

**MENDIP EDGE FEDERATION**

**MINUTES OF GOVERNING BODY MEETING  
Held on Tuesday 1 November 2016 at Draycott First School**

**PRESENT:**

Mr Mike Brownbill, Mr Huw Davies, Mr Peter Elmy, Mrs Heather Fuller, Mrs Kate Golding, Rev Tim Hawkings (left 19.05), Mrs Lisa Hill, Mr Mike Jory, Mrs Diane Sleeman, Mr Adrian Warman (18.10), Mrs Maggie Wookey, Mrs Sally Virgin

**APOLOGIES RECEIVED AND ACCEPTED:** Mrs Karen Blake, Mrs Lucy Frampton, Mr Jon Wood

**IN ATTENDANCE:** Mrs Debbie Andrews (Clerk)

Action

**MEGB16/17:06          DECLARATION OF INTEREST**

None.

**MEGB16/17:07          AGREEMENT AND SIGNING OF MINUTES OF MEETINGS HELD ON TUESDAY 28 JUNE AND 20 SEPTEMBER**

The minutes of the meetings held on 28 June and 20 September were agreed and signed.

**MEGB16/17:08          MATTERS ARISING FROM THE MEETING HELD ON 28 JUNE AND 20 SEPTEMBER**

**School development** – will be an agenda item at the Chair/Vice Chair and headteachers meeting on 9 November.

**DBS** – governors who require the clearance were reminded to undertake the on line form and show their documentation to Mrs Ham, Finance Manager at Fairlands as soon as they can.

**Finance policy** – feedback suggests that the policy does not need to be reviewed at the present time.

**Safeguarding**

Audit – the DSL's from each of the Federation schools and Mrs Fuller are completing the forms on Thursday 3 November at Fairlands in readiness for the 11 November deadline.

Child Protection policy – to be agreed at the next meeting.

**Foundation Governor** – Rev Burns appointment is being processed by the Diocese.

**Data Group** – the group, now called the Standards Group, met on Monday 3 October. The notes taken by Miss Ball, Pupil Records Manager at Fairlands, are attached to these minutes.

**Code of Conduct** – subject to a few minor alterations, the Code of Conduct was agreed and is attached to these minutes.

Govs

HF

**MEGB16/17:09          IMPORTANT ISSUES NOT ON AGENDA BUT NOTIFIED TO CHAIR WITHIN AT LEAST 48 HOURS OF THE MEETING**

Mr Elmy raised a letter he had received from Mark Griffin, Chair of SASH, requesting answers to questions set out in the letter regarding the expansion of selective education. Mr Elmy will reply by 4 November and governors were requested to provide any comments they wished to make to him before that time.

Govs

**MEGB16/17:10          REPORTS**

**Finance Committee** – per the minutes dated 17 October. The budgets are tight but are being carefully managed. The headteachers are looking to see where money can be saved by the joining together of the schools contracts such as cleaning. Mrs Wookey has now received figures from ICM which will be looked at separately. Mr Jory will provide his cleaning contract information to Mrs Ham at Fairlands.

Signed ..... Dated .....

A governor commented that it was a concern of the Shipham First School governing body during the Federation consultation that the school would need to reduce to two classes. It is appreciated that discussions will need to be held on a regular basis due to budget constraints. The decision would not be taken lightly and if made, communication would be carefully considered.

A governor asked about the supply insurance the schools had in place. Cheddar First use Supply Mutual Fund and the cover is from the sixth day of absence. Draycott and Shipham also have supply insurance in place. However, due to the cost, it is not a viable option for Fairlands. Supply cover will be included in the bench marking to be discussed at the next Finance meeting.

KG

**Foundation Committee** – a meeting has been scheduled for 9 November to be held at Shipham.

**Governor Support** – it is planned that ‘Network’ will be provided electronically with two paper copies being sent to the Clerk.

**SEN** – Mrs Frampton has met with Mrs Dodd, SENCo for Draycott and Shipham and she will feedback at the next meeting.

**Advisory meetings** – none held.

### **MEGB16/17:11 CO-OPTED GOVERNORS**

Interest has been shown by Mr Richard Holmes and Mrs Sophie Richards in response to a request for governors in the Cheddar First School newsletter. Mrs Sleeman has met with both candidates and pen portraits were requested which were considered by the meeting. It was agreed to appoint both candidates as Co-opted Governors and Mrs Andrews will arrange to contact the candidates and effect the appointments. Mrs Sleeman and Mrs Fuller will meet Mr Holmes and Mrs Richards to go through the Code of Conduct and the induction process.

DA

DS/HF

Mr Elmy commented that, although Federations were only now able to have two Parent Governors, there should be representation from each of the villages and Axbridge Town, and future consideration should be given to this. There is still a need for governors with legal experience. Mr Davies and Mr Brownbill will look into this further.

HD/MB

A governor asked whether Mr Brownbill would consider staying on as a Co-opted Governor when the Rev Burns is appointed. Mr Brownbill agreed that he would like to and governors were pleased that he wanted to stay.

### **MEGB16/17:12 DELEGATION OF CATEGORY A AND CATEGORY B VISITS**

It was agreed that the responsibility to approve Category A visits/activities be delegated to the headteachers and Mrs Sleeman/headteachers signed the forms accordingly. Category B will be brought to the full governing body meetings. Standing orders reflect this delegation. The headteachers provided details of their Category B trips taking place in 2017 as follows, which were agreed;

Cheddar, Draycott and Shipham - Yr 4 – Kilve - 10 May - 12 May 2016.  
Cheddar – Yr 3 – Charterhouse – 2 & 3 May 2017 and 3 & 4 May 2017  
Fairlands –Yr 5 – Osmington Bay – 19 April – 21 April.  
Fairlands – Yr 6 – Haltern-am-See, Germany – 10 July – 14 July  
Fairlands – Year 7 – London – 18 September – 22 September

### **MEGB16/17:13 FUTURE OF THE FEDERATION**

**Plymouth CAST visit** – the passion of the staff for the vision and values was inspirational as was the collaboration between the schools and how they are working to support each other.

**Wessex Learning Trust** – following a delay, the conversion should have taken place on 1 November.

It was agreed that regular discussions should be held in respect of the future of the federation.

DA

Signed ..... Dated .....

**MEGB16/17:14 ATTENDANCE**

Item to be discussed at the Chair/Vice/Headteacher meeting. It was noted that it is useful to include attendance in school newsletters to highlight to parents.

**MEGB16/17:15 AOB**

- Shipham Pre School merged with Shipham First School on Tuesday 1 November.
- Cheddar, Draycott & Rodney Stoke and Shipham First Schools have been categorised as Green Schools.
- Safeguarding training is being held on Tuesday 8 November at Fairlands Middle School for new staff. Governors who have not received the training were invited to attend by Mrs Andrews.

**MEGB16/17:16 APPRAISAL/PERFORMANCE MANAGEMENT PROCESS**

*The headteachers and staff left the meeting.*

All the Headteacher reviews have been carried out and their targets set for next year. The headteachers are now undertaking the reviews of their staff and recommendations will be presented to the Pay Committee on 18 November. [Separate Confidential Minute].

**Date of Next Meeting**

Tuesday 6 December at Fairlands Middle School starting at 7 pm.

Signed ..... Dated .....