

## Meeting of the Crewkerne and Misterton Federated Governing Body

### Minutes of a meeting of the Governing Body held on Wednesday 17th June 2015 at Misterton First School

**In Attendance:** Adrian Scott (AS), Richard Barratt (RB), Carol Wills (CW), , Anthony Mulligan (AM), Rev Jonathan Morris (JM), Adam Pilton (AP), Ellie Kading (EK), Andy North (AN), Liz Clemow (EC), Nikki Ball (NB), Lisa Carter (LC)

**Diana Hunt Clerk (DH)**

No.	Procedural Matters	Action
1	Apologies received and accepted for Peter Dudney and Helen Berryman	
2	RB asked those present any declaration of interests. Stephen Lee (LC's brother-in-law) is doing some of the fencing at Ashlands. He was the best quote.	
3	<p>Chairs briefing - RB has recently attended the Chairs briefing and he was glad to say that as a Board of Governors we are doing everything right. One area we do need to focus on is the 'school ethos/vision for both schools. CW is very aware of this and it needs to be reviewed. Misterton will be having a church inspection in the Autumn. David Williams is coming into school to lead a session in September for all staff, governors and parents - proposed date Monday 7th September from 5-7pm. He will revise the vision and values with us.</p> <p>Clerks briefing - DH had attended the Summer Term clerks briefing and there were points that needed to be raised with the GB.</p> <ul style="list-style-type: none"> <li>• See notes - appendix 1</li> <li>• DBS checks are not a requirement for Governors but if a Governor wants to go into school on a voluntary role they must have a DBS check. CW asked the board to consider that all Governors have a DBS check as we introduce Governors to the children as a person you can trust. RB proposed that all Governors have DBS checks and AS seconded the proposal.</li> </ul>	<b>Action</b>
4	<p>The minutes from the meeting held on 22nd April 2015 were circulated prior to the meeting and RB asked if there was anything to be raised. No matters were raised and the minutes were approved and signed by RB. See appendix 2.</p> <p><b><u>Actions from last minutes:</u></b></p> <ul style="list-style-type: none"> <li>• Finance training - to be completed by end of September. Still not done.</li> <li>• SEND Policy will now be presented at the next Governors meeting.</li> <li>• Letter for Julie Smith completed.</li> <li>• Confirmed that the number of years for an Ex-Officio Governor is on a continuous basis.</li> <li>• Business plan for the new business proposal of preparing our own hot meals and pack lunches at Ashlands - prepared by LC.</li> </ul> <p>See Appendix 3 &amp; 4 - LC: We have had three quotes for the refit of the kitchen between £7,000 &amp; £10,000. Please can the Governors approve the proposal to go ahead with producing our own hot meals and refitting the kitchen at a maximum cost of £11,000. Funding is coming from the small school grant for both schools, BAM pay back and grant for infant school meals. All of the costs were built into the budget. It is a 5 year contract with BAM. There is an opt out option built into the contract for both parties to terminate the contract if either party does not abide by the contract.</p> <p>RB: Thanked LC, AM and AS for their work on this and proposed to accept at max</p>	

	<p>cost of £11,000 + staff costs with a caveat - any money generated by this venture to be ring fenced for a year. The governors would review this next year.</p> <p>LC: We are planning to ring fence money generated for 5 years as we may want to clad the walls in the kitchen, new equipment or decorate at a later date.</p> <p>AM: Have we still got the provision for children to do food handling?</p> <p>LC: Yes, all the equipment is ours and can be used by the children. We will not be losing our fresh food provision.</p> <p>EC: Will the children have the option to have sandwiches?</p> <p>LC: We will be sending out a separate sheet with the hot meal menus for pack lunches. Sandwiches will be done in house and will be an option for KS1.</p> <p>AS seconded the proposal.</p> <ul style="list-style-type: none"> <li>• Breakfast club for Ashlands will go on the next parent survey. All the Governors have received examples of the surveys. Appendix 5.</li> <li>• Bench marking - CW and LC are working on this.</li> <li>• Governor visit - on the agenda.</li> </ul>	
<b>5</b>	<p>The appointment of an Associate Governor - LC was asked to leave the room. RB would like to appoint Lisa Carter to be an Associate Governor. LC brings expertise and has the knowledge of school finance. RB proposed LC as a Associate Governor on a rolling 1 year membership. AS seconded the proposal. LC came back into the room .</p>	<b>Action</b>
<b>6</b>	<p>Pen Portraits - RB: Please can you make sure that you have sent your Pen Portraits to DH.</p> <p>Pen Portraits will be typed up by the clerk in a uniform way to make them look more professional / accessible on the website.</p>	<b>Action</b>
<b>7</b>	<p>Policies - SEND Policy will be looked at next month. The Governors had the Capability of Staff, Staff Discipline, conduct and grievance and Pupil Premium Policy sent to them in advance of the meeting.</p> <p>CW: We need agreement from the Governors that we are following the policies/rules as set out in the policies. Other than the Pupil Premium Policy the other policies are county policies.</p> <p>The Pupil Premium Policy needs to go on the website.</p> <p>EC: Do all staff need to know who the PP children are?</p> <p>CW: It is not necessary for the lunch time supervisors to know but all other staff. There is very clear guidance that all staff in an education authority should know.</p> <p>LC: It is important for lunchtime staff to know who the vulnerable children are, so they may need to know. LC to make sure all lunchtime staff know who pupil premium students are.</p> <p>JM: Is it good to have a Staff Governor linked to Pupil Premium?</p> <p>AN is the link governor with PP.</p> <p>RB: Governors who have link roles will feedback at various meetings. The new calendar of works being released at the next meeting will clarify this.</p> <p>JM: How is that involved and reported back?</p> <p>CW: 'As per handbook' to be added to the policy. PP policy to be amended and presented at the next meeting.</p> <p>EK: Are staff aware that the Grievance policy is the county policy?</p> <p>CW: There is a copy of the policy in the staff rooms.</p> <p>RB: Agreed to adopt the county policies.</p>	<p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p>
<b>8</b>	<p>School Website - Pupil Premium Policy to go on the websites with an amendment that</p>	<b>Action</b>

	brings it in line with governor visit policies.	
9	<p>Monthly Chart of Accounts Review - See appendix 6 &amp; 7.</p> <p>LC: I am available to go through the Finance with individuals to help understand the budgets.</p> <p>Month 3 reports will be out mid July followed by Month 6 in September.</p> <p>LC: Finance reports will be emailed to all Governors if there are no planned meetings.</p> <p>RB: LC will present the finance at each meeting instead of having a finance committee.</p> <p>LC asked the Governors if they were happy with the arrangement of Misterton's Infant school funding to be moved to Ashlands to help with the Hot Meals provision? The money has not been included in the Misterton budget.</p> <p>RB: Happy to accept it. All Governors happy with that arrangement.</p>	
10	<p>Staffing Updates - CW: The sad news that Mary Read has passed away just before half term. Mary was the cleaner and caretaker at Ashlands for 25 years. Mary has been ill for a year. CW and staff attended the funeral. Card and flowers were sent to the family. RB felt that 25 years should be formally recognised. RB suggested buying a chair with a plaque for the garden at Ashlands. Everyone happy with the idea and there is funding for this. Letter to go to the family from the Governors.</p> <p>CW: Recruitment of a new caretaker in September.</p> <p>CW: We have been successful in appointing a Senior Teacher - Richard Coath. Thank you to EC for your help. We have also appointed Nikki's job share - Melanie Hooper. Melanie has already done a days' supply at Ashlands. Both new teachers will be joining us for the school swap day. Julie Ballinger has joined the kitchen team along with Sara Hill from Misterton. NB is returning to work on Monday. Lucy Down has been appointed as maternity cover for Becky Martin-Scott. Clair Findlay is stepping down from the SEN Role for the remainder of this term. Helen Berryman helping CW with an audit of this role.</p> <p>At Misterton Clare Charles has joined the team as our new Lunchtime Supervisor.</p> <p>All staffing now in place other than the Caretaker role.</p> <p>NB: I have worked with Richard Coath and will be a very good addition to the school.</p> <p><b><i>An item was deemed CONFIDENTIAL and minuted separately.</i></b></p>	<b>Action</b>
11	<p>Reviews and Updates- RB: Could we improve how we tell the parents how their children are progressing? The timing of reports is important too so that they come out before parents evening.</p> <p>CW: Termly reports could have more information.</p> <p>AN: We have had good feedback from parents this year on the reporting of the progress of the children and the end of year reports are big.</p> <p>NB: Reports are discussed with the next teacher/next school for the child's transition. The timing of the reports and parents evening will be done better next year.</p> <p>CW: We are looking at new ways of reporting - 'Classroom Monitor'. It is a different step to recording assessments. Teachers can input data on a daily basis.</p> <p>NB: It is important to know that for some children it can take 2 terms to progress.</p> <p>AM: Yes happy with the reporting, the relationship with the teacher is important but it would be useful to know where the children sit nationally as a comparison.</p> <p>AM: Next year there is the introduction of the new grading how is that going to be communicated?</p> <p>EC: A session with parents to explain might help.</p>	

	<p>CW: When the reports go out with the new grading, we will have a supporting letter of explanation on the challenges of the new curriculum in a clear way and a parental workshop. It will also be built into the SDP next year.</p> <p>AP: Suggested the website could be used to.</p> <p>A Governor suggested that perhaps we could think about changing parents evening to have a more meaningful amount of time not just 10 mins and after 5pm so it's easier for both parents to come</p> <p>CW: In most cases the meetings do already over run and the teachers are not getting home until 8pm already. We do need to consider work life balance.</p>	
<b>12</b>	<p><b>Governor Visits/Roles</b> - RB has recently visited Ashlands to monitor a Numeracy lesson. RB wanted the Governors to know that he used the handbook and it was very straightforward. After the visit the report is then written up and given to the teacher and Carol. They both then entered their comments and reflected upon the visit. The report is then shared with the GB.</p> <p>All visits to be booked through the Clerk and Carol. The teacher will need to be provided with the questions etc beforehand.</p> <p>AS: Governors are here to help too.</p> <p>NB: Teachers really appreciate it when Governors come into to school and for example watch an assembly and getting feedback.</p> <p>LC: Support staff appreciate it too.</p> <p>RB: Visits are not there to catch anyone out; they are a way of finding out if policies we are putting in place are working and opportunities to find ways to improve. They allow us to ask key questions and hold the schools to account.</p>	
<b>13</b>	<p><b>CLP Transition Works</b> - AN: Links with SDP in Numeracy. We have introduced 15 mins of mental maths at Misterton every day and next year Year 2 will have mental maths. Numeracy data is looking much better this year at Misterton. AN has observed some classes at Ashlands - they were outstanding. RB asked what courses/qualifications AN had in monitoring. CW: AN has been on a course and been involved in observations with me. Numeracy is a lot better at Misterton. RB asked if AN has enough time to develop this role. AN: Yes I do now, but I didn't in the Spring. CW: I am encouraging teachers to be proactive and ask for the time.</p>	
<b>14</b>	<p><b>Governor Roles - to be moved to the next meeting.</b></p>	
<b>15</b>	<p><b>Headteacher Report following visit by SIP</b> - The report was circulated prior to the meeting - appendix 8. CW discussed the recent visit by the SIP. It had been very positive report and data was looking much stronger at both schools. CW asked if the Governors had any questions on the content? RB raised the point about student response - that children were not responding to comments and this was the second SIP report that such comments had appeared on. CW: We have had a staff meeting and each teacher is timetabling this time to allow students to feedback on marking. During drop-ins we have observed some feedback and it is very encouraging picture on feedback and improvement.</p> <p>CW: The comment on quality of marking links to the SDP and I am confident it's being addressed. AN: We are making sure that children are looking at the marking and understanding. AN handed out the children's books to the Governors and showed the governors the children's purple pen work. Purple pen work is the children's response to the teachers marking/feedback. Feedback to the Early Years is more visual and verbal. When done correctly this type of marking clearly has a positive feedback. RB asked how will CW ensure this is done consistently across both schools.</p> <p>EC raised the point that some Year 1 children not making good progress. CW: It is a</p>	<b>Action</b>

	<p>concern and action is being taken.</p> <p>RB: The SIP report is generally a pleasing read with some clear areas to focus on. It is a very good and positive report, the GB would like CW to pass this along to teachers.</p> <p>Data - Referring to reports circulated prior to the meeting - appendix 9 &amp; 10.          KS1 data very strong in both schools. This has been down to the quality of work Gemma Jarrell has done along with support by Lucy Down          Phonics testing at Misterton 90% passed.          Phonics testing at Ashlands – testing still being undertaken          Foundation Stage - At Misterton 82% of the children reached or exceeded expected level - national average 63%.          Foundations Stage at Ashlands - 40-50% of the children reached or exceeded expected level. CW: Intervention is in place and a high level of support is in place.          AN data has been externally moderated this year too.</p> <p>The above data was not available in time to be sent out to governors. This is not a reflection on anyone, just when the data was available. With this in mind RB moved the meeting on and asked CW to re-present the data in a more formal way including benchmarking against targets/county and national averages at the next GB in July. The data should also include information about SEND and PP progress.</p>	<b>Action</b>
<b>16</b>	<b>Capital Projects</b> - LC: We would like to move forward with fitting a canopy at Ashlands, to provide cover for the Early Years area. The cost is £3,350. RB proposed to accept the installation of a canopy and EK seconded.	
<b>17</b>	<b><u>AOB:</u></b> <ul style="list-style-type: none"> <li>• The Budgets have been agreed and signed by the Chair and Headteacher on 19th May.</li> <li>• Classroom Monitor - The cost of this is £1900 for a 3 year package- split 2 year payment. RB proposed and AM seconded.</li> </ul>	
<b>18</b>	<b><u>Feedback from this meeting:</u></b> Those present agreed that the meeting had been effective although it the meeting was rushed towards the end. Certain agenda items such as item 15 would be revisited at the next GB.	
<b>19</b>	The GB meeting will be on Thursday 9th July at Ashlands First School at 5pm to 7pm.	
<b>20</b>	<b><u>Next Meeting Focus:</u></b> Data, Calendar of Works and SEND Policy.	
	Meeting closed at 7.15pm.	

**ATIONS ARISING FROM FULL GOVERNORS' MEETING HELD ON 17th June 2015**

MINUTE	ACTION	BY	TIMESCALE	COMPLETE
3	All governors to complete a DBS / Provide evidence of existing DBS to check if it is suitable  Please bring existing DBS to next meeting	All - Clerk to co-ordinate  CW to check existing DBS	July 2015	
5	New Associate Governor. Issue welcome pack and register with county.	Clerk		
6	All Governor portraits to clerk who will type (if needed) and put on both school websites	Clerk	July 2015	
7	Pupil Premium students. Lunchtime staff to know who pupil premium students are (although not formally required). Suggestion to make this an agenda point for future lunchtime staff meetings.	LC	June 2015	
7	SEND Policy to be accepted by the GB	GB	July 2015	
7&8	Amend Pupil Premium and put on the website	Clerk	June 2015	
10	Letter to family of Mary Read from the Governors.	Chair/Clerk	June 2015	
15	Student feedback to teacher marking. CW to ensure that this is embedded across both schools.	CW	June 2015  Ongoing	
15	Data presented orally to be issued in a more formal way and to include benchmarking.	CW	July 2015	