

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Wednesday 28th November 2018 at
Misterton C of E First School at 5:35pm (GB2)

In attendance: Richard Barrett (Chair – RB), Liz Clemow (EC), Nicola Ball (NB), Eleanor Kading (EK), Lucy Gosden – **arrived 5:45pm** (LG), Kay Dawson – **arrived 5:45pm** (KD)

Leanne Haldane (LH) Clerk

Guests: Lisa Carter (LC)

No.	Procedural Matters	Action
1	<p>Apologies received and accepted from Liz Popham (LP) & Anthony Mulligan (AM)</p> <p>KD and LG arriving late to the meeting due to a training course.</p>	
2	<p>Declaration of interests – None declared.</p>	
3	<p>Minutes of last meeting 24th October 2018 were circulated prior to the meeting.</p> <p>Minutes were agreed and signed.</p> <p>Amendments – none</p> <p>Action Points</p> <p>GB1 -Item 2 - completed</p> <p>GB7- Item 6 – completed</p> <p>GB7 – Item 9 - NB and Lisa Carter have completed a Code of Conduct for volunteers. They will email this document to GB for feedback.</p> <p>GB1- Item 4 – dates not received, however this meeting includes finance update.</p> <p>GB1 – Item 5 – completed & final roles to be discussed at this meeting</p> <p>GB1 – Item 6 - completed</p> <p>GB1 – Item 9- To be discussed at this meeting</p> <p>GB1 – Item 12- Both on agenda for tonight’s meeting</p>	

	<p>Monkey Puzzle classroom.</p> <ul style="list-style-type: none"> • ICT cost centre (Page 5 on Month 6 report) – LC highlighted the mistake made with Pupil Premium allocation resulting in an overspend. • Laptops – Issues regarding the age of the current teacher and children laptops, they are starting to slow and causing problems. Quotes have been obtained for new laptops and all details regarding this included in the report. The GB agreed for LC to buy the staff laptops as this has been budgeted for and the situation for staff is becoming unmanageable. • School servers – 2 companies have looked at and quoted to update the servers. Both companies are giving conflicting information. LC to speak to county and ask them to come and quote as well, to obtain their expertise and opinion about how to proceed. LC to email the board the outcome. • Discussion Laptops versus PC: Desktop PCs last longer and are more robust, however laptops will improve work/life balance and offer flexibility for working families. Up to date, good quality laptops are required as there are so many reports that staff need to complete. NB advised that the desktop not being used at Misterton has now been moved to her Ashlands office so it can be accessed by all staff for downloading etc. <p>The GB agreed it was a very positive report. Any further comments/questions can be emailed to LC (cc Clerk for filing).</p> <p>It was noted that every Governor reviewed the Virements sheet at the meeting.</p> <p>LC advised that the Unofficial Fund Audit was currently being audited so there was not a copy ready for signing yet, but LC would make this available for signing once ready.</p> <p>LC was thanked for all her hard work.</p>	<p>ACTION</p> <p>ACTION</p>
9	<p><u>Staff/Student Laptops</u></p> <p>Proposal to lease new laptops for staff and students. Discussed under Item 8</p>	
10	<p><u>PE and Sports Premium Funding Review</u></p> <p><u>A formal update on Ipad use by PP students (Impact/Evidence) will be made on the HT report at GB3.</u></p> <p>Update for now re: Ipads: The Ipads have been used in class but have not yet gone home. There are new Ipads for school use, the plan is for older ones to be taken home. This has meant that there has been a lot of data that needed to be removed before they could be released and so has delayed this process. However it is felt that it is so important not to rush this process or the roll out to parents so that it is done correctly. Letters will be going out to parents this week inviting each family to attend a half hour</p>	

	<p>session with their teacher so the scheme can be sensitively explained and families can decide if they want to take part. NB will review the take up and think about next steps following this (i.e. which children to target next). If a device is broken, families will not be charged but they will not be replaced.</p> <p><u>PE and Sports Premium Funding Review</u> – 2 reports provided by NB, copies held on file.</p> <p>A good range of clubs has been offered this year and there has been some excellent feedback from families. Once the funding stops it is hoped that teachers will use skills they have learning in CPD and by being mentored by the professional coaches to continue the clubs. The school is ensuring that they use more of the equipment available in the school. Will Hopkinson will review at the end of each term how sessions have gone.</p> <p>All midday supervisors are now providing play when the children are in the playground.</p> <p>All staff have attended REAL PE training with a plan to reduce to 1 day a week pro-coaching instead of 2 days a week from the summer term. REAL PE will then be launched.</p> <p>Recent sporting events held against other schools in the area have been well attended and have included children who have not previously participated.</p> <p>Discussion around hiring a minibus for travel to events. LC advised the voluntary transport in Crewkerne is used as much as possible but at present hiring a minibus is not cost effective. Training a member of staff to drive a minibus is also costly, idea to link with secondary schools and share their training.</p> <p>After school clubs have been well attended and charging £1 a session is a good fundraiser for the school.</p> <p>NB was thanked for her reports; any questions to be fed back to NB.</p> <p><u>New Play equipment update</u>: LC advised the plans are currently with county who are going out to tender for the school. The timescale could be affected by the plans for the housing development at the back of the school. NB will push to make the new play equipment happen this year. County provide good knowledge of companies who provide play equipment and the follow up care provided.</p>	
11	<p><u>SIAMS Health Check Misterton 20.09.18</u></p> <p>NB provided a report on the SIAMS Health Check at Misterton on 20th September 2018.</p> <p>A copy of the report and the questions from the GB are held on file:</p> <p>NB and the SLT have recently completed the SIAMS new self-evaluation</p>	

	<p>plan. It is a document that covers the Federation and has taken a long time to complete. SIAMS have approved the completed document. Going forward dates of examples of good collective worships, sorting out conflicts etc will be kept so the next form will be quicker to complete.</p> <p>NB advised the completed Values and Vision document has not gone out to parents yet but this will be going out after Christmas. Everything included in the Visions and Values are covered under SIAMS.</p> <p>Will Pearse is looking for a bible story to link to the bible quote on the Visions and Values so that an image can be added.</p> <p>Ashlands SIAMS Health Check is being held on Monday. NB will email the times to see if any Governor can attend. Rev Huntley should be attending.</p> <p>Vacancies of Ex-Officio and Foundation Governor discussed – The Diocese can find someone who is not local for the board if required. If no-one can be found locally this will be followed up to ensure there is support from the Church for the board.</p> <p>Questions on NB’s report:</p> <ol style="list-style-type: none"> 1. Is it recommended that both formal and informal ways of evaluating collective worship are further developed to support the ongoing spiritual life of the school. How? A: By putting more in place. The children have not been consulted yet for their views on collective worship but a plan is in place for this. 2. Can the values be put on banners and displayed? A: They are currently displayed around the school and the children are very aware of them. Idea for big banners in the front of the school in the future. 3. How does underpinning the vision with a bible verse improve learning? A: The bible verse has been agreed and it is felt that this is important for a church school to include. 4. Developing global issues, could a tie with an international school help this? A: LG’s sister is currently volunteering in Ghana so is searching for a local school to make links with. The Diocese also has a link with Ghana (LG will follow up with them). EK will also speak to LG as has family working in Dominican Republic. 5. What is the impact of the values, how does it benefit the children? A: A church school is encouraged to think about values at a greater depth than a non-church school and the morals and messages can have a huge impact on the children and their families. <p>NB was thanked for such an excellent report.</p> <p>LC left the meeting at 7:30pm</p>	ACTION
12	<p><u>Policies Review</u></p> <p>The following policies were signed off and agreed by the GB:</p> <p>Website Privacy Policy</p> <p>School Charging and Remissions Policy</p>	

	<p>Finance Policy (the version to be held on the shared drive will have the amendments in red returned to black. The amended version will be held on the GB file)</p> <p>Whistleblowing Policy</p> <p>Capability Procedure for Teachers 2018</p> <p>Security Policy and Procedures 2018</p>	
13	<p><u>Development Plan</u></p> <p>Dave Farrow will be meeting next week with the heads of the CISP to apologise for the delay in any further progression in the idea to move from 3-tier to 2-tier and to give an update on the situation.</p>	
14	<p><u>Safeguarding</u></p> <p>Discussion recorded in confidential minutes</p>	
15	<p><u>Health & Safety</u></p> <p>Nothing to report at this time.</p> <p>AM is meeting with Lisa on Monday.</p>	
16	<p><u>Church Distinctiveness</u></p> <p>Already discussed under Item 11</p>	
17	<p><u>School Dog Proposal</u></p> <p>Copy of proposal and questions raised by Governors held on file.</p> <p>This will not happen yet as Rogue is still young and learning. LG will visit local schools where school dogs are successfully in place to find out how this is working and how it was implemented.</p> <p>The dog is a Poodle Cross, so her fur is hypoallergenic so this should reduce allergy/asthmatic reactions.</p> <p>The GB will sign off this proposal once all Risk Assessments/Health & Safety is in place.</p>	ACTION
18	<p><u>Date, time and venue on next meeting/training</u></p> <p><u>w/c 21/01/19</u></p>	
19	<p><u>Next meeting focus</u></p> <p>Headteacher Report 1 – SDP Review/Data Update/SIP/SEP reports (if available)</p> <p>Chart of Accounts</p>	

	Policies review update from HT Safeguarding Audit – Begin work on SFVS	
	Meeting closed at 7:45pm	

MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 28th November 2018

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB2 – Item 4	NB, EK and RB to discuss Chair/Vice Chair roles	NB, EK and RB	GB3	
GB2 – Item 4	GB roles – EC and EK to email Clerk and confirm which roles they would like. Clerk to update document	EC, EK and Clerk	By GB3	
GB2 – Item 5	Code of Conduct – Clerk to obtain signed copies from LP, AM and LG	Clerk	By GB3	
GB2 – Item 8	Staff Laptops: LC to purchase staff laptops	LC	ASAP	
GB2 – Item 8	School servers: LC to obtain quote/advice from county re: school servers and email the board before proceeding with replacing the servers	LC	ASAP	
GB2 – Item 11	Links with international school – LG to look into to support visions and values	LG	GB3	
GB2 – Item 17	School Dog Proposal – LG to visit schools where this has been successfully implemented and feedback at GB3	LG	GB3	