

Quercus Federation
Minutes of the Meeting of the
Governing Body Held on
Tuesday 17 October 2017 at 5.00pm at Hurst Green Primary School

Present: John Crouch (JC), Judith Koral (JK), Nicola Ottaway (NO), , Emily Sparrow (ES), Pippa Green (PG), Keith Cheetham, (KC), Kevin Tomasetti (KT). Carol Feltwell (from 5.30 pm) (CF).

Also present: Vivienne Davies (VD) (Clerk), Julia Bray (JB, HoS), Allison Flack (AF, HoS)

Item	Discussion	Action
1.	<p>Welcome By Chair</p> <p>JC welcomed everybody.</p>	
2.	<p>Prayer</p> <p>KC opened the meeting with a prayer.</p>	
3.	<p>Procedural</p> <p><u>Declaration of Pecuniary Interest.</u> There were no declarations</p> <p>Chris Davies had been appointed as a parent governor at Hurst Green.</p> <p><u>Safeguarding Issues</u> – any urgent matters. There were no urgent matters.</p> <p><u>Health and Safety</u> – any urgent matters. There were no matters.</p> <ul style="list-style-type: none"> • <u>Update on Retaining Wall</u> ESCC had agreed to fund the repairs. 	
4.	<p>Apologies</p> <p>Apologies for absence were received and accepted from Edward Collins (EC), Chris Davies, (CD)</p> <p>Also absent Jacqui Harding (JH), Annette Hawkins (AH).</p>	
5.	<p>Minutes of the Previous meetings – 27 September 2017</p> <p>JC signed the minutes of 27 September 2017.</p> <p><u>Matters Arising</u> Governors noted the finance monitoring visit conducted by JC and PG.</p>	

	<p>Actions:</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Responsibility</th> <th>Timescale</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>KC to review the child protection files at Northiam.</td> <td>KC</td> <td>28.11.17</td> <td></td> </tr> <tr> <td>KT to complete website audit at Northiam</td> <td>KT</td> <td>ASAP</td> <td>Completed</td> </tr> <tr> <td>To arrange for FGB paperwork to be contained on a secure tab within the website</td> <td>SLT</td> <td>ASAP</td> <td>Ongoing</td> </tr> <tr> <td>Meet with potential parent Governor at Hurst Green</td> <td>JC</td> <td>ASAP</td> <td>Completed</td> </tr> <tr> <td>AF to contact CF regarding a safeguarding visit</td> <td>AF</td> <td>ASAP</td> <td>Ongoing</td> </tr> <tr> <td>Clerk to update policy review cycle</td> <td>Clerk</td> <td>ASAP</td> <td>Distributed to Governors. Completed.</td> </tr> <tr> <td>Scheme of delegation needs to be approved at next FGB</td> <td>SLT</td> <td></td> <td>November.</td> </tr> </tbody> </table>	Actions	Responsibility	Timescale	Status	KC to review the child protection files at Northiam.	KC	28.11.17		KT to complete website audit at Northiam	KT	ASAP	Completed	To arrange for FGB paperwork to be contained on a secure tab within the website	SLT	ASAP	Ongoing	Meet with potential parent Governor at Hurst Green	JC	ASAP	Completed	AF to contact CF regarding a safeguarding visit	AF	ASAP	Ongoing	Clerk to update policy review cycle	Clerk	ASAP	Distributed to Governors. Completed.	Scheme of delegation needs to be approved at next FGB	SLT		November.	
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	<p>KT advised that some updating was required. However, both Hurst Green and Northiam websites are compliant.</p> <p>Northiam</p> <ul style="list-style-type: none"> • Phonics information need adding. • The new SENCO details need adding • SLT had been in touch with the website company. The secure tab on the website was progressing. <p>Action: Clerk to email information for the Governance page (declarations of interest and information regarding roles and responsibilities) to the school office.</p>	Clerk
7.	<p>Quercus Policy Review Cycle</p> <p>Governors adopted the Quercus Policy review cycle</p> <p>The clerk would email the Quercus Policy Review Cycle. Action: Clerk.</p> <p>The following policies would be presented to the next FGB.</p> <p>Action: HoS to email the policies to the clerk and clerk to email to the relevant Governor.</p> <ul style="list-style-type: none"> • Admissions arrangements. • Capability of staff • Charging and remissions • Complaints procedure statement • Staff discipline (JC) • Data protection • Governors Allowances • SEN policy • Northiam Sex Educational Policy • Early Years • Equality objectives • Preventing radicalisation <p>Carol Feltwell arrived at 5.30pm.</p> <p>Governors roles and responsibilities Governor roles and responsibilities were assigned:</p> <ul style="list-style-type: none"> • Safeguarding - CF and JK • Health and Safety – JC, ES • SEND - JC • Teaching and Learning – EC, NO • Pupil Progress – JK • Finance - PG, JC 	
8.	Finance	

	<p>Scheme of Delegation. To be carried forward to next meeting.</p> <p>Governors noted that the SLT had met informally with both bursars. Both Budgets were healthy.</p> <p>Northiam Governors noted that the budget for Northiam would break even over 3 years</p> <p>Hurst Green Governors noted that a slight overspend was predicted in Year 3.</p> <p>Governors noted that Pupil Premium funding had been allocated to provide support in Year 6 at Hurst Green. It was proposed that the Bursar at Hurst Green be employed for 0.5 days per week to work on the Hurst Green Nursery Budget. Governors challenged if the nursery budget would sustain this expenditure. This was the case.</p> <p>Governors noted that Staffing at both schools is up to a level to enable children to progress.</p> <p>The SLT would meet with the Bursars of each school. Action SLT to advise JC and PG of the dates of the meetings with the Bursars. A finance report would be presented to the next FGB.</p>	SLT
9.	<p>Premises, Health & Safety</p> <p>Northiam</p> <p>Governors noted the works funded by ESCC which would take place over half term.</p> <ul style="list-style-type: none"> • new windows fitted • fencing replaced. <p>Hurst Green</p> <p>Governors noted that the LA would be funding the retaining wall.</p>	
10.	<p>Personnel & Staffing</p> <p>Dave Couves was working across both sites.</p> <p>Appraisal updates/Confirmation of dates for Pay review</p>	

	<p>and HT Performance Management.</p> <p>Governors noted that both HoS had received their new appraisal objectives. Teachers had been appraised by the HoS. Governors noted that all targets were measurable and closely linked to the School Improvement Plan.</p> <p>The HT performance management committee would meet on 31.10.17. 12.00 pm at Northiam.</p> <p>Staff wellbeing</p> <p>No issues were raised.</p>	
11.	<p>Safeguarding</p> <p>Single central record</p> <p>Hurst Green</p> <p>KC had checked the Single Central Record at Hurst Green and found it to be compliant. The external advisor had also checked the record. Thanks were to Katie the Hurst Green school secretary who had put in a lot of work.</p> <p>Governors noted that CF would make an appointment with AF to look at the Single Central Record and complete the Governor Compliance audit. Action: CF.</p> <p>Northiam</p> <p>Governors noted that Lisa the Bursar had been trained on the Single Central Record. SLT would look at the Single Central record before the next FGB. Action: SLT.</p> <p>Governors noted that CF had looked at the Single central record at Northiam and had made a date to complete the Governor Compliance audit at Northiam. Action: CF.</p> <p>Northiam Safeguarding Report.</p> <p>Governors noted the Northiam Safeguarding Report updated from 7 July to 10 October 2017.</p> <p>Keeping Children Safe in Education Part 1</p> <p>All governors were requested to read the Keeping Children Safe in Education Part 1. Action: HoS/SLT to email information to the clerk to forward to Governors.</p>	<p>CF</p> <p>SLT</p> <p>CF</p> <p>SLT/ Clerk</p>

	Governors would complete the questions at the next meeting which would confirm their understanding of the document.	
12.	<p>Governance</p> <p><u>Governor recruitment.</u></p> <ul style="list-style-type: none"> • It was confirmed that Jacqui Harding is a co-opted Governor • Chris Davis had been appointed as a Parent Governor at Hurst Green. • A Staff member was interested in being a staff governor. <p>Governor Monitoring</p> <p>Governor Monitoring visits had been arranged. Governors were requested to complete the Governor Monitoring forms.</p> <ul style="list-style-type: none"> • 6 November – Hurst Green (am) and Northiam (pm) (book look) – AH, JK, • 14 November – Hurst Green -all day observations JC and JH • 20 November – Northiam observations – all day JC and JH 	
13.	<p>SIAMS- Diocesan Effectiveness Partner Reports</p> <p>Governors noted that the Diocesan Effectiveness partner (Karen Bye) had visited Hurst Green. It was a positive visit. Governors noted that SMSC is a strength of the school and Christian Ethos is evident.</p> <p>Governors noted that actions from last meetings have been met apart from the monitoring of RE. A governor ethos working group was proposed (Membership AF and AH). Action: AF to contact AH and EC.</p>	AF
14.	<p>Future leadership Partnership.</p> <p>JC had circulated a report on the outcome of the meeting with St Michaels Playden IEB.</p> <p>JC had arranged a meeting with Julie Dougill to look at getting the Governing Body working more strategically.</p>	
15.	<p>Agenda items for the next meeting</p> <ul style="list-style-type: none"> • Primary Governor data pack • Scheme of delegation. • Local financial procedures. 	

	<ul style="list-style-type: none"> • Approval of Policies listed in item 5 above. • Feedback from Governor monitoring. 	
16.	<p>AOB</p> <p>Attendance. Improving Pupil attendance.</p> <p>Governors asked if the school was involved with the “Get a Grip” campaign. A big drive for improving attendance at national level.</p>	
17.	<p>Date of Next Meeting –</p> <p>28 November 2017 - 5pm – Northiam</p>	

Actions Table 17.10.17

Actions	Responsibility	Timescale
KC to review the child protection files at Northiam.	KC	28.11.17
To arrange for FGB paperwork to be contained on a secure tab within the website	SLT	Ongoing
AF to contact CF regarding a safeguarding visit	AF	ASAP
Clerk to send policy review cycle to Governors	Clerk	Completed
Scheme of delegation needs to be approved at next FGB		28.11.17
Clerk to email information for the Governance page (declarations of interest and information regarding roles and responsibilities) to the school office.	Clerk	Completed
HoS to email policies to the clerk	HoS	28.11.17
<ul style="list-style-type: none"> • Admissions arrangements. • Capability of staff • Charging and remissions • Complaints procedure statement • Staff discipline (JC) • Data protection • Governors Allowances • SEN policy • Northam Sex Educational Policy • Early Years • Equality objectives • Preventing radicalisation 		28.11.17
Clerk to forward Policy to relevant Governor	Clerk	

SLT to advise KC and PG of the dates of the meetings with the Bursars.	SLT	ASAP
Governors noted that CF would make an appointment with AF to look at the Single Central Record at Hurst Green and complete the Governor Compliance audit.	CF	ASAP
CF to complete the Governor Compliance audit at Northiam.	CF	ASAP
HoS/SLT to email the Keeping Children Safe in Education Part 1 information to the clerk to forward to Governors.	HoS/SLT	28.11.17
AF to contact AH and EC regarding an Ethos Group	AF	ASAP
<p>Agenda Items for next FGB</p> <ul style="list-style-type: none"> • Primary Governor data pack • Scheme of delegation. • Local financial procedures. • Approval of Policies listed in item 5 above. • Feedback from Governor monitoring. 	Clerk/SLT	28.11.17

