

Croscombe & Stoke St Michael Primary Schools

Board of Governors **Minutes**

Tuesday 1 November 2016 – 6.00pm at Croscombe School

Present:	
Rachel Summerhayes (Chair) (RS)	Foundation Governor
Steve Heath (HT) (SH)	Headteacher
Nicola Morris (NM)	Parent Governor
Diana Levien (DL)	Co-Opted Governor
Rev. Christine Butler (CB)	Ex-Officio Governor
Lesley Rainsford (LR)	Staff Governor
John Johnston (JJ)	Foundation Governor
Teresa Furse (TF)	Parent Governor
Nick Cramp (NC)	Local Authority Governor

	TOPIC	ITEM	ACTION
1	Apologies & Declaration of Interest	<p>Apologies were received & accepted from: Simon Clarke – Foundation Governor, - Foundation Governor, Jo McDonough (JM) - Co-Opted (Staff) Governor, Siobhan Cargill (SCa) - Co-Opted Governor, Linda Day (LD) - Clerk.</p> <p>In attendance: Tanya O'Connor (TO) – prospective Governor</p> <p>Not in attendance: Alan Gregory – Associate Governor</p> <p>Declaration of Interest on Agenda item - None.</p>	
2	Strategic Direction	<p>Strategy Following on from last year's work in redefining the federation's Vision and Aims, Governors were meeting to discuss and agree strategic targets for the schools. The various stakeholders (Ofsted, Local Authority, Parents, Staff, Pupils, Community, Church) were reviewed one at a time to provide structure for the discussion. Strategic targets were discussed and themes proposed as follows –</p> <ul style="list-style-type: none"> • We seek to have good schools with outstanding features, which focus on achieving excellent progress for children and developing their potential in all areas of the curriculum; • We want to be the school of choice for families in the catchment and have strong relationships with parents who are involved in the school and their children's learning; • We want happy and fulfilled children who have their voice heard; • We want to recruit and retain good staff; • We aim to join a Multi Academy Trust of our own choice; • We will 'right size' the schools (note: this is envisaged as 70 pupils at Croscombe and three classes at Stoke); • We want to encourage the involvement of the community. <p>These will be brought to the Board for approval at their next meeting.</p> <p>Other actions agreed were:</p> <ul style="list-style-type: none"> • To carry out a parental survey in Spring 2017 to ascertain how parents view the school. It was suggested that the survey used by Ofsted would be a good format to use. • To carry forward a discussion on the schools' unique selling points until after finalisation of the strategic targets. • To invite some members of the school councils to come and talk to Governors. • To provide feedback to staff after monitoring sessions. 	SH ALL SH/RS SH/RS
3	Policy Reviews, Updates & Renewals	<p>Admissions Arrangements 2017/18 (Croscombe) The Admission Arrangements for 2017/18 for Croscombe were discussed and agreed subject to changing the over-subscription criteria so that children living in the catchment area at the time of admission (and not at time of application) are prioritised as long as proof of address can be provided and subject to review of the PAN.</p> <p>The need to review the Published Admissions Number ("PAN", currently 12) was discussed, following the lack of funding available to extend the classroom space at the</p>	

		<p>school, which has been thoroughly investigated over the last two years. It is evident that no funding will be forthcoming from either the Local Authority or the Diocese. Currently the top classroom, Conkers, has 32 children, and is operating at full capacity. Full capacity in Chestnuts and Acorns is 24 children per class (currently with 20 and 24 children respectively). It has become apparent that teaching 3 year groups of 12 pupils each (i.e. 36) is not feasible in Conkers and that, without building work, splitting a year group to allow some to be taught in Chestnuts is also not an option. In recent years, total numbers have operated well below the theoretical maximum of 84, between 65-72, as there has always been at least one very small year group in the school. This is no longer the case, and at the current 76 pupils, it is evident that there is no more classroom space for additional pupils. Governors questioned how reducing pupil numbers would affect finances: these would not be significantly affected as budgets would continue to be based on the number of pupils that have been in school in recent years: funds would not be lost (although would be lower than they will be in 2017/18, which will benefit from the increased numbers this year.)</p> <p>Governors concluded that it would seem appropriate to consult with stakeholders about reducing the PAN from 12 to 10.</p> <p>LR will follow up with staff to ascertain their initial views on reducing the PAN, and feedback to Chair. The Chair will liaise with County to commence the consultation.</p>	
4	AOB	<p>None</p> <p>Date of next meeting: Monday 28th November - Stoke- 6pm</p>	
Tonight's meeting ended at 7.30pm			