

Quercus Federation
Minutes of the Meeting of the
Governing Body Held on
Tuesday 28 November 2017 at 5.00pm at Northiam Primary School

Present: John Crouch (JC), Judith Koral (JK), Pippa Green (PG), Keith Cheetham, (KC), Kevin Tomasetti (KT). Carol Feltwell (CF), Jacqui Harding (JH), Chris Davies (CD), Nicola Ottoway (NO), Edward Collins (EC),

Also present: Vivienne Davies (VD) (Clerk), Julia Bray (JB, 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 was welcomed 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 urgent matters.</p> <ul style="list-style-type: none"> • <u>Update on Retaining Wall</u> ESCC had agreed to fund the repairs. The contractor was currently unable access any plans for the wall and drainage in the surrounding area from the ESCC. The project is progressing but a start date has not been finalised. 	
4.	<p>Apologies</p> <p>Apologies for absence were received and accepted from Emily Sparrow (ES), Allison Flack (AF, HoS) and Annette Hawkins (AH).</p>	
5.	<p>Minutes of the Previous meetings – 17 October 2017</p> <p>KT proposed NO seconded that the JC signed the minutes of 17 October 2017 be approved.</p> <p>KC had checked the SCR at Hurst Green against the checklist at Hurst Green, but KC had not checked it to verify it was</p>	

	<p>compliant.</p> <p>CF had completed the governor safeguarding checklist at Hurst Green and this would be completed at Northiam next week. Action: CF.</p> <p><u>Matters Arising</u></p> <table border="1" data-bbox="284 562 1190 2033"> <thead> <tr> <th data-bbox="284 562 759 629">Actions</th> <th data-bbox="759 562 1007 629">Responsibility</th> <th data-bbox="1007 562 1190 629">Timescale</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 629 759 707">KC to review the child protection files at Northiam.</td> <td data-bbox="759 629 1007 707">KC</td> <td data-bbox="1007 629 1190 707">Ongoing</td> </tr> <tr> <td data-bbox="284 707 759 819">To arrange for FGB paperwork to be contained on a secure tab within the website</td> <td data-bbox="759 707 1007 819">SLT</td> <td data-bbox="1007 707 1190 819">Ongoing</td> </tr> <tr> <td data-bbox="284 819 759 887">AF to contact CF regarding a safeguarding visit</td> <td data-bbox="759 819 1007 887">AF</td> <td data-bbox="1007 819 1190 887">Completed</td> </tr> <tr> <td data-bbox="284 887 759 965">Clerk to send policy review cycle to Governors</td> <td data-bbox="759 887 1007 965">Clerk</td> <td data-bbox="1007 887 1190 965">Completed</td> </tr> <tr> <td data-bbox="284 965 759 1043">Scheme of delegation needs to be approved at next FGB</td> <td data-bbox="759 965 1007 1043"></td> <td data-bbox="1007 965 1190 1043">Completed</td> </tr> <tr> <td data-bbox="284 1043 759 1267">Clerk to email information for the Governance page (declarations of interest and information regarding roles and responsibilities) to the school office.</td> <td data-bbox="759 1043 1007 1267">Clerk</td> <td data-bbox="1007 1043 1190 1267">Completed</td> </tr> <tr> <td data-bbox="284 1267 759 1413">HoS to email policies to the clerk</td> <td data-bbox="759 1267 1007 1413">HoS</td> <td data-bbox="1007 1267 1190 1413">Completed</td> </tr> <tr> <td data-bbox="284 1413 759 1525">SLT to advise JC and PG of the dates of the meetings with the Bursars.</td> <td data-bbox="759 1413 1007 1525">SLT</td> <td data-bbox="1007 1413 1190 1525">Completed</td> </tr> <tr> <td data-bbox="284 1525 759 1783">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.</td> <td data-bbox="759 1525 1007 1783">CF</td> <td data-bbox="1007 1525 1190 1783">Completed</td> </tr> <tr> <td data-bbox="284 1783 759 1895">CF to complete the Governor Compliance audit at Northiam.</td> <td data-bbox="759 1783 1007 1895">CF</td> <td data-bbox="1007 1783 1190 1895">ASAP</td> </tr> <tr> <td data-bbox="284 1895 759 2033">HoS/SLT to email the Keeping Children Safe in Education Part 1 information to the clerk to forward to Governors.</td> <td data-bbox="759 1895 1007 2033">HoS/SLT</td> <td data-bbox="1007 1895 1190 2033">Ongoing</td> </tr> </tbody> </table>	Actions	Responsibility	Timescale	KC to review the child protection files at Northiam.	KC	Ongoing	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	Completed	Clerk to send policy review cycle to Governors	Clerk	Completed	Scheme of delegation needs to be approved at next FGB		Completed	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	Completed	SLT to advise JC and PG of the dates of the meetings with the Bursars.	SLT	Completed	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	Completed	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	Ongoing	CF
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	AF to contact AH and EC regarding an Ethos Group	AF	completed	
	Agenda Items for next FGB <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	Completed	
	HT performance management update. PG and JC had met with KC and KT to set targets which had been accepted.			
6.	Teaching and Learning - Confidential			
7.	Finance Finance Governors had met with KT and KC. Governors noted the following: - Hurst Green - Balanced budget in year 3. Northiam - circa £8k potential overspent in year 3 JC and PG would continue to meet on a regular basis with SLT regarding the budget.			
8.	Premises Health & Safety JC had completed a H&S walk on both sites. JC would complete the H&S walk report for both schools. Action: JC Northiam -SLT were investigating evacuation procedures from the Nurture room outside of the building.			JC SLT
9.	Personnel and Staffing – Confidential			
10.	Safeguarding The Local Authority had sent out the Section 175 Safeguarding audit to be completed by 5.1.18. CF, KC and the HoS would complete the audit and develop an action plan. KC would report to the next FGB the details of the action plans for both schools. Action: KC. Governors noted that the Governing Body required			CF,KC HoS

	<p>safeguarding training. JB could conduct the training for Governors. It was proposed that at the February FGB safeguarding training would take place from 4-6pm – Tuesday 27th February at Northiam. This would be followed by a short FGB 6-7 pm.</p>	
11.	<p>Chairs Update JC advised the following: -</p> <p>There had been a child permanently excluded at Northiam. A Governors Disciplinary Committee had taken place and the Governors had upheld the decision to permanently exclude.</p> <p>Thanks, were given to CD and JH who had attended the GDC. Governors noted that there had been a huge amount of work undertaken by JB to keep the child in school.</p> <p>Governing Body Self Evaluation Audit Tool</p> <p>ESCC would like Quercus to consider having a 3-school federation. As a Governing Body it had been suggested that a self-evaluation be carried out. An outline plan had been submitted and JC had met with the consultant from ESCC. KC and KT had contributed to the audit. An action plan had been produced which is detailed apart from the actioners and time frame. Governors noted that some of the actions relating to Governing Monitoring had already commenced. Governor monitoring pro forma forms were being used to provide an improved structure to monitoring. Governors resolved that the Action plan gave the Governing Body a good format to move the school forward.</p> <p>It was considered the Governing Body had moved forward considerably and the input of KC and KT had greatly improved the Governance of the School.</p> <p>JC had met with the SENDCO regarding both schools. A report would be circulated to detailing the SEND provision at both schools</p> <p>Governor Monitoring Visits</p> <p>The Governor monitoring reports had been received from JC, and PG. All monitoring reports would be put into a folder in each school. Action: Clerk.</p> <p>Thanks, were given to governors for completing Governor Monitoring</p> <p>Governors were invited to Inset on 2nd January at 10.00 at Northiam. The focus of the inset is the role of Middle Leaders</p>	Clerk.

	and their impact upon school improvement.	
12.	<p>SIAMS report – Hurst Green</p> <p>Governors noted that the report from Karen Bye had been very positive. At the next visit Karen Bye, the DEP, would be looking at RE, differentiation and questioning. EC would attend the meeting. Action: EC to liaise with AF.</p>	EC
13.	<p>Pretious Sports Hall</p> <p>EC attended a meeting with Pauline Young and JB. The expenditure split had been agreed between the school and the Sports Hall. A Facebook page had been set up.</p> <p>Thanks were given to JB and EC for their hardwork. Governors noted that the bookings system was working more efficiently but is still work in progress.</p>	
14.	<p>Website Update</p> <p>All FGB minutes to be uploaded to the website.</p> <p>Clerk to update attendance on the Northiam website Christian values need to be added to on the welcome page at Hurst Green.</p>	Clerk
15.	<p>Quercus Policy Review Cycle</p> <p>The following policies were presented to the FGB. Governors challenged why the policies could not be Quercus federation. Some had to be a separate policy. Wherever possible in the future Quercus policies would be produced. Governors requested that all the information for future Governor meetings to be sent to the clerk 7 days in advance.</p> <p>Governors thanked JB and AF for all their work to complete the Policies. Governors approved the following policies.</p> <p>Northiam/Hurst Green</p> <p>Prevent First Aid H&S Equality Offsite visits Complaints Capability and procedure Management unacceptable performance Appraisal School privacy notice</p> <p>SEND – Northiam</p>	

	<p>Governors approved the Small Schools Health and Safety Policy containing the following policies: -</p> <ul style="list-style-type: none"> • Asbestos Management in the Workplace Policy • Contractors Safety Management Policy • COSHH Policy • Dignity at Work Policy • Display Screen Equipment • Electricity at Work Policy • Fire Safety Policy • Health and Safety Signs and Signals Policy • Health and Safety Training Policy • Incident Reporting and Investigating Policy • Legionella Policy • Lone Working Policy • Manual Handling Policy • Noise at Work Policy • No Smoking Policy • Risk Assessment Policy • Working at Height Policy • Working Equipment Policy • Workplace Health, Safety and Welfare Policy 	
16.	<p>Items for the next meeting.</p> <p>HoS written report Finance Written Reports</p>	
17.	<p>Date of Next Meeting – 16 January 2018 - Data training/Data Pack 4.30 pm. FGB to commence at 5pm – 5.15 pm.</p>	

Actions Table 28.11.17

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To arrange for FGB paperwork to be contained on a secure tab within the website	SLT	Ongoing
CF to complete the governor safeguarding checklist at Northiam.	CF	ASAP
Complete the H&S walk report for both schools.	JC	ASAP
Northiam. SLT to investigate the evacuation procedures from the Nurture room outside of the building.	SLT	ASAP
Report on the Section 175 safeguarding audit Action Plan	KC	Jan 2018
To complete a Governor monitoring folder in each school.	Clerk	Jan 2018

EC to attend the meeting with Karen Bye, DEP. EC to contact AF	EC	ASAP
Websites Clerk to send minutes to School Offices Attendance to be sent to Northiam School Office Hurst Green – Christian values to be added to website	Clerk Clerk AF	ASAP ASAP

