

MENDIP EDGE FEDERATION

MINUTES OF GOVERNING BODY MEETING

Held on Tuesday 19 September 2017 at Cheddar First School

PRESENT:

Karen Blake, Mike Brownbill, Roger Burdock, Peter Elmy, Lucy Frampton, Heather Fuller, Lisa Hill, Richard Holmes, Mike Jory, Sophie Richards, Diane Sleeman, Adrian Warman, Maggie Wookey, Jon Wood

APOLOGIES RECEIVED AND ACCEPTED: Huw Davies, Kate Golding, Tim Hawkings, Sally Virgin

IN ATTENDANCE: Mrs Debbie Andrews (Clerk)

MEGB17/18:01 DECLARATION OF INTEREST

None.

MEGB17/18:02 ELECTION OF CHAIR AND VICE CHAIR

Chair

One nomination was received for Chair, Mrs Sleeman. Mrs Sleeman left the room. She was nominated by Mr Wood, seconded by Mrs Fuller and was elected unopposed.

Vice Chairs

Two nominations were received for Vice Chairs, Mr Warman and Mr Wood. Mr Warman and Mr Wood left the room, were nominated by Mrs Frampton and Mr Holmes and seconded by Mrs Fuller and Mrs Sleeman respectively. They were elected unopposed. Mrs Andrews handed over the Chair to Mrs Sleeman.

MEGB17/18:03 ACADEMIC YEAR 2017/18

The calendar of meeting dates for 2017/2018 was agreed. The Standards Working Group and Pay Committee meetings will start at 10 am until approximately 12 pm. Dates of meetings – agreed.

Standing Orders and Terms of Reference

A governor commented that the Standing Orders and Terms of Reference had conflicting information on whether the MEF GB meetings themselves are open to the public. It was agreed that the minutes are made public once approved and that people may be invited to the MEF GB meetings. The meetings themselves are not open to the public.

Standing Orders – subject to the following changes the standing orders were agreed and will be signed by Mrs Sleeman;

Point 3 Chair and Vice Chair – second paragraph, first sentence, will be amended to ‘The initial term of office of the chair and vice-chair will be two years. Paragraph 13, second sentence will be amended to ‘The vice chairs would include, by preference, the past-chair and another governor who should be the next chair-in waiting.

Point 11, paragraph 2, ‘printed’ to be inserted before agenda.

Terms of Reference – subject to the following changes, the Terms of Reference were agreed and will be signed by Mrs Sleeman;

First paragraph, third sentence to be amended to ‘Minutes of Governing Body meetings will be made public except for confidential business.’

Bullet point 12 – Raiseonline to be changed to national data

Bullet point 23 – Literacy and Numeracy to be changed to English and Maths.

The Foundation Committee mission statement to be amended to;

‘The school aims to serve its community by providing an education of the highest quality within the context of religious belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

Specific to Draycott is the additional slogan: ‘Putting our school at the heart of the community: Together Everyone Achieves More.’ (to be removed)

Signed Dated

Draycott & Rodney Stoke and Shipham CofE First School's mission statement is :

‘Creating a safe and happy environment where each child can grow academically, socially, spiritually and emotionally.’

Together Everyone Achieves More

The link governors for maths are Mr Holmes and Mrs Blake and Mrs Richards for English. Mrs Wookey and Mrs Richards will meet to look at who can support Mrs Richards with this area.

SR/MW

Mr Elmy advised the governors of the initiative Achievement For All (A4A) showing teachers how to liaise with hard to reach parents. Mrs Frampton and Mrs Sleeman offered to help Mr Elmy with this area.

Federation Improvement Plan – to be discussed at the Heads/Chairs/Vice Meeting.

DA

Committees – Mrs Sleeman thanked governors for the completed skills audits. The committee memberships are as follows;

Finance – Mr Davies, Mr Elmy, Mrs Golding, Mr Holmes, Mr Jory, Mr Wood, Mrs Wookey

Foundation – Mr Brownbill, Mr Burdock, Mr Hawkings, Mr Jory, Mrs Sleeman, and Mr Percival as an Associate Governor. It is understood that Rev Burns would like to be part of the committee and Mrs Andrews will provide Mr Jory with the necessary form for him to complete.

Pay – Mr Brownbill, Mrs Fuller, Mrs Golding, Rev Hawkings, Mrs Sleeman and Mr Wood

Pecuniary Interests – governors completed their forms.

MEGB17/18:04 PERFORMANCE MANAGEMENT PROCESS

The Pay Committee will meet on the following dates at Fairlands commencing at 10 am;

4 October

8 November. Headteacher meetings to be as follows;

10 am – Mr Elmy, 10.30 am – Mrs Wookey 11.15 am – Mr Jory at Fairlands.

MEGB17/18:05 ANY OTHER BUSINESS

Wessex Trust Board Visioning – an invitation has been received from the Trust for governors to join them on Saturday 23 September. Mrs Sleeman and Mrs Fuller will be attending and possibly Mr Holmes. These governors will then feedback at the next meeting. Attendance will be useful to assist our partnership with the Trust.

Mr Elmy has met with the Executive Headteacher of Wessex Trust, Mr Ball, on a couple of occasions and the Kings of Wessex leadership team are meeting with Fairlands SLG on Tuesday 26 September. Mrs Wookey and Mr Jory will also be meeting with Mr Ball.

Mr Ball will be invited to attend the MEF GB meeting on 12 December at 6 pm.

DA

Cheddar Community Partnership – Mr Elmy has been in conversation with Mr Pimblott and will liaise with Mrs Wookey and Mrs Richards regarding the forthcoming meeting dates.

PRE

Safeguarding training – training being held in the Federation is as follows;

Thursday September 28 September 4.15 pm – 6.30 pm at Fairlands

Friday October 6 1.45 pm – 3.30 pm at Cheddar First School

Tuesday October 10 4.15 pm – 6.30 pm at Cheddar First School

Governors were asked to let Mrs Andrews know which training they would like to attend as soon as they can.

Govs

Mr Elmy invited governors to join Fairlands to listen to reading with the pupils and also talk to the children during communities week, week commencing 16 October. Governors to let Mrs Andrews know if they can be involved.

Govs

Clerks Briefing – details of the recent briefing attended by Mrs Andrews are attached to these minutes.

Signed Dated

Pay Awards 2017 – with regards the payroll options, the governors agreed to go with Option One, which is applying a 2% increase to all mainscale points. All other pay points to be increased by 1% and all TLR and SEN points increased by 1%.

Year 5 - Mrs Blake mentioned that she and Mr Davies visited Fairlands and were very pleased with how well the Year 5's have settled. It is testimony to the work of the schools that the transition has been so good.

MEGB17/18:06 SCHOOL LEADERSHIP

Mr Elmy advised the governors that he will be leaving at Christmas and thanked them for their support. He added that it was a hard decision and not one that he had taken lightly. Mrs Sleeman replied by thanking Mr Elmy for all his hard work and support as Headteacher of Fairlands.

Please see also separate confidential minute. Staff governors left the meeting for this item.

Signed Dated