

MENDIP EDGE FEDERATION

**MINUTES OF GOVERNING BODY MEETING
Held on Tuesday 22 March 2016 at Cheddar First School**

PRESENT:

Mrs Karen Blake, Mr Huw Davies, Mrs Lucy Frampton, Mrs Heather Fuller, Mrs Kate Ginger, Mrs Lisa Hill (7.05 pm) 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: Mr Mike Brownbill, Mr Peter Elmy, Rev Tim Hawkings, Mrs Ann-Marie Keep, Mr Jon Meadowcroft

IN ATTENDANCE: Mrs Debbie Andrews (Clerk)

MEGB15/16:42 CO-OPTED GOVERNOR

Mrs Lisa Hill's appointment as a co-opted governor was agreed by the governing body. (Mrs Hill was invited to join the meeting)

MEGB15/16:43 DECLARATION OF INTEREST

None.

MEGB15/16:44 AGREEMENT AND SIGNING OF MINUTES OF MEETING HELD ON TUESDAY 1 December 2015

The minutes of the meeting held 26 January were agreed and signed with identify being amended to identity in point MEGB15/16:30. The minutes of the meeting held on 23 February will be signed at the next meeting when the fifth bullet under point MEGB15/16:38, which read 'It was felt that we didn't need to measure as all the schools in the federation are different,' is amended to 'it was not possible to measure outcomes of the federation on learning, but it may be possible to monitor certain steps, which will affect the outcomes, in the future'.

DA

MEGB15/16:45 MATTERS ARISING

Ethos and identity – agreed.

Drugs – agreed subject to policy being tidied up by Mrs Virgin and Mrs Andrews.

SV/DA

Attendance policy - a governor asked whether the policy should document the approach to penalties for consistency purposes, but it was confirmed that mention is made of this in the policy. Another governor suggested that a link be inserted referring to the Local Authority web site and this was agreed. Mrs Wilson added that each school uses slightly different letters but that the templates are held in each school. The policy was agreed subject to the link being inserted to the Local Authority web site.

MW

Joint School Council meeting – meeting to be held on 15 April at Fairlands.

Anti-bullying/physical intervention policies – a meeting was held on 17 March between Mrs Fuller, Mrs Heffernan and Mrs Wilson. Both policies should be ready for agreement at the next meeting.

HF/HH/
MW

Non Smoking policy – agreed.

Collaboration – a meeting was held on 23 February.

Health and Safety – Two items were identified for possible action at a clerks briefing, both of which do not affect the policy. As there are no changes to the policy, it will be re-dated and re-scheduled for review next year.

DA

However, it had been previously agreed that the medical conditions policy should be reviewed at the same time as health and safety. Mrs Frampton will, therefore, review this policy with the SenCo's keeping Mr Warman advised of progress.

LF

School Development – a very productive meeting was held on 10 March. A discussion was held on how to assess children when there is nothing to assess them by. Mr Jory was advised that Shipham have been asked to take part in pilot SATs tests straight after Easter. Teacher assessments will be used and the scores will not count. As the same papers will be used for the actual SATs, Mr Jory will not be involved in the SATs tests in any way.

Signed Dated

School Meals – Mr Elmy wrote to Vicky Avery of Edwards and Ward confirming Fairlands is taking catering in house and requesting TUPE details for the staff. Mr Elmy has been provided with anonymised information for the staff who are meeting Vicky Avery on Wednesday 23 March. Jon Garside, Senior Catering Adviser, Contract Support, has agreed to spend two days undertaking a skills audit and reviewing any other items for consideration.

Equalities policy – to be carried forward to the next meeting.

MW/AMK

MEGB15/16:46 IMPORTANT ISSUES NOT ON AGENDA BUT NOTIFIED TO CHAIR WITHIN AT LEAST 48 HOURS OF THE MEETING

New regulations – Mrs Fuller shared information received from Ann Adams in Governor Services regarding changes that came into force on 18 March amending the school governance constitution and federation regulations. Governor Services are providing further details and governors will be kept up to date with progress.

Safeguarding – a revised policy has been circulated by Jane Weatherill, Education Safeguarding Advisor, SSE. Mrs Sleeman and Mrs Ginger will review the policy with the safeguarding leads in each school for it to be circulated to governors and agreed at the next meeting.

DS/KG

MEGB15/16:47 BUDGET SETTING PROCESS

Mr Wood provided the following information;

Cheddar the budget is a work in progress and the outturn figures were from month 6. There is a draft budget, but it relies heavily on carry forward and the school are looking to try and bring it closer to balancing in year .The anticipated carry forward from the last reconciliation was between £80-100K.

Draycott – no firm budget. Further work to be done.

Fairlands – approx. £162K carry forward at the end of 2015/16. £81K carry forward would need to be used to the balance the budget. There will be a smaller year group in Year 5 which will impact on next year’s budget.

Shipham- small surplus to balance the budget Finances are managed tightly.

A further finance meeting will be held on 23 April for the budgets to be agreed and then brought to the full governing body on 10 May. The schools will run without a budget for the first two weeks of the new term until the budget is agreed.

Mr Wood has visited all the schools regarding the SFVS. Although there were a few minor points, Mr Wood recommended that the documents be agreed and signed. Mrs Fuller signed the SFVS documents for each school and these will be forwarded to County Finance before the deadline.

DA

The Fairer funding consultation closes on 15 April. Mr Wood will bring details to a later meeting.

MEGB15/16:48 REPORTS

Foundation Committee – governors were provided with the minutes from the 5 February meeting with the agenda papers. A further meeting was held on 18 March where the following items were discussed;

The SIAMS for Draycott which is due, the self evaluation tool kit, premises and another date for monitoring in Draycott.

Governor Support – Mrs Blake and Mrs Andrews will meet to discuss the role after half term.

KB/DA

Signed Dated

Headteacher Reports .

Following the questions from governors the headteachers provided the following responses. The emailed questions are attached for governors information.

Cheddar – Mrs Wilson explained the part, part, whole method.

Draycott and Shipham – responses to the questions are attached.

Fairlands – Mr McHale responded on behalf of Mr Elmy.

- **Achievement/assessment** – Whilst good Year 8 achievement is evident, it is acknowledged that it is more difficult to assess Year 6 achievement as the school cannot be sure what they are being measured against. If measured against the standards used last year, the data would look better. GL Assessments will be used by the school next year.
- As well as the cross phase project, there is a lot of transitional work taking place with the first schools, e.g. MFL and PE. Additional time has been given to Mr Passingham, Head of Year 5, to liaise.
- **Bikeability** –it is very difficult to obtain the courses due to availability of trainers. Fairlands does well to run three courses. There is always a lot of interest from the children and a waiting list for places. It is aimed at Years 6 and 7 as these are the years that primarily cycle to school.
- **Fairlands mile** – governors are welcome to join either as runners or stewards. The pupils run every Tuesday and Thursday at 8 am.
- **Sports fixtures** are difficult to publish in advance as they are re-arranged regularly at short notice due to factors such as the weather. Results are shown on the school's twitter feed and on the Edmodo learning platform for which there is an access code. Governors were asked to contact Mrs Andrews if they wished to have a code.

Govs

A governor was pleased to see the EEC management reports for Cheddar and Fairlands. Similar reports will be provided for Draycott and Shipham next term.

A governor enquired whether the racial incidents information could be included even if a nil return and this was noted by the headteachers.

Hds

Mrs Fuller thanked the headteachers for their comprehensive reports which highlight the breadth of experience that our pupils experience at all schools within the Federation.

Safeguarding

Questionnaires – the headteachers were reminded to ask staff to complete the questionnaires and return to Mrs Sleeman.

Hds

Governors were asked to confirm to Mrs Andrews that they had read Section 2 of Keeping Children Safe in Education. Mrs Andrews will also liaise with governors, where appropriate, regarding prevent and child protection training.

Govs
DA

SEN – Mrs Frampton has met with Mrs Dodd at Shipham to look at working practices for the future. Mrs Dodd shared with Mrs Frampton the registers at Draycott and Shipham. Mrs Frampton will visit Fairlands and Cheddar twice a year, and then alternate the visits to Draycott and Shipham. Cluster groups were also discussed, together with the information to which Mrs Dodd has access, and the difficulties of being the SENCo for two schools. Mr Jory mentioned that he is looking at how SEN staffing can be best managed across Draycott and Shipham First Schools from September. Mrs Frampton has also met with Mrs Sleeman who will act as a sounding board.

Advisory Groups

Draycott – meeting held. The DFCG money was discussed and how it can be spent. One suggestion was a withdrawal room. Pre school is growing and it would be good to have a separate classroom for reception. Options are being explored with planners. Advice is being taken from Hookways and the Diocese on how to spend the DFCG money which Mr Jory is keen not to lose. £9K has been spent this month.

Signed Dated

Shipham – meeting held. New flyers and banners are being circulated to promote the school. A question and answer session was held regarding the Wessex Learning Trust. A community open day was suggested which could tie in with the 40th anniversary of the school.

MEGB15/16:49 GOVERNOR VISITS

Thursday 5 and Friday 6 May have been suggested as dates for the visits with the programme as follows;

Thursday 5 May
Am Draycott Pm Shipham
Friday 6 May
Am Fairlands Pm Cheddar

It is hoped that there can be a parents’ “meet the governors session” at Cheddar and Shipham at the end of the school day and possibly first thing in the morning at Draycott. Governors were asked to let Mrs Andrews know their preference for visits.

Govs

A governor suggested that a possible theme could be the audit trail for governors, recommendations from the OFSTED inspections and/or the School Development Plan.

MEGB15/16;50: SUCCESSION PLANNING

A discussion was held on succession planning and a successor for Mrs Fuller when she stands down as Chair. The headteachers have agreed to provide different models of governance which should be available at the next meeting.

Hds

A governor suggested that Mrs Fuller meet with the eligible governors who can take on Chair or Vice Chair to provide information on the roles.

HF

Governors were also requested to contact people who might be interested in being a governor and have the appropriate skill set.

Govs

MEGB15/16;51: POLICIES

Mrs Sleeman has drafted a Pupil Premium policy which will be circulated to governors for review at the next meeting.

DA

MEGB15/16:52 DATE OF NEXT MEETING

Tuesday 10 May at Draycott First School starting at 6 pm.

MEGB15/16:53 TRIPS AND VISITS

The following trips will be taking place and were agreed by the governing body;

Cheddar

4/5 May and 5/6 May Year 3 - Charterhouse

11 – 13 May Year 4 – Kilve Court

Fairlands

20 – 22 ~April Year 5 – Osmington Bay

6 – 10 June Year 6 Germany and Year 7 London

Signed Dated