

Croscombe & Stoke St Michael Primary Schools

Board of Governors **Minutes**

Tuesday 12th July 2016 – 6.00pm at Stoke St Michael School

Present:	
Rachel Summerhayes (Chair) (RS)	Foundation Governor
Steve Heath (HT) (SH)	Headteacher
John Johnston (JJ)	Foundation Governor
Jo McDonough (JM)	Co-Opted (Staff) Governor
Nicola Morris (NM)	Parent Governor
Diana Levien (DL)	Co-Opted Governor
Rev. Christine Butler (CB)	Ex-Officio Governor
Lesley Rainsford (LR)	Staff Governor
Siobhan Cargill (SCa)	Co-Opted Governor
Ally Hiscox (AH)	LA Governor
Teresa Furse (TF)	Parent Governor
Linda Day (LD)	Clerk

	TOPIC	ITEM	ACTION
1	Apologies & Declaration of Interest	<p>Apologies were received & accepted from: Mark Boardman (MB)- Foundation Governor, - .</p> <p>Not in attendance: Alan Gregory – Associate Governor</p> <p>Invited to attend: Simon Clarke (SCI) – Apologies given.</p> <p>Declaration of Interest – Form received from JM following new appointment.</p>	
2	Minutes & Matters arising	<p>Minutes & Confidential Minutes from last FGB meeting 16th May 2016 - approved by the Board and signed by the Chair.</p> <p>Matters arising not covered by this Agenda–</p> <p>Stoke website is now live and a link sent to all Governors. Governors commented positively on the website.</p> <p>A TA has been found for Stoke School.</p> <p>Electronic copy of Health & Safety Report from last meeting received by Clerk.</p> <p>SEN update c/f to Sept</p> <p>Loops for learning walk c/f to mid to late Oct</p> <p>DBS checks – DL -DBS completed. Clerk - Copy of certificate given to Elaine. CB still to find.</p> <p>JJ DBS completed but liaising direct with April regarding copy of certificate.</p> <p>SCa gave copy of Driving Licence to Rachel to certify who will pass on to Elaine</p>	DL SH CB JJ RS
3	Senior Leadership Presentations & Governors Questions	<p>3.1 Head Teacher Full Report – SATS results out but staff unsure of how marks will be assessed as still to be decided by education secretary. He reported it had been a difficult summer regarding assessments but that children had performed generally as expected as tight objectives given. It said the assessment process had been everything the government had said it wouldn't be, with incredibly petty marking which teachers are now more aware of process for the future. There were 2 checks on assessment this year due to having a NQT, being moderated twice in one week, which was hard. Also finding it difficult to make secure judgements in interim years as woolly guidelines in these areas. He noted how all schools are in a similar situation. Large requirement of documented proof of pupils' knowledge and explained examples of assessment e.g. Pupils having to get all 8 of section to be classed as 'working towards'. HT confirmed schools can and will be giving feedback to the government from school perspective.</p> <p>A very interactive discussion followed with Governors holding HT to account in various areas including the scoring system, pupil re-assessments, the part played by teachers' assessments, with further questions regarding pupil re-testing. They noted the report didn't state how many children achieved expected standard which HT confirmed at the meeting and explained wasn't fully available when his report had been written up. All KS2 pupils achieved expected standard in all papers, except one in maths, which was a pleasing result. Board felt questions all answered well.</p> <p>Stoke - Governors felt a lot of focussed work will be needed with next year's Year 3 at Stoke (given the KS1 results) which the HT confirmed they are already planning (JM being SENCO as well is an advantage). He then explained how this was being addressed including extra support work satisfying Governors' concerns. Year 2 children are already spending some time working with JM in Oaks in preparation for September.</p> <p>With 14 reception children joining Stoke in September, Governors were keen for school to make sure their needs will be addressed. HT and staff governor confirmed they are well aware of extra support needed and comfortable with strategies in place to do so. The additional TA has been</p>	

		<p>recruited to provide support for the teacher of the KS1 group. HT pointed out that steps are sometimes too big for some children in Yr 1. JM explained how in various areas such as Maths, children can choose their own challenge helping them achieve good progress even if not at expected level but without so much pressure. Croscombe – Key stage 1 figures were not ready for the meeting but Staff Governor gave a verbal report on the situation. Governors aware there are a few children needing extra support but all comfortable they are making good progress and being well supported with particularly focussed work for these children.</p> <p>The Chair approached the Board about the option for Keith Ford from Somerset Education Department to do the HT assessment (the school's SEP or School Education Partner). The Board agreed this would be a sensible cost effective option after receiving confirmation there will be Governor input as before.</p>	
		<p>3.2 HT Leadership & Management – Papers distributed at last meeting asking for Governor feedback. The Chair showed the Quality of Teaching file held at Stoke to Governors as a proposed format to adopt for L & M file. Governors agreed this was a sensible option and keen that, one file should be able to include the same unified assessment, relating reviews to both schools across the federation, providing relevant information the Board of Governors could use to assess the monitoring of the management and leadership of the school. Each section was then discussed in detail -</p> <p>1. Knowledge of the school – Discussions arose around Ofsted and involvement of Governors (for which it was felt could be next term for Stoke), various areas of school performance, the new requirements around evidencing and documenting the use of Pupil premium to monitor progress. Regarding bullet point 4, where Governors hold the HT to account it was stressed how important documentation of this was in the Minutes and also documentation of how issues had been addressed/resolved. Lack of spare capacity had resulted in the SEN report being delayed. All were aware of its importance and every effort will be made to have this ready for the next meeting in September.</p> <p>2. Professional development – Governors felt confident in how the HT currently reports on this area to the Pay Committee for which all (except staff) receive copies of relevant Minutes. Questions arose over how much governors need to see from the HT. It was confirmed that as a lot of the information is confidential, Governors just need to ensure monitoring and appraisals are being completed at the appropriate time and keeping an overall eye on this area and that Ofsted inspectors have the authority to view in depth anything that raises concerns when they visit. Inset and staff training will be included in this section.</p> <p>3. Curriculum – The HT felt 90% of this area was already covered by the Quality of Teaching file so would mostly mirror this. It was pointed out that Governors could provide reports in some areas such as school trips etc. that could be beneficial as additional forms of evidence.</p> <p>4. Safeguarding & Equality – Staff Governors confirmed the 'Prevent' training received in both schools which the HT said would need reviewing annually to ensure continuing awareness. He pointed out the Annual Safeguarding Report has not been sent as Somerset have said to place on hold awaiting new online pro-forma. JM to update her training in early autumn term. There have been lots of Safeguarding discussions in school and a lot of information received from social services in this area due to several cases the schools have needed to discuss with them. E-safety questionnaire completed successfully. Governors received a group training session earlier in year. The Chair and Headteacher will work together in collating evidence for the file.</p>	RS/SH
4	Policy Reviews, Updates & Renewals	<p>4.1 Drug and Substance Abuse Policy – In reply to Governors questions, it was confirmed the policy was believed to be set at the right level for primary school. NOT approved as Governors had too many issues generally with this draft, which they have asked the HT & staff to review. It was felt 'Emergency Aid' towards the bottom of page 3 should be a heading. Governors felt this policy should include clearer reference to pupil medication and information of where and how medication is stored with provision for BOTH adult and pupil medication to be secure. Policy should include information on how record-keeping should be carried out with full procedure noted (if this is described in another policy dealing with medication, there should be reference to that policy next to where appropriate). Governors asked if including Page 3 reference to artificial limbs & hearing aids etc. are relevant to the Drug & Substance Misuse policy? Signing lines required. C/F to September meeting</p>	SH
		<p>4.2 Extended School Policy – Croscombe Christian foundation statement missing + following amendments required: Page 2 – 'Each person who is running a club or provision is required to <u>sign &</u> adhere to the school's Safeguarding policy and regulations, <u>provide evidence of</u></p> <p>Approved subject to above changes.</p>	SH

		Regarding the safeguarding policy, it was agreed a person should be designated to spot check implementation of this and related policies (i.e. volunteers / coaches signing to confirm they have read it or received information as appropriate). Chair to add this to monitoring timetable for next year.	RS
		4.3 Lone Worker Policy – Following amendments required: Page 1 – Contractors <u>who will be lone workers</u> will be given a copy of the Lone Worker Policy & Risk Assessment and will be required to complete an assessment <u>to be kept on file</u> , relevant to Signing lines required Approved subject to above changes	SH
		4.4 PSHE Policy – NOT approved. Too many initials for which the title should be in full and full titles always used initially when first referenced with initials after in brackets so clear what they stand for. Governors suggested that it may be beneficial for this policy to include a reference to Christian values (for Croscombe) and that it would be useful to receive a presentation the PSHE curriculum and in particular on the interaction between PSHE and the values teaching at Croscombe. C/F to September following on from joint staff meeting training.	SH
		4.5 Use of Reasonable force Policy – Following amendments required: Page 2. Regarding ‘What happens if a child complains when force is used?’ First bullet point should state clearly by who & how. (eg by Headteacher or by the Chair of Governors in the event of a complaint against the Headteacher). Fourth bullet point should state clearly where this guidance can be found. Approved subject to above changes.	SH
		4.6 Work Placement Policy – Amendment to wording around hours for work placements as detailed on paper returned to HT (i.e. to be agreed in advance with the student). Signing lines required. Approved subject to above changes	SH
5	Strategic Direction	5.1 Values & Vision Statement – Approved subject to adopting the Ethos statement from the new instrument in Agenda item 9, which Governor Services have confirmed is the Christian Ethos statement required by the Bath and Wells Diocese as the diocesan authority for Croscombe Primary School and that all of the church schools within the Bath and Wells Diocesan authority will have the same Ethos statement. RS to send LD a new copy to include this.	RS
		5.2 MAT – Read as circulated. Governors felt a strong need for further information regarding MATS which they are hoping these Community Learning Partnership working party meetings will provide, to be fed back. NM & RS volunteered to be nominated for the working party with agreement that other governors would step in if unavailable. HT to pass on nominations to Matt Lockyer.	SH
6	Monitoring	6.1 Health & Safety Review – C/F to next meeting.	
		6.2 Summer Term monitoring visits i. Review of Tracking Sheets - Reports distributed and presented by JJ & DL. The review highlighted how extremely difficult it was at this point. The colour coded language differed slightly in key stage 1 & 2 and felt by all to be quite a confusing the system. Staff Governors explained various elements to the Board and various discussions arose all being answered as satisfactorily as the Board felt possible. All aware it is new system and may change again next year. The HT confirmed the school is required to have a monitoring system although no restriction on which one. The school will review the one in place once properly tested and also waiting to see what happens next year before decisions on this are made. A staff meeting is planned to ensure continuity is adopted for monitoring across the federation. A colour coded assessment sheet were handed round which Governors felt gave a very useful visual overview on one page. Governors questioned why there was more Red in Maths, which was explained had arisen due to changes in the curriculum, which they felt had raised the level. A strategy was already in place to address gaps in this area next year that was expected to result in improvements. The HT confirmed outside moderation was random but liable to more frequent in infant schools and where there were NQT's.	
		ii. Review of quality of Teaching Files – Chair circulated report for reading and noted that she will pick up the outstanding areas for action with SH.	RS
7	Finance Matters	Pupil Premium – C/F to next meeting.	SH
		Finance Committee Report– Minutes read & noted by governors.	
8	Governor Training, Chairs Meeting &	Governor Training Opportunities – Update from NM regarding points raised in last meeting, with Governors provided with a list of upcoming training dates but as these are all at Taunton, Governors felt too far to travel. Other sessions held by Governor Services in the new term (many of which are more local) will be added to list once known. At the next meeting the full list (as provided in	NM

	Clerks Briefing	Network) will be reviewed and it will be agreed which Governors will attend which courses)		
		Training Updates – SCl attended a Governor Induction Training session 9 th July, which he reported finding worthwhile and an excellent introduction. Feedback c/f to next meeting. JM only offered Saturday sessions for her induction, which she is unable to attend, but will check again in September if any other days are available. CB had brief from the Governors Conference that she felt important to feedback on for discussion but as running over on time tonight, will c/f a proper discussion to the next meeting and will circulate a summary of her thoughts in advance.		SCI JM CB
9	Admin.	Membership – Update on Applications	SCl’s application has just been sent to the Diocese for approval. Clerk to chase. SCa discussed someone she knows who is interested in becoming a Governor. Board felt worth finding out more to see if suitable to nominate for the LA governor vacancy and if not suitable for this role there is the Co-Opted Governor vacancy. SCa will put the individual in contact with the Chair for a further discussion. CB to approach someone for Foundation Governor vacancy and passed on idea of approaching Secondary School Teachers and grandparents if stuck that had come up as a suggestion in the Governors Conference.	LD SCa CB
		Instrument of Government	Accepted by Board. Previous Instrument to be archived as a historic document in school files by Clerk.	LD
10	Items for next meeting	SEN Update Drug and Substance Abuse Policy PSHE Policy and Presentation on PSHE 9(including link to Croscombe’s values teaching) Health & Safety Review Pupil Premium Brief from Governors Conference Safeguarding Policy Governor Training Opportunities for Autumn Term Report from CB on Governor Conference attended Dates for next years Full Board Meetings and Finance and Pay Committee meetings.		
11	Dates for next meeting	Date of next meeting: Tuesday, 20th September 2016, 6pm, Croscombe School Dates for next years meetings – c/f including FC dates		
12	AOB,	Pay Committee minutes noted. Confidential discussion not required Contents of Somerset Governors’ Group Bulletin 24 noted and felt points covered. Ally Hiscox and Mark Boardman both stepped down as Governors tonight after 12 years & 5 years respectively. The Board wished them both a fond farewell and many thanks for their past work.		
Steve and John left meeting at 7.20pm Lesley left meeting at 7.50pm Tonight’s meeting ended at 8.30pm				