

Meeting of the Crewkerne and Misterton Federated Governing Body

Minutes of a meeting of the Governing Body held on Monday 21st March 2016 at Misterton C of E First School (GB5)

In Attendance: Adrian Scott (AS), Richard Barratt (RB), Andy North (AN), Liz Clemow (EC), Lisa Carter (LC), Anthony Mulligan (AM), Adam Pilton (AP), Jonathon Morris (JM), Nicola Ball (NB) Ellie Kading (EK). Diana Hunt Clerk (DH)

No.	Procedural Matters	Action
1	No apologies	
2	Prevent - Channel Awareness Training - Just JM to do.	Action
3	RB asked those present for any declaration of interests. None declared.	
4	<p>Chairs Business - RB met last week with David Theobald - we had 4 applicants for the post of the Headteacher. We have rejected two candidates against the person specification. We will be interviewing two candidates. For the interview process we need 5 governors for the final vote. We need two more Governors for the process on Thursday 21st and Friday 22nd April. AP, RB and JM are the three Governors currently involved. NB and AM put themselves forward. AM is only available for the Friday. An email has been sent out with a timetable of the two days. RB is being led by David Theobald in regard to the questions. Day 2 will be either both candidates or just one. If we don't get the right candidate we will start again. It will be a very rigorous process.</p> <p>RB: Asked the Governors if they were all happy with the schedule and if they had any questions.</p> <p>AN: Looking at the schedule most of it is at Ashlands. RB: Day 2 will all be at Misterton. NB: If there is time I would like to see the Act of Worship at both schools. RB: If there is capacity I will look at both. NB suggested that Richard Coathe as Early Years and Senior Teacher to be present for the teaching part of the interview.</p> <p>NB: Carol Wills is going to Misterton tomorrow to meet with LC to do her annual review and attend the egg and spoon race. Carol will be attending Ashlands Easter Service on Thursday.</p> <p>We need to decide a proper farewell for Carol. Possibly a service - to be discussed.</p> <p>Carol is also going to come into both schools in the summer term to go through files.</p>	Action
5	Minutes of the last meetings held on 26th November 2015 and 28th January 2016 were distributed prior to the meeting. No matters were raised from the minutes and they were signed by the Chair. NB will meet with DH to go through the action points.	Action
6	<p>Safeguarding - NB: The Ofsted visit was a good benchmark. We had in place an autumn and spring review. We addressed the Child Protection leads. NB just had her 2 day training and Tracey Lawrence, Diana Hunt and Andy North all had their CP training. Safeguarding review handed out. Ofsted very impressed with our single central record. NB discussed a new criteria to CP which we will start to put in place - 'child sexual transition'.</p> <p>Ofsted generally asked if we could safeguard our children. It was recognised we had done work and quickly put in place in Carol's absence. RB: AS was asked a few questions on safeguarding too.</p> <p>NB has introduced a new 'concerned form' with actions taken. This will identify and watch for repeating patterns and highlights low level concerns. For eg. no breakfast, cleanliness. It builds evidence and confidence in what you're saying and provide parent support.</p>	Action
7	School Website - Up to date. Need more evidence of School Council activities on the website. Ofsted did pull a lot of information from the Misterton website. It shows the school in a good light.	Action
8	<p>Current Data - Data from classes handed out to the Governors.</p> <p>Reception development - it identifies where we are watching to make the progress. The Early Years curriculum is listed. It helps with the EY support from the beginning when the children come in. AN talked through the development of one child to help the Governors understand the data. In EY there are 7 different areas that each child needs to cover. RB: Please can the 7 categories be written in full until the Governors understand what each one means.</p> <p>AM: Can parents have access to this data?</p> <p>AN: Yes each parent receives it at the beginning. NB: Parents get this data at Parents evenings too.</p> <p>AM: Do parents understand what interventions might be in place for their child?</p> <p>AN: Yes and we tell them how they can help. Parents are made aware immediately of any interventions in place.</p> <p>NB is working with CISP (Crewkerne & Ilminster School partnership) to establish universal data so that children can move between schools.</p> <p>NB: Early Years is being moderated again this year at both schools.</p> <p>NB: It is predicted that at Ashlands that 75% will make a good level of development and at Misterton 80% will make a good level of development.</p>	

	<p>It was suggested that we add to our websites all the other curriculum we cover not just the basic reading, writing etc.</p> <p>NB: We are quite secure in years 1 and 2. Years 3 and 4 have higher developing needs.</p> <p>NB: Good data trail. All children below have good support in place and specific interventions. We have to have progress. On our overviews we are ahead of the game with our confidence of where we are with our children . Classroom Monitor we are a bit slow with but will be used to full potential by next year.</p> <p>RB: When does the next report go out to parents?</p> <p>NB: Latter half of the summer term 1. We will be looking at how we present the data.</p>	Action
9	<p>Governor Visits - AM did a numeracy visit at Misterton. His report was distributed to the Governors prior to the meeting. AM commented that it was a thoroughly good visit. He reassured the Governors that from his visit that items 1 and 3 from SDP 2 were in place. SDP 4 - Mental Maths, Strategies applied and training. There were just two points for further discussion. All the children were challenged.</p> <p>Resources were good, training was a concern but addressed at the beginning of the year. Parents may be concerned with volume of homework. Less at Misterton. AN: It is not proved to be of an impact therefore low homework at this age. AM: Parents might want to know.</p> <p>NB: Homework Policy - the wording is not great and it is to be reviewed. Children do a lot in school.</p> <p>AM: The children were very enthusiastic and fully engaged.</p> <p>RB: Thank you for your visit. Marking needs following up with a visit by a Governor.</p> <p>EK has visited Ashlands to observe a Numeracy lesson. EK: The children were doing map work, very enthusiastic. EK to complete Governor feedback report for the clerk.</p> <p>EC - SEN visit - Met with Helen twice. I went through data and watched a couple of interventions. SEN report emailed to Governors prior to the meeting.</p> <p>EC highlighted the SEN situation at Misterton. Chris Tait is the temporary SENCO at Misterton. Works every 3 weeks for 3 hours with NB as the overview. Christ Tait is only at Misterton until the end of the summer term. NB: There are ideas in place which need to be discussed. EC: There are schools in the area in the same position is this worth investigating again the opportunity to look for a SENCO across all the schools?</p> <p>RB: For the next GB meeting please can we have a proposal for what's the best way forward?</p> <p>RB: Can the SEN data/Pupil Premium students be made clearer on the data?</p> <p>RB will have a look at all the support leads for the Governors.</p> <p>RB will do a literacy visit in the next half term.</p> <p>Unannounced safeguarding visit still to be done - focus on Ashlands.</p>	Action Action Action Action Action Action Action
10	<p>Month 9 - LC: I have a statutory duty to present month 9 reports.</p> <p><u>Misterton</u></p> <p>Month 9 report was distributed to the Governors prior to the meeting. See notes attached for month 9. Month 9 presented and signed. No questions raised.</p> <p>Month 11 report was distributed to the Governors prior to the meeting. See notes attached for month 11. Month 11 was presented to the board and signed. No questions raised.</p> <p>Draft Budget summary 2016/2017 - this report was distributed to the Governors prior to the meeting. This includes PE grant and Pupil Premium funding. This document will change as there has been no conversations yet with the Headteacher and subject leaders. The document is all based historically and before AN announced his resignation. Focus on overall summary page. We have had notification of our funding. Misterton is in a surplus position, this has come about with Carol's resignation. However, the following year will be in a deficit of £28,000.00 due to numbers and no grants built in.</p> <p><u>Ashlands</u></p> <p>Month 9 report was distributed to the Governors prior to the meeting. See notes attached for month 9. Month 9 presented and signed. AP emailed LC with questions regarding Month 9. These were answered and emailed out to all Governors.</p> <p>Month 11 report was distributed to the Governors prior to the meeting. See notes attached for month 11. Month 11 was presented to the board and signed. No questions raised.</p> <p>Draft Budget summary 2016/2017 - this report was distributed to the Governors prior to the meeting. Governors should consider the senior leadership posts and how their costs are distributed between the schools budgets. Ashlands support a lot of the costs. Should it be an equal split between both schools. David Theobald has a budget and he has decided to award us with £5000 to spend as we want to.</p> <p>Marketing is an option. This is something the new Headteacher can look at.</p> <p>We need to think about other ways to bring in income. Look at bringing in additional grants.</p> <p>The new Headteacher will want to have a secured budget. Both schools look a lot better than they did 2/3 years ago.</p> <p>LC: I will have a full draft by June.</p>	

	<p>Benchmarking - LC handed out a document for each school to all the Governors. Benchmarking will need to be done again in September. LC: I will be expecting the Governors to ask me for benchmarking on specific things such as staff, energy costs etc. LC talked through the benchmarking document. JM: Why do we need this document? LC: It is required by county. AM: It supports and gives you confidence on the way you are spending money. It has raised an opportunity to target our energy costs. LC: I have met with CISP and I have agreed to share our benchmarking with other schools.</p> <p>SFVS SFVS is a governor audit to see how the finances are managed in school. It is 25 questions. LC: We've run the audit and we came out well. This year's audit has been completed with much more detail and evidence. A few new targets but nothing that's not achievable. RB signed the document and thanked LC, AM and AP for their hard work.</p> <p>Health and Safety Premises Management audit in September. It was deferred from April until the new Headteacher is in place.</p>	
11	<p>Housing Development Update Ashlands The planners have relooked at the plans and an opportunity to save money. The developers are hoping that a landowner will sell some of his garden to allow for a path from the development therefore they wouldn't have to put in the original path across our garden. We are also going to request privacy fencing and hoping they will pick up the cost. Misterton We have received notification of planning permission of two dwellings on the land at the back of the school. No impact to the school. The crossing at the front of the school is proceeding and should go ahead in the summer.</p>	
12	<p>Good to outstanding Project - JM represented our federation at the recent meeting attended by all the CISP schools. In the CISP there are 12 schools. 11 are good and 1 is outstanding. The meeting was about looking at the future of the schools. Budgets are difficult everywhere and it is the time to move forward in how education is presented for the children in this area. There are some very interesting proposals and it was quite definite that something must change. 10-15% of children from this area are going elsewhere. No explained reasons were given as to why. NB: We will work with David Carter from St Bartholomew's School as a soft federation. JM: As the Governing body we need to be actively involved and the Government are going to force us down the academy route.</p>	
13	<p>AOB LC: We have had a request from a resident for out of hours parking in our school car park at Ashlands. This could be another source of income. Could we advertise 5 spaces for out of hours parking and charge for the year? Insurance would be at the owners own risk. We have got a leasing agreement. AM: Would it impact on school functions in the evening? LC: The school isn't used in the evening and we've only ever been asked twice about the use of the hall, but we don't have any caretaking facility either for the evening. NB: The car park is in need of repair and we don't want to use our budget. LC: The car park would remain locked and lease basis would include secured parking. RB: Happy to go ahead as long as all paper work in place.</p> <p>School refurbishments on track to complete by the summer term at Misterton and autumn term at Ashlands. Funds from the DFCG budget.</p> <p>The Key is no longer available free to governors. The cost for the year is £500. Do we want to subscribe. RB: Yes, its invaluable. LC to renew subscription and split cost across the two schools.</p> <p>The donation of £5000 from David Theobald will be put in the budget against marketing and contingency.</p>	
14	<p>Feedback from this meeting - It was a good meeting.</p>	
15	<p>Date and time of next meeting - The next meeting will be week commencing 25/4/2016 at Ashlands as per calender of works.</p>	
16	<p>Next Meeting Focus - Year End Report and detailed draft budget for approval.</p>	

17	Confidential Minutes - the minutes from the last meeting held on 28th January were handed out and no matters were raised and signed by the Chair RB. Staff Governors were asked to leave the meeting. Confidential minutes from the meeting held on 26th November were handed out and agreed and signed by the Chair RB.	
18	Staff Updates - this was minuted as confidential.	

ACTIONS ARISING FROM FULL GOVERNORS' MEETING HELD ON 21st March 2016

MINUTE	ACTION	BY	TIMESCALE	COMPLETE
GB5 - 2	Prevent Channel Awareness Course - JM to complete.	JM	ASAP	
GB5 - 4	Carol's farewell Service to be arranged.	NB	Summer term	
GB5 - 5	NB to go through the action points of the previous minutes with DH.	NB & DH	By next GB meeting.	
GB5 - 6	New criteria to Child Protection to put in place - 'child sexual transition'.	NB		
GB5 - 7	More evidence of School Council activities on the website.	DH & TL	Ongoing	
GB5 - 8	Additional information on the other curriculum activities the school covers in class to go on the website.	Class teachers, DH & TL		
GB5 - 9	Homework Policy to be reviewed.	NB		
GB5 - 9	Governor visit on marking to take place.	GB		
GB5 - 9	EK to complete Governor visit report on Numeracy visit to Ashlands.	EK	ASAP	
GB5 - 9	SEN proposal for what's the best way forward.	NB	By the next GB meeting.	
GB5 - 9	SEN data/Pupil Premium students to be made clearer on the data report.	NB	For the next presentation of data.	
GB5 - 9	Re look at the support leads for the Governors.	RB		
GB5 - 9	Governor literacy visit.	RB	This summer half term.	
GB5 - 9	Unannounced Safeguarding visit at Ashlands.	GB	This summer half term.	