

MENDIP EDGE FEDERATION

**MINUTES OF GOVERNING BODY MEETING
Held on Tuesday 24 January 2017 at Cheddar First School**

PRESENT:

Mrs Karen Blake, Mr Mike Brownbill, Mr Huw Davies, Mrs Lucy Frampton, Mrs Heather Fuller, Mrs Kate Golding (18.05) Rev Tim Hawkings, Mr Richard Holmes, Mrs Sophie Richards, Mrs Diane Sleeman, Mr Adrian Warman (18.35) Mr Jon Wood (left 19.20), Mrs Maggie Wookey, Mrs Sally Virgin

APOLOGIES RECEIVED AND ACCEPTED: Mr Peter Elmy, Mrs Lisa Hill, Mr Mike Jory

BY INVITATION: Mr Roger Burcock, Mr Stefan McHale, Mrs Suzie Smith

IN ATTENDANCE: Mrs Debbie Andrews (Clerk)

Mrs Sleeman welcomed Mr Burdock, Mr McHale and Mrs Smith to the meeting.

MEFGB16/17:24 DECLARATION OF INTEREST

None.

MEGB16/17:25 AGREEMENT AND SIGNING OF MINUTES OF MEETING HELD ON TUESDAY 6 DECEMBER

The minutes of the meeting held on 6 December 2016 were agreed and signed by Mrs Sleeman.

MEGB16/17:26 MATTERS ARISING FROM THE MEETING HELD ON 6 DECEMBER

Governors with legal experience - Mr Burdock present at the meeting.

Future of the Federation - to be discussed at the Heads/Chair/Vice Chair meeting. Although a meeting was scheduled for Tuesday 7 February, this will now be re-arranged as the original date is no longer suitable. Mrs Andrews will re-arrange.

DA

Raise Online – may be coming to an end so not pertinent to hold training. It is difficult to find commonality with assessment. Year 2 and Year 6 are hard to compare as there are different assessment criteria. A governor suggested that the OFSTED focus is progress and this will be a key item for the standards group.

Cheddar Cleaning – Mrs Wookey and Mrs Golding met with the Operations Manager and another management team member from ICM and outlined their concerns and disappointment. It was agreed that caretaking will be removed from the contract and that the cleaning will continue with a three month improvement period, starting with a deep clean at the company's cost. A review will then be carried out on 19 April by Mrs Wookey and Mrs Golding and feedback provided at the next governors meeting. Should the contract be cancelled, it is felt by Mrs Wookey and Mrs Golding that no notice needs to be given as the contractors are in breach of contract. A governor suggested a formal letter be sent on behalf of the governing body to stress dissatisfaction with the situation, but it was agreed that it was not necessary at this stage.

MW/KG

Early Years Safeguarding policy – Mrs Collins has looked at the recently agreed Child Protection policy to see if it fits early years. She feels there is little need for change, but will meet with Mrs Fuller to discuss further. The policy can then be brought to the next meeting.

HF

MEGB16/17:27 IMPORTANT ISSUES NOT ON AGENDA BUT NOTIFIED TO THE CHAIR WITHIN AT LEAST 48 HOURS OF THE MEETING

Clerks Briefing - Mrs Andrews advised the governors that she had recently attended a Clerks Briefing, details of which will be emailed to governors and uploaded to the portal. A new Governance Handbook has just been published by the DfE, together with 'A Competency Framework for Governance'. Both these documents will be emailed to governors and uploaded to the portal for information.

DA

Signed Dated

MEGB16/17:28 REPORTS

Finance Committee – per the minutes of the meeting held on 10 January 2017. The finance staff will attend the next finance meeting, at which the draft budgets should be presented. A working party will be set up to look at pupil numbers at Shipham. Mrs Golding will be looking at the finance processes in the schools in February.

Foundation Committee – meeting held on 11 January.

Verbal report provided by Mr Brownbill, together with written details provided by Mrs Sleeman on behalf of Mr Jory. The two schools are working well together and moving in the right direction. The RE and Collective Worship policies have been reviewed and agreed by the committee. The policies will be shared with Cheddar First School. The PSHE policy is now under review. Admissions at Draycott - one family has requested to defer the placement of their twins and they have written to County. The committee are organising an extraordinary meeting before half term as a letter needs to be written from the school's admissions. A discussion will need to be held and then a decision agreed regarding the year group that they will be in on return. Mr Jory has undertaken a presentation on the new RE materials – ‘Understanding Christianity’ and Mr Brownbill and Mrs Clegg visited the classrooms. They found the children aware of the values and the classrooms had a lovely atmosphere.

Governors confirmed that they are happy that a report from Mr Jory regarding the pre-school in Shipham can be part of his Headteacher report.

Governor Support – Mrs Andrews referred governors to the details of training courses in Network. Although it was planned that there would be a suite of on line training, this is no longer the case. However, safer recruitment can be carried out on line. Mrs Frampton will undertake the training and Mrs Andrews will provide her with the details to do this. Mrs Andrews asked Mr Brownbill and Rev Hawkings if they could provide her with details of their safer recruitment training.

DA

MB/TH

Safeguarding - On Line Safety policy. A governor had forwarded some questions, the details of which are below together with the replies from Mr McHale;

1. Who carries out the risk assessment referred to in para.1.7, how often is it carries out and is it possible to see it? Is there one per school or one for the federation?

A - Each school should carry out their own risk assessment to include the new use of any technology with pupils. This should take place when any practice changes.

2. How do the designated senior members of staff for E-Learning/online safety get their on-going training and support and are they happy with the arrangements. (para 3.1)?

A - South West Grid for Learning (SWGfL), ELiM and CEOP provide a 2 hour workshop annually to provide all online safety updates. Any new material is always sent out through email. All schools also use the 360 safe tool which provides exemplar material and support.

3. How do you typically find out about breaches in online safety and security. (para. 3.3)? Have the schools had any incidents, and are these recorded in paper 'online safety logs' held by the schools? (para. 16.1)?

A - Any online breaches in school by staff or pupils are reported to the network manager who then forwards onto RM firewall. They keep a log of all such incidents and filter accordingly for all schools.

Mr McHale advised the governors that every school in Somerset would come out of Somerset County Council broadband and need to find their own. Schools would then be responsible for their own filtering so Section 9 of the policy would change. A governor asked about whether the statement in point 12.7 - ‘360 degree safe’ was correct. Mrs Wookey confirmed that it is correct as the first schools use it as an audit tool, but due to the limitations of the criteria for accreditation, have decided not to pursue this area.

A governor asked whether the federation was looking at the broadband issue

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as a group. Mr McHale confirmed that the schools had met to look at it, but that due to its size and amount of devices, Fairlands may have to go with another provider, although the quotes for the First Schools look very promising.

A governor requested that the title of section 7 be amended to 'Managing Online Content'. Subject to the minor amendments, the policy was agreed.

SEN – Mrs Frampton confirmed that she had met with Mrs Dodd, SENCo for Draycott and Rodney Stoke First School and Shipham First School. Mrs Frampton will meet regularly with the SENCos and produce an annual report.

A meeting will be held attended by Mrs Frampton and the SENCos on Thursday 2 February to review the SEN policy. It is hoped that this can then be brought to the next MEF GB meeting.

LF

Advisory meetings – a meeting has been held in Shipham. Although the attendance was small, it was agreed that it is still appropriate to meet but not as regularly. The main issue was the children not eating their school meals. Mr Jory will look into the situation and there will be a review after half term. Several ideas were discussed by the governors as to how the children can be persuaded to eat their meals and governors were requested to provide suggestions to Mr Jory.

Govs

Cheddar - Mrs Wookey will liaise with Mrs Andrews to look at holding an informal meeting with governor representation.

MW/DA

MEGB16/17:29 SCHOOL DEVELOPMENT PLANS

Cheddar - Mrs Wookey provided a powerpoint presentation of her SDP headlines. The presentation will be emailed to governors. Key priorities are girls maths and boys writing from reception to Year 2.

DA

Fairlands – Mr McHale provided a verbal report. The SLG have met outside of school to review and evaluate the SEF, together with the SDP. Huge progress has been made on marking and feedback and attainment is high. Progress is not as good, particularly in maths. Looking at pace and challenge for Years 4 and 5 using the cross phase project.

Other areas are interventions and support for disadvantaged children, raising profile with mental health and boys writing. The catering provision will continue to be evaluated and a close eye kept on the budget.

Draycott and Rodney Stoke and Shipham - Mrs Sleeman provided the following details on behalf of Mr Jory;

Termly updates completed - no major changes to priorities.

Main focus points for last term;

- Collaboration between schools and pre-school.
- Joint leadership across the two schools.
- Shared English and maths coordinators.
- Maths main focus on planning structures and deeper learning. More work to be completed on the INSET day in February.
- Implementation of INSPIRE sessions in Draycott.
- Christian distinctiveness across both schools, mission statement and values the same across both settings. Values newsletters informing parents and community.
- Shipham Viability Study.
- A meeting has been set to look at structures for September 2017.
- Mrs Macleod is completing a viability study based on figures and staff across the two schools and the possibility of two classes in September. Lots of different possible scenarios.
- Mrs Macleod, Mrs Collins and Mr Jory will be meeting to look at benefits across both settings and how we can ensure the children are getting the best opportunities and experiences.

A governor asked whether there is anything that governors can do to help with progress in maths. Mrs Sleeman commented that it is a key focus for the standards group. Mrs Wookey added that there is a lot more reasoning and challenging and schools need to get the children to have more of a 'can do attitude'. Headteachers are working with a new assessment method and a shift in teaching styles with its resultant training issues. Mr McHale added that

Signed Dated

the bar has been raised for boys writing and maths. Fairlands is looking at progress throughout its four years from Year 5 to Year 8 using GL

Assessment. The Somerset Middle Schools are generally performing above the national average, but there is a concern regarding the criteria for middle schools re Coasting schools and the contradictory advice being provided.

A very successful TeachMeet session was held at Fairlands attended by teachers from both Fairlands and Cheddar where things were shared that work well. A further session will be held in the future

School Development Plans will be an agenda item at the next meeting. Mrs Sleeman requested that any questions regarding the paperwork for the meetings should be emailed to Mrs Andrews in good time before the meeting.

DA
Govs

MEGB16/17:30 INSET DAYS AND TERM DATES 2017/2018

The INSET days and term dates for 2017/2018 were agreed.

MEGB16/17:31 FREEDOM OF INFORMATION

There are no changes to the format of the publication scheme. The headteachers were asked to review their forms with where and how information can be obtained and amend as necessary, uploading an amended copy to the school web site.

Heads

MEGB16/17:32 ANY OTHER BUSINESS

A governor asked whether the Wessex Learning MAT was now set up and enquired about the relationship between the MAT and the Federation. The MAT is set up. Mrs Wookey confirmed that the headteachers of Axbridge, Draycott and Rodney Stoke and Cheddar First Schools and Fairlands meet half termly and that the Cheddar Valley headteachers meet as a group regularly.

Mr Richardson, the CEO of the Wessex Learning MAT and Headteacher of the Kings of Wessex Academy is retiring at the end of this academic year and it was agreed that governing body liaison be re-visited once the new CEO is in post.

DA

A governor suggested that it may be a good idea to obtain press coverage on the progress of the Federation. Mrs Andrews will look into this.

DA

There are Year 5 plays being held at Fairlands on Wednesday and Thursday, 8/9 March. Governors were asked to let Mrs Andrews know if they wish to attend.

Govs

UK Safer internet day is on Tuesday 7 February. Due to his experience in this field, Mr Holmes offered to support Mr McHale. Mr Holmes and Mr McHale will liaise separately.

RH/SM

Mr McHale was thanked for attending the meeting in Mr Elmy's absence.

Date of Next Meeting

Tuesday 21 March at Cheddar First School starting at 7 pm.

Meeting closed at 20.00.

Signed Dated