

MINUTES OF GOVERNING BODY MEETING
Held on Tuesday 26 January 2016 at Shipham First School

PRESENT:

Mrs Karen Blake, Mr Mike Brownbill, Mr Huw Davies, Mr Peter Elmy, Mrs Lucy Frampton, Mrs Heather Fuller, Rev Tim Hawkings, Mrs Ann-Marie Keep, Mr Mike Jory, Mrs Diane Sleeman, Mr Adrian Warman, Mr Jon Wood, Mrs Maggie Wookey, Mrs Sally Virgin

BY INVITATION: Mr Stefan McHale

APOLOGIES RECEIVED AND ACCEPTED: Mrs Kate Ginger, Mr Jon Meadowcroft

IN ATTENDANCE: Mrs Debbie Andrews (Clerk)

MEGB15/16:28 DECLARATION OF INTEREST

None.

MEGB15/16:29 AGREEMENT AND SIGNING OF MINUTES OF MEETING HELD ON TUESDAY 1 December 2015

The minutes of the meeting held on the 1 December were agreed and signed. Mr Meadowcroft was inserted in 'apologies received and accepted'. Under minute MEGB15/16:14 'Collaboration' the date of the suggested meeting in the post meeting note was amended to 23 February. This meeting will be held at Fairlands commencing at 7 pm.

MEGB15/16:30 MATTERS ARISING

Ethos and identity - details of the ethos and identity were shared with the governors by Mrs Wookey and are attached to these minutes. Governors to review the information so that the Ethos and identity can be agreed at the next meeting.

Govs

Sex Education policy - discussion held. Policy agreed subject to the following amendments;

- Paragraph 3 Equal Opportunities, last sentence to be changed to 'It will be offered to all pupils'.
Paragraph 1 Objectives in the First Schools section to be changed to 'to respect the views and feelings of others'.
Section on First Schools to be inserted before the section for Fairlands.

The policy will be shared with the Foundation Committee at their meeting on 5 February.

DA

Drugs - discussion held and changes suggested. Mrs Virgin will amend the policy for it to be reviewed and, hopefully, agreed at the next meeting. Mrs Virgin agreed to be the named governor for Drugs.

SV

Attendance - Mrs Wookey is trying to arrange to meet with Mrs Heffernan.

MW

Joint School Council meeting - KB hoping to get a meeting arranged after Easter.

KB

Homework policy - policy agreed.

Anti-bullying/physical intervention policies - item to be carried forward to the next meeting. Mrs Fuller to liaise with Mrs Heffernan.

HF

On-line safety policy - policy agreed subject to the following amendments; Point 10.3 - to be deleted.

Point 10.1 - Text in bracket '(See 1.2)' will be amended accordingly

Point 8.8 - sentence to be amended to Staff will not exchange personal social networking addresses or use personal social networking sites to communicate with pupils or parents/carers.

Mr Warman volunteered to be the named governor for e Safety.

Non Smoking policy - Mr Elmy provided copies and summarised a previous Fairlands policy with tracked changes and a draft Mendip Edge Federation policy. Governors will review the information for the policy to be agreed at the next meeting.

Govs

Staff Governor vacancy - Mr Jory is speaking to staff regarding the vacancy which can be filled from either Draycott or Shipham.

MJ

Signed Dated

MEGB15/16:31 IMPORTANT ISSUES NOT ON AGENDA BUT NOTIFIED TO CHAIR WITHIN AT LEAST 48 HOURS OF THE MEETING

Prevent training – Prevent training will be held at Draycott First School on Thursday 28 January at 3.30 pm, Cheddar First School on 12 February from 2 pm until 3 pm and at Fairlands on 22 February at 3.45 pm. All governors were asked to let Mrs Andrews know which of the courses they wished to attend.

Govs

Clerks Briefing – Mrs Andrews provided feedback from the recent briefing she had attended. A few headlines were provided as follows;

- The Home School Agreement is no longer statutory.
- Governor Services SSTEP packages for 2016/17 will change to reflect the needs and requirements that governors have suggested, e.g. packages will be specifically split into training and advice and support
- Online Safer Recruitment training – due to licence constraints there are places for three governors for each school on this training. Governors were asked to let Mrs Andrews know if they wished to undertake the training.

Govs

An electronic copy of the briefing will be uploaded to the portal.

Mrs Blake volunteered to be the named governor for training. Mrs Andrews to advise Somerset Governor Services.

DA

Collaboration meeting – Mrs Fuller and Mr Wood met with Mr Kirkup, Chair of the Kings of Wessex Academy governing body and Mr Helps, Chair of the Axbridge First School Academy governing body. A document entitled ‘Frequently Asked Questions Draft’ was shared with governors. Mr Wood provided a summary of the meeting held. A governor commented that it was useful to build relationships at a governance level and another governor added that the most important aspect was the joint collaboration for the learning of the children. Mrs Fuller will feedback to Mr Kirkup and Mr Helps accordingly.

HF

Visit by West Somerset Schools – representatives from Dunster First School, Cutcombe and Timberscombe C of E Federation and Porlock C of E First School would like to visit the MEF group of schools. A provisional date of 4 February has been agreed and a programme drafted for the morning. [Post meeting note: The West Somerset schools can no longer make this date and the revised date of 11 February will be shared with governors]

MEGB15/16:32 REPORTS

Finance Committee – per minutes dated 11 January 2016. Budgets are well managed with carry forwards slightly higher than anticipated.

Foundation Committee – next meeting to be held on Friday 5 February.

Governor Support – Mrs Fuller provided details of a programme of training for Chairs and/or Vice Chairs where part scholarships of £200 are available. Mrs Fuller will not be attending. Governors were asked to consider the training together with whether they would consider being Vice Chair in readiness for Mrs Fuller standing down. It was suggested that to share the workload the position could be taken by two people.

Health and Safety – Mr Warman attended training in December which provided useful information. He will let the headteachers have a management report from EEC Live which will be useful for them to incorporate into their Headteacher reports.

Govs

A walkabout was held in Cheddar in December and a few points have been fed back to Mrs Wookey. A walkabout will be held in Fairlands on Tuesday 2 February and Draycott and Shipham will be scheduled later in this academic year.

There are updates required to the health and safety policy, e.g. CCTV. Mr Warman will review the policy and bring to the next meeting for governors to agree.

AW

Safeguarding – Mrs Sleeman reported that safeguarding for Somerset has moved to SSE with Jayne Weatherill appointed as Education Safeguarding Advisor with effect from 1 February. Mrs Sleeman provided a verbal report to the governors of her recent visits to the schools to look at DBS. *(Her report is attached to these minutes).*

Visits have been made to the First Schools regarding questions on safeguarding. Fairlands was postponed and will be arranged shortly. A questionnaire checking

DS

Signed Dated

staff understanding will be provided to the staff governors and/or headteachers for the responses to be returned to Mrs Sleeman.

Staff
Govs/Hds

Mrs Andrews will email governors with Section 2 of 'Keeping Children Safe in Education'. Governors were asked to confirm to Mrs Andrews that they have read the section and also when and where they received their child protection training.

Govs

School Development meeting – to be held in February at Fairlands.

DA

Governor visits – Mrs Andrews will liaise with the headteachers and then dates will be provided to governors. The afternoon sessions of these days could be extended so that parents could come into school to meet the governors. The headteachers reiterated to governors that visits are welcome anytime by co-ordination with Mrs Andrews.

DA

SEN – Mrs Frampton is meeting with Mrs Dodd at Shipham on Thursday 28 January. Governors were informed that with Mrs Dodd's departure, there is a vacancy for another SEN governor.

Govs

Advisory Groups – Mr Jory shared that he is looking at some building work and staff changes at Draycott. Mr Wood and Mrs Fuller offered to support Mr Jory with the proposed works and staff changes. Mr Wood will also support Mr Jory with changes that may be happening at Shipham School.

MEGB15/16:33 SCHOOL MEALS

Headteachers and selected governors held a meeting on 7 January attended by Jon Garside to review the various options that could be considered for the catering. Mr Elmy also attended a meeting to look at the service Espo have to offer on 18 January. Although Espo provide assistance in the tendering process, they do not provide as much support as first intimated. Governors were supportive of the catering being taken in-house and a further meeting will be arranged. Mr Garside will be invited to attend this meeting.

DA

MEGB15/16:34: TERMS AND HOLIDAYS AND INSET DAYS 2016/17

The following INSET days for 2016/17 were shared with governors as follows; 1 and 2 September 2016, 10 February 2017 and 24 July 2017.

Fairlands would like 23 June to be their fifth day. The First School date is yet to be decided. The INSET days were agreed with the final date for the First Schools to be confirmed. [Post meeting note: the First School fifth date is 31 October 2016]

MEGB15/16:35: DELEGATION OF CATEGORY A TRIPS

It was agreed that the responsibility to approve Category A visits/activities be delegated to the headteachers and Mrs Fuller/headteachers signed the forms accordingly. Category B will be brought to the full governing body meetings. Standing orders reflect this delegation.

Mr Jory advised the governors that the Year 4 pupils of Draycott First School are scheduled to go to Burrington and Swallet Farm on 27/28 April, and Shipham First School is scheduled to go too. Mrs Fuller signed the forms in this respect. It is planned that next year all the Federation Year 4's will go to Kilve Court.

MEGB15/16:36 POLICY

Equalities policy – Mrs Wookey and Mrs Keep will review this policy.

MW/AMK

MEGB15/16:37 DATE OF NEXT MEETING

Meeting to review the Federation to be held on Tuesday 23 February at Fairlands commencing at 7 pm and then next full governing body meeting will be held on Tuesday 22 March 2016.

Govs

The ik web provider that has supported the First Schools is no longer available. The websites for Draycott and Shipham are being built by a company called Mendip Web Design. Mr Jory has brokered a good deal and Mrs Wookey has requested that they also build a new website for Cheddar. Mr Warman has offered to assist with content of the Shipham website.

A new vicar has now been appointed for Cheddar and will start on 7 May 2016. Further details will follow within the near future.

Signed Dated