

## THE CREWKERNE & MISTERTON FEDERATION

Minutes of a meeting of the Governing Body  
held from 17.00 on Monday 23 February 2015 at Ashlands School

**Present:** R Barratt (Chair), H Collins, P Dudeney, R Jeffrey, A Scott, C Wills

**In Attendance:** A Adams (Governor Services), G Coward (St Barts) (to item 7)  
M Hillman, (Acting Clerk to the Governors)

**Apologies were received and accepted from:** K Hollard, D Carter, S Smillie  
and Rev J Morris

<b>Minute</b>		<b>Action</b>
<b>1. Clerk's Briefing</b>		
	The Acting Clerk reported that he had attended the Clerk's briefing at Dillington House on 16 January 2015. A summary sheet had been circulated to all Governors for information. The Chairman commented that this was good practice and wished for it to be a regular agenda item.	<b>Clerk</b>
<b>2. Minutes of Previous Meetings</b>		
	The minutes of the meetings held on 12 January 2015 and 27 January 2015 were APPROVED.	
<b>3. Matters Arising</b>		
	Item 4 Minutes of 12 January 2015. C Willis would redistribute the copy of the letter sent to parents regarding staff recruitment, for the information of Governors.	<b>CW</b>
<b>4. School Policies</b>		
	A Adams reported that she had visited the school and followed up on the policies and checked two files. The policies were now separated into Operational and Statutory. Most of the policies were up to date and there were just a few which required updating and a rolling programme of reviews could be introduced. The Pay Policy was outstanding and would be brought to the next meeting for approval. The changes to the model policy had not yet been adopted by many schools. The SEND Policy would be completed later in the school year. .	<b>AA</b>
	It was confirmed that the Shadow Board of Governors for St Barts would now pick up approval of policies for that school.	
	Thanks were expressed to A Adams, T Lawrence and S Smillie for their work in resolving this issue.	
<b>5. Reconstitution of Governing Body</b>		
	A Adams reported that the new Instruments of Governance for the two Boards of Governors had been sent to the Diocese for approval.	

## 6. De-federation

A Adams reported that this was completed and the first meeting of the Shadow Board of Governors for St Barts was being set up in readiness for the formal de-federation in April 2015.

## 7. Progress against the School Development Plans (SDP)

- i) St Barts. G Coward (deputising from D Carter on Paternity Leave) tabled and presented an update on the 3 Priority Areas. No Pupil Premium data had been included in the report. This would be presented to the next meeting. Progress had been made across all areas of the SDP including the following:

DC

### Literacy:

- INSET training on 13 February had enabled all teaching staff to work on the development of updated curriculum statements for Maths and Literacy. These would be updated to the school website in April.
- Teaching Assistants and Teaching staff shared a Professional Development meeting focusing on moving Phonics teaching from good to outstanding.
- The Literacy Subject Leader had met with other leaders in the Partnership as part of the Progression Project including looking (as a member of a sub-committee) at Talk for Learning. One governor asked what texts were being used. G Coward replied that they were mainly classic texts that children would be aware of, but they were exposed to a wide range. Another Governor asked what the impact of this initiative would be and how it would be measured. G Coward replied that this was a long term project. Three standard questions had been agreed that could be applied to any text and these helped measure the understanding for pupils and teachers. It was likely to be at least two terms before any impact could be measured.
- The Federation leaders had also met to plan World Book Week and make some new guided reading resources.
- Three members of staff had attended Year 2 moderation training.

### Maths:

- At the INSET day on 13 February, the curriculum statements had been completed and placed on the school website. In response to questions from Governors, G Coward accepted that it would be a good idea to seek parental feedback on the statements.
- Work was continuing on an updated Calculations Policy across the Partnership. In response to questions from Governors it was confirmed that arrangements were in place for the work to continue once the current subject leader went on maternity leave. It was also confirmed that the moderation across the Federation would go back to the Headteachers.
- Teaching staff had attended a Professional Development Meeting on the use of questioning in maths and also to discuss the impact of 'Maths in Context' across the Federation.

- A scrutiny of maths books had taken place at the SLT meeting. Although pleased with the quality of work, the amount of work, the quality of differentiation and consistency across departments, a few minor points had been identified and fed back to individual members of staff. Governors asked for clarification on what differentiation took place. G Coward replied that this depended on the abilities within the class.
- A temporary Maths subject leader was being recruited to cover maternity leave.
- Staff had attended the Year 2 moderation training. Governors asked if any training needs had been identified. G Coward replied that there were several training events planned during the year. There was a statutory requirement for Foundation Level staff to be involved in training. One Governor questioned the workload of staff and whether anyone was monitoring the level of work. G Coward assured the meeting that conversations were held with individuals.

In response to a further question on Pupil Premium pupils, it was confirmed that the progress of these pupils was picked in termly pupil progress meetings. Governors questioned whether this was often enough. G Coward assured the meeting that there were ongoing informal discussions as part of a monitoring cycle. This included parent evenings. Governors were concerned that there did not appear to be documentary evidence of this cycle eg lesson observation feedback. G Coward agreed to feedback to the Headteacher.

**GC/DC**

#### ICT

- Staff had attended a Professional Development Meeting on the elements of the Computing Curriculum and what those elements would look like at each stage.
- A user agreement for the iPods and Chromebooks had been developed by Somerset eLim. These machines were given to Pupil Premium pupils. Parents were invited in to receive instruction on the use of the machines before they were issued. In response to questions from Governors it was confirmed that no new software or apps could be uploaded at home. A final letter had been sent to the parents who had not yet picked up a machine. Governors asked how the impact would be measured. G Coward replied that this would be based on outcomes and linked to the targets set. Governors also asked how the machines were being used in literacy and maths. They were used to practice skills used in guided work and follow up demonstrations on whiteboards. In Literacy they were also used to provide more stimulative introductions to work as well as being able to record voice work through Communications Print. Governors further asked how robust the machines were. G Coward replied that they have proved very robust with no problems so far. They were included in the overall class requirements to care for equipment.
- The Headteacher had attended a BETT show in London to look at various software available for pupil tracking. The school had considered the Somerset LA system unsuitable. In response to questions from Governors, G Coward

- confirmed that the BETT show was a large ICT Trade event.
- The school had taken part in the Safer Internet Day on 9 February.
- Two staff had attended training at Dillington House on the new Computing Curriculum.

G Coward was thanked for her report and left the meeting.

- ii) Ashlands/Misterton: C Willis reported verbally that at Ashlands the focus on guided reading had continued. At Misterton there had been a focus on the quantity of writing with pupils being able to write at length and frequently. Work in numeracy had not moved on as quickly with daily mental maths. The subject leader was now more confident in making judgements on progress. The quality of marking and feedback to pupils was improving and the school had been pleased with the progress that could be seen. A Professional Development Meeting had helped pull all the details together. Moderation was taking a lot of work and time prior to issuing reports to parents to ensure the policy and evaluation process were working properly. There were significant changes in staffing at Misterton and it had been necessary to ensure continuing consistency around learning. Governors questioned the quality of the marking and feedback and the initiatives to ensure consistency. C Willis replied that previous comments like 'good work' were no longer acceptable. The next steps needed to be identified in the books for pupils to pick up. In response to further questions from Governors, C Willis explained that the school used a 'two stars and a wish' process which pointed out the wish of the teacher in the next piece of work.

C Willis then tabled and presented comparison data on pupil attainment and progress in 2013/14 and 2014/15 for both schools. The meeting went through the data in detail noting the following points from the 2014/15 data:

- There was a mixed picture for Year 4 pupil premium progress at Misterton with some pupils not making expected progress.
- For Year 1 there were strong and impressive results at both schools. In response to questions from Governors on how pupils performed in the first year in the next phase and whether the data existed. C Willis replied that considerable moderation took place across all the feeder schools and that Ashlands and Misterton could be confident of progress and levels when pupils moved on. However pupils were usually re-tested and assessed on entry to the next phase. Governors wondered if this should be a discussion point for the Federation. C Willis replied that more cross-phase work was being planned through the Progression Project. It was important to recognise the reasons for individual variations.
- At Ashlands the Year 4 Pupil Premium Pupils appeared to be performing ahead of their peers. Governors asked if this was the result of specific interventions. C Willis replied that this was the result of high expectations and partly due to there being no

SEND pupils in the group.

- Governors expressed concerns about the Year 3 progress in Maths. C Wills replied that there had been a challenge this year due to the changes in the curriculum. The school was a little behind but would catch up. In reply to further questions C Wills confirmed that most of the high level of support was provided in-class.
- There had been a discussion with the class teacher at Misterton on the Year 4 progress over the lack of clarity and data collected. There should be an improvement very quickly. There were half-termly pupil progress meetings.
- The one Year 2 Pupil Premium pupil at Misterton had made good levels of progress after a 'light bulb' moment.
- It was agreed that a key should be included at the bottom of future reports.

CW

C Wills was thanked for her comprehensive report.

## 8. Policies

A Scott reported that he had followed up on the Policies list and found that most only required minor updates. He apologised that the Safeguarding Policy was not finalised. He had visited Ashlands for a meeting with Tina Chesterman on eSafety. There would be a need to confirm suitable Safeguarding Training for Governors. It was confirmed that Level 3 staff could cascade training to Governors. It was also confirmed that there would be a need for at least one Governor to be trained on Safer Recruitment. A Adams commented that the only realistic course on offer was the on-line one. The schools needed to ensure all staff were up to date on Safeguarding training. In response to questions from other Governors about any weaknesses in Safeguarding arrangements, concerns were expressed about the lack of a CCTV cover for the entrance at Ashlands. C Wills explained that this was unnecessary as there were high levels of staff supervision at all times and pupils were always accounted for. The implications of the low fencing at the entrance to St Barts had been picked up at a recent meeting with the LA Building Officer. Costs were being explored. Questions were also asked about whether there was an approved LA list of contractors and whether they had gone through a vetting procedure. A Adams commented that there was a list and regular contractors would have been checked. However any other visitors or contractors would have to be assessed through a risk assessment undertaken by the Headteachers.

HTs

The RE Policy would be presented to the next meeting.

JM/MH

The External Visits and Health & Safety Policies had been circulated prior to the meeting. The Health & Safety was a standard LA model Policy and was APPROVED. The External Visits Policy was basically an Operational Policy and approval of trips could be delegated to the Headteacher. The Chair of Governors would need to approve residential visits. The Policy was APPROVED.

**9. Recruitment of Governors**

A Adams reported that recruitment of new Governors for both new Boards of Governors was progressing well with considerable interest.

**10. Review of Impact of the Meeting**

Those present agreed that the meeting had been effective in reviewing the progress against SDP targets in all schools.

**11. Date of Next Meeting**

The next meeting would be held at Misterton School from 5pm on Monday 16 March 2015. The SFVS return would need to be agreed by the current Board of Governors. The St Barts budget for 2015/16 would be delegated to the Shadow Board of Governors.

It was noted that the Acting Clerk would not be available on this date. The new Clerk was in post and he would liaise with her over the arrangements for the meeting.

**MH**

The meeting closed at 19.10.

