

Croscombe & Stoke St Michael Primary Schools

Board of Governors **Minutes**

Tuesday 12th July 2016 – 6.00pm at Croscombe 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
Simon Clarke (SCI)	Foundation Governor
Teresa Furse (TF)	Parent Governor
Nick Cramp (NC)	Local Authority Governor
Linda Day (LD)	Clerk

	TOPIC	ITEM	ACTION
1	Annual requirements for start of new school year	<p>1.a Election of Chair & other positions- Appointments – Chair – Rachel Summerhayes. (All in favour) Chair thanked Governors for their past and continuing work. Vice-Chair – John Johnston (All in favour) Child Protection & Safeguarding Governor- Di Levien SEN Governor – Di Levien Health & Safety Governors – Siobhan Cargill (Stoke) & Simon Clarke (Croscombe) Finance Committee – Nicola Morris (Chair for Autumn term), Teresa Furse, Rachel Summerhayes , Nick Cramp. Pay Committee – John Johnston (Chair), Di Levien, vacancy to be filled once new Governors found. Admissions Committee – Rachel Summerhayes (Chair), Chris Butler, Di Levien, Nicola Morris, vacancy. HT Performance Management – Rachel Summerhayes, John Johnston, vacancy. Training Governor – Nicola Morris</p> <p>1.b Code of Conduct – Re-adopted for new school year and signed by Chair 1.c Standing Orders – Re-adopted for new school year having been amended for consistency with new instrument of government to show 1 staff Governor & 4 co-opted (one as staff member) and re-signed by Chair. 1.d Terms of Reference – Pay, Finance & Admissions Committee – Approved. 1.e Declaration of interest forms -updated and signed by all governors.</p>	
2	LA Governor Vacancy.	Nicholas Cramp appointed by Board as new Local Authority Governor. (All in favour)	
3	Apologies & Declaration of Interest	<p>No Apologies were received Not in attendance: Alan Gregory – Associate Governor Declaration of Interest on Agenda item - None. Simon Clarke welcomed onto Board as new Foundation Governor.</p>	
4	Minutes & Matters arising	<p>Minutes from last FGB meeting 12th July 2016 - approved by the Board and signed by the Chair. Matters arising not covered by this Agenda– CB still looking for DBS certificate; SCa checking with Elaine if anything else required; TF requested copy of marriage certificate. All other matters arising not covered in the agenda were reported as complete.</p>	CB, SCa, TF
		Vision, aims and ethos statement received from Chair. Clerk to forward for uploading onto websites	
5	Senior Leadership Presentat-	<p>5.a Head Teacher Update – Stoke – A TA who has worked previously at Stoke has been welcomed back. The website is running well although still not being found through search engines,</p>	

<p>ions & Governors Questions</p>	<p>despite many enquiries into this and HT still seeking to improve. Emails have been sent requesting wrong details on village website be amended. HT reported the school has started the year well although a few children need extra support. There are currently 52 on roll. Would like more but heading in the right direction. Reception class of 14 is requiring concentrated effort. Croscombe – Currently 12 joiners in reception, replacing 4 leavers – a net gain of 8. New TA recruited to work mostly in Conkers, providing support to specific child in Chestnut Class partly funded by pupil premium. She has ELSA training, a valuable skill that can be utilised in throughout the school and could be exported to other schools if she wished for more hours. The website was found to be out of date at the School Education Partner (“SEP” – Keith Ford) visit and is now up to date. There was a focus on PSHE in the September INSET and the schools now have a subscription providing support in this area. Curriculum is 340 pages long but gives useful structure of what can be applied, but early stages for both schools. Also looking at RE to ensure pupils get the coverage they need. The HT answered the Chair’s question of how teaching PSHE worked with the Christian values of the school that normally it wasn’t a problem but there are some areas where it may be appropriate to refer to values statement for guidance; the main focus needs to be on getting the information across to the children. SEP. Emails had previously been circulated to the Board for information on the SEP’s visit for information and the Chair invited queries/comments. Governors very impressed at level of children being read to at Croscombe (close to 100%) and asked what was being done to improve home reading at Stoke. Reaching out to parents to gain their buy-in is really important. Stoke will look at adopting practices carried out at Croscombe that have had positive results e.g. inviting parents into assembly, an end of term raffle for reading champions, sessions towards end of day when parent could come in and read with child which would count towards and discuss other ways in staff meeting. Governors felt Stoke’s current 3 x a week target could be reduced to get certificate and provide encouragement to get children engaged and suggested a focus on reception children which staff reported they had been doing. Keith Ford’s October visit will be focused on lesson observations and he has been employed to manage the HT performance management process. No other questions were raised from the report. Maintenance survey. This had been circulated to Governors in the summer holidays and Governors asked what actions were being taken to address the red-rated items (ie those that must be addressed within twelve months). A major issue identified was around fire safety and the HT is currently awaiting meeting with Tristan Cowell from The Hookway Partnership who has requested more detail on the recent Fire Audit (proving difficult sending from the way it is held electronically). At the moment Tristan believes this audit gives insufficient information for his purpose. He has questioned whether money previously agreed from the Diocese for ridge tiles and not used could be transferable which will be looked into? Lots of the listed requirements would have been done as part of the new build that was hoped for but now not happening. Other red items - the gutters were done in the summer and new fire/carbon monoxide detectors were installed on the basis of last audit. Report to next meeting.</p>	<p>HT</p>
	<p>5.b SDP Update. HT gave outline of three main themes he plans to include in 2016/17 SDP, prior to full report to next meeting. <i>Federation</i> - HT wants to focus on driving benefits for children: involved more on joint work projects mainly in art & PSHE. They are working on talking picture books to send back and forwards to both schools, so by time they meet will feel they know each other better and thus, easier to work together. Looking at Skype options, (but few problems to get over first) and at what other ideas can work without getting in the way of their learning. <i>Assessment</i> – this will continue to be a main focus and Governors agreed that this was very important given the constant change.</p>	

		<p><i>Mixed age class project</i> - A problem of working with mixed age classes is that no-one else knows what its like when attending courses, etc and so a lot of the guidance/teaching provided doesn't work in the small school environment. So a group of small school heads are putting together an application for a Collaborative Improvement Bid aimed at getting specialist quality training in this area, details of which were handed around. The focus will be on literacy and numeracy with 24 sessions (12 each – 6 KS1, 6 KS2) + 6 HT sessions run by leading consultants. Those groups will then create mixed year group planning specific to the benefit to all. Some based on 2-year classes some on 3-year classes. Staff from each school can attend different sessions (eg Croscombe to KS1 Literacy) and then share information to benefit both schools through joint staff meetings. Having more schools involved has reduced cost to an estimated total cost per school of £1,500 (cost of training and backfill). Governors asked how it would be funded. HT to find out how much can come from training budget as this would take the place of a lot of other training and reported both schools have a bit more money than anticipated in budget to tap into. Bid has to be in by 27th September as expected to start by half term. Governors asked about the quality of the training and Staff Governors confirmed the training providers are very well-regarded. All Governors agreed it would be a huge benefit to have training focused on schools like Stoke & Croscombe. In answer to a question about spreading the cost, the HT confirmed it could be spread across 2 budget years if necessary. Additional benefits were discussed such as learning with other nearby schools in readiness for any MAT move that could be partners. Approved by Governors to proceed with project and form key theme of the SDP. Allotment in process of development and will know by half term if funding for sensory garden at Stoke through. JJ said the Wildflower Trust group at the Stoke quarry open day were keen to keep link with the school and had asked Pippa there to contact the Head but she hadn't done so. SCl to advise SH on the meadow area. Looking at getting more seeds brought on in polytunnel etc . The Croscombe allotment reported as fenced, terraced and showing good progress. Chair queried about specific areas in Stoke such as phonics and maths discussed last term which HT said whilst action was being taken it was going to be a while before results of what difference could be seen.</p>	SCI
6	Policy Reviews, Updates & Renewals	<p>6.a Drug & Substance Abuse Policy. – Storage of drugs now addressed. Approved by Board</p> <p>6.b PSHE Policy – Changes incorporated and previous issues addressed. Govs approved.</p> <p>6.c Child Protection & Safeguarding Policy – The HT stated that the new policy was based on a Somerset template policy re-issued following new KCSIE, which was updated to reflect Croscombe/Stoke specifics. In answer to a Governor's question, he confirmed all Staff have read this and will sign to say they have done so, once the policy is approved by Governors. All Governors to also sign this document to confirm they have read this at the next meeting. It will then be made available on the websites, with hard copies in both offices and he will then alert parents to their existence. Page 19. Approved by Board subject to grammar in Photography section being amended and contents page one number adrift brought in line. Chair noted that this would also be addressed by monitoring plan. Chair asked if Annual safeguarding report template was available yet and the HT said it had just been released; it will need to be agenda item for next meeting.</p>	HT ALL
7	Strategic Direction	<p>Brief from recently attended Governors Conference. Presented by CB. Conference raised questions on whether the Board should spend more time looking at vision and strategy and do we know where we are trying to take the school? The Governors felt a lot of this was built around the SDP, vision statements and lots of threads through the HT report etc that give the strategy we wish to follow. The Chair noted Stoke's aspiration to be a 3 classroom school and Croscombe's is to be physically larger. Nick noted how in business, a strong strategy works well at getting stakeholders on board and maybe this would be beneficial in getting more parents on board. Governors agreed the Board was good at looking at the next 12 months or so but had not addressed long term planning since the formation of the federation and that it</p>	

		<p>would be worth looking at where we want the school to be in a few years time. This would be useful for various purposes, e.g. when considering future MAT decisions and also regarding decisions on Croscombe's Admission numbers, which are hard to predict and as the Chair pointed out will soon have to be addressed. NC suggested some scenario variations for different class numbers etc giving various strategies/contingency plans.</p> <p>Meeting for all governors proposed. See meeting dates below.</p> <p>Board agreed to look at an Annual Board Self Effectiveness Appraisal once the strategy had been discussed further.</p>	ALL LD/RS
8	Monitoring	<p>8.a Health & Safety Review. Smoke alarms & carbon monoxide alarms installed. Gates at Stoke are now lockable and as effective now as possible for that site. Solar electrics have been looked at for the main gates but can't be made to work. Visibility has been improved now greenery pruned back. Other quotes still being chased for further improved security, but generally site feels much more secure.</p>	
		<p>8.b SEN Update – Presented by DL. Croscombe's details circulated. Both schools information are to be merged together, once Stoke's information received and will then be sent out to all. As SEN governor DL felt the report was very informative, detailed, fairly self-explanatory and updated on a termly basis. The HT asked if this is the SEND information report and if the local offers are updated which DL will do. Offers have replaced the SEN policy, which she will check is removed. Governors were happy and no further questions</p>	DL DL
		<p>8.c Loops for Learning Walk– Part of strategic plan introduced by HT for helping children to understand what they need to know./do to get to an end result, often ending with a presentation.</p> <p>Visit planned for end of half term when coming towards end of 'loop'. Monday 17th October 10am Croscombe / Tuesday 18th October 10am Stoke.</p>	Variou s
		<p>8.d Behaviour & Safety Leadership Management – Governors to liaise with HT over mutually convenient times to review both files that are now ready.</p>	SCI,SC a& RS
7	Finance Matters	<p>9. Pupil Premium – Discussion around utilising the C/F from last year.</p> <p>Croscombe's was mainly spent on emotional support and resources specific to those children but useful for others as well. A lot of the budget was used towards TA's who are asked to focus on particular children although this can help others. Allocated £500 for external trips. £1,320 was lost as one of children generating PP left school so there is now only another £196 left to use so believed all will be utilised.</p> <p>Stoke had a lot more funding delivered, representing another 6 children but as the school was not made aware who these are it is hard to identify, the HT has emailed county to try to find out. A large chunk will again be for TA, cost of transport for forest School and another £500 for trips and excursions, residential etc. £5,430 is spare at moment which wont be spend until aware who extra funding is for, but hoping to get another couple of hours TA which would be useful for particular children and hoping to find a good use for the majority by the end of year. Could split anything left over between children to help others in need and relieve SEN budget. 11 children in Stoke now receiving Pupil Premium.</p> <p>Sports Grant – Noted by all and no comments.</p>	
8	Governor Training, Chairs Meeting & Clerks Briefing	<p>10. a. Governor Training Opportunities –</p> <p>Chair to look at how much has been ring fenced for Governor Training, now that this is on a Pay as You Go basis and will report back.</p> <p>NC to be booked on New Governor Induction Course</p> <p>Governors expressed an interest in various options and will look at booking sessions once budget known.</p> <p>A new Governor asked which courses would be of most benefit. It was generally felt that those focused on Ofsted, Understanding Data, Monitoring and improving the understanding of Governors would always be beneficial.</p> <p>NM to send out a Skills Audit Form on Governor Services site for all Governors to complete to help identify gaps.</p> <p>An SFVS audit is to be carried out at Stoke and the Clerk asked all Governors to forward details of the training they had undertaken in the last three years to NM to collate for this audit.</p>	RS LD NM ALL/ NM

		<p>10.b Training Updates – SCl – Recently attended New Governor Induction. He felt this was a really useful course but a lot to take in. He is keen to attend further training sessions and it was felt as taking on a role in H&S on the Board this would be a good area to initially focus. He also asked for the opportunity to have a mentor for which JJ was happy to be, along with SCa. It was suggested shadowing DL on monitoring would be very helpful, which other Governors had done and found useful and informative.</p>		
		<p>10.c Clerks Briefing – Clerk attended briefing only last week and electronic document not available yet to circulate. Mentioned requirement for Governor information on Edubase now that will look into further, but quite a lot discussed that she will go through with HT and Chair initially on 4th Oct. before bringing anything to next Board meeting. C/F to next meeting</p>		LD,RS & HT
11.	Admin.	<p>Membership</p>	<p>Re-advertise for Co-opted Governor in next school and parish newsletter. RS to send JJ wording for advert he will forward on to the relevant person.</p> <p>Foundation Governor – CB knows someone who is strongly thinking about applying for this role and will further these discussions.</p>	RS, JJ CB
12	Next meeting	<p>12.a. Items for next meeting – SDP & SDP for pre-school. Annual safeguarding report for governor approval Maintenance Survey Clerks Briefing</p>		
		<p>Date of next meeting: Monday, 17th October 2016 - Stoke St Michael Dates for this years meetings – <i>Tuesday 4th October–Finance Committee-Stoke-5.30pm</i> Monday 17th October – Stoke – 6pm <i>Tuesday 1st November–Pay Committee -Croscombe 5.30</i> Tuesday 1st November–Strategy meeting-Croscombe – 6pm Monday 28th November – Stoke- 6pm Monday 30th January – Croscombe – 6pm <i>Monday 6th March – Finance Committee-5.30</i> Monday 27th March – Stoke-6pm Tuesday 2nd May – Croscombe-6pm <i>Monday 5th June – Pay Committee –Stoke- 5.30</i> Monday 5th June – Stoke-6pm Monday 3rd July – Croscombe-6pm</p>		
12	AOB,	None		
Tonight's meeting ended at 8.20pm				