

Quercus Federation
Minutes of the Meeting of the
Governing Board Held on
Tuesday 19 June 2018 at 4.30pm at Hurst Green Primary School

Present: John Crouch (JC), Pippa Green (PG), Kevin Tomasetti (KT), Jacqui Harding (JH), Edward Collins (EC), Annette Hawkins (AH), Emily Sparrow (ES)

Also present: Allison Flack (AF, HoS), Julia Bray (JB, HoS)

Natalie Rankin NPQH Presentation

Item	Discussion	Action
1.	<p>Presentation</p> <p>Natalie is the Head of School at Ark Blacklands and as part of her NPQH training she has been undertaking a two school comparative between her school and Hurst Green. She presented her Action Plan which she has developed as a result of her time at Hurst Green.</p>	Ongoing

Item	Discussion	Action
1.	<p>Welcome and Apologies</p> <p>Governors thanked Natalie for her work at Hurst Green – it is good to have an external perspective and to develop a new relationship with another school</p> <p>JC welcomed everybody and AH opened the meeting with a prayer</p> <p>Apologies for absence were received and accepted from Nicola Ottoway (NO), Chris Davies (CD), Keith Cheetham (KC), Judith Koral (JK)</p> <p>Agenda reviewed – no amendments</p>	
2.	<p>Declaration of Business Interests</p> <p>No change</p>	
3.	<p>Minutes of the Previous Meeting – 15 May 2018</p> <p>ES noted 3 amendments to the minutes (her name needed to be added to present members, in section 4 the initials needed to be completed and section 13 referred to a new teacher but in fact it is a teacher returning from maternity leave)</p> <p>EC noted section 17 referred to the approval of Northiam Data Protection Policy but in fact we are waiting for approval from County in light of GDPR</p> <p>JC will sign the minutes once the above amendments have been made</p>	
4.	<p>Matters Arising not on Agenda and Summary of Actions</p> <p>No additional items</p> <p>A secure area containing FGB paperwork has been set up within the Quercus section of schools' websites. This has not been populated yet and</p>	SLT

	<p>passwords have to be issued to governors.</p> <p>EC questioned whether governor training records should also be uploaded. This will be the responsibility of the new clerk and once everything is up and running we will review.</p> <p>JC to complete Health and Safety walk around with the Site Manager on the 25th June at Northiam and 28th June at Hurst Green. Both car parks will be looked at as part of walk around.</p> <p>Governors discussed requirement for a safeguarding governor for each school. As JC and EC have both completed the updated safeguarding training, they offered to take on the role. JC has completed safeguarding and SCR check at Hurst Green. EC to arrange date to complete check at Northiam.</p> <p>The Partnership Agreement needs to be issued to LA for a legal term check before coming to the next FGB for signing.</p>	<p>JC</p> <p>EC/JB</p> <p>SLT</p>
5.	<p>Governance Issues</p> <p>Resignation of Clerk – we have had one enquiry to our advertisement and there is a possible second interested party. We have asked for support from Governor Services in the interim.</p> <p>Resignation of Carol – Governors signed a card and thanked Carol for all her support and work on behalf of the FGB.</p> <p>Monitoring Day – EC presented a programme for the morning prepared following discussions with KC. The focus will be Personal Development, Behaviour and Welfare with SIAMS as the focus for the next monitoring day. The objective will be for the governors to work with the SEF and SIP and the HoS will queue us into what we need to look for. EC covered practical arrangements, evidence collection and pupil voice. JH and PH will visit Northiam and EC Hurst Green.</p> <p>Thanks to EC, KT, KC, AF and JB for all their work on this.</p>	<p>JH/PG/ EC</p>
6.	<p>Staffing</p> <p>Refer to HoS reports for structure.</p> <p>Governors challenged the role of JK at Northiam next year and that it would not simply be release time cover. As well as supporting NQT in year 5/6 she will be modelling good practice across the school and provide coaching.</p>	
7.	<p>Reports</p> <p>The visits from Anne Marie Bolt, LA Advisor, have enabled us to have additional monitoring capacity but have not deliver school improvement. These will be completed at the end of the academic year. She has requested a visit on the 6th July but the focus will be end of year results and the SATS results are not available until the 10th July.</p> <p>Karen Bye to do SIAMS visit at Hurst Green on the 2nd July – EC to attend.</p> <p>DEP head at Northiam has changed to Marion Ham.</p>	<p>EC</p>
8.	<p>Exec HT Update</p> <p>Refer to HoS reports for Exec HT reports.</p> <p>Attendance at both schools was discussed (refer to HoS reports for figures) and Governors asked to see results for Northiam with the children on</p>	

	<p>reduced timetables removed. AF explained that this term's figures would also be lower as there are a number of unapproved holidays. It was confirmed that fines were being issued where appropriate</p> <p>Speech and Language focus at Hurst Green has been on nursery and transition to reception. Governors questioned how Speech and Language and SENCO were working together. AF explained how Speech and Language were working closely with trained TAs and impacts were recorded by SENCO – system was working well.</p> <p>Deputy DSL at HG is completing training on the 4th July so will be in place for September.</p> <p>There have been a lot of safeguarding concerns this term at Hurst Green and one child is being monitored very closely.</p> <p>18.03 AH left meeting.</p> <p>JB felt confident that the positive impact of interventions by JK will be evident in SATS result (more than 64%).</p> <p>AF is hoping for a combined figure of 50%. Emma has working really hard with year 6 to achieve this.</p> <p>Governors challenged the impact of extra intervention in Year 6 at HG: KT/AF The single year group and positive interventions have moved ARE from 0% to approaching 44% combined</p> <p>18.10 PG left meeting</p> <p>Meeting remained quorate</p>	
9.	<p>Safeguarding update</p> <p>Refer to HoS reports.</p> <p>JB confirmed there is one SOR on-going at Northiam</p>	
10.	<p>Health and Safety Update</p> <p>Refer to HoS reports</p> <p>Hurst Green wall. Further visits by contractor and LA have taken place. Awaiting confirmation that the work will be undertaken in the summer holiday. LA have been notified of additional concerns to the similar walling around the rain-water storage tanks.</p> <p>Northiam. Roofing repairs will be carried out to the area above the cloakrooms at the front of the school building and over the EYFS class.</p> <p>The floor in EYFS is due to be replaced by the LA at no cost to us – see HT report.</p>	
11.	<p>Chairs Update</p> <p>Most items covered elsewhere in meeting.</p> <p>JC advised that elections for the positions of Chair and Vice-Chair for the next academic year would be taken at the July meeting. Request that anyone interested in taking up these posts, notify the Chair asap.</p> <p>JC advised that a 'fit for purpose' Partnership Agreement for Quercus, St Michael's Playden and Stonegate had been worked on by KT and JC. This would now be shared with the other chairs and LA, before being presented to the GB</p>	<p>All interested Govs</p> <p>JC</p>

	<p>SENCO report from HG (in place of meeting with JC)</p> <p>Due to our early interventions by Speech and Language therapist and SENCO, 27 children are currently being monitored – this is 24% of roll.</p> <p>Governor challenge whether the current SENCO time allocation was sufficient.</p> <p>KT/AF – No it isn't, the allocation has been doubled to 1 day per week per school for next academic year.</p> <p>Governors challenged whether the SEN quality mark would be beneficial (as mentioned by the SENCO)</p> <p>KT – we are happy for SENCO to look into this as long as it does not take her away from her SEN work in the schools i.e. extra time and money would need allocating to cover the course.</p>	
12.	<p>GDPR (feedback post briefing)</p> <p>It was confirmed that the audit had taken place for Northiam – very fair – awaiting report and actions</p> <p>Audit to take place at Hurst Green 20/6/18</p> <p>These audits form a risk assessment which the GB will then be able to monitor to ensure the schools are compliant.</p> <p>Reports received will be made available at the next FGB</p>	
13.	<p>Feedback from any training</p> <p>JH confirmed she is doing the Early Years on-line NGA training</p> <p>EC confirmed he had undertaken the "SEND" training and the HT Performance Management training.</p> <p>EC further advised that the H&S training he had booked had been cancelled.</p>	
14	<p>Other Items</p> <p>JB invited governors to the Sports Day and Summer Fayre at Northiam on Friday 29th June.</p> <p>Newly formed PTA are heavily involved, as are Forest school and Hands of Hope, which are engaging with the school with new developments in extending the curriculum.</p> <p>EC to attend PCC meeting to inform them of "What it is like to be a Governor"</p> <p>EC asked if the school had engagement in interventions for the children in the Nursery. It was confirmed there is some external support, however children are not reaching the thresholds to trigger more support. Catherine (Senco) and Dawn (Speech & Language) are both working with the Nursery. The emphasis is on developing early interventions.</p> <p>JC thanked EC for undertaking the management of the Policies and developing a robust "Review cycle".</p> <p>It was confirmed that AF has a comprehensive catalogue of all current Policies.</p> <p>It was further agreed that these should in future be located on the 'Governor</p>	EC / JB

	<p>Zone' of the website</p> <p>Governance:</p> <p>EC agreed to stay on as a Foundation governor.</p> <p>Potentially JC could fill the vacant LA Governor post as he already occupies this position on another governing board. This can be carried forward to next meeting.</p> <p>EC to review policies against the Policy review cycle. AF and JB to send policies to EC to "Quercusize"</p>	AF/JB/EC
15.	<p>Items for Next Meeting</p> <p>Term 5 Pupil Progress data including:</p> <p>Information regarding LAC children – how they compare</p> <ul style="list-style-type: none"> - Which teacher has o/a responsibility - Does school meet with Statutory guidance published earlier this year <p>Review of the Year for each school, using SIP/ SEF</p> <p>Election of Chair and Vice chair for the 2018/19 academic year</p> <p>Review Schedule of Delegation</p> <p>Distribute Governors Code of Conduct</p> <p>Agree EX HT PM panel and Pay review panel</p> <p>Agree areas for responsibility for the coming year</p> <p>Agree Governor positions for next year i.e. JC to LA governor</p> <p>Review SIP quadrant for 2018/19</p>	
16.	<p>Date of Next Meeting</p> <p>10th July 2018 17.00-19.00 at Northiam Primary School</p>	

Actions Table 15.5.18

Previous Actions	Responsibility	Timescale
To arrange for FGB paperwork to be contained on a secure tab within the website	SLT	Ongoing
SLT to chase with ESCC the issue re the retaining wall at Hurst Green.	SLT	Ongoing
Actions	Responsibility	Timescale
Health and Safety Governor to complete a Health and Safety walk around with the Site Manager.	JC	Term 6
To consider having one safeguarding governor per school. Safeguarding governors to work together.	SLT	September
EC and KC would meet to finalise the format of the next Monitoring day.	EC/KC	ASAP
To request a partnership agreement from the Local Authority that covers Hurst Green, Northiam, Playden and Stonegate schools.	SLT/JC	Term 6
Explore how safety in Hurst Green car park and Northiam car park can be improved.	SLT/Site manger	Term 6

Actions Table 19.6.18

Monitoring Day	EC/ PG	26.6.18
SIAMS visit	EC	2.7.18
Applications for Chair and Vice Chair	All Govs	Before next FGB
Completion of Partnership Agreement	JC	Before next FGB
EC to meet with JB to create a “script” of what to present at PCC meeting	EC/ JB	Term 6
Policies to be sent to EC for review	AF/ JB/ EC	ASAP