

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Thursday 16th May 2019 at
Ashlands C of E First School at 5:30pm (GB6)

In attendance: Eleanor Kading (Chair – EK), Lucy Gosden (LG), Richard Barrett (RB), Nicola Ball (NB), Liz Popham (LP), Elizabeth Clemow (EC), Kay Dawson (KD), Anthony Mulligan (AM)

Clerk: Leanne Haldane (LH)

Guests: Lisa Carter (LC)

No.	Procedural Matters	Action
1	<p><u>Apologies</u></p> <p>None</p>	
2	<p><u>Declaration of interests</u></p> <p>None declared</p>	
3	<p><u>Finance Focus C – Final Budget</u></p> <p>LC circulated and presented School Balances Information Worksheet 2018/19, a copy is held on the GB file.</p> <p>LC explained the document to the GB and advised money had been ringfenced this year for the new play equipment. Also that the DFCEP spend this year was for refurbishment of girls toilets and re-surfacing of play areas at both schools.</p> <p>Prior to the meeting, LC had issued the Final Budget 2019/20 for the Federation. Based on suggestions received by the GB, LC had updated the document and forwarded this to the GB yesterday. LC circulated a copy to the GB and presented the figures.</p> <p>The GB asked why there was a drop in funding figures from 2018/19 to 2019/20. LC advised this was because last years' funding figures included Universal Free meals, but that this now shows in a different section of the budget.</p> <p>LC reiterated the information given in GB4 when the draft budget was presented, that due to the small intake (across all schools) this September, it will be a tight budget, however it is being managed well and there is no non-essential spending being authorised. As it was agreed not to pursue redundancies, NB advised she will speak to staff about the budget restrictions in the coming year and to explore if anyone would like to reduce their hours.</p> <p>EK and LC met prior to this meeting to discuss ways to increase revenue at</p>	

	<p>the school in light of this budget. An increase for charges to clubs is being looked at. Parents have been advised that trips will not run if all fees are not paid. Renting space in the car park, advertising space on the vestibule board etc.</p> <p>LC advised that the children’s centre (now to be referred to as ‘The Elliott Hut’) will need some money for electricity, heating, security, phone line etc. but that there was some money available for this. The GB questioned if the LA would support these costs. LC advised this would not happen until a decision was made about the 2-tier change and then money would become available if required.</p> <p>The GB asked if there was a contingency for glue sticks, pens and other classroom essentials. LC advised that this was in the budget. The GB questioned if there could be a small capital available for children to fund raise for their own classroom, to help stop teachers paying for things from their own pockets. LC advised that there was money for each class that could be used in this way. LC also advised that the Elliott Hut left a lot of resources for the school that the year groups should now be accessing.</p> <p>LC advised today was the census day for update of free meals and she has made sure every child who has meals has been accounted for so full funding is received.</p> <p>LC advised the budget includes a revert back to 3-day insurance cover for teacher long-term sick. LC advised this does work out less expensive and includes cover for the Business Manager too.</p> <p>LC advised that H&S packages are being obtained from a new provider, that is more competitive and so saves money.</p> <p>The GB questioned why last year’s Income did not include High Needs Funding, but this year is does. LC advised that it has had to be anticipated this year due to tight budgets but this has never been done previously. LC advised that other schools are doing this too.</p> <p>The Final Budget 2019/20 was agreed by the GB and signed by NB and EK.</p> <p>Thanks were passed to LC for all her hard work. LC advised any further questions on the budget to be emailed to her.</p> <p><i>LC left the meeting at 6:30pm</i></p>	
4	<p><u>Headteacher Report 2</u></p> <p>The Headteacher’s Report Spring 2018/19 report had been previously circulated to the GB. NB presented the report.</p> <p>NB advised that she had completed the new self-evaluation report but that the feedback from LA was that the document was too long and unmanageable. The LA have now produced a streamlined version, so NB will need to re-do this piece of work. EK advised she will support NB with</p>	

	<p>this.</p> <p>NB advised on the success of the recent Federation day and that the next one has been planned and is highly anticipated by everyone. NB advised the social and emotional impact of these days can never be underestimated.</p> <p>The next Federation day will be a WOW day embedding the Vision and Values across the 2 schools. All the activities on the day will symbolise the values. This will have a huge impact and also save money as the cost of coach hire will not be needed.</p> <p>The GB commented that seeing the children in the community was a good way to promote the school and increase numbers on roll. The GB commented that the school is really noticed if it's a trip out for the whole school. LG commented the difficulty can be finding enough volunteers to help with events like this. LG advised the school council at both schools have really strong voices and are getting involved at village fetes and with Crewkerne in Bloom.</p> <p>NB advised about the staffing structures going forwards as in the report. NB advised they will ensure good communication for parents regarding this.</p> <p>The GB asked if the lack of after school care at Misterton had put off any families applying there. NB advised that they had looked into putting on after school care but it would not be viable. They had used taxis in the past to bring children to Ashlands but this is not suitable for every family. There are no childminders in Misterton to pick up after school care. The Misterton PTA are going to speak to the local community to see if there is anyone who might be interested in doing this. Any ideas from the GB are also welcomed. Other village schools run clubs to 4:15pm or 4:30pm, although this is not helpful for those who work until 5pm or 5:30pm. The GB questioned if any local childminders might want to use space at Ashlands to run after school care as their own business. EK to speak to Busy Bees and see what they do or what they might be interested in doing, or if they know anyone in the area who might be interested in this.</p> <p>The GB asked for more information about the focus on sustained writing. NB explained that this is linked to expectations across all years of using what you have learnt in your writing, in all sentences and enjoying writing for a longer time. NB advised that all classes are doing this, some have taken longer to see better results than others, but now all classes are finding the time to write for pleasure. NB gave a recent example of an excellent piece of work on 'amazing authors' done with the children at Misterton, where children had made contributions and it had been very successful. NB advise that SPAG needs to be included in pieces of writing. It was being taught well but not always applied. NB advised this is much improved now.</p> <p>The GB asked about the Governor role for the website. NB advised it would be useful is a Governor checked the website every 6 months to ensure everything was correct, up to date, the photographs were current etc. and then liaise with Diana Hunt. Church distinctiveness is also being improved</p>	<p>ACTION</p> <p>ACTION</p>
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on the website. EC agreed to do this but would work remotely and link with Diana. NB will send through a list of requirements to EC. EK advised that she had attended a Foundation Governor course recently and the website is considered very important for SIAMS. EK will forward details from this course to EC for the website.

NB advised that they are due a SEP visit in June. NB advised that on a previous visit the handwriting policy had been looked at. NB advised that Will Pearse had introduced a new expectation for handwriting that moves away from the traditional learning and teaches instead writing how it will be used once a child moves up to year 1 and year 2. Will amended all his flashcards to include joined up writing and linked the whole process to phonics. Positive results are being seen.

The GB raised that presentation in Years 2, 3 and 4 was picked up in the July 2018 SEP report as an area to be addressed. The GB asked if the handwriting policy was successful at Misterton, should it be rolled out at Ashlands to see the same improvement there.

NB replied that it had already been rolled out at both schools. There was discussion about the balance between good presentation and the need for a child to learn and retain education. NB advised the expectation for presentation is high for the Year 6 Sats and marks can be lost if it is not. It would always be encouraged at both schools and helps children to take pride in their work.

NB and Mel Hooper have recently attended a training day to improve marking and feedback and how teachers use their time in the day, which has been shared with the rest of the teaching staff. It will be useful to compare the statistics on this report with the summer term following this training.

Safeguarding – NB wanted Governors to be aware that completing Safeguarding Concern Forms are taking up a lot of staff time. NB will speak to LP about software that could make this process easier and quicker and whether this will be cost effective.

Safeguarding Training – The Governors are completing their Safeguarding training online. The PTA can be trained using resources at the schools.

Safeguarding Chronology – NB has recently completed a large piece of work to add chronologies to all safeguarding files. This proved to be a useful review of all information held. A chronology will always be started for any new file going forwards.

The GB asked about the risk assessment that was going to be completed re: fire escape doors in the school hall. NB advised that County have not identified this as a significant risk so this is on hold for now. NB advised that once a year a fire drill is held in the hall when the whole school is present – a cone will be used to represent a fire so that teachers have to react. Playground fire alarms are also being held to see how long the children take to regroup. If there are any problems identified during alarms, these are rectified and another alarm held soon after to ensure the problem

is resolved. The front door being widened will be reviewed shortly. NB asked for the GB to let the school know if they feel more fire alarms are needed.

Attendance – perks have been introduced for good attendance and letters for improvements are being sent to parents. The secretaries are working hard on this and seeing results. Doors are shut at 9am so it can be identified if there is persistent lateness and support can be given to families. The GB commented that this is a very positive step and will have an impact on learning.

The GB questioned the need for Year 1 to improve and whether this was to be expected as the teacher was an NQT. NB advised that herself and KD have mentored the new teacher and have seen improvements in presenting good evidence of learning.

The GB asked if NB had been involved in all observations for consistency or if other members of the SLT have been involved. NB advised that observations are being completed in pairs now with a member of the SLT. NB advised they are noticing more and stops any personal feelings being felt by the teachers being observed. NB advised she will look to chose subject leaders to help in this role for observations next term, to help develop staff and provide more variety of experience.

The GB asked NB to explain what a blink book scrutiny was. NB replied that books will be selected at random and scrutinised and moderated to determine what level the child is working at. This is then compared to what the teacher thinks. The teacher is then given the opportunity to feedback/explain. NB advised that this has been a really positive piece of work and has raised confidence for the SLT and the teaching staff. The GB asked if this had increased workload. NB advised the SLT are now given a day to do this and these days are planned for each term. The teaching staff have fed back that this has been a positive experience and staff are supported with next steps and ideas. The CISP come together to scrutinize books and this can be more daunting but is giving teachers the confidence in their own judgments and how to explain them. Teaching staff have commented they have developed more this year because of this system.

The GB identified improvements in writing standards were required in Year 1 and Year 2. NB advised that progress was in place to ensure each child met their potential. The GB commented that the results of this labour may be shown in future years.

Governor visits – all governors to plan in any outstanding visits.

Ipads for PP – Many Ipads are not being taken home and the data shows a downward trend. A range of reasons for this was discussed. The use of ipads at home will be looked at again next year to try and improve the amount of home learning that can be a done, with a view to increase performance in the data. The ipads are being used in class.

The GB questioned some other drops in data for specific year groups. NB explained that details behind the data and how interventions are in place for

	<p>every pupil that needs them.</p> <p>The GB thanked NB for such an excellent report.</p>	
5	<p><u>Minutes of last meeting</u> 1st April 2019 were circulated prior to the meeting.</p> <p>Minutes were agreed and signed.</p> <p>Amendments – none</p> <p>Confidential minutes to be reviewed at next meeting (GB7)</p> <p><u>Action Points –</u> Not reviewed – rolled over to GB7</p>	
6	<p><u>CISP Development Plan</u></p> <p>NB and EK are meeting with the Diocese on 6th June for an update on the review of moving from 3-tier to 2-tier.</p>	
7	<p><u>Policies Review and Update from the Headteacher</u></p> <p>No time left to review Charging policy – this will be emailed out to the GB to be agreed.</p>	
8	<p><u>Safeguarding</u></p> <p>Nothing further raised – see item 4</p>	
9	<p><u>Health & Safety</u></p> <p>Nothing further raised – see item 4</p>	
10	<p><u>Church Distinctiveness</u></p> <p>EK recently attended the Foundation Governor training: details of church distinctiveness from this training held on GB file.</p>	
11	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Governor Training – NB advised GB about a training opportunity called ‘How to be a Governor at a Church School’. St Barts have completed this training and found it very useful. There is a charge of £250, but this could be negotiated as there is currently no ex-officio on the GB. NB to look into. EK to forward a copy of a leaflet she received on her Foundation Governor training to the GB to advise on what sort of questions should be asked. • Parent Governor Vacancies – there is interest at Misterton – the election letter will go out shortly. It was agreed that EC should continue her next term as Co-opted Governor and an election should 	<p>ACTION</p> <p>ACTION</p>

	<p>be run at Ashlands for a new parent Governor.</p> <ul style="list-style-type: none"> • Anthony Mulligan – His term has come to an end as Parent Governor and he has handed in his resignation. Anthony was thanked for all his fantastic work over the years, he will be very missed. Anthony agreed to stay on the board as Associate Governor until the end of the school year. 	
12	<p><u>Feedback on Meeting</u></p> <p>None given</p>	
13	<p><u>Date, time and venue of next meeting/training</u></p> <p>TBA w/c 03/06/19 – Ashlands School</p>	
14	<p><u>Next Meeting Focus</u></p> <p>TBC</p>	
Meeting closed at 8:20pm		

MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 16th May 2019

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB5 – Item 4	Governor terms ending: Clerk to update County changes to Governor roles and liaise with Diocese. Clerk to advertise Governor vacancies.	Clerk	GB6	
GB5 – Item 9, Action 1	LG to email final version of PSHE policy to Clerk for distribution to Governors for feedback	LG & Clerk	Summer term 1	
GB5 – Item 9, Action 2	LG to email the GB an example of a lesson plan that incorporates the PSHE policy	LG	GB6	
GB5 – Item 10	EK to forward Tracy Lawrence her email signature	EK	GB6	
GB6 – Item 4, Action 1	EK to speak to Busy Bees to see if they know anyone who might be interested in providing wrap around care in the area	EK	GB7	
GB6 – Item 4, Action 2	EC to check school websites every 6 months – NB to provide a list of what to check for and EK to provide details of how the church should be represented on the website	EC, NB and EK	Ongoing	
GB6 – Item 11 Action 1	NB to look into 'How to be a Governor at a church school' training	NB	GB7	
GB6 – Item 11 Action 2	Clerk to follow up on interest from a parent for Misterton parent governor vacancy. Clerk to run an election at Ashlands for a parent governor	Clerk	GB7	