

Meeting of the Crewkerne and Misterton Federated Governing Body

Minutes of a meeting of the Governing Body held on Thursday 26th November 2015 at Ashlands First School (GB3)

In Attendance: Adrian Scott (AS), Richard Barratt (RB), Carol Wills (CW), Andy North (AN), Liz Clemow (EC), Lisa Carter (LC), Anthony Mulligan (AM), Adam Pilton (AP)
Diana Hunt Clerk (DH)

No.	Procedural Matters	Action
1	Apologies received and accepted for Ellie Kading, Jonathon Morris & Niki Ball	
2	Channel Awareness Training - Thank you to those who have completed the on line course and sent a copy of their certificate to DH.	Action
3	DH asked those present for any declaration of interests. None declared.	
4	<p>The minutes from the 1st October 2015 had been amended and were agreed and signed off. Minutes from the last meeting held on the 22nd October were circulated prior to the meeting and RB asked if there was anything to be raised. Agreed and signed.</p> <p>Matters Arising:-</p> <ul style="list-style-type: none"> • Point 3 GB2 - ongoing. • Point 9 GB2 - Federation Finances to be discussed at GB4. Digital copy to be sent out prior to the meeting. • Point 10 GB2 - Actions from SIAMS report to be detailed' in Jan HT report • Point 10 GB1 - Medical and Accessability Policy to be prepared ready for the GB4 meeting. NB taking this on along with DH and HB. These policies would sit with EC as SEN governor. • Point 11 GB2 - New Raiseonline data to be included in the Headteacher Report. GB4 • Point 14 GB1 - Vision and Values questions are going to be added to the parent questionnaire and sent out next week. • Point 15 GB1 - Feedback from parents on the new hot meals. Questions have been added to parent questionnaire. • Point 5 GB2 - New ledge code to be set up for H & S to show budget allocation. Will go on next April 2016. • Point 7 GB2 - Safeguarding Reports amended and signed by the RB. • Point 10 GB2 - SIAMS Report - Monitoring. AS and JM still to discuss. <p>Pupil Premium - CW referred to point 8 from GB2 regarding Pupil Premium and if the Governors had any questions or if there was enough information on the website. RB: Along with the detail report in the Headteachers report I think we are getting all we need to know. AM: Is the language on the website parent friendly. CW: We need to be in line with statutory requirements but can you provide me with the details AM: I will email you the specifics I am referring to.</p>	<p style="text-align: center;">Action</p> <p style="text-align: center;">Action</p> <p style="text-align: center;">Action</p> <p style="text-align: center;">Action</p> <p style="text-align: center;">Action</p> <p style="text-align: center;">Action</p> <p style="text-align: center;">Action</p> <p style="text-align: center;">Action</p> <p style="text-align: center;">Action</p> <p style="text-align: center;">Action</p>
5	<p>Staff Appraisal - Pay Committee</p> <p>The non confidential items from the Pay committee were circulated prior to the meeting. RB: The meeting was an open, frank discussion. A suggestion that came forward from the meeting was that each teacher has a professional staff portfolio - evidence based to say they are reaching criteria. CW & AN have discussed this and will look at it but AN did raise that he was reluctant to give teachers more things to do as teachers workload is already pretty heavy. EC: The teachers would need some guidance on this. CW: If you refer to the Appraisal policy it shows expectations and self audit tool. AN: It would be good to have a list of non-negotiables from CW so teachers know exactly what they to put in the Professional Staff Portfolio. Very Specific, clear evidence. RB: Are we happy to recommend this across the federation for their future progression. All the Governors agreed. Teachers to have the crib sheet link from the Key emailed to them.</p>	Action

6	<p><u>Policies</u> The policies went out for consultation. No feedback from staff. The policies can now go to Governors for approval. The appraisal policy was agreed. Pay Policy It was discussed that it would be an idea to reward exceptional teachers with perhaps a spot payment (like a bonus). CW to revisit spot payment scheme. RB: It recognises success and improve moral. CW suggested to work with LC and send out an amended pay policy for consultation and bring back to the Governors at GB4. AN: We need to make sure moderation is very strong. RB: That's why portfolios would be so good.</p>	Action
7	<p><u>School Website</u> School website is up to date. We are looking at putting all the staff photos on the websites. Need to get consent first.</p>	Action
8	<p><u>Crib Sheets</u> LC has put together a crib sheet for both Ashlands and Misterton with all key information that you might be asked for by Ofsted. Crib sheets circulated to all Governors present. Copies to be emailed out to those not present. These can be with you if you are talking to an Ofsted inspector. It is a working document so just need any current data to be put on as and when.</p>	Action
9	<p><u>Pupil Progress/SDP Update</u> Copies of the SDP 3 and 1 handed out. SDP 1 - SMART targets and not include too much. SDP 3 - Focus on marking, supporting high expectations eg. appraisals. Impact on marking is the main focus to give better progress for children. RB: We are now 10 weeks in where are we with marking progress? CW: Set of observations just finished and book scrutinises. Improvement in marking and children clearer in their next steps of work. If you look at the children's books you should see purple pens/purple polishing pens - this is the children's feedback to the marking. Greater consistency. Positive feedback from children. Observations: very enthusiastic. There has been occasional confusion over what specifically need to do, but developing this now. Notable progress and good systems in place. AM: How are those pupils who lack confidence in work dealing with this? CW: This will be down to the teachers knowledge of each child.</p> <p>SDP 1 - Literacy - to retain attainment in reading. NB supporting Richard Coath in his role as literacy leader. Concerns over phonics teaching in early years at Ashlands.</p> <p>Our focus this term has been on SDP 3.</p> <p>SDP 1, 2 and 3 to be emailed to all Governors. It is a working document. CW handed out end of year targets for each class linked to new expectations SDP 2 - Numeracy - presented by AN AN is the Numeracy lead across the two schools. AN target has been to come across to Ashlands and get to grips with their data, speak to the children, staff and look through the books. There has been lots of changes with numeracy. New mastery curriculum - AN and Mel Hooper have had the training - AN to feed back to teachers and is confident that we will be up to progression this year. To cascade training is a priority but it will have to wait until the spring. CW: The new assessment framework had to be a priority this term. AN to present SDP 2, NB and Richard Coath to present SDP 1 to the GB. Official data released later next month. Feedback in January RB: How much time is this taking you out of the classroom? AN: I have been out 3 mornings this week but I organise my planning first and I have a very good HLTA in class. Very good team. CW: Quality work still in the classroom.</p>	Action Action Action

10	<p><u>Governor Visits</u> Unfortunately due to personal circumstances RB's visit didn't go ahead. AM did a numeracy visit yesterday. To be presented at the next meeting. EC has met with both Helen Berryman (SENCo) and NB. Completed visit form to be sent to Carol and presented at the next meeting. AS visited Ashlands to meet up with Tina Chesterman reference E-Safety. Tina has some worries about E-Safety. CW has chatted to her now and she has more confidence in it now. CW will be providing more support with this after Christmas. Just to remind all Governors that all Governor visit forms go to CW first, then to the teachers to comment and to the clerk for evidence. AM will now do the unannounced visit regarding Safeguarding at Ashlands and report at the next meeting. AP has visited both schools as a new governor, but attending a Health & Safety course next month and will then arrange a visit to Ashlands to do his Health & Safety visit.</p>	<p>Action</p> <p>Action</p> <p>Action</p>
11	<p><u>Future of Small Schools - This was recorded as confidential minutes.</u></p>	
12	<p><u>Chart of Accounts - month 7</u> Future documents will be sent out in PDF so you can all access them. LC to resend documents. No questions raised. <u>Health & Safety Matters</u> LC : I will go through the Fire Audits with AM when he visits Misterton on 4th December. <u>Kitchen Refurb - Full Financial Report</u> A full financial report was handed out to all Governors. We came in under budget on the kitchen refurbishment. We will review it again in 3 months. Hot meals have increased since we have changed to BAM. Feedback on the meals will come in on the parent questionnaires. AM: Was the long term plan to be making a profit but looking at the graph we are making a loss. LC: It won't cost as much as before, but it will cost us. If the Government decide to withdraw the grants we will be funding it ourselves. AS left the meeting at 6.35pm.</p>	<p>Action</p>
13	<p><u>Raiseonline Data</u> CW: Very strong data. Ashlands above national average and Misterton significantly above. <u>Writing</u> Strong performance in writing across both schools. <u>Reading</u> Ashlands 3+ was lower than national average Misterton was very strong <u>Phonics</u> Misterton - exceeding Ashlands - under national average but as expected. Specific pockets to show improvement at Ashlands. <u>Absence</u> Both schools attendance is above national average. No weaknesses identified. This is how we will present our data internally for GB meetings. <u>Misterton</u> This data is worth celebrating . To present in next newsletter and website.</p>	<p>Action</p>
14	<p><u>AOB</u> <u>SENCO Update</u> CW: We advertised and no response. We were told there was an opportunity to get a SENCo</p>	

ACTIONS ARISING FROM FULL GOVERNORS' MEETING HELD ON 26th November 2015

MINUTE	ACTION	BY	TIMESCALE	COMPLETE
2(GB3)	Channel Awareness Training		ASAP	
3(GB2)	Data to be summarised by CW into strengths and weaknesses to allow for a more balanced discussion around data.	CW	Ongoing	
9(GB2)	Federation Finances to be discussed at GB4. Digital copy to be sent out prior to meeting.	LC	GB4	
10(GB2)	SIAMS report to be summarised into Headteacher Report for GB4.	CW	GB4	
10(GB1)	Medical and Accessibility policy to be looked at.	CW	Nov 2015 TBC	
11(GB2)	New Raiseonline data to be included in the Headteacher Report for GB4.	CW	GB4	
14(GB1)	Vision and Values questions to be included with parent questionnaire.	CW/LC	December 2015	
15(GB1)	Feedback from parents on the new hot meals.	Lisa Carter	GB4	
5 (GB2)	A new ledger code to be set up for H & S to show budget allocation.	LC	April 2016	
10 (GB2)	SIAMS Report - Monitoring	AS & JM		
5 (GB3)	Crib Sheet link from the Key to be emailed to all teachers.	CW	GB4	
6(GB3)	CW and LC to work together on looking at amending the pay policy regarding a spot payment (bonus) and to send out for consultation and bring back to the next meeting.	CW & LC	GB4	
7(GB3)	Consent forms to go out to all staff regarding putting their photographs on the school websites.	TL & DH		
8(GB3)	Ofsted Crib sheets to be emailed out to those not present.	Clerk		
9(GB3)	SDP 1,2 and 3 to be emailed to all Governors.	CW/Clerk		
9(GB3)	AN to present SDP2 and NB & Richard Coath to present SDP 1 to the GB.	AN, NB, RC	GB meeting to be confirmed	
9(GB3)	Official data is released in December 2015. Feedback in January.	CW	GB4	
10(GB3)	AM to present Governor visit on numeracy at next meeting.	AM	GB4	
10 (GB3)	EC to present SEN report at next meeting.	EC	GB4	
10(GB3)	AM will do the unannounced visit regarding Safeguarding at Ashlands and report at the next meeting.	AM	GB4	
12(GB3)	Month 7 accounts to be resent out in PDF format.	LC		
14(GB3)	SEN Resources - Full audit to be presented at next meeting.	CW	GB4	
14(GB3)	Property Development - Objections/comments link to be put on the Friends of Ashlands Facebook page. Drawings/plans to be presented at the next meeting.	CW/LC	GB4	