

MENDIP EDGE FEDERATION

MINUTES OF GOVERNING BODY MEETING

Held on Tuesday 14 November 2017 at Draycott First School

PRESENT:

Karen Blake, Mike Brownbill, Roger Burdock, Huw Davies, Peter Elmy, Heather Fuller, Richard Holmes, Tim Hawkings, Mike Jory, Diane Sleeman, Sally Virgin, Adrian Warman (6.10 pm)

APOLOGIES RECEIVED AND ACCEPTED: Lucy Frampton, Kate Golding, Lisa Hill, Sophie Richards, Jon Wood, Maggie Wookey

IN ATTENDANCE: Mrs Debbie Andrews (Clerk)

MEGB17/18:07 DECLARATION OF INTEREST

None.

MEGB17/18:08 AGREEMENT AND SIGNING OF MINUTES OF MEETING HELD ON 27 JUNE AND 19 SEPTEMBER

The minutes of the meetings held on 27 June and 19 September were agreed and signed

MEGB17/18:09 MATTERS ARISING FROM THE MEETINGS HELD ON 27 JUNE AND 19 SEPTEMBER

SEN presentation – on hold. To be reviewed in the New Year.

DA

Additional insurance VA status – *[post meeting note, details of which have been provided by Somerset Governor Services: All governors are covered by the County Council policy and so aren't personally liable in any situation. However this does come with the health check that if they ignore or operate outside of professional advice and support given by the LA they could as a collective be held personally liable].*

Cheddar Community Partnership - Mrs Wookey and Mrs Richards attended the meeting held by the Cheddar Community Partnership on 9 October. There were several very informative speakers from different organisations. The aim of the meeting was to bring influential people together and to go forward with the prime intention of improving mental health support in the Cheddar area.

The partnership have managed to gain funding to open a weekly 'Well Being Support Cafe' for 13-18 year olds at the Methodist church in Cheddar between 3.30-5.30 on a Monday. The funding is for six months.

Link governor for English – to be carried forward to the next meeting.

DA

MEGB17/18:10 IMPORTANT ISSUES NOT ON AGENDA BUT NOTIFIED TO CHAIR WITHIN AT LEAST 48 HOURS OF THE MEETING

Mrs Wookey is on compassionate leave at the current time for personal reasons. There is good support from Mrs Smith and the team in Mrs Wookey's absence.

Shipham First School was subject to a one day Ofsted inspection which received a positive outcome. Governors congratulated Mr Jory and his team. The report should be published in two weeks when details can be shared. Mr Jory has put a note in the school newsletter to thank the parents/carers for their support.

MEGB17/18:11 REPORTS

Finance – per minutes of meeting held on 17 October 2017. Tight situation with Cheddar but maintaining their position. Each school is producing a three year budget plan. Benchmarking to be looked at prior to the next meeting. SFVS audit carried out at Cheddar, report to follow.

Foundation committee – per minutes of meeting held on 11 October 2017. Interesting session regarding the Trust, details to go in the next letter to parents. Looking at the rent for school house as it has not been raised for some time.

Signed Dated

Governor Support – details of courses and the latest bulletin from Somerset Governor Services are attached to these minutes. As budgets are tight, we need to look at different ways of training for governors, e.g. in-house, attendance at finance/foundation meetings, to improve skills. However, if governors feel there is a need, then courses can be booked via Mrs Andrews looking very carefully at the financial implications.

Safeguarding – Mrs Fuller provided the feedback she received from Sandra Woodman the Ofsted inspector that inspected Shipham, in that we should be stressing the importance of reporting FGM more than we are doing at the moment. Her suggestion is that the front page of our Child Protection policy should highlight the importance that there is a legal duty for everybody to report to the police any cases where they are informed by a girl under 18 that an act of FGM has been carried out on her, or observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth. Governors should be extra vigilant and consider how they can evidence that safeguarding training is effective and understood and that there is a 'culture of vigilance' throughout the schools in the Federation.

Child protection policy – the County model was agreed subject to 'FGM mandatory reporting duty' moving from point 4 to the top point in number 14 (*re-numbered as 16 as already a number 14*) 'Keeping Children Safe in Education 2016' and the paragraph regarding Female Genital Mutilation moving from page 20 to page 17 of Appendix A as the first item under heading 'Specific abuse and vulnerability concerns'. Mrs Andrews will make the amendments, federise the policy and forward to Mrs Fuller for a final check. Mrs Fuller will check the various aspects included in the policy when she visits the schools.

DA

HF

Safeguarding Audit – schools are unable to access the audit due to the toolkit having a virus. The deadline has been extended to the end of January 2018. Mrs Andrews is arranging a date for the four schools to complete their audits together.

SEN – Mrs Frampton was absent from the meeting. Her report for last term is attached to these minutes.

Advisory Groups – meeting held at Shipham. Security and fencing discussed and the accessibility of the school field at weekends and evenings. Other issues discussed – the SDP/school targets and how the two class structure is working.

MEGB17/18:12 APPRAISAL/PERFORMANCE MANAGEMENT PROCESS

All the Headteacher reviews have been carried out and their targets set for next year. The headteachers have undertaken the reviews of their staff. The pay committee meeting to review the recommendations had to be cancelled due to the Ofsted inspection at Shipham and will be arranged within the near future.

DA

MEGB17/18:13 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. Mr Jory advised governors that Year 4 at Cheddar, Draycott and Shipham will be undertaking a residential at Kilve Court from 16 May - 18 May 2018.

MEGB17/18:14 INSET DAYS 2018/2019

A governor queried the merits of having different INSET days between schools as had previously been trialled to allow staff to observe and participate in lessons at other MEF schools. The headteachers responded that the split had made it more difficult to plan and deliver the most effective training in time available. Governors recognised the additional childcare for families with pupils in schools with different INSET days and agreed the

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benefits of streamlining days outweighed those anticipated previously by splitting them.
The INSET days and terms dates for 2018/2019 academic year were agreed.

MEGB17/18:15 COMPLAINTS PROCEDURE

Mrs Sleeman to review the procedure and bring to the next meeting for agreement.

DS

MEGB17/18:16 AOB

Maths - Mr Holmes will visit Cheddar to look at maths as the link governor. He will also arrange visits to Draycott, Fairlands and Shipham.

RH

LSA at Shipham – interviews held and the position filled.

Wessex Learning Trust – governors discussed the recent meetings they had held with the trust and how positive they had been.

Mr Ball, Executive Headteacher, will attend the next MEF GB meeting on 12 December at Fairlands at 6 pm. It was agreed that it is important to keep the links open.

Mr Elmy provided governors with details of a pupil admission he had recently received. He feels the pupil has specific needs and Fairlands may not be the best place for the child. Mr Elmy will keep governors advised of developments.

Mr Elmy left the meeting

MEGB17/18:17 FEEDBACK FROM THE RECRUITMENT WORKING GROUP

The Recruitment Working Group have met twice. The first meeting was attended by Neal Chislett from the LA who provided advice and information on the process.

The person specification has been drafted and will be circulated to governors. Mr Warman is working on the advert and Mrs Sleeman is looking at the letter. We hope to advertise in early January online with the TES and interview at the end February/beginning March.

Staff governors left meeting

Governors held a discussion regarding the Fairlands Headteacher recruitment process. *(Separate confidential minute)*

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