Bank statements should be checked and countersigned.

The FBD explained that there was not a countersignatory because from September, 2017 - February, 2018 there was only one finance officer in post and this applied to both bank statements and corporate card statements.

**Financial control - Corporate cards**

Corporate card statements should be checked and countersigned.

The corporate card statement should be carried out within the 7 days time scale.

**Procurement - Orders**

All orders should be authorised by the executive head or budget holder if they are over £100.

The orders for supplies will continue but orders for electricity, utilities, telephone and school meals will not be produced.

**Procurement - Invoices**

There should be separation of duties when authorising invoices.

As there was only one finance officer separation of duties

	could not take place. This has changed now.	
8	<b><u>Personnel Report</u></b> Confidential item.	
9	<b><u>Health and safety report</u></b> Glen reported that <ul style="list-style-type: none"> <li>• The playground is sometimes flooded.</li> <li>• Driving on the site is still taking place.</li> </ul> The recommendation to alleviate this is to: <ul style="list-style-type: none"> <li>• Remind parents how dangerous this can be.</li> <li>• Alert the kitchen to suggest that deliveries do not take place between the hour of 8.00 a.m. - 9.00 a.m.</li> <li>• Remind people who have children at breakfast club not to drive onto the site.</li> <li>• The SLT agreed to consider ways to make the site safer.</li> </ul> Glen congratulated everyone because there were no accidents during the snowy period and it had been a good learning experience for children.	RB
10	<b><u>Review policies</u></b> Data Protection policy (attached) The policy was approved by the governing body subject to the following changes: <ul style="list-style-type: none"> <li>• The Flourish Federation logo needs to be added.</li> <li>• The named person cannot be Rob. It has to be a member of the SLT or a governor. John volunteered to take up this responsibility and Rob agreed to email information to him.</li> </ul> Privacy Notice for pupils and staff (attached) These notices were approved by the governing body. Class Placement Policy (attached) The policy was approved by the governing body. Collective Worship Policy (attached) The policy was approved by the governing body subject to the following changes: <ul style="list-style-type: none"> <li>• Instead of "multi faith" it would be replaced by "recognises all faiths".</li> </ul> A governor challenged whether the policy should state "British values" instead of "Christian values"	JM/RB



	<p>There was some debate about this and the chair agreed to investigate the statutory wording for this policy.</p> <p>Educational Visits policy (attached)</p> <p>The policy was approved by the governing body.</p> <p>Lock Down procedures (attached)</p> <p>This policy is to be checked by the heads of the schools and then presented to the governors at the next FGB meeting.</p> <p>Home/School Agreement (attached)</p> <p>This policy was approved by the governing body subject to the following changes:</p> <ul style="list-style-type: none"> <li>• Parents should show respect to staff.</li> <li>• With regards to social media , parents should comply with the Social media policy.</li> </ul> <p>Recruitment and Selection of Staff Policy (attached)</p> <p>This policy was approved by the governing body.</p> <p>The clerk agreed to alter the policies according to the recommendations by the governors.</p>	<p>JJ</p> <p>CS</p> <p>RP</p>
11	<p><b><u>Any other business</u></b></p> <p><b>Update of website</b></p> <p>The chair asked whether the website was to be updated to include the information about the schools being federated. Cathy agreed to check this out with the administrator responsible for the website</p> <p><b>Additional funding</b></p> <p>A governor recommended that the school applied for funding to increase the size of the schools so that there were additional places for the children who may be going to live in the new builds in the area.</p> <p>He agreed to investigate this.</p> <p><b>B &amp; Q Waste Scheme</b></p> <p>A governor informed the FGB that there is a B &amp; Q waste scheme. He agreed to investigate this.</p>	<p>CS</p> <p>GO</p> <p>CL</p>
12	<p><b><u>Confidentiality</u></b></p> <p>The governors agreed that an item under the Chair's action/correspondence, items under the executive headteacher's report and the item under personnel report should be regarded as confidential.</p>	
13	<p><b><u>Dates of the next meeting</u></b></p>	

	<p>The date of the next meeting is Tuesday 15.05.18 Ivan apologised because he may have to leave early owing to a family commitment. John apologised because he may have work commitments. Tuesday 03.07.18 These meetings are to take place at 4.30 p.m. in the Family Room at Brookfield Infant School.</p> <p>The meeting finished at 7.15 p.m.</p>	
--	--	--

Signed .....Date.....  
Chair of the governors