

Crewkerne and Misterton Federated Governing Body

Minutes of a Meeting of the Governing Body held on Thursday 5 May 2016 at Ashlands C of E First School (GB6)

Present: Richard Barrett (Chair) (RB), Adrian Scott (AS), Andy North AN), Liz Clemow (EC), Adam Piton (AP), Nicola Ball (NB), Ellie Kading (EK),
In attendance: Lisa Carter (LC), Mel Hillman – Acting Clerk (MH), Richard Coath (Literacy Co-ordinator – item 9)(RC)

No.	Procedural Matters	Action
1.	Apologies received and accepted from Andy Mulligan and Rev Jonathan Morris.	
2.	Thanks were expressed to Mel Hillman for standing in as Clerk due to the unavailability of Diana Hunt through illness.	
3.	There were no declarations of business interests on the current agenda.	
4.	Chair's Business. RB confirmed the appointment of Nicola Ball as the new Headteacher following a rigorous and exacting two-day appointment process. The final decision had been unanimous and congratulations were extended to Nicola on the appointment. Due to the illness of Diana Hunt there had been some understandable slippage in the calling of the meeting. The importance of correct governance was accepted and would be overcome.	
5.	<p>The minutes of the previous meeting held on 21 March 2016 were APPROVED with one minor clarification in Item 10 – now to read 'Health and Safety audit in September for Misterton to be carried out by SCC. It was deferred from April until the new Headteacher is in place. Premises Management Audit in April 2016 for Ashlands to be carried out by the South West Audit Partnership.</p> <p>Action Points from GB5: Point 2 – Just confirmation required from JM on Channel Training completion. Point 4 – Confirmed that leaving 'do' for Carol Wills will be held on 20 May, 09.30 at Ashlands and 14.30 at Misterton. AS would arrange someone to lead the Misterton session. A special picture had been commissioned for presentation. It had also been agreed to obtain prints of the picture for displaying in each school. Donations would be welcomed. Point 6 – Child Protection. This would be clarified and picked up at the next meeting. Point 7 – School Website. The OFSTED report had picked up on the dissemination of School Council activities. Discussions were being held on how the two Councils could work together, including joint fund-raising. There would be regular joint meetings. A programme of pupil questionnaires would be introduced over the term. There was also an exciting possibility of joint working between the two Friends Groups. Point 8 – Joint curriculum activities were on-going. Point 9 – Governor scrutiny of marking would take place after the visit of Liz Strange on 19 May 2016. Point 9 – SEN proposals were in flux. Clair Findley had stood down and there would be a review of candidates for forthcoming teaching vacancies to consider options. Data on SEN and Pupil Premium would be included in Headteacher's report for next meeting. There would be an Early Years moderation at Ashlands this term.</p>	<p>Action</p> <p>Action Action</p> <p>Action</p> <p>Action Action</p>
6.	<p>Re-allocate Governor Role. Confirmed that AM would take over the Literacy role from NB following her appointment as Headteacher.</p> <p>NB and AN confirmed as Governors. One Staff Governor vacancy to be filled following return to work of Diana Hunt.</p>	Action
7.	Policies: LC confirmed that the revision of the Medical and Accessibility Policy was in hand.	Action

8.	School Website: LC confirmed that the updating of the website was in hand as a matter of priority.	Action
9.	<p>Accountability/Strategic Matters</p> <p>Richard Coath (Literacy Co-ordinator) was welcomed to the meeting to give a report on the strengths and weakness of Literacy across the Federation related to the SDP Priorities. It was confirmed that AM had taken over as the Literacy Governor. RB confirmed that there would be a joint literacy visit during the second half of this term.</p> <p>Planning for new KS1 tests, including SPaG, were in hand and a fundamental part of teaching. Talk for Writing had continued to raise standards in Year2/3 and Year 4 Classes at Ashlands and both classes at Misterton. Guided Reading had been more in depth with a change of emphasis. The new model concentrated on the content of writing and interpreting it by the use of 3 key questions. Richard had been impressed with the working partnership through CISP. A joint SPaG programme document had been produced.</p> <p>The areas for development had been identified as: Phonics – it was being taught well but there needed to be a standardised approach across the Federation.</p> <p>Staffing Training and CPD in Literacy was up to date but consideration would need to be given on the next steps. RB asked that as Phonics was a key area, where there any 'pockets' of concern? RC replied that there was a structure but the end assessment was not as it could be. There was a need to bring the data together in a common format. RB asked if there were any 'pockets' of pupils to worry about? RC replied that this was being assessed and the pupil progress meetings would flag up any groups of concern. The process would be proactive. RB also asked if parents were being informed. RC and NB confirmed that if an issue was identified, parents would be 'drip fed' information prior to the formal parents meeting.</p> <p>RC was thanked for his presentation and left the meeting.</p>	
10.	<p>Headteacher's Report/OFSTED Debrief – Misterton School:</p> <p>NB reported that she was picking up day to day issues. The Headed notepaper had been changed to reflect the Federation with the addresses and logos of both schools now included. Consideration was also being given at including joint accreditation logos.</p> <p>One of the questions during the OFSTED visit had been around 1:1 intervention for Pupil Premium pupils. NB issued a list of such pupils, showing the individual support and spending for each pupils. NB would continue to update the list using staff input.</p> <p>NB had started to tidy-up and standardise the computer drives and files across both schools.</p> <p>Staff had been informed of the need to develop their own CPD Portfolios, which would be followed up.</p> <p>The OFSTED inspection at Misterton had been 'Good' and a letter had gone out to parents.</p> <p>There had been 3 areas for development which had been shared with Governors. The Ashlands OFSTED preparation plan was in place and ongoing. EC asked what the schools would need to do to reach 'Outstanding'. The appointment of the new Headteacher had been a critical appointment. EC also asked about publicising the outcome. It was confirmed that letters and press releases were in hand as well as a permanent banner.</p> <p>NB advised that she had become a member of the Values Group of CISP as well as the Progression Steering Group.</p>	

11.	<p>Governor Visits</p> <p>There had been no formal visits but many Governors had been involved in the two-day appointment process for the Headteacher. Governors had been able to see both schools in action. It was agreed that RB/EC/AP would write up summaries of various aspects of the process and school activities. Governors were thanked for their input to the process.</p>	Action
12.	<p>Finance/ Health & Safety</p> <p>LC reported that the 2016/17 Budget was in hand. LC and NC would discuss the proposals with two Finance Governors and circulate to all Governors ready for approval at the next meeting of the Governing Body.</p> <p>The 2015/16 Year End Summary had been circulated indicating a 98.35% final spend for Misterton. The surplus from the Breakfast Club would be placed in contingency. Some may be needed to cover a drop in income due to a drop in numbers. The Early Starters group had proved successful despite small numbers. DFCG funds would be used to continue remodelling projects.</p> <p>For Ashlands the final spend had been 93.81%. This included income of £5,500 through David Theobald. This would be used to help with branding and marketing of the Federation and work had started on a Federation logo. Questions were asked if the name of the Federation should be Ashlands & Misterton, rather than Crewkerne and Misterton. MH advised that there was a formal process to be undertaken to complete this. It would be an agenda item for the next meeting.</p> <p>The individual budget headings were noted. (AS left the meeting at this point)</p> <p>The Finance Policy had been reviewed and updated.</p> <p>Under Health & Safety, the Fire Audit had identified the need for an Arson Policy. A standard policy had been provided through RAMIS and adapted to the individual needs of each schools. It was not clear if the Critical Incident Plan had ever been presented to Governors. The standard LA model Plan had been adopted and staff informed of their responsibilities. This would be added to the Induction pack. The documents would be added to the list of documents for regular review. To improve the Business Continuity Plan all documents would be moved to the 'P' drive on the central server and all others deleted.</p> <p>The actions resulting from the Premises Management Audit had been completed. The feedback had been positive. The report would be presented to GB7. Thanks were expressed to LC.</p>	<p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p>
13.	AOB – there were no items of business.	
14.	<p>Meeting Review</p> <p>Feedback from this meeting – The meeting had dealt with several items of administration. All Governors were content it had been a constructive meeting.</p>	
15.	Date of Next Meeting – meeting to be held at Misterton School – date to be circulated.	Action
16	Next meeting focus: Future Planning, Formal Headteacher Report	
17.	<p>CONFIDENTIAL AND STAFFING ITEMS – Staff Governors withdrew at this point.</p> <p>The minutes are recorded separately.</p>	

The meeting closed at 7.20pm

Actions overleaf

ACTIONS ARISING FROM FULL GOVERNORS' MEETING HELD 5 MAY 2016

Minute	Action	By	Timescale	Complete
GB6 - 5	Confirm Channel Training by JM	JM/LC	Next meeting	
GB6 - 5	Lead for Misterton leaving event 20 May Donations to LC	AS All	Asap Asap	
GB6 - 5	Safeguarding issues to be picked up at next meeting	NB	Next meeting	
GB6 - 5	Scrutiny of Marking after visit of Liz Strange 19 May	RB	Next meeting	
GB6 - 5	SEN – new arrangements to be considered Data to be included in next Headteacher Report	NB	Next meeting	
GB6 - 6	Staff governor vacancy – to be followed up by DH on return to work.	DH	Ongoing	
GB6 - 7	Medical & Accessibility Policy update in hand	LC	Asap	
GB6 - 8	Update of website in hand as matter of priority	LC	Asap	
GB6 - 11	Governors to write up reports on Headteacher appointment days	RB/EC/AP	Next meeting	
GB6 - 12	Draft 2016/17 to be circulated to all Governors prior to the next meeting. To be agenda item for approval.	LC	Next meeting	
GB6 - 12	Change of name of Federation – formal agenda item for next meeting	LC	Next meeting	
GB6 - 12	All documents to be moved to 'P' drive on central server. Other files to be deleted.	NB/LC	Ongoing	
GB6 - 12	Premises Management Audit Report to be presented to GB7	LC	Next meeting	
GB6 - 13	Date of next meeting to be confirmed and date circulated.	RB/NB	Asap	