

**MENDIP EDGE FEDERATION**

**MINUTES OF GOVERNING BODY MEETING  
Held on Tuesday 6 December 2016 at Fairlands Middle School**

**PRESENT:**

Mrs Karen Blake, Mr Mike Brownbill, Mr Peter Elmy, Mrs Heather Fuller, Mrs Kate Golding, Rev Tim Hawkings, Mr Richard Holmes, Mr Mike Jory, Mrs Sophie Richards, Mrs Diane Sleeman, Mr Adrian Warman, Mrs Maggie Wookey, Mrs Sally Virgin

**APOLOGIES RECEIVED AND ACCEPTED:** Mr Huw Davies, Mrs Lucy Frampton, Mrs Lisa Hill, Mr Jon Wood

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

Mrs Sleeman welcomed Mr Holmes and Mrs Richards to the meeting as the newly appointed Co-opted Governors and each governor introduced themselves. Mr Warman and Mrs Fuller offered to be mentors.

**MEGB16/17:17          DECLARATION OF INTEREST**  
None.

**MEGB16/17:18          AGREEMENT AND SIGNING OF MINUTES OF MEETING HELD ON TUESDAY 1 NOVEMBER**  
The minutes of the meeting held on 1 November 2016 were agreed and signed.

**MEGB16/17:19          MATTERS ARISING FROM THE MEETING HELD ON 1 NOVEMBER**

**DBS** –just a few governors to be completed.

**Child Protection** – agenda item

**Selective Education** - a letter has been sent by Mark Griffiths, Chair of SASH, on behalf of the Middle and Secondary School Headteachers in response to the Green Paper - 'Schools that work for everyone'. A copy of the letter can be found on the portal.

**Governors with legal experience** – to be carried forward to the next meeting.

DA

**Future of the Federation** – to be discussed at the end of January at the Headteachers/Chair/Vice Chair meeting.

DA

**MEGB16/17:20          IMPORTANT ISSUES NOT ON AGENDA BUT NOTIFIED TO CHAIR WITHIN AT LEAST 48 HOURS OF THE MEETING**  
None.

**MEGB16/17:21          REPORTS**

**Finance Committee** – next meeting to be held on 10 January. The Draycott and Rodney Stoke unofficial funds have been agreed and signed by Mrs Sleeman.

**Foundation Committee** – per the minutes of meetings held on 18 May and 9 November. The committee recommended that admissions carry on as at present and this was agreed by the governors.

**Governor Support** - it was suggested that governors may wish to undertake Raise Online training. It was agreed that this would be useful in the future when the validated reports are received. It should be more assessment based and tailor made for the Federation. Governors were requested to contact Mrs Andrews if they are interested.

Govs

**Headteacher Reports**

Mrs Sleeman thanked the headteachers for their comprehensive reports. The questions provided by Mr Warman, together with the answers, are attached to these minutes and a copy will be put on the portal.

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

Mrs Wookey requested governor support at a meeting to be held in the New Year with the cleaning company, ICM. She would like to remove the caretaker section from the contract so that it includes cleaning only. Mrs Wookey has requested a specification, hours and Job descriptions for the cleaning, although as yet these have not been received. Mrs Golding is happy to support at the meeting and suggested that an email/letter is sent by the governing body. Mrs Wookey will obtain dates and liaise with Mrs Golding.

KG/MW

A governor asked if Fairlands Kitchen will be undertaking outside catering and catering for other schools. Mr Elmy confirmed that this is an area which will be looked into further.

**Safeguarding** - Mrs Fuller confirmed that the audits have been carried out for all the schools in the Federation and that the 'to be actioned' items are being addressed. Completion was made easier by the four schools meeting at Fairlands to complete the audits. When Mrs Wookey, Mr Jory and Mrs Heffernan met with Jane Weatherill, Education Safeguarding Adviser, they were advised that some of the questions were statutory and some were things that Education Safeguarding wanted to know. Some of the questions are not applicable to the First Schools, but the form does not reflect this. If anything was found in the audits that is alarming, Education Safeguarding would make contact with the school.

360 training is an e safety self evaluation tool. The resources may not be appropriate for younger children. Mrs Jean Donald, Cheddar First School, is meeting Mr McHale at Fairlands to discuss further

The Child Protection and Safeguarding policy was agreed. Mrs Fuller thanked Mrs Heffernan for her work with this policy. Early years will be considered at the next meeting. A governor asked about the basis of policy review. Mrs Fuller replied that the Somerset C C model is used with Federation alterations. Mr Elmy added that on occasions information is obtained from other sources and authorities.

HF

**SEN** – no report as Mrs Frampton not in attendance.

**Advisory meetings** – Shipham scheduled for the New Year. Mrs Golding explained the background to the groups to Mr Holmes and Mrs Richards.

#### **MEGB16/17:22 PERFORMANCE MANAGEMENT**

The Pay Committee met on 18 November for the headteachers to provide details of the staff performance management. Mrs Fuller confirmed that the performance management for the headteachers and staff has been completed.

The Capability Procedure and Pay policy were agreed, together with the Appraisal policy which was agreed subject to some minor amendments. A governor asked about training to carry out appraisals and Mr Elmy confirmed that his Curriculum Leaders were trained to appraise their teams. Mrs Wookey commented that some training was as a result of 'shadowing' others. It was suggested that perhaps the schools could share their appraisal knowledge and also comparisons with appraisal gradings, e.g. the move to upper threshold.

#### **MEGB16/17:23 AOB**

Governors were requested to advise Mrs Andrews if they were able to attend any of the end of term events being held at the Federation schools.

Govs

#### **Date of Next Meeting**

Tuesday 24 January at Shipham First School starting at 6 pm.

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