

Quercus Federation
 Minutes of the Meeting of the
 Governing Body Held on
 Thursday 8 June 2017 at 5.30pm at Northiam Primary School

Present: John Crouch (JC), Pippa Green (PG), (CF), Judith Koral (JB), Allison Flack (AF, HoS), Julia Bray (JB, HoS), Carol Feltwell (CF), Rev Annette Hawkins (AH)

Also present: Vivienne Davies (VD) (Clerk), Keith Cheetham, Kevin Tomasetti.

Item	Discussion	Action
1.	<p>Welcome By Chair</p> <p>JC welcomed everybody.</p>	
2.	<p>Prayer</p> <p>KT opened the meeting with a prayer.</p>	
3.	<p>Procedural</p> <p>Apologies for Absence had been received from Nicola Ottaway, Edward Collins (EC), Emily Sparrow (ES). Also absent, Lindsey Greatley,</p> <p><u>Declaration of Pecuniary Interest.</u> There were no declarations.</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> <p><u>Update on Retaining Wall</u></p> <p>Stephen Gray from ESCC had responded to the school regarding the retaining wall at Hurst Green. ESCC had gone out to tender with various companies. It was proposed that interlocking concrete blocks would be used. The matter was progressing. It was hoped the heavy machinery would be moved in in the Summer Holiday. At least a third of the field would be out of bounds during the repairs.</p>	
4.	<p>Minutes of the Previous meeting – 9 May 2017</p> <p>The minutes of 9.5.17 were approved. JC signed the minutes.</p> <p><u>Matters Arising</u></p> <p>There were no matters arising.</p>	

5.	<p>Budget</p> <p><u>Northiam</u> There were no concerns.</p> <p><u>Hurst Green</u> There was a concern about the contribution to Nursery from Hurst Green budget. Governors noted that there was sufficient funding within the budget for this. KT would pursue with Caroline Howells. Action: KT.</p>	KT
6.	<p>HT Report</p> <p>There were 6 vacancies across 2 school which had been filled.</p> <p><u>Staffing Structure</u></p> <p><u>Northiam</u></p> <ul style="list-style-type: none"> • Governors noted the 4 class structure and that there was capacity for the school to grow. A Speech and Language therapist would be employed from September to pick up issues and start interventions early. • Julia Bray would teach 2 days. One to cover for the Year 6 teacher and one to provide interventions. <p>Governors approved the letter which would be sent out to Northiam parents to update the parents on the staffing structure.</p> <p><u>Hurst Green</u></p> <ul style="list-style-type: none"> • Governors noted the five-class structure. • David Taylor would cover PPA time. • It was proposed to employ a Pupil Premium TA in KS2. • A speech and Language TA would be appointed at each school. <p>Governors challenged if the speech and language specialist would be employed across both school. This was the case. Both the SENCO and Speech and Language specialist would work across both schools.</p> <p>Staffing – See Confidential Minutes</p>	

<p>7.</p>	<p>Governance</p> <p>The Governing monitoring scheduled for 8 June would take place on 29 June at 9.30. Governor responsibilities with regard to monitoring would be addressed.</p> <p>A vision statement for the federation had been developed.</p> <p>“Enjoyment, Belief, Resilience, Achievement. To build an environment of safe sustainable successful schools.”</p> <p><u>Accessibility Plan</u></p> <p>Governor responsibility within the Accessibility was assigned to Carol Feltwell.</p> <p>Governors asked questions about the SEN café. Parents of SEN children were invited to meet for a coffee and discussion and ask questions.</p> <p><u>Website Compliance</u></p> <p>The Northiam Website was compliant. There had been a meeting with the website developer who would create a website with a similar corporate look as the Northiam website. A link to Quercus should be created on both websites. Action: SLT to monitor.</p> <p><u>Edubase forms.</u> Any Governors who had not completed the form were requested to complete and forward to the clerk.</p> <p><u>Governor Biographies.</u> Any Governors who had not completed a biography were requested to do so.</p>	<p>Governors</p> <p>Governorss</p>
<p>8</p>	<p>Safeguarding</p> <p>Questions were raised in light of the press report about a child not in school where the school had not followed up non-attendance. Governors were assured that the schools followed up non-attendance if there was no notification from parents.</p> <p><u>Safeguarding action plan.</u></p> <p>KC reported that Governors would receive a safeguarding report each FGB in IEB format. This would summarise the progress of safeguarding action plan.</p>	

	<p>Keeping Children Safe in education.</p> <p>Governors noted that every member of staff/Governors would need to read and sign to confirm the document had been read. At the start of each academic year the Keeping Children safe in Education document would be signed.</p> <p><u>Hurst Gre</u></p> <p>Single Central Record. Governors noted that there were no staff currently trained to check the single central record at Hurst Green. It was proposed to support Katie at Hurst Green to be responsible for this task. Lisa from Northiam would go Hurst Green to assist Katie until she had received Single Central record training.</p> <p>Safeguarding Audit. Governors noted that the last audit had been completed in October 2015 with a Safeguarding action plan. There were 17 points outstanding on the Hurst Green action plan.</p> <p>Action: KC/AF to forward safeguarding action plan to JC, CF and the clerk.</p> <p><u>Northiam</u></p> <p>An external safeguarding review had taken place in September and December 2016. A safeguarding action plan was in place which was being addressed. KC would review safeguarding at Northiam as soon as possible, when the issues at Hurst Green had been highlighted.</p> <p><u>Safer Recruitment</u></p> <p>JC held the records for Safer Recruitment and Safeguarding Training. Action: Governors to forward certificates to JC.</p> <p>See Confidential Minutes</p>	
9.	<p>Policies for approval</p> <p>Governors approved the following policy:- Accessibility plan – Northiam and Hurst Green.</p> <p>Action: HoS to upload policy to website. HoS to share policy with Staff HoS to retain printed copy in school.</p>	<p>JB/AF JB/AF JB/AF</p>

10.	Staff Wellbeing There were no issues raised.	
11.	SIAMS KC was impressed with the progress of the Diocesan toolkit at Hurst Green. The following had been implemented: - <ul style="list-style-type: none"> • Evaluation of Worship. A proforma had been organised and actioned. • Class reflection areas are reflecting term 6 Christian values (perseverance). • There had been monitoring of KS1 RE books. • It had been agreed there would be a value for each term. • There would be a more visible focus for reflection in the hall. 	
12.	Chairs Update/Report – Governor recruitment was ongoing. JC had met with two potential governors and would meet a further two potential governors. JC would follow up. See Confidential Minutes	JC
13.	Any Other Business There was no other business.	
14.	Date of Next Meeting - The next meeting would take place on Next FGB - 11 July – 2017 (Hurst Green) – 5.30 pm From next year FGB would take place at 5pm. Governor monitoring, self-evaluation and governor roles and responsibilities. would take place on 29 June at Northiam at 9.30 am.	

Actions Table 8.6.17

Actions	Responsibility	Timescale
To pursue the issue with the Hurst Green Nursery Budget with Caroline Howells.	KT	ASAP
JC to meet with potential governors	JC	ASAP

To ensure Hurst Green website compliance.	SLT	ASAP
A link to Quercus should be created on both websites.	SLT	ASAP
Governors to complete biography for website.	Governors	ASAP
Governors to complete Edubase forms and return to the clerk.	Governors	ASAP
KC/AF to forward Hurst Green Safeguarding action plan to JC, CF and the clerk.	KC/AF	ASAP
To upload accessibility policy onto website	JB/AF	ASAP
To share accessibility policy with staff	JB/AF	ASAP
To retain printed copy in school.	JB/AF	ASAP