

# Meeting of the Crewkerne and Misterton Federated Governing Body

## Minutes of a meeting of the Governing Body held on Thursday 22nd October 2015 at Ashlands First School (GB2)

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

No.	Procedural Matters	Action
1	Apologies received and accepted for Adam Pilton	
2	DH asked those present for any declaration of interests. None declared.	
3	<p>The minutes from the last meeting held on 1st October 2015 were circulated prior to the meeting and RB asked if there was anything to be raised. DH read an email from AP regarding a change to his comment that was minuted incorrectly - DH to update minutes.</p> <p>CW suggested that some of the detail raised from the headteachers report regarding data should be minuted as confidential. The GB agreed to move certain parts of the questions about data. CW: to email RB with the selected minutes to be reported as confidential.</p> <p>Additional confidential minutes to be agreed and signed off at the next GB meeting.</p> <p>AN raised the point that the Headteachers report had a lot of strengths and felt the Governors had been very critical. It deserved a more balanced review of the Head teachers report with regards to data.</p> <p>RB noted that CW did not help this by starting this section of the meeting stating "you have had the head teacher reports for a week do you have any questions" CW agreed that in future she would produce a list of some strengths and weaknesses to accompany her data reports (as seen in Raise online reports) so we have a more balanced review.</p> <p>NB: The report needs to highlight the good things to be celebrated. CW: We don't want the Governors to feel they can't question things though.</p> <p>Matters Arising:-</p> <ul style="list-style-type: none"> <li>• Point 4 - DH to email lpost links to Governors. To be completed.</li> <li>• Point 5 - DBS checks - LC: A new electronic system for processing DBS is coming in from the beginning of November, so we are going to process any outstanding DBS in November.</li> <li>• Point 10 - Medical and Accessibility Policy to be looked at by the end of Nov. CW/EC</li> <li>• Point 10 - DH has updated the SEND policy from the work HB and EC have carried out, just need CW to go through before it goes on the website.</li> <li>• Point 11 - Staff to be notified that the Chairs report is on the website. Still to be done.</li> <li>• Point 2 GB1 -Ofsted Evaluation schedule to be email to EC. Still to be done. CW</li> <li>• Point 14 - The Vision and Values Questionnaire has been delayed due to looking at alternative options. The option of having an external company producing and managing the questionnaire. We need to look at the costs involved. CW and LC will look at it and decide whether it is appropriate for us. The vision and values questionnaire is not taking the place of the parent questionnaire but will be included with the parent questionnaire.</li> <li>• Point 15 - Feedback from parents on the new hot meals. LC: In hand - going out in the next newsletter.</li> <li>• Point 17 - Letter to Peter Dudney to be sent out - RB</li> <li>• Point 17 - Update on Misterton Road Improvements - agenda item.</li> </ul>	<p style="text-align: center;"><b>Action</b></p>
4	<p><b><u>Terms of Reference</u></b></p> <p>The Terms of Reference for the Sub-Committee was distributed prior to the meeting to all the Governors. Agreed and signed off.</p>	
5	<p><b><u>Policies</u></b></p> <p>Child Protection Policy is clear and concise. It is the county standard one, changes made in line with Prevent Agenda. AS &amp; CW will finish the Prevent training after half term and CW will be an official Prevent trainer. Policy accepted.</p>	

	Health & Safety Policy - updated and policy agreed. LC to set up a new ledger code for H & S to show budget allocation. Last audit was 100% for both schools.	<b>Action</b>
<b>6</b>	<b>School Website</b> CW reviewed the school websites. Staff have been made aware of keeping the class pages updated.	
<b>7</b>	<b>Safeguarding Reports</b> The induction packs will be handed out at the next GB meeting. EC raised that they were some typos in the reports. LC training is incorrect in the report. Needs amending. The safeguarding report needs amending before signed off. CW: Quite a few policies need updating. To be rolled forward to check update and compliant. First Aid and Medical Needs to be looked at and Prevent is coming through as well. We will be having a named person from the Children Social Care attending the Prevent/Safeguarding meeting. Niki Ball's training is up to date and deputy child protection lead. Tracey Lawrence and Diana Hunt will be doing the level 1 Safeguarding training. Level 1 Child Protection training for the TA's is planned for this year too. RB: Is in house training an option to keep costs down? CW: This is usually Multi Agency training – we could not do this if we ran it ourselves. AS: Spread the cost by offering to other schools. RB: If we have temporary staff how do they know who the child protection leads are? CW: It is part of the induction pack and displayed in the office. LC: It might not be given to a supply teacher that we've had to get in quickly but each class has a HLTA/TA to support. RB: It might be worth having a crib sheet. LC: I will organise a crib sheet. All cover staff will have induction crib sheets regarding child protection. The GB were happy with the reports just a few amendments before signing.	<b>Action</b>  <b>Action</b>  <b>Action</b>
<b>8</b>	<b>Pupil Premium</b> The pupil premium reports didn't get sent out but they are on both websites and detailed in the Headteachers report. CW: Have a look at the website and let me know if you think there is enough information. The report has a more detailed breakdown of pupil progress.	<b>Action</b>
<b>9</b>	<b>Month 6 Financial Reports</b> The month 6 reports for both schools were circulated prior to the meeting along with the Unofficial Fund Report. LC went through the financial reports for both schools. Ashlands has an estimated balance of £23,000 and Misterton just over £5,000.  We will have a better idea at month 9 but we will watch our spending.  LC: Any questions? AM: Regarding IT do we pay through a central company for our IT? LC: Yes, IDN provide all our IT support and they visit both schools once a month. We have a lease agreement with IDN and they look after the servers. AS: Who manages the IT security? LC: County provide a filtering etc and security. LC: Ashlands had an anonymous donation of £1000. We will invest back into the sport funding along with the Waitrose money. It could be used to finance canopies over the MUGA as it was exceptionally hot last summer. LC will present a full financial report on the kitchen refurbishment at Ashlands at the next GB meeting. LC asked the GB to agree the movement of £2,300 from Misterton to the Ashlands budget as discussed in previous GB meeting to support the hot meals costs as part of the plan. This has previously been agreed as part of the business plan. RB happy to confirm agreement. EC: If support staff are ill how will Misterton manage financially? LC: We would manage and share TA's across the federation. CW: Misterton has been in a better financial position this year and we've been able to spend a	<b>Action</b>

	<p>little bit more on resources to bring things up to date....new chairs, rugs, books to bring us up to the standard we want.</p> <p>LC: We need to celebrate Breakfast club at Misterton, anticipated £1200. It is a really good service and more children are getting booked in. Hannah Mock runs the club whilst Becky Shepperd is on maternity leave and we always have a second member of staff in the school. Cover is provided by the HLTA's - contingency's in place.</p> <p>Breakfast club at Ashlands needs reviewing, but there has been concern how this would impact on the sustainability of West One.</p> <p>CW: We currently use our Pupil Premium funding to fund a child to attend Breakfast club at Misterton.</p> <p>AM: There is a small budget for SDP at Misterton, are you happy you have the resources to deliver the SDP.</p> <p>CW: Overspend may increase in this cost centre but we are less constrained than previous years. We have a SCITT student coming in and £500 comes in with that student. AN is supporting mentoring, so this money can go towards numeracy. I am also mentoring the Headteacher at Hinton and we receive £250 in recognition of the time it takes. This money is going to be put aside.</p> <p>EK: If Misterton has more money than Ashlands why are we not offsetting some of the costs.</p> <p>LC: Misterton are not better off, but Misterton does benefit from other underlying factors for example my time and NB's time. It will need looking at in the future.</p> <p>LC: Shared a document about Federation Finances. Due to time constraints the GB would like to look at this in GB4 (January)</p> <p>CW: There is a more equal balance between the two schools now with staff expertise being shared from both schools and befitting both schools.</p> <p>GB happy to agree the month 6 reports and RB signed.</p> <p><b>Unofficial Funds</b> - audited externally for £25.00. Misterton used this fund for staffing so now building it back up. Recently sold old laptops.</p> <p>No questions - RB signed them both.</p> <p>RB: Thank you LC for all your work that goes into the reports.</p> <p>NB leaves the meeting at 6.40pm</p>	<b>Action</b>
10	<p><b>SIAMS Debrief - Misterton</b></p> <p>CW read the first paragraph of the report. So pleased with the positive report for the school. It bears really well for Ofsted, school clearly on track. We need to improve on monitoring and evaluating by the leadership team and by governors</p> <p>A few concerns about monitoring of collective worship and impact were noted.</p> <p>JM: Would you like me to follow this up with the Diocese? The Diocese will give guidance. AS and JM to follow up.</p> <p>CW: Thank you to everyone involved in the inspection.</p> <p>RB: Thanked all involved with the SIAMS inspection.</p> <p>The GB agreed that this agenda item did not receive the attention it should and would like the main points included in the next head teacher report (GB4 in January)</p>	<b>Action</b>  <b>Action</b>
11	<p><b>Raiseonline</b></p> <p>RB: <b>Before logon details are issued to Governors</b> there needs to be some training on this first.</p> <p>CW: These Ofsted Data dashboards show both strengths and weaknesses for both schools, no data weaknesses noted for Misterton and only one for Ashlands.</p> <p>CW: New Raiseonline data is due soon (unvalidated) I will be reviewing over half term and will present at the next meeting. These raise online reports were shared for information only and the new reports will be shared more fully in the head teacher report in (GB4 January)</p>	<b>Action</b>  <b>Action</b>
12	<p><b>Road Crossing - Misterton</b></p> <p>LC, DH &amp; AS met with Jon Dyke (Parish Councillor). The crossing will go ahead but it will be next summer. It is a lot bigger job and there will be a lot of disruption in Misterton. It officially gets signed off by Christmas. Crossing Patrol will still be needed.</p> <p>LC: Funding may get withdrawn for this so will need to watch for this later.</p>	
13	<p><b>AOB</b></p> <p>RB: After half term we need to start getting out to schools to arrange Governor visits.</p>	

	CW: Anthony Mulligan is coming in to look at Maths, to see how we are teaching the new Maths curriculum. LC: Did AP complete a Governor visit form for the Health & Safety visit he did to Ashlands? DH to follow up.	<b>Action</b>
<b>14</b>	<b><u>Effectiveness of the meeting -</u></b> JM: Can we put times against agenda items so each item is given enough time. JM & staff members left the meeting at 7pm	<b>Action</b>
<b>15</b>	<b><u>Confidential Minutes</u></b> The confidential minutes from the last meeting were handed out to those who attended the last meeting. Confidential minutes agreed and signed off.	
<b>16</b>	<b><u>Staff Update - recorded as confidential minutes</u></b>	
<b>19</b>	The next meeting will be 26th November 2015 at Misterton from 5pm to 7pm.	
<b>20</b>	<b><u>The focus of the next meeting:</u></b> Governor visits, Policy review update, chart of accounts. Pupil Progress and SDP progress.	
	Meeting closed at 7.50pm	

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

MINUTE	ACTION	BY	TIMESCALE	COMPLETE
3 (GB2)	Minutes of the last GB meeting to be amended and agreed.	Clerk	26th November	
3 (GB2)	Section on data to be recorded as confidential minutes. Agreed and signed off at the next meeting.	Clerk	26th November	
3 (GB2)	Data to be summarised by CW into strengths and weaknesses to allow for a more balanced discussion around data [This is a 3 pages report with the key issues summarised on the front page. I think we just need time to look at it in more detail. I will outline the action plan in my HT report, linked to SDP3. I need a contribution from Governors regarding their action points.]	Headteacher	All future Head Teacher Reports. GB4 onwards  I think this should be just be included when appropriate to a HT report.	
4 (GB1)	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.	Clerk	ASAP	
5 (GB1)	DBS checks	Clerk/LC	November	
9 (GB2)	Federation Finances Document to discussed at GB4. Send out a digital copy for GB4	LC	January 2016	
10 (GB2)	SIAM's Report to be summarised into Headteacher Report for GB4 See comment above	Headteacher	January 2016 (GB4)	
10 (GB1)	Medical and Accessibility policy to be looked at.	Headteacher	Nov 2015 TBC	
10 (GB1)	SEND Policy to be checked by Headteacher before going on website.	Headteacher	November 2015	
11 (GB2)	New Raiseonline Data to be included in Headteacher Report (GB4)	Headteacher	January 2016 (GB4)	
11 (GB1)	Staff to be notified by email that the Chairs report is on the website.	Headteacher	Oct 2015	
GBB12	Ofsted evaluation schedule to be sent out to EC.	Headteacher	Oct 2015	
14 (GB1)	Vision and Values parent questionnaire.	Headteacher	By October half term.	
15 (GB1)	Feedback from parents on the new hot meals.	Lisa Carter	Nov 2015	
17 (GB1)	Peter Dudney to be recognised for his service.	Chair	Oct 2015	
5 (GB2)	A new ledger code to be set up for H & S to show budget allocation.	LC	April 2016	
7 (GB2)	Safeguarding handbooks to be handed out at GB3.	Headteacher	26th November	
7 (GB2)	Safeguarding reports to be amended and presented at the next GB for signing by Chair.	Headteacher	26th November	
7 (GB2)	Safeguarding crib sheet	LC		

9 (GB2)	Financial report on the kitchen refurbishment	LC	26th November	
10 (GB2)	SIAMS Report - Monitoring	AS & JM		
11 (GB2)	Data Dashboard	Headteacher	26th November	
13 (GB2)	Governor Visits - follow up supporting paperwork.	Clerk	November 2015	
14 (GB2)	Times allocated to agenda points.	RB	26th November	