

Meeting of the Crewkerne and Misterton Federated Governing Body

Minutes of a meeting of the Governing Body held on Monday 16th March 2015 at 5pm at Misterton First School

In Attendance: Lisa Carter (LC), Adrian Scott (AS), Anne Adams (AA), Richard Barratt (RB), Carol Wills (CW), Peter Dudeney (PD), David Carter (DC), Helen Collins (HC), Anthony Mulligan (AM), Adam Pilton (AP), Ellie Kading (EK), Andy North (AN), Liz Clemow (LC), Kelly Hollard (KH), Diana Hunt Clerk (DH)

No.	Procedural Matters	Action
1	Apologies received and accepted from Sarah Smillie, Richard Jeffery and Jonathan Morris.	
2	RB asked those present to declare any Business Interests on any item of tonight's agenda. There were none.	
3 & 4	<p>RB welcomed the new proposed governors to the meeting - Adam Pilton, Liz Clemow as co-opted governors, Andrew North as staff governor for Misterton and Anthony Mulligan as Parent Governor for Misterton and Ellie Kading as parent governor for Ashlands.</p> <p>Proposal to accept Chairs recommendation to co-opt above named Governors to the board - proposed by AS, seconded by DC</p> <p>RB introduced new clerk Diana Hunt</p> <p>De-federating explained.</p>	
5	RB attended the Chairs Briefing and said it was very productive. There is going to be a new service set up for supporting the governors. AA explained that there will be a new Strategy Group called SGSG (Somerset Governors Strategy Group) with a Executive Officer who will be the voice of the Governors both locally and nationally. Our Executive Officer is Helen Roper. Helen can lobby for grants, funding for schools and act on our behalf. Governors services will still offer advice services and training for Governors but there will be some changes to the packages. As small schools we will benefit with regard to price as it is going to be 75% flat fee and 25% on pupil numbers. We should see very little price increase this year for all the same services.	
6	The minutes of the last full governors meeting held on Monday 23rd February 2015 were circulated, approved and signed by the Chair RB. See Appendix 1	
7	Policies: AA will be carrying out a full audit of St Bartholomew's policies. The Pay and Finance policy needs to be reviewed at both St Bartholomew's, Ashlands and Misterton Federation.	
8	<p>Websites: School Websites for Ashlands and Misterton are now live. LC would like to formally congratulate Tracey Lawrence for pulling this all together for both schools especially with having no secretary at Misterton. The Misterton website will be announced to the parents on the next newsletter in April.</p> <p>DH has had training with Tracey Lawrence today. RB commented that it was a good recruitment tool and thanked everyone too.</p> <p>Governing body minutes for this academic year not yet on websites.</p>	Action
	Strategic Matters	
9	Reconstitution: AA said that St Bartholomew's should have received their new instrument last week. Ashlands and Misterton should receive theirs by 13th April for the Federation. The Instrument is a legal document which names the schools and the Federation.	

10	<p>Month 10 Financial Reports: Misterton and Ashlands only - see appendix 2, 3 & 4 Finance training needed for new governors - RB to discuss with AA</p> <p>AA questioned the under spend of the Pupil Premium at Misterton. CW explained that this had been spent on additional support staffing for interventions for Pupil Premium children. It was agreed to vire the remaining PP budget to the support staff cost centre. LC mentioned that County have suggested that perhaps Ashlands and Misterton share budgets to help support Misterton. RB asked if Val Parkinson, Senior Finance Officer, could attend one of our meetings and explain more about sharing budgets. LC said we don't want to do anything that can jeopardise Ashlands.</p> <p>RB sent an email of questions to LC about budgets - see appendix 5</p>	<p>Action</p> <p>Action</p>
11	<p>SFV Audits: The SFV audits have been carried out at each of the schools and presented at the meeting (Appendix 6 part 1, 2 and 3). Approved and signed by RB. The advise was to have a finance committee and Sarah and Richard to go on Finance training. Bespoke federation training on Finance for the Board and Shadow Board will be arranged with AA. CW thanked RB for all the work he has done on this as well as being a new Chair. HC mentioned that we could be picked as a school to be audited.</p> <p>Send SFV to LA before end of March</p>	<p>Action</p>
12	<p>Quality and Standards</p> <p>SEND Update: See Appendix 7 - Helen Berryman SENco for St Bartholomew's and Misterton First School Report.</p> <p>The policy was discussed and when it is up for renewal. Helen Berryman is working on it and will be in place by the end of the year. It needs to be approved by the Governors. Action Point at next meeting: Date to be set to meet with SENco for policy consultation and approval.</p> <p>Governor Training: HC asked that all Governors checked that all training courses they have attended up to the end of Feb 2015 had been added to the list. From Sept 2015 training for Governors will change, in house training will be chargeable and there will be an option of online modules. Training is still available for Governors but it is recommended that you identify the skills/expertise of your Governors and then identify the needs and make sure courses are attended only for those missing gaps of knowledge. RB recommended that someone should attend the Applying for Grants Funding Course now that we are losing Sarah Smillie.</p>	<p>Action</p> <p>Action</p> <p>Action</p>
13	<p>Governor visits/Reports: Jonathon Morris and Sarah Smillie had sent their apologies but forward emails of their visits. See Appendix 8 and 9. CW good reports and very complimentary.</p>	
14	<p>Staffing Update: CW - all staff changes implemented in February are all going very well. An item was deemed CONFIDENTIAL and minuted separately.</p> <p>St Bartholomews - DC - Our Maths leader/KS2 leader leaves for a year (maternity leave). Interviews have taken place with support of HC and AS and we have made an appointment - David Woodley who is a Year 6 teacher at Bridgwater is very excited about his new appointment with us. We also have two long term absences in TA staff. One has now returned but we are having to use our insurance to have the post covered.</p> <p>RB - Do our insurances need to be looked at?</p>	
15	<p>Post De-Federation: The new Board of Governors will be in place from April 13th. A</p>	

	new bespoke training package is going to be drawn up for all new Governors with training in May and again in June/July, then we should be up to speed in September. RB has been invited to Haselbury School to share his experiences about Federation and De-federation.	
16	AOB - no other business declared.	
17	Review of impact of the Meeting: Those present agreed that the meeting had been effective.	
18	Date and Time of Next meeting: The next meeting will be held at Ashlands First School from 5pm on Wednesday 22nd April 2015. There will be no meeting in May but instead an in house Governor training session by AA.	Action
19	Next meeting Focus: The Pay and Finance Policies, Budgets and the Head Teacher Reports will be discussed. Val Parkinson (Head of Finance at County Hall) to be invited.	

ACTIONS ARISING FROM FULL GOVERNORS' MEETING HELD ON 17th March 2015

MINUTE	ACTION	BY	TIMESCALE	COMPLETE
8	GB Section on websites inc GB minutes from Sept 2014	Diana Hunt	ASAP	
10	Finance Training	All new Governors	By Sept 2015	
10	Invite Val Parkinson to a GB meeting	Lisa Carter	Arrange visit for next GB	
11	Send SFV's to LA	RB/LC	27 th March	
12	Date to be set to meet with SENCO for Policy consultation and approval.	Carol Wills	June GB	
12	Courses attended by Governors by the end of Feb 2015 to be update on the list.	All Governors	ASAP	
12	Applying for Grants Funding Course	Recommended that a Governor should attend. RB attending.	24/3/15	
14	Staffing Update - Parents to be notified.	CW	Before Easter	
14	Thank you Letter to Member of Staff & Retiring Governor	CW and GB	April	
18	Bespoke Governor Training	AA to send potential dates. CW/RB & DC/SS to agree a suitable date	Before Easter Break	

The Meeting closed at 6.34pm