

## Meeting of the Crewkerne and Misterton Federated Governing Body

### Minutes of a meeting of the Governing Body held on Thursday 9th July 2015 at Ashlands First School

**In Attendance: Adrian Scott (AS), Richard Barratt (RB), Carol Wills (CW)), Rev Jonathan Morris (JM), Adam Pilton (AP), Ellie Kading (EK), Andy North (AN), Liz Clemow (EC), Lisa Carter (LC)**

**Diana Hunt Clerk (DH)**

No.	Procedural Matters	Action
1	Apologies received and accepted for Peter Dudney, Niki Ball & Anthony Mulligan.	
2	RB asked those present any declaration of interests. None declared.	
3	<p>The minutes from the meeting held on 19th June 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.</p> <p><b><u>Actions from last minutes:</u></b></p> <ul style="list-style-type: none"> <li>• All Governors to complete DBS / Provide evidence of existing DBS - ongoing</li> <li>• LC to still inform lunchtime staff who the Pupil Premium children are.</li> <li>• The Pupil Premium policy has been amended and agreed. It can now go on the website.</li> <li>• SEND Policy on the agenda for this evenings meeting.</li> <li>• Letter to the family of Mary Read to be done before the end of term.</li> <li>• Student feedback to teacher marking. Governors need to see impact of that. CW: Now a very good practice in place, which the teachers are aware of and have a very clear message of what is expected. EC supported that she had seen this. RB asked that evidence was presented at the first GB meeting of the new term.</li> <li>• Data - item on the agenda for this evenings meeting.</li> </ul>	<p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p>
4	<b><u>Procedural Points</u></b> - RB discussed the need to have a better organised meeting. The last meeting had been a good meeting but perhaps there had been too much on the agenda and then rushed. We also need to bear in mind the correct procedures when discussing matters that are deemed confidential.	
5	<b><u>Confidential Minutes</u></b> - This item was moved to the end of the meeting and the staff governors were asked to leave. A copy of the confidential minutes were handed out to those who attended the previous meeting and agreed and signed by the Chair RB. All copies were returned to the clerk.	
6	<p><b><u>Pen Portraits</u></b> - DH confirmed that all pen portraits had now been received just two to go on the Misterton Website. To check Ashlands website.</p> <p><b><u>DBS checks</u></b> - AS is going to provide evidence of his DBS. DH to ring Wadham to get a copy of JM's DBS. Anthony Mulligan has had the form, just waiting for it to be returned.</p>	<p><b>Action</b></p> <p><b>Action</b></p>
7	<p><b><u>Policies</u></b> -</p> <ul style="list-style-type: none"> <li>• Pupil Premium policy had been amended and agreed and signed. To go on both websites.</li> <li>• The Esafety policy meets the national guidelines. Good feedback from AS. AS has been working with Tina Chesterman who put this policy together. AS has also been involved in the 360 degree accreditation in another school and now knows the whole process involved to ensure we pass. Our 360 degree accreditation is due in October. 360 degree is an Esafety accreditation and it's about working with the children, parents and the local community to make sure children are safe on line. All of the governors were happy to accept this policy. Health &amp; Safety Governors to have access to EECLIVE - DH</li> <li>• External Visits Policy - this is a county one but adapted. All the Governors were happy</li> </ul>	<p><b>Action</b></p> <p><b>Action</b></p>



	<p><b>EYFS</b> - referring to data  Misterton only one child in that cohort didn't reach expected levels on writing.  Ashlands - 39% in reading did not reach expected levels  48% in writing did not reach expected levels.  30% in maths did not reach expected levels. It is a very concerning picture.</p> <p><b><u>Year 1 Phonics Testing</u></b>  Very Strong results at Misterton. 90% passed.  Ashlands 67% passed - high number of SEN children in this cohort which will impact the pass rate. The national pass rate last year was 74%.  RB: Good example of how to present and narrative - referring to EC's point raised earlier about notes supporting data.  CW: Early years Phonics focus will be a priority on the SDP.  EK: Would encouraging more parents in to help with reading help with phonics?  CW: We also want to look at involving parents through running more parent workshops next year – this will also be linked to our SDP</p> <p>RB: Credit to the teachers at Misterton for the turnaround at Misterton in the past year.  CW: KS2 is improving too but not quite so strong at Misterton.</p> <p><b><u>KS1 data (Year 2)</u></b>  Strong data in both schools. Above in all areas based on national figures from last year on Raise online. Very small slip some pupils achieving a 2b rather than a 2a as targeted with but still reaching age related.</p> <p><b><u>Ashlands</u></b>  Reading Average Point Score 17.0 - last year's National average 16.1  Writing APS 16.47 - last year's National average 15.1  Maths APS 16.60 - last year's National average 16.2</p> <p>Misterton  Reading APS 17.86  Writing APS 17.57  Maths APS 17</p> <p>Small cohort of 7 at Misterton - all very strong.  CW congratulated all the staff for keeping focused and moved forward.</p> <p>Raise online figures will come out in the Autumn for this year. Very encouraging results that should be above national expectations</p>	
11	Calendar of Works & Governor Roles - See appendix 3. This is a working document that needs to work around the needs of the schools. Health and Safety to be added to the agenda each time.	<b>Action</b>
12	Monthly Chart of Accounts Review - See appendix 4. These documents were circulated prior to the meeting. No movements at the moment. SCITT funding going into contingency at Ashlands to start building contingency back up. A brief month 3 report will come out before the end of term.	

	<p>Misterton had a Health &amp; Safety audit and the fire door from the Library to outdoors is bolted but it must be on a swipe switch to meet Fire regulations. New cost of approx. £700. LC proposed to use DFCG funds. It will have an impact on spends but it is H &amp; S. Ashlands need to have a new door at a cost of £900. It has to be a fire compliant door but it's not a fire door.</p> <p>The all weather canopy has been ordered using the PE and sport funding. To be fitted on 23rd July.</p> <p>Bartlett's have come in well under budget for the kitchen. Funding coming from the Universal School Funding. Kitchen staff training booked with BAM fm.</p>	
<b>13</b>	<p><b>AOB:</b> Disqualification by Association – new Government guidance regarding safeguarding. It refers to Early Years and KS1. It's statutory. Ofsted will ask for the safeguarding file.</p> <p>JM: It should be in our Safeguarding policy. Policy to be changed. To be reviewed in September. CW: Annual Safeguarding report is in September.</p>	<b>Action</b>
<b>14</b>	This meeting was deemed effective.	
<b>15</b>	The next meeting will be on September 7th at Ashlands school from 5pm to 7pm. To discuss the schools Ethos and Values.	
	Meeting closed at 6.50pm.	

### **ACTIONS ARISING FROM FULL GOVERNORS' MEETING HELD ON 9th July 2015**

<b>MINUTE</b>	<b>ACTION</b>	<b>BY</b>	<b>TIMESCALE</b>	<b>COMPLETE</b>
3	Lunchtime staff to be made aware of who the Pupil Premium children are.	LC	September 2015	
3	Letter to the family of Mary Read	Headteacher	End of Term	
3	Student feedback to teacher marking - presentation of evidence of this at the first GB meeting.	Headteacher	September 2015	
6	All pen portraits to be on both websites.	Clerk	September 2015	
6	DBS checks to be followed up.	Clerk	September 2015	
7	Pupil Premium policy to go on the websites.	Clerk	End of Term	
7	Health & Safety Governors to have access to EECLIVE.	Clerk		
8	Misterton Class teachers to have training on website.	Clerk	End of Term	
9	SEND Policy - Section 14- questions to be finalised	Elizabeth Clemow & Helen Berryman.		
9	Layout/format of SEND policy needs tidying and then to go on the websites.	Clerk	September 2015	
9	SEND Policy to be reviewed in a year more formally and as and when any amendments occur.	GB	July 2016	
9	Ashlands School - Annual reviews must be done by the end of the term for SEN.	NB	End of Term	
11	Health & Safety to be added to the agenda each time.	Chair/Clerk	Ongoing	
	Headteachers report to be re-circulated.	Headteacher	ASAP	
13	Disqualification by Association to be added to the Safeguarding Policy to reflect the new Government guidance.		September	
13	Annual Safeguarding report	Headteacher	September	