

## Meeting of the Crewkerne and Misterton Federated Governing Body

### Minutes of a meeting of the Governing Body held on Wednesday 22nd April 2015 at Ashlands 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 (LC)  
Diana Hunt Clerk (DH) and Lisa Carter Business Manager (LC)

No.	Procedural Matters	Action
1	Apologies received and accepted from Niki Ball and Peter Dudney	
2	RB asked those present to complete the "declare any Business Interests" and Code of Conduct form and return to the clerk.	
3	RB welcomed all the Governors to the first new federated GB meeting - this gives us now a clearer vision/focus on our schools. We will still have some connection with St Bartholomew's for Governor Training.	
4	<p>The minutes from the meeting held on 16th March 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 1.</p> <p><b>Actions from last minutes:</b> Point 8 - Minutes from GB meetings are on both school websites. Point 10 - Finance training for Governors still to be actioned and it was decided that due to cost we will defer from inviting Val Parkinson to a GB meeting - to be revisited. Point 11 - SFV's have been sent to the LA. Point 12 - CW has spoken to Helen Berryman and Clair Findlay at Ashlands regarding the SENCo policy consultation and approval. The policy will be presented at the next GB meeting in June. Point 12 - Governor Training - RB has attended the Grant Funding course. Point 14 - Staffing update at Misterton to Parents - CW held a Parents' Forum at Misterton, it went quite well, everything has settled down and Alice Wines will continue to be in post in September. The focus is on a Senior Leadership team across the two schools. AN commented that it was a very positive meeting. LC said that a parent said "that often it's the parents who have the anxiety and actually children manage change really well". CW said that the stability, staffing and team are all going well at Misterton. Point 14 - JM to write a thank you letter to the member of teaching staff who left. Point 18 - Training has been arranged for all Governors on 14th May at St Bartholomew's from 7pm to 9pm.</p>	<b>Action</b>             <b>Action</b>
5	The confidential minutes from the GB meeting on 16th March 2015 were circulated to those present at the last meeting. No matters were raised and minutes were approved and signed. See appendix 2.	
6	<b>Federated Governor Handbook:</b> Each Governor was issued with the new Federated Governor Handbook. RB: Everything you need to know is in the handbook, if not please ask. RB asked the Governors to consider if there was any other items that they felt should be in the handbook, he was open to suggestions. CW thanked RB for his work on the handbook. JM wanted confirmation on the number of years you should be in office for an Ex-Officio Governor and then to be amended in the handbook.	<b>Action</b>
7	<p><b>Policies:</b> The policies have been re-delegated to the Headteacher other than the Statutory ones.</p> <p>The Finance and Pay Policies were circulated prior to the meeting. LC presented the new Finance and Pay Policies - see appendix 3 for Points of change.</p>	

	<p>JM raised the point from Section 1 in the Finance policy about the Responsibilities of the Governing Body not being clear and needed amending. LC made the changes - see appendix 4 for amendments in the policy. The Finance Policy was then accepted.</p> <p>SEND Policy - to be presented to the GB in June.</p> <p>Sex Education Policy - currently not on the curriculum at Misterton or Ashlands First Schools. CW would like to revisit certain areas that are very age appropriate to sit alongside the PHSE curriculum. RB has written a statement in lieu of having a policy - see appendix 5.</p> <p style="text-align: center;">RB proposed it and it was seconded by AS.</p> <p>JM suggested that it was reviewed again in 6 months.</p>	<b>Action</b>
<b>8</b>	<p><b>School Website:</b> CW: Parents have been informed of our new websites by Newsletter. Governor information is still being added to the websites.</p> <p>RB asked if there had been any feedback from the launch of our new websites. AM thought that the websites were very clear and well set up but to make sure that they are kept up-to-date otherwise they will become taint. CW: In time, the teachers will put their class updates on the website too. EK commented that she thought that the websites were very good and EC said it was a good way to access letters from the school. AS suggested that perhaps a photo of each Governor should go on the website. LC said it would be nice but keeping it updated may be hard. RB: Each of the Governors Pen Portraits will be going on the website.</p>	
<b>9</b>	<p><b>Budgets:</b> The Budgets for Ashlands and Misterton were circulated prior to the meeting. LC presented the Budgets - See appendix 6 for notes supporting the Budgets. Since the circulation of the Budgets Nikki Ball (who is currently on maternity leave) will reduce to a 4 day contract instead of returning to full time. This has not been reflected in the draft Ashlands Budget yet. There has also been a financial provision made for the Senior Leadership team as discussed earlier.</p> <p>LC proposed the idea of producing our own hot meals and packed lunches in house as a business idea to bring in extra revenue for Ashlands, it would need the support of the GB. LC asked for help in putting together a Business Plan. See appendix 6 for notes. This was opened as a discussion to the Governors. CW: It will provide the children with a better quality of food, fresh fruit and vegetables and give them a menu that the children would want to take up. Therefore improving the take up on hot meals at school. EC asked how many children currently take up the meals from school at both sites. LC said about 65% at Ashlands and we would have to look at the Misterton figures. Our aim is to get a 90% take up. AP asked how we get the increased take up? LC: Better quality food. AS and RB have been to a school that already does this and their percentage has gone up into the high 80's. AN asked how long the funding for hot meals would likely to be around? CW: From the Headteacher's briefing it was said that it would be very unlikely it will be taken away but more likely extended to KS2 children. LC: We have the space at Ashlands but not the equipment, to refurbish the kitchen it would cost about £30,000. EC: Are there still grants available to help set up? LC: Yes, but we have used some of ours but we do have some left. LC: It is a business and it needs some business knowledge from the Governors and I would like the governors to agree that we investigate fully now so that we can be ready in September as the kitchen would need refurbishing over the Summer holidays. JM: the refurbishment of the kitchen needs to go to tender and we need a full business plan. RB asked the</p>	

	<p>Governors for support and a working party to be set up. AS and AM will work with LC to have a business plan drawn up by the June GB meeting. LC will arrange a meeting with AM and AS.</p> <p><b><u>Matters raised from the Budgets.</u></b></p> <p>AM raised the point that there was no capital expenditure listed and why a decrease in Building costs? LC stated that the only capital expenditure incurred during 2014/15 was that of ICT equipment which had been transferred to the revenue budget as instructed by SCC – ICT costs cannot be coded to Capital. Therefore, associated lease costs for 2015/16 are shown as revenue (see ICT). Any capital expenditure anticipated is shown in the DFCG report within the draft Budget Plan.</p> <p>AP raised the issue of staffing costs for the new leadership changes. LC: Federation guidance states that the GB can agree to share resources and charge to whichever school is more able to afford the cost. It is for the GB can decide how the costs are levied. EC raised the point that it has to be good for the schools to share. Shared professional development across the schools can only be a good thing.</p> <p>Misterton is in a fair financial position and the staff are very sensible at spending. The breakfast club at Misterton is now generating an income, if we fill the 9 places daily we will bring in an estimated £3,000 a year.</p> <p>It was suggested that perhaps we should revisit the idea of a Breakfast Club at Ashlands. CW: Previously we had been worried about the impact it would have on WestOne from feedback received from parents. EC said that she had heard that parents would like a Breakfast Club at Ashlands. CW: If we offer a Breakfast Club it might mean WestOne would have to stop the after school club which parents use. RB asked that it goes on the next parental survey.</p> <p>CW recommended that it was good practice to benchmark against another school. Governors to decide what they would like to see benchmarked. RB thought PE/Sport Funding and SEN would be useful to have benchmarked.</p> <p>RB thanked LC for the Budgets</p>	<p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p>
10	<b><u>Governor Visits/Roles:</u></b> To be moved to the next meeting in June	<b>Action</b>
11	<p><b><u>Headteacher's Report:</u></b> The Headteacher's report and 2014/15 Attainment and Progress Summary were circulated prior to the meeting for the Governors to read through and prepare any questions.</p> <p>EC asked about the 90 hours for PPA time and how it is used? CW: The 90 hours are allocated over the year and can be used for training, meetings, twilight meetings, parents evenings. It allows flexibility knowing that you have these hours.</p> <p>RB asked CW if there were any specific concerns that CW would like to raise or any outstanding progress that she would like to share?</p> <p>CW: Misterton has a very strong progress in KS1 and more encouraging in KS2. Lucy Downs has settled in really well at Ashlands. We are doing observations at both schools and reviewing the SEN provision at Ashlands. RB asked if a teacher requires improvement what support are they getting? CW: It is standard practice that the teacher concerned will get time with the Deputy Head and Head followed by a focus on observation and picking up development points. Training needs may be raised and a tailored support plan put in place as well as coaching and shared practice.</p> <p>Ashlands have very strong teaching in KS2 and sharing practices with KS2 teacher at</p>	

	<p>Misterton. RB asked if there were any other questions for CW. AN raised the good attendance figures at Misterton. CW: We are keeping on top of the attendance and Tracey Lawrence and Diana Hunt watch the attendance and raise any issues. CW asked if the Governors liked the format of the Headteacher's report or if there was anything they would like to see added?</p> <p>RB: Didn't like the format but will email CW with his feedback. Would like the progress data to be included in the report not on a separate sheet.</p> <p>RB said that the Headteacher's Report is one to keep as well as the SDP. JM: Pupil Premium is key too for Ofsted. CW: Pupil Premium is on the website - worth looking at. Referring to the Data sheet - Pupil Premium children should be making good or at least good progress. EC asked why there isn't any attainment for Year 1? CW replied that this was because the children had left the EYFS and started a new Key Stage. The grades given at the end of the EFYS did not link with KS1 levels. However we do use these grades to set targets for the end of Year 1. Progress can be measured by looking at the progress the children had made towards reaching these targets.</p> <p>EC: How do you measure attainment for Reception? CW: We do monitor the children in Reception and it will be included in the data but they have a separate curriculum. We are looking at ways of including this in our data overview.</p> <p>With the new curriculum, data will be changing and there will be a new recording system from September. In numeracy there is a higher expectation for each year group. For example Year 1 will be taught at Year 2 level. Schools haven't been told how to assess yet. AM asked if there too much pressure on children and likely burn out. CW: it is not evident and the children are enjoying what they are doing.</p>	
12	<b>Site walk around:</b> The Governors had a tour of Ashlands and viewed the potential summer projects at the end of the meeting.	
13	<b>AOB:</b> No other business raised.	
14	<b>Feedback from this meeting:</b> Those present agreed that the meeting had been effective.	
15	There will be no GB meeting in May but instead an in house Governors training session with Anne Adams on May 14th at St Bartholomew's from 7pm to 9pm.	
16	<b>Next Meeting Focus:</b> Governors Training/SEND Policy/Governor Visits and Roles/Business Plan for the proposed in-house hot meals at Ashlands.	

**ACTIONS ARISING FROM FULL GOVERNORS' MEETING HELD ON 22nd April 2015**

MINUTE	ACTION	BY	TIMESCALE	COMPLETE
<b>10/160 32015</b>	Finance Training	All new Governors	By Sept 2015	
<b>4</b>	SEND Policy - to be presented at the next governors meeting	Helen Berryman, Clare Findlay and Carol Wills	June 2015	
<b>4</b>	Thank you to member of staff who has left from GB	Jonathan Morris		
<b>6</b>	Confirmation of the number of years an Ex-Officio Governor stands for - to be updated in handbook.	Clerk/Chair	June 2015	
<b>7</b>	Sex Education Policy - to be revisited in 6 months' time.	Carol Wills & Chair of GB	October 2015	
<b>9</b>	Business plan for the new business proposal of preparing our own hot meals and packed lunches at Ashlands.	Lisa Carter, Anthony Mulligan and Adrian Scott	June 2015	
<b>9</b>	Breakfast Club proposal to be added to the next Parental survey at Ashlands.	Carol Wills	Date TBC	
<b>9</b>	Benchmarking	Carol Wills and Lisa Carter	Date TBC	
<b>10</b>	Governor Visits and Roles	Richard Barratt	June 2015	

The Meeting closed at 7pm