

Quercus Federation  
 Minutes of the Meeting of the  
 Governing Body Held on  
 Tuesday 15 November 2016 at 5.30pm

Present: John Crouch (JC), Allison Flack (AF, HoS), Julia Bray (JB, HoS), Rev Annette Hawkins (AH), Edward Collins (EC), Joe Roper (JR), Judith Koral (JK), Kate Harper (KH, Exec Head) and Pippa Green (PG). Carol Feltwell (CF)

Also present: Vivienne Davies (VD) (Clerk),

Item	Discussion	Action
1.	<p><b>Welcome By Chair</b></p> <p>JC welcomed everybody</p>	
2.	<p><b>Prayer</b></p> <p>JB opened the meeting with a prayer.</p>	
3.	<p><b>Procedural</b></p> <p>Apologies for Absence: -</p> <p>Apologies were received from Lindsey Greatley and Fiona Northover. JC advised that Bruce Miller had resigned as governor.</p> <p><u>Declaration of Pecuniary Interest.</u> There were no declarations</p> <p><u>Safeguarding Issues</u> – any urgent matters. All Governors signed to confirm that they had read the Keeping Children Safe in Education document. All Governors were requested to provide information for DBS checks.</p> <p><u>Health and Safety</u> – any urgent matters. There were no matters.</p> <p><u>Election of Vice Chair</u></p> <p>EC proposed JK seconded that PG be appointed as vice-chair.</p>	
4.	<p><b>Minutes of the Previous meeting – 18 October 2016</b></p> <p>The minutes of 18.10.16 were approved. JC signed the minutes.</p> <p><b>Matters Arising</b></p> <p>There were no matters arising.</p>	
5.	<p><b>Finance Report</b></p> <p>VLL reported the following: -</p> <p><b>Hurst Green</b></p>	

There were issues with staff absence and supply costs. Governors resolved that the schools should review the terms and conditions of the insurance policies at renewal date.

VLL had been over to Northiam to assist with finances but this was no longer feasible.

### Premises

Governors noted that there was an issue with a collapsing retaining wall. VLL had been in touch with Stephen Gray at ESCC who was chasing the issue urgently. There was a question over whether the school could claim on the insurance. In addition, other wooden fencing around the school was rotting.

### Supplies and Services

The photocopier lease is due for renewal at Northiam in December. Hurst Green's lease runs out next year, but we are negotiating to replace both machines at the same time.

### ICT Suite

Governors authorised the expenditure to purchase 12 new computers for the ICT suite at a cost of £357.93 each  
=£4,295.16.

ICT Grant.	£2,500
Capital contribution -	£1795.16

### Sports Funding

Carry forward from 2015 -	£1,705.80
Allocation 2016/17	<u>£8,530.00</u>

£10,235.80

Health Grant. - £10,000

Governors noted that spending has to be completed by April. An action plan is required to be submitted to the Health Authority. Governors asked what the grant would be spent on. Expenditure could include Staffing, Sport, Healthy Eating.

### Capital.

2016/17 £7,992.87.

Spend to date

ICT  
Website -

£1,535.00

	<p>New Telephone system. - £1583.10  Contribution ICT suite - £1,795.16</p> <p>Capital Equipment  Repairing major component in lift - £1,488.59</p> <p>Remaining £1591.02</p> <p><u>Virements.</u></p> <p>Governors noted the virements.</p> <p>Governors viewed the 3 year budget. Governors <b>challenged</b> why the percentages totalled more than 100% (85% Staff Costs, 13% Premises costs, 31% supplies and services). VLL would review the budget and present a more detailed budget plan at the next FGB. <b>Action: VLL</b></p> <p>Governors noted that the School fund was ready for audit. This would be completed by the end of December 2016.</p> <p><u>Little Acorns Nursery</u></p> <p>Governors noted that Staff had been tuped over on ESCC contracts. Full budget and accounting will be presented at the next Full Governing Body meeting. <b>Action: VLL</b></p> <p><b>Northiam</b></p> <p>KH reported the following:-</p> <p>VLL was no longer able to provide Bursar support at Northiam and the ESCC finance team were providing support.</p> <p>Governors viewed the 3-year plan and noted the anticipated roll over. It was noted that some payments had not yet been processed.</p> <p>Governors asked what was the difference between supply teaching staff and Agency staff. Supply teaching staff are directly employed rather than through an agency.</p> <p>IEB clerking. Governors questioned if this is paid by ESCC. Funding was put into the budget for IEB clerking. This was the historical name of the Cost Centre and referred to funds put aside to pay for a clerk for the SGB.  It was proposed that Lisa be appointed as secretary/bursar. Training and support would be provided. Additional office support would be provided to enable Lisa to undertake the</p>	<p>VLL</p> <p>VLL</p>
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	<p>Secretary/Bursar role. Governors highlighted that support from the Senior Leadership team would be needed to support Lisa in this role. The contract of employment would be altered to reflect the change in job role.</p> <p>Governors thanked Lisa for her support at Northiam.</p>	
6.	<p><b>Reports from Heads of School - Pupil Tracking</b></p> <p>AF and JB presented Head of School Reports. See copy in minute book.</p> <p>Governors noted the Key Actions for 2016/17</p> <ol style="list-style-type: none"> <li>1) Embed a shared vision for the federation that all stakeholders value .</li> <li>2) Raise standards in reading and writing.</li> <li>3) Raise standards in maths.</li> <li>4) Embed a common assessment system across both schools that enables in-year progress to be tracked effectively.</li> <li>5) Deliver a curriculum that meets the needs of all learners and is broad and balanced.</li> <li>6) Provide provision that allows more able pupils to make rapid progress and achieve beyond Age Related Expectations.</li> <li>7) Develop opportunities for leaders at all levels to demonstrate impact.</li> <li>8) Narrow the gap between vulnerable pupils and “All Pupils”.</li> <li>9) Offer consistently outstanding practice across both schools in the demonstration of Christian distinctiveness.</li> <li>10) Enable both schools to demonstrate best practice with regards to safeguarding, health and safety and financial procedures.</li> <li>11) Establish an effective federation governing body and ensure systems are in place to enable them to have maximum impact upon provision.</li> <li>12) Create a proactive federation culture where the quality of teaching is openly observed, discussed, challenged and enhanced.</li> <li>13) Fully address the health and wellbeing needs of all pupils, in order to reduce barriers to learning.</li> <li>14) Eradicate persistent absence.</li> <li>15) Ensure the SEN pupils in both schools are adequately supported. Both schools fulfil all statutory SEN requirements.</li> </ol> <p>Governors received information on the Church of England Vision for Education. It was essential that the Heads of School empowered teachers to succeed.</p> <p>The Heads of School demonstrated the Assessment tracking system showing the percentage of KPIs met. This gave a snapshot of the progress of each child.</p>	

	<p>Governors noted that there were issues with subject leader release time at Hurst Green due to staff absence.</p> <p>Governors noted the Finance Action Plans and Health and Safety Action Plans for both Northiam and Hurst Green. Outstanding Safety Actions. CF had completed a safeguarding monitoring report at Northiam. This would be completed for Hurst Green.</p> <p><u>Attendance.</u></p> <p>Governors noted that attendance in Years 4 and 6 at Hurst Green was lower. Governors <b>challenged</b> how the Heads of School tracked persistent absence. Support plans were in place to improve attendance.</p> <p><u>Data</u></p> <p>Governors noted the data synopsis. KH reported that Year 5 entry data was low at Hurst Green. An experienced Year 5 teacher had been employed to teach Year 5 in the mornings from January, they will be able to provide support across the Federation in the afternoons where needed.</p>	
7.	<p><b>Chairs Update/Report</b></p> <p>JC advised he had completed/booked the following courses: -</p> <ul style="list-style-type: none"> <li>• Church Governance Course.</li> <li>• Chair Course</li> <li>• Chair and Clerk working together course</li> </ul>	
8.	<p><b>Pay Policy for ratification Pay Committee Update</b></p> <p>Pay Policy – To be signed by JC and a paper copies filed in both school.</p> <p>JC advised that the Pay committee had met and asked that all the appraisals be completed. KH confirmed that all appraisals would be completed by the end of the week apart from the staff who were absent.</p> <p>Governors noted that the school was late in completing the appraisal process and <b>challenged</b> why the deadline had not been met. Governors raised concern regarding the management of the appraisal process. This year the local authority had wanted the HT appraisal to be completed before the teacher’s appraisal. In addition, the staff absence had been a factor in Hurst Green.</p>	JC

	<p>It was noted that the Governing Body only came into existence at the end of September. It was hoped that next year the appraisals would take place within the specified timescales.</p>	
9.	<p><b>Policies</b></p> <p>Governors approved the following policies.</p> <ul style="list-style-type: none"> <li>• Supporting Pupils with Continuous Medical Conditions</li> <li>• Violence and Aggression at Work</li> <li>• Offsite Activities and Educational Visits Policy.</li> <li>• The scheme of delegation – Governors highlighted that section 3 mentioned a bursar. If Northiam moved to a different model this section would be amended. <b>Action: Clerk to include on the next agenda.</b></li> </ul>	Clerk
10	<p><b>School Development Plan</b></p> <p>Governors noted the School Development Plan</p>	
11.	<p><b>School Improvement Partnership</b></p> <p>Governors noted the LA judgements for Northiam and Hurst Green.</p> <p>Hurst Green – LA judgement good. Northiam- LA judgement requires improvement</p>	
12.	<p><b>Link Governors Monitoring</b></p> <p>Carol Feltwell had attended an Offsite Visit course.</p> <p>A Governor Monitoring Day would take place on Tuesday 29 November.</p> <p>Northiam – Morning Session</p> <ul style="list-style-type: none"> <li>• Governor monitoring information.</li> <li>• Organise monitoring pairs with an experienced and less experienced governor.</li> <li>• Take an area from the Ofsted improvement development plan as a focus.</li> </ul> <p>Lunch at Hurst Green.- Afternoon Session</p> <ul style="list-style-type: none"> <li>• Small summary session.</li> </ul>	CF
13	<p><b>Exec Head recruitment update – Confidential</b></p>	
14.	<p><b>Date of Next Meeting</b> - The next meeting would take place on Tuesday 24 January. 5.30. pm.</p>	

