

## Meeting of the Crewkerne and Misterton Federated Governing Body

### Minutes of a meeting of the Governing Body held on Thursday 1st October 2015 at Misterton First School

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

Diana Hunt Clerk (DH)

No.	Procedural Matters	Action
1	Apologies received and accepted for Ellie Kading	
2	DH asked those present any declaration of interests. None declared.	
3	RB elected as Chair - 1st nomination EC and seconded by AP AS elected as Vice Chair - 1st nomination AM and seconded by JM.	
4	Clerks briefing Ref KS1 2015 school teacher assessment levels and KS2 test and teacher assessment data - information for Governors to use to benchmark. DH to email Ipost links to Governors.	<b>Action</b>
5	DBS Checks - JM going through at the moment, AS going through at St Barts and AM handed in this evening, just need supporting ID evidence to go with it.	<b>Action</b>
6	Keeping Children Safe Document - Part 2 - All Governors signed to say they have read the document.	
7	The minutes from the meeting held on 9th July 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. <b><u>Actions from last minutes:</u></b> <ul style="list-style-type: none"> <li>• Lunchtime staff have been made aware of who the Pupil Premium children are.</li> <li>• Letter to the family of Mary Read was sent. CW: We have had a reply from the family and they were really grateful and we are going to invite them in to see the bench in place. Thank you to Lisa.</li> <li>• Pen Portraits all on the website.</li> <li>• Pupil Premium policy is on both websites.</li> <li>• Logons have been requested for EECLIVE.</li> <li>• Misterton class teachers have had training on the website.</li> <li>• SEND policy - agenda item</li> <li>• Health &amp; Safety added to agenda each time.</li> <li>• Annual Safeguarding Report to move to the next meeting.</li> </ul>	
8	<b><u>Confidential Minutes</u></b> - This item was moved to the end of the meeting. Staff governors were asked to leave at 7.10pm. A copy of the confidential minutes were handed out to those who attended the previous meeting and agreed and signed by the Chair RB. All copies were returned to the clerk.	
9	Membership for committees - AP, RB and JM are to be on the committee for the Head Teacher Review and Staff Pay progression. Committee to meet after the October half term for staff pay progression and December/January for Head Teacher review.	<b>Action</b>
10	<b><u>Policies -</u></b> <ul style="list-style-type: none"> <li>• SEN/D Policy EC has met with Helen Berryman to go through the policy. Medical and Accessibility policy needs looking at as it needs referring to in the SEND policy. RB put forward that we adopt the policy that EC has worked on as a draft policy. The GB agreed. Final details to be forwarded to the Clerk to update the policy and to put on the website. RB thanked EC for her work on the policy.</li> </ul>	<b>Action</b>  <b>Action</b>

11	<p><b>School Website -</b> The school websites are up to date and have all statutory information on them. RB has written a chairs report which is on the website. RB would like it to be shared with all the staff. CW will email everyone to view on website.</p>	<b>Action</b>
12	<p><b>Headteachers Report -</b> see appendix 2. The Headteachers report was circulated prior to the meeting for the Governors to read through. CW asked if there were any questions. AP referred to the 3 fixed term penalties at Misterton and asked what a fixed term penalty is? CW: Fixed term penalty is a period of time that a child cannot be at school, an exclusion in line with the behaviour policy - 2 sessions is a day. RB: Misterton being in the top 12% for attendance is excellent. CW: Ashlands is well in line with national expectations. Lots of pleasing data within the headteacher reports which should be celebrated, I have thanked staff on behalf of the GB within the Chairs Report. RB: With losing Helen Berryman at the end of the autumn term, how is that having an impact. CW: An advert is going out this Friday on the SCC teacher bulletin. We are teaming up with the three Saints Federation to create a position across both our schools and the three saints federation. CW: Niki and I are covering at Ashlands temporarily. Helen Berryman is supporting us at Ashlands. RB suggested whether it would be an idea to ask Ann Adams to come in and see how the Governing Body are performing. Are we asking the right questions or having the right impact? Ofsted evaluation schedule to be sent out to EC. CW: The county council will provide support to schools in the form of a 'Professional Development Partner': Liz Strange, our current School Improvement Partner will continue until this new system is in place. RB: Has the marking policy had an impact? CW: Very good practice is now been seen more often and is showing evidence of accelerated progress. Additional drop-ins and book scrutinies show that this a very clear focus. Focus on literacy and numeracy. Marking can be everyday or at least couple times a week. <b>Data – Some of the comments referring to data have been removed from this section and minuted as confidential minutes.</b> RB: Are children pretested / screened for the Phonics Screening so we have a clear idea of expected outcomes? NB: Phonic testing is all about decoding words - real words and false words. The children have weekly tests on phonics including words that are not real. It is not all left until the phonics test at the end of the year. A low score may be down to the child's academic progression. CW: All children are monitored through our 6 pupil progress meetings during the year. NB: Every child is discussed at the pupil progress meeting at the beginning of term. EC: What is Raiseonline and are we going to have access and training on it? RB: Raiseonline training is on the calendar of works for later in the year. CW: I will send out Raiseonline governor reports CW: APS scores in line with county at Misterton. Year 4 scores considerably higher, Ashlands have exceeded. Very strong picture of progress at Ashlands in Yrs 4,3,2 and 1. Phonics score - development plan at Ashlands. CW: Focus at Misterton for PP/SEN children to make similar progress to the other children. Very targeted interventions for SEN children in Yrs 2, 3 &amp; 4. EC: Are the expectations the same for SEN children? NB: The government, governor's, teachers and the headteacher have expectations of moving the children on. Despite progress slower it still needs to be measured. AM: Are you happy we can put in interventions quickly enough. CW: That's what we work on at the Pupil Progress meetings, so we can pick it up quickly. NB: Assessing children through classroom monitor. The teachers will be recording on the computer more regularly and putting data on more often. The teachers will have a more in-depth knowledge on your children but it will be harder to tell parents where they have progressed to as no score system in place. It is a bespoke system which we can adapt. EC: Who is at the pupil progress meeting? CW: At Misterton both teachers and the SENCO. At Ashlands individual class teachers and Niki. To discuss each child not on track in literacy, numeracy, ready and any emotional concerns.</p>	<b>Action</b>

	<p>CW: What do you all think of the new format of the Headteacher report?  EC: I like the blue and red to identify each school.  RB: Excellent list of training but what is the impact/cost? Is it needed? Could it be done in house?  CW: Impact seen in appraisal.</p>	
<b>13</b>	<p><b><u>Ofsted Update -</u></b>  RB - I have sent out a document to you all from the Key. An ofsted visit is nothing to be worried about. We just need to be up-to-date and prepared.</p>	
<b>14</b>	<p><b><u>School Ethos/Values and Vision -</u></b> Sue Parry at Misterton is developing this with the children and linking in with assemblies. We will have parent questionnaires going out at both schools before the end of term.  After our vision and values meeting, the parents who attended would welcome an open forum meeting.  JM: I didn't come away from that meeting with a clearer sense.  EC: It was good to get both schools together. I felt that a lot is in place already at schools.  CW: The values are there. Vision still to look at.  RB: Carol and I attended a meeting about the future of the Provision of Education within Crewkerne and we've invited someone to look at the whole provision in Crewkerne and Ilminster. We've allowed someone to come in and look at everything. This will be funded by county.  David Derbyshire Headteacher at Wadham is leading this project.  CW: CISP feeling - are we doing enough to promote how well our children are doing in the area.  JM: The next 5 years are going to be critical for all smaller schools and the three tier system.  RB: Action plan for vision and values I will forward to CW. We must remember it is about everyone - the child, parents and staff.</p>	<p><b>Action</b></p> <p><b>Action</b></p>
<b>15</b>	<p><b><u>Monthly Chart of Accounts Review</u></b>  Monthly chart of accounts for Ashlands and Misterton along with PE grants were circulated to Governors prior to the meeting.  LC: On the Ashlands account you will notice the teacher balance. When we set this budget we didn't have maternity leave and teachers appointed on higher grades, plus additional Early Years support. This will all be raised next month in month 6 accounts.  The PE funding is on the websites. Ashlands Pupil Premium pending to go on website.  RB: Thank you for your work on this and we all really like the format.</p> <p><b><u>Hot Meals -</u></b> The hot meals are very good. Staff training is all done and the kitchen has been completed well under the agreed budget - £9000. We could get the wall cladded but not essential. We are doing 120 meals across the two schools. A small selection of reception are not taking them, but we are offering to those who are not having it to give it a trial. BAM very good on reacting to any feedback. KS2 children - very little take up.  If the government do decide to retract we wouldn't be able to afford to continue. The Government just at our schools are investing £48,000 a year. How can the government possibly withdraw it after 2 years!  AM: Are we doing enough to promote the hot meals to KS2?  LC: Not yet but doing a display, promoting in the newsletter etc.  AP: Sayer now only likes the school meals two or three times a week and I have been told that other children have reduced the amount of meals they have too. In relation to feedback how do the parents tell us?  LC: Parents come to the office.  AP: Should we make an effort to get feedback? LC: Yes - will do.</p> <p><b><u>Health &amp; Safety -</u></b>  LC - Jane Slocombe (Fire Officer) is visiting Misterton on 12th October to do an audit.  After an health and Safety visit at Misterton, there will be a financial impact due to the fire doors needing to be adjusted in line with fire regulations.  AN: We will need a epileptic blanket for child in case of a fire.</p>	<p><b>Action</b></p>

	LC will meet to discuss with AM the Misterton Health & Safety check.	
<b>16</b>	<b><u>Staff Updates - confidential Minutes - moved to the end of the meeting after staff Governors left.</u></b>	
<b>17</b>	<p><b><u>AOB:</u></b></p> <ul style="list-style-type: none"> <li>• Peter Dudney has completed his four years as a Governor. To be recognised for his service as a Governor. RB to speak to PD.</li> <li>• LC and AS would like to add to the next agenda - 'Update on Misterton road improvements'.</li> <li>• SIAMS Inspection - All Governors have been emailed to say that Misterton is having their SIAMS Inspection on Tuesday 6th October. AS, JM and Rev Huntley will be meeting with the Inspector. CW has sent an evaluation document to RB, JN and AS. AM requested a copy. CW: There are rigorous changes to SIAMS inspection since the last visit. In all honesty I don't think we will regain outstanding due to staffing changes and also the introduction of a new more rigorous evaluation schedule. It is like a mini ofsted, he will look at the progress since the last visit. The report will go on the website.</li> </ul>	<p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p>
<b>18</b>	<p><b><u>Effectiveness of the meeting -</u></b> AM: Vision and Values is really important but I don't think we have really given it enough. Needs to be given more justice. RB completely agreed. I also agree with JM that we need to look at the bigger picture.</p>	
<b>19</b>	The next meeting will be on Thursday 22nd October at Ashlands school from 5pm to 7pm.	
<b>20</b>	<b><u>The focus of the next meeting:</u></b> Annual Safeguarding Report, staff pay, Month 6 reports & unofficial Fund report. Child Protection Policy, Safeguarding Policy, Pay Policy, Model Policy for Appraising Teacher Performance & Health & Safety Policy.	
	Meeting closed at 7.40pm	

**ACTIONS ARISING FROM FULL GOVERNORS' MEETING HELD ON 1st October 2015**

MINUTE	ACTION	BY	TIMESCALE	COMPLETE
4	KS1 2015 school teacher assessment levels and KS2 test and teacher assessment data - information for Governors to use to benchmark. DH to email lpost links to Governors.	Clerk	By the end of October 2015	
5	DBS checks	Clerk	ASAP	
9	Committee to meet after the October half term for staff pay progression and December/January for Head Teacher review.	RB/AP/JM	After October half term	
10	Medical and Accessibility policy to be looked at.	Headteacher	Nov 2015 TBC	
10	SEND Policy to be forwarded to Clerk to update and put on website	Clerk	Oct 2015	
11	Staff to be notified by email that the Chairs report is on the website.	Headteacher	Oct 2015	
GBB1 2	Ofsted evaluation schedule to be sent out to EC.	Headteacher	Oct 2015	
14	Vision and Values parent questionnaire.	Headteacher	By October half term.	
15	Feedback from parents on the new hot meals.	Lisa Carter	Nov 2015	
17	Peter Dudney to be recognised for his service.	Chair	Oct 2015	
17	Update on Misterton Road Improvements to be added to agenda.	Clerk	Next GB meeting	
17	SIAMS Evaluation Documents to be sent to Anthony Mulligan.	Headteacher	Oct 2015	