

MINUTES OF THE VIRTUAL MEETING OF THE FEDERATION OF BODSHAM AND SALTWOOD

CEP SCHOOLS FULL GOVERNING BOARD

HELD ON MONDAY 12TH JULY, 2021 AT 3.30.P.M.

EHT: Mr P Newton

Chair: Mr L Cavanagh

Governors Present: Mr P Newton, EHT, Mr L Cavanagh, Chair, Mrs P Marsh, Mr M Thomas, Prof.B Hill, Rev. B Knott, Rev L Lawrence, Mrs L Chapman, Mrs R Bacon and Mrs E Clements.

Attended by Jean Grieb, Clerk.

The meeting was quorate.

item	Description	Action
1.	<p>Welcome, Prayer and Apologies</p> <p>Welcome. The Chair welcomed all to the meeting.</p> <p>Prayer Rev. Lorraine opened the meeting with prayer.</p> <p>Apologies. Apologies were received from LH due to ill health.</p> <p>Resignations. Resignation was received from Mrs D Edwards, Parent Governor Bodsham, due to family commitments.</p> <p>End of Term of Office and Resignation was received from Mrs R Bacon, Foundation Governor. See item 4 Governance.</p>	
2.	<p>Declaration of Business Interest. None were declared on any agenda item.</p>	
3.	<p>Minutes Minutes of the meeting of the 17th May were confirmed. Two typos were noted and corrected.</p> <p>Actions from the meeting. Clerk forwarded information on recording BI on Governor Hub. All Governors have done so. Self Evaluation of Governors has partially been completed due to the cyberattack on KLZ which affected Governors receiving and responding to the link to do so. Recently appointed governors expressed their wish to continue with their induction programme to better understand requirements of their role.</p> <p>ACTION</p> <p>Governor Visits to both Schools. Two days were identified for visits. Saltwood Tuesday 21st September 9.30 - 11.30 Bodsham Thursday 23rd September, 9.30 – 11.30 If Governors would like to stay for lunch please let EHT know in advance of visit.</p> <p>ACTION</p>	<p>Agenda item Self Evaluation October FGB</p> <p>Inform EHT if lunch is required</p>

	<p>Ofsted Hit Squad meeting in hand. BH/EC have carried out Monitoring the Website see Item 7.</p>	
4	<p>Governance. Terms of Office. Re-appointment of Co-opted Governor. Governors discussed and confirmed the re appointment of Mr Leigh Cavanagh as a Co-opted Governor for a Term of 4 years from the 7th July, 2021 to 6th July, 2025. Proposed by BH and seconded by LCh and approved by all. ACTION Diocesan Appointments. RB, Foundation Governor, term of office is due to expire on 31st August and has tendered her resignation. However, after discussion and with the knowledge that an impending Ofsted inspection could happen at the beginning of the Academic year 2021/22 RB agreed to remain for one further year. ACTION Parent Governor Bodsham EHT to organise Parent Governor nominations at the beginning of the Academic year 2021/22. Governors hope that new parents will take up the challenge. ACTION Governor Vacancies. Foundation Governors (2) Co-opted (1) Governors discussed the current situation for recruiting Governors. It was decided that continued notification to PCC's was important. Both BK and LL reported that it remains difficult to recruit from PCC's when the numbers of PCC members are waning and mostly members are currently of a more mature age who do not wish to take on extra responsibility. It was suggested that the EHT notify parents via the newsletter of current vacancies in the hope that this information could filter to their wider family members who may be interested in Governance. Governors also considered that if there is interest from prospective new governors they are invited to come along to the school visits arranged for September. They would be buddied with another Governor to meet the requirement of DBS. It would further be arranged for prospective Governors to attend a FGB meeting before decisions are made. ACTION</p>	<p>Clerk to update Governor Hub</p> <p>Clerk to arrange with the Diocese.</p> <p>EHT to review situation with LH</p> <p>EHT to advertise vacancies in newsletter.</p>
5.	<p>Governor Training. With the absence of LH there was no report n Governor Training.</p> <p>Question. A governor asked if all Governors should participate in PREVENT training.</p>	

	<p>Answer. The EHT responded that it is not a requirement for Governors to do this training. He considered that as Governors do not have constant interaction with pupils it is highly unlikely that Governors would recognise if radicalisation of a pupil was evident. All staff at both schools do have to take and renew Prevent Training each year. It is important that Governors do review Safeguarding training each year also to review updates from Government sources. This should take place in the Autumn.</p> <p>PM, Safeguarding Governor, informed Governors that within Safeguarding Training, several areas are covered which have links to Prevent. PM also confirmed that within her Safeguarding Monitoring Role, monitoring of Prevent training being undertaken by all staff and is up to date.</p> <p>EHT continued that Governors are welcome to attend Prevent training he did not think that it should be compulsory. However Governors did agree that the Safeguarding Governor should attend such a training.</p> <p>ACTION</p>	<p>BM to forward link to Safeguarding Training in the Autumn.</p>
<p>6</p>	<p>Admissions. ILPAC</p> <p>Governors were informed that a change to the Admission Policy of Church Aided Schools to cover ILPAC pupils will come into force on 1st September, 2021. Governors must formally accept this change to Saltwood Admissions Policy. It was proposed by BH and seconded by LCh and agreed by all that this be adopted.</p>	
<p>7</p>	<p>Reports.</p> <p>EHT Report</p> <p>The EHT report was circulated to all Governors and the Chair asked Governors to respond with questions.</p> <p>Question. A governor asked for clarification on the Catering Plan for September, 2021.</p> <p>Answer. EHT responded that a service agreement has been signed with Whole School Meals for meals at Saltwood, and Caterlink, the current supplier will continue to supply meals to Bodsham, out of necessity. A TUPE agreement for current staff to be employed at Saltwood will take place during the summer break on the same terms and conditions. Whole School Meals is a local based company and sources the majority of food from local suppliers. The school will become a Trustee within the not profit making company. There will be small increase in the cost of a meal with payments made in the same way. The school will collect the money and pay Whole School Meals through the school accounts.</p> <p>Question a Governor asked EHT to explain assessment data and the current situation.</p> <p>Answer. The EHT responded that there is no external data to report. Both schools are currently assessing pupil progress using Target Tracker which identifies standards being reached by each child. The data will</p>	

<p>not be useful for Ofsted during an inspection but it will be used to measure and support the completion of the SEF for the academic year 2021/22 and to identify what needs to be done to bring pupils back to where they should be. The catch-up premium is being targeted at pupils with additional lessons to support them in up to standard. It is not known if this funding will continue.</p> <p>EHT continued that there may be a drop in Saltwood standards but it is hoped that this will be back to normal by next year.</p> <p>Saltwood</p> <p>EHT informed Governors that a new SENCo has been appointed at Saltwood ,Mrs Nicola Duffy, Assistant Head of a Canterbury School.</p> <p>Mr Jack Mullin has been appointed as a Sports Coach and will develop and deliver sport across the school.</p> <p>It has not been possible to recruit an ICT technician or a Midday Supervisor at present.</p> <p>Bodsham.</p> <p>Mrs Rushton has completed her Teacher Training and will join Bodsham in September as Early Years Framework Teacher until January 2022 when she will become a QTS initially on a one year contract.</p> <p>Mrs Rushton will follow a statutory induction program for 2 years with one day a week from the classroom for her professional training. It would be good policy for Governors that they mentor and ask questions on her induction and subsequent progress. She will teach the Robin Class.</p> <p>Mrs Martin has offered her resignation as TA as she does not feel she will be able to return to work in foreseeable future due to concerns about Covid 19 and her own health.</p> <p>Question. A Governor asked the EHT if within the Hythe Bay Head teachers Hub there has been a discussion on the recovery of standards across the area.</p> <p>Answer. EHT responded that head teachers within the Hub had not sat down formally to discussed this matter but he is assured that schools will be following a similar pattern.</p> <p>Monitoring</p> <p>Safeguarding</p> <p>A monitoring report was circulated to all governors by PM. There were no questions.</p> <p>Website</p> <p>BH and EC have carried out monitoring of the website with Mrs Boakes and using a model template as a basis they have updated where necessary to support good practice and to ensure that all documents are compliant across the Federation on both schools websites. It was agreed that the</p>	
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	<p>website will be monitored once a year during the beginning of an academic year. SSL certificates have been applied to both websites.</p> <p>BH forwarded the model template and the update to the clerk for filing.</p> <p>Curriculum Monitoring report of the curriculum was forwarded to all Governors by EC. There were no questions</p> <p>Pupil Voice Monitoring Report of Pupil Voice was forwarded to all Governors by EC and LL.</p> <p>The Chair thanked the EHT for his comprehensive report.</p>	
8.	<p>Safeguarding (Standing Order)</p> <p>EHT reported that CPOMS is operating smoothly at Saltwood and has made a huge impact on the reporting of incidents which has enable staff to act swiftly on concerns identified by staff. Bodsham does not use this system as the school is smaller in pupil number and incidents are dealt with swiftly by all teachers.</p>	
9.	<p>Health and Safety (Standing Order)</p> <p>There was no report.</p>	
10.	<p>GDPR (Standing Order)</p> <p>No incidents were reported.</p>	
11	<p>Policies</p> <p>Governors reviewed and considered that: Medical Needs Policy has been reviewed and is approved Drugs Policy has been reviewed and is approved Racial Incidents Policy has been reviewed and is approved. Behaviour Policy was reviewed and approved with the following change.</p> <ul style="list-style-type: none"> • Notification of Exclusions to Governors. The Policy is to include that Governors will refer to Kent Exclusions and Guidance for direction when an exclusion occurs. 	
12.	<p>AONB Covid Update</p> <p>EHT reported that since his report to Governors further updates have been received from the Government on Covid changes from 19th July, 2021. From September all bubbles are to be removed and pupils will mix together throughout both schools. To cover infection control the Federation will need to produce and Outbreak Management Plan. EHT will work on this during the summer break.</p> <p>Office 365 The Clerk encouraged Governors to contact EIS for help installing Office 365 to resume secure school communication contact. The clerk informed Governors that emails will continue to be sent via the current system and also using Governor Hub as a platform.</p>	

13.	<p>Confidentiality Governors considered that there was no items of Confidentiality.</p>	
14.	<p>Dates of Future Meetings</p> <ul style="list-style-type: none"> • 04.10.21 • 29.11.21 • 24.01.22 • 14.03.22 • 23.05.22 • 11.07.22 	
15	<p>Actions from meeting Agenda item Self Evaluation October FGB Inform EHT if lunch is required at Governor visit days Clerk to update Governor Hub with re appointments Clerk to arrange with the Diocese Foundation Governor appointments EHT to review situation with LH EHT to advertise vacancies in newsletter of Governor vacancies Business Manager to forward link to Safeguarding Training in the Autumn.</p>	

SignedChair

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