

Crewkerne and Misterton Federated Governing Body

Minutes of a Meeting of the Governing Body held on Thursday 9 June 2016 at Misterton C of E First School (GB7)

Present: Richard Barrett (Chair) (RB), Adrian Scott (AS), Andy North (AN), Liz Clemow (EC), Nicola Ball (NB), Ellie Kading (EK), Anthony Mulligan (AM), Jonathon Morris (AM), Lisa Carter (LC)

In attendance: Tracey Lawrence – Acting Clerk (TL)

No.	Procedural Matters	Action
1.	Apologies received and accepted from AP	
	Thanks were expressed to Tracey Lawrence for standing in as Clerk due to the unavailability of Diana Hunt through illness	
2.	Clerking Updates: There are none as DH is away Chairs Update: RB attended Chairs Meeting on Tuesday 7 th June. There are big changes on horizon. The biggest is around the budget. By 2020 all budgets will be given direct to schools. This may mean we may be better off. Potential new funding formulas in place for Somerset – TBC. Once budgets are devolved directly to schools then we will effectively be an Academy.	
3.	Declaration of Business Interests – None declared	
4.	Chair's Business. Review Governor Handbook. Inductions. Recruitment Defer to next meeting	Action
5.	The minutes of the previous meeting held on 05/05/2016 were circulated prior to the meeting. Minutes were agreed and signed Action Points from GB5: Point 2 - Prevent training – JM has completed and will pass cert to DH Point 9 – Point 9 – Governor scrutiny of marking would take place after the visit of Liz Strange on 19 May 2016 - RB to visit before end of summer term. Premises audit – GB8 brief tonight Action Points from GB6: Point 2 – Federation Name Change to Ashlands and Misterton Federation – County has drawn up an official document - move this is the next meeting. Point 6 -Staff Governor to be filled following return to work of DH Point 7 – EC confirmed that the Medical and Accessibility policy has not been updated yet but is in hand. Point 8 – School Website –. Updating of the website is in hand. Point 10 –NB had started to tidy-up and standardise the computer drives and files across both schools – this is still on-going. Point 12 – Feedback from the Premises Management Audit – move to GB8	Action Action Action Action
6.	Recruit new Governors – leave until DH returns.	
7.	Policies: Medical Policy - move to GB8	Action
8.	School Website: The Websites have all the statutory information on them. Extra information i.e. staff pages are in hand.	
9.	Accountability/Strategic Matters Final Budget 2016-2017: ASHLANDS LC apologised for the lateness of these budgets. They have been discussed with AP and AM. Evidence from these conversations sent and recorded by Clerk ASHLANDS	Action

<p>10.</p>	<p>Headteacher's Report:</p> <p>NB went through HT report. She reported that the format will change as the Head teacher's Report and the SEF should be separate, although she has kept the same format for now.</p> <p>This report covers the spring term in most part but will be May in places if it is important. NB reported that both schools work very closely with the Education Welfare Office to improve attendance.</p> <p>Staffing changes – TL and LC covering DH . Misterton have appointed a EYFS teacher to replace AN. She will complete her SEN award and then will cover SEN in both schools, NB to support her until them.</p> <p>SEN funding – Unfortunately we missed the deadline for SEN funding for one pupil at Ashlands but did gain funding for another pupil at Ashlands.</p> <p>There are a lot of staffing changes coming up at Ashlands. Our SCITT student will be covering LG's maternity leave and RMS will be leaving at the end of the summer term. CF will also be leaving at the end of the summer term but is on sick leave at present. RMS is covering CF's class and doing a marvellous job and has support from RC, SB, LC. One of the unsuccessful candidates from the Misterton interviews has been approached regarding the yr1/2 teacher at Ashlands for September. RC will be taking on the EYFS /yr 1 class in September. The Yr4 part time position has been re-advertised and we have several candidates visiting. MH will be leading numeracy from September.</p> <p>EC – noticed that one observation at Misterton was requiring improvement. NB confirmed that this was nothing to be concerned about.</p> <p>Liz Strange's report will be given out but it is not reflected in the Headteachers report. This report will be reissued for GB8 for further scrutiny.</p> <p>Data sheets to be reissued at GB8</p> <p>NB to work with JM and go through the SIAS report.</p>	<p>Action</p> <p>Action</p>
<p>11.</p>	<p>Governor Visits: cover in the next meeting. Governors send visit reports to Niki Ball</p>	<p>Action</p>
<p>12.</p>	<p>AOB: - there were no items of business</p>	
<p>13.</p>	<p>Meeting Review</p> <p>Feedback from this meeting – this meeting was not deemed to be the most successful due to all the paperwork arriving to governors late. One governor did not attend as he did not feel able to read the materials in time. The Headteacher and Chair have discussed this since the meeting and all future materials will go out at least one week prior to a GB meeting. Although late, the quality of information given out was a much higher standard than previously released. An example of this would be the data.</p>	
<p>14.</p>	<p>Date and time of next meeting: Tuesday 12th July at Ashlands 5pm</p>	
<p>15.</p>	<p>Next meeting Focus Revisit Link Roles / Agree Annual Calendar of works / Review/Agree Visits Protocol/Handbook inc Standing orders etc</p>	
<p>16</p>	<p>CONFIDENTIAL MATTERS AND STAFFING ITEMS</p> <p>Staff members were asked to leave the meeting before moving on to the confidential minutes and staff updates.</p> <p>Confidential minutes will be signed at GB8</p>	
<p>17.</p>	<p>Staff Updates</p> <p>Staffing updates were included in the Headteacher reports</p>	

The meeting closed at 7.20pm

ACTIONS ARISING FROM FULL GOVERNORS' MEETING HELD 9 June 2016

Minute	Action	By	Timescale	Complete
4	Review Governor Handbook. Inductions. Recruitment etc	RB	GB8	
5	JM to give a copy of Prevent Certificate to Clerk	JM	GB8	
5	RB to visit prior to end of Summer Term	RB	Summer Term	
5	Federation Name Change	RB/Clerk	GB8	
5	Premises Audit Feedback	LC	GB8	
7	Medical Policy – Reviewed / Updated	NB/EC	GB1 (2016-17)	
9	Evidence of scrutiny by AP/AM/LC sent to Clerk and kept as evidence. Evidence kept with GB7 notes	LC	GB8	
9	Pay and Personnel committee to consider spot payments once an official request is received.	NB/Pay Com	GB8	
9	Future Planning / Grant Funding	LC	Ongoing	
9	DATA Sheets / SIP and SEP reports reissued for further discussion / action	NB	GB8	
11	Governor visits – any governor visit forms sent to NB and NB to add comments and send to Clerk for distribution	Governors & NB	GB8 & Ongoing	