

**Croscombe & Stoke St Michael Primary Schools**

Board of Governors **Minutes**

Monday 17<sup>th</sup> October 2016 – 6.00pm at Stoke St Michael School

<b>Present:</b>	
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
Siobhan Cargill (SCa)	Co-Opted Governor
Simon Clarke (SCI)	Foundation Governor
Teresa Furse (TF)	Parent Governor
Linda Day (LD)	Clerk

	<b>TOPIC</b>	<b>ITEM</b>	<b>ACTION</b>
1	<b>Apologies &amp; Declaration of Interest</b>	<p><b>Apologies were received &amp; accepted from:</b> John Johnston (JJ) - Foundation Governor, Jo McDonough (JM) - Co-Opted (Staff) Governor, Nick Cramp (NC) - Local Authority Governor.</p> <p><b>Not in attendance:</b> Alan Gregory – Associate Governor</p> <p><b>Declaration of Interest on Agenda item - None.</b></p>	
2	<b>Minutes &amp; Matters arising</b>	<p><b>Minutes from last FGB meeting 20<sup>th</sup> September 2016</b> - approved by the Board and signed by the Chair.</p> <p><b>Matters arising not covered by this Agenda-</b> CB sent email from Diocese to Elaine confirming details regarding her DBS certificate. She is waiting to see if this is acceptable and if not will apply for a new DBS check through school. Elaine <b>does</b> need SCA's marriage certificate; Copy of TF's marriage certificate given to RS at Finance meeting. RS to check followed up. TF's other documents now out of date so will need to provide new ones dated within the last 3 months. RS to give Johns address to Elaine. Vision, aims and ethos statement forwarded for uploading onto websites. SCI can't get very involved in meadows until funding through. A strategy meeting has been set for 1<sup>st</sup> Nov. Annual Board Self-Effectiveness Appraisal c/f to after Strategy meeting. Loops for Learning Walks – Croscombe's rescheduled for 23<sup>rd</sup> Nov, Stokes still to be set. Skills Audit c/f Governors forwarded details of the training they had undertaken in the last three years to NM to collate for Stoke's SFVS audit.</p>	<p>CB, SCa, RS TF</p> <p>RS</p> <p>LD/RS HT NM</p>
3	<b>Senior Leadership Presentations &amp; Governors Questions</b>	<p><b>3.a Head Teacher Update – Maintenance survey.</b> The HT had a meeting with Tristan Cowell, the surveyor from The Hookway Partnership to review the full Fire Audit, which TC is now working through to see if a new one is required. Governors asked the HT to report further at the next meeting.</p> <p>Fisher Family Trust has just released its analysis of SATS results and the HT gave a brief update prior to his full report at the next meeting. The HT reported Croscombe's results were looking good but Stoke's progress at KS2 came out at <b>Minus</b> 4.9 to which a serious discussion with Governors followed. The HT explained that having such a small cohort consisting of just 6 children in this case, (3 of whom were SEN) was a major factor. The school had been aware that although children within this cohort had made good progress last year, the results had been brought down because a couple had stood still in a prior year. In addition, one child went abroad, so missed a subject entirely. In KS1, some of the marks had been rounded down rather than up by the moderator, which hadn't helped. Governors were aware of the nature of the Stoke KS2 cohort but remained concerned with the results. They asked the HT to report in detail at the November meeting. The HT will look at the last 3 years in total or even the 2 schools together. He felt the most important thing was to have a clear understanding of the reasons for these results and confirmed he and JM are now looking closely at the 'back story'. The Chair and Governors were keen to ensure a clear picture was prepared to</p>	HT

	<p>bring to the next meeting and that as much detail was provided as possible with the HT's Full Report comparing National Data figures and RAISE online information. 3 children (possibly 4) will be joining Stoke after half term. In answer to Governors questions, the HT said this would be a bit of a squash, but could not be refused as all non-reception age (1 class 1 &amp; 2 class 2). Stoke has just had a Financial Audit which the HT reported had flagged up 6-7 action points none that were dreadful and now in hand. The HT &amp; Governors all wanted to thank April for her hard work. HT will report fully at the next meeting, once the final report has been received.</p>	HT
	<p><b>3.b PSHE Presentation</b> – Taken as read. The HT felt that although taking a little time to integrate into long-term plans, the PSHE Association program adopted seemed a sensible way of providing PSHE within a curriculum that could be responsive to the needs of the schools. SCa &amp; SCL's review of the pupil survey in the Behaviour &amp; Safety SEF (to be discussed in Agenda item 6b) flagged up areas of concern over E-Safety. They raised concerns at what children at Croscombe had reported regarding internet use and asked how this was being addressed. The Governors were reassured that online safety is included within the curriculum although not mentioned specifically in the Report and the HT is confident this is being addressed, but he will think about what more can be done and how to better show this is happening and will report back next meeting. Governors felt information should be sent to parents at least annually to which staff confirmed regular E-Safety information is sent out. The Chair noted that she had visited a lesson at Croscombe for monitoring iPad use in the last year and that all children had demonstrated e-safety awareness, but suggested a similar visit was added to Stoke Monitoring. The survey also indicated an issue with bullying at Croscombe and SCa/SCL asked how this was being addressed. Staff believe the incidents are not bullying in themselves but that children are mis-interpreting some of the things that are happening (ie one-off unkindness or name-calling). No incidents of bullying have been reported by pupils or parents or recorded by staff. Nevertheless, the survey is being taken seriously and a full anti-bullying week is planned starting 14<sup>th</sup> November.</p>	HT RS
	<p><b>3.c School Development Plan.</b> The Chair asked the HT to pull out highlights as all Governors had prior sight of SDP for both schools. <b>Stoke &amp; Croscombe combined</b> - Large part around performance management, which was already discussed. 'Assessment without levels' had been kept in there is a need to develop the tracking framework further. All staff now have direct links to DfE newsletters so instantly aware of the regular changes. The schools were comfortable with the assessment regime now in place after looking at various systems last year and now understand that 'working at expected level' is only achieved if there is clear evidence of work in books. Governors were pleased to hear that this year will focus on getting the children better acquainted across the Federation with various joint projects set wherever possible including the talking picture books, which the children are loving and benefits already seen and the Take One Picture project with the National Gallery planned once the finances around transport have been settled. PHSE is another area that it is felt can sometimes be covered jointly. Past information has now been removed from the SDP's to avoid it looking messy. Governors asked how they could ensure areas where Governors were required to monitor were being checked, to which the Chair replied this was being covered by the the Monitoring Plan under Agenda item 6, and that there would be regular termly reports from the HT on progress against the SDP. EYFS – The Tapestry system has been adopted at Stoke for a £60 subscription, currently being tested and hoped will be ready to roll out by December. Croscombe is carrying on with their own system but other staff are monitoring it closely &amp; very happy so far. Governors learnt this involves photos being taken of the children working which can be sent to parents and become a very interactive 2-way commentary, recording and tagging the journey to key stages. Governors with previous experience of Tapestry commented positively on the system. A blog type system is being introduced to Stoke KS2 to keep parents informed about</p>	

		<p>daily activities in the classroom.</p> <p>A new poly-tunnel cover has been purchased from grant money and fitted.</p> <p>Looking at applying for further funding through further Lottery Grant (6 months after previous funding project finished) or the local quarry for a covered outside area for EYFS that would include facilities for children with disabilities. HT to look into.</p> <p>Noted RedStart Foundation which was discussed in detail at the previous meeting.</p> <p><b>Pre-School</b> – SDP handed round at meeting. The hours have been increased to include a lunch club which has proved financially viable so far but the HT pointed out the Government were still to clarify what it will pay for on topping up and there were to be restrictions where not all children will qualify. Governors all aware of the difficulties to be able to budget when increased vouchers come in September 2017 and no clear way of knowing potential numbers.</p> <p>He reported issues regarding biting with certain children in pre-school and that opportunities are being looked into to develop staff expertise in dealing with this.</p>	HT
4	<b>Policy Reviews, Updates &amp; Renewals</b>	<p><b>Child Protection &amp; Safeguarding Policy</b> – Some staff still to sign to say they have read this policy and KCSiE. HT to chase.</p> <p>The Chair distributed a declaration for governors to sign to confirm they have also read the policy, KCSiE and attended training, to return next meeting.</p> <p>The Chair handed round a document about the responsibilities of governors on Safeguarding and will email a Child Protection Basic Awareness video to any Governors who would like it as additional training.</p>	HT ALL RS
5	<b>Strategic Direction</b>	<p><b>5.a Update on CLP meeting re MAT's</b> – SH, RS &amp; NM attended meeting and update circulated. All Heads attended but numbers of other Governors were felt low. The working group agreed to meet once a month with the aim to recommend whether or not to form a MAT by the end of July 2017.</p> <p>A major consideration was the proposed large new development near Cannards Grave, which included a new school being built (either a free school or academy). Concerns included geographical hubs and the preference to be in control of own destiny.</p> <p>NM to circulate details of free training on 'what a MAT is' available from the Diocese website to governors.</p>	NM
		<p><b>5.b Pupil Admission Numbers (PAN) 2017-18.</b> The Chair reported the Admission Arrangements have been completely re-written but appear much clearer. She will look at these closely in time for the Strategy meeting at which PAN will be discussed.</p> <p>Governors were aware of the 6 week consultation period required before 31<sup>st</sup> January.</p>	RS
6	<b>Monitoring</b>	<p><b>6.a Monitoring Plan 2016/17</b> – A Draft Monitoring Plan was circulated. Governors asked for the following items to be added –</p> <p>E-Safety information to parents.</p> <p>Governors self-effectiveness and training courses.</p> <p>Website – termly monitoring on rota basis. SCa volunteered for Stoke/CB for Croscombe to report back to next meeting. HT will pass on details of statutory requirements.</p> <p>It was agreed following governor suggestion that main responsibilities of staff should be included on website.</p>	RS SCa, CB,HT  HT
		<p><b>6.b Annual Safeguarding Reports –</b></p> <p><b>Stoke &amp; Croscombe's</b> pre-circulated. Not more than 1 person can have access to the online system which had posed difficulties but the HT confirmed both schools are compliant, that there are a few areas that can be further improved and that he will go back into the system to do so. An in depth discussion with Governors was held, looking individually at each amber &amp; red area which were mostly the same for both schools unless stated.</p> <p>Posters – The HT will ensure posters are displayed to cover a few missing areas.</p> <p>Q2.2 Over concerns that not sufficient resource allocated to the DSL role the HT explained he was happy to change the selection but this was the option he felt most fitted and re-iterated both schools fell within the acceptable level. Governors opted to keep as is.</p> <p>2.7 – Although staff aware who DSL is, the schools need to improve parents awareness.</p> <p>2.10 – A Safeguarding statement is now on both websites with link on the front page.</p> <p>3.2, 3.3 &amp; 3.6 – HT to clarify if school counts as an Early Years setting. The Safeguarding leads are putting more regular meetings in place and monitoring is now in place.</p>	

		<p>4.12 – The HT is working to ensure both schools have induction packs that give clear guidance.</p> <p>4.13 &amp; 7.3 – Schools’ Code of Conduct being addressed.</p> <p>4.15- Posters don’t cover all areas. Being addressed.</p> <p>9.2 Stoke-HT to identify areas where staff &amp; children can have access to necessary support.</p> <p>9.8 – Clarification being sought as to meaning of question.</p> <p>9.10, 9.13 &amp; 9.14 Already discussed.</p> <p>9.15 – These organisations occasionally called in but not specifically for this purpose.</p> <p>9.16 – No</p> <p>9.26 – Croscombe hasn’t had the need.</p> <p>Governors requested that an action plan be put in place to address areas requiring attention for the next meeting. Governors approved both the Safeguarding Audits.</p> <p><b>Pre-School</b> – The HT will email this report to all Governors who will then email their formal approval or not once fully scrutinised. He confirmed 90% of standards had been met although he felt some areas were not appropriate for 2yr olds.</p>	HT HT
		<p><b>6.c Behaviour &amp; Safety</b>– Sca &amp; SCl reviewed both school files yesterday and reported these were evidencing work well in a pleasing file layout.</p> <p>The main concern arose around the feedback from children over what they were accessing on the internet when out of school as mentioned in Agenda item 3.b to which the HT will report back his thoughts on how this can be addressed.</p> <p>Concern was raised over non-attendance of one child but this turned out to be mis-interpretation of information where a child had left the school.</p> <p>Croscombe Pupil Conduct had been labelled Stoke in error – to be corrected.</p> <p>Governors felt there were areas where both schools could benefit from each other’s practices.</p> <p>Discussions arose over the fine line between good and outstanding with the need to always be mindful over what can be improved on. Also the importance of having evidence to back up absences.</p> <p><b>Leadership &amp; Management</b> – Document pre-circulated and taken as read.</p>	HT HT
		<p><b>6.d SEN Update</b> – Taken as read. Governors all happy with what they felt to be a very useful and comprehensive document.</p> <p>DL confirmed we <b>DO</b> still have a Local Offer, which she will check is on both websites but this takes the place of the policy.</p>	DL
7	<b>Finance Matters</b>	<p><b>Report from Finance Committee</b> – Clerk to circulate copy of Finance Committee latest Minutes. There was no further update over the rates. The review and re-valuation is in progress and the HT will investigate the equation used when received &amp; report back.</p>	LD HT
8	Governor Training, Chairs Meeting & Clerks Briefing	<p><b>8.a Governor Training Opportunities</b> – £500 has been ring-fenced for Governor Training now and an email circulated listing the courses agreed for Governors to attend as follows which were felt to cover a wide range of topics, greatly help Governor Development and that of the Board as a whole:-</p> <p>Sca – Ofsted –23<sup>rd</sup> Nov–Shepton &amp; Understanding School Data Primary 8<sup>th</sup> Dec–Shepton</p> <p>SCl – Safeguarding – 29<sup>th</sup> Nov- Shepton &amp; Monitoring the S/ADP 8<sup>th</sup> Mar – Shepton</p> <p>TF – Ofsted – 23<sup>rd</sup> Nov – Shepton &amp; Understanding School Data 8<sup>th</sup> Dec – Shepton</p> <p>LD – Clerk to Governors Conference 2016 – 18<sup>th</sup> Nov</p> <p>JJ – Narrowing the Gap (Primary) – 7<sup>th</sup> Mar- Shepton</p> <p>NM – Safeguarding -29<sup>th</sup> Nov – Shepton</p> <p>NM will make arrangements to book everyone on these courses.</p> <p>It was agreed that no more than 2 Governors could attend each course due to the limited budget and those attending would feedback information to others.</p>	NM
		<p><b>8.b Training Updates</b> – New Governor Induction course for NC cancelled. New date to be arranged. There is a Chairs meeting this coming Thursday.</p>	NC
		<p><b>8.c Clerks Briefing</b> – Clerks briefing circulated following discussion with Head &amp; Chair.</p> <p>P1. The Clerk re-interated how it is the statutory responsibility of the Board to ensure Child Protection and Safeguarding measures are in place, Safeguarding is now a yearly renewal for DSLs and Deputy DSLs and a reminder that safeguarding issues may be taken to the DSL at the federation partner school if safeguarding leads both out.</p> <p>P5. The need to appoint a Governor to monitor the Websites on a regular basis to ensure compliancy was added to the Monitoring Plan.</p>	

		<p>P5. The Pay Policy needs updating to take into account the school teachers pay and conditions document September 2016. This needs to be noted for the Pay Committee's November meeting.</p> <p>P7. Highlighted Ofsted inspectors consideration of Governing Boards commitment to their personal development to improve their performance as part of the effectiveness of school leadership. Also, using the Minutes to document this and what changes are put in place as a result of training. This is now being addressed by the Board.</p> <p>P8. Clarification from August 2016 update, that inspectors would 'make arrangements for a meeting with the Chair .....,... and as many governors as possible' to inspect governance within the school. They will also invite as many governors as possible to attend the final feedback meeting.</p> <p>P9. Reminder that DBS checks need to be done before anyone starts in school.</p> <p>P13. Governors made aware what public and private details of theirs' now needs to be on Edubase. Clerk to email all Governors a list of what extra information is required for uploading once all information received.</p> <p>P20. Asked if school data packs could be shared with governors, the HT reported finding several errors in the ones received, that these have been returned for correction and that he will pass some to the Board once back.</p>	<p>Pay Comm ittee</p> <p>LD</p> <p>HT</p>
11.	<b>Admin.</b>	<p><b>Membership</b></p> <p><b>Co-opted Governor</b> -The Chair has had a volunteer for this role who has a reception aged child at another school, experience in HR, taught for a few years and now a project manager. The Board agreed these were suitable skills for the post so no need to advertise. RS to liaise further.</p> <p><b>Foundation Governor</b> – CB continuing discussions.</p>	<p>RS</p> <p>CB</p>
12	<b>Next meeting</b>	<p><b>12.a. Items for next full meeting –</b></p> <p>Maintenance Survey</p> <p>HT Full Report with feedback on FFT results.</p> <p>SFVS Audit – Report from HT</p> <p>PSHE – E-Safety feedback</p> <p>Safeguarding Action Plan feedback from HT</p> <p>Annual Board Self Effectiveness Appraisal</p> <p>Loops for Learning Walks</p> <p>Skills Audit</p> <p>Chairs meeting &amp; Ofsted training feedback.</p>	
		<p><b>Date of next meeting: Tuesday 1<sup>st</sup> November – Croscombe - 6pm and Monday 28<sup>th</sup> November – Stoke- 6pm</b></p>	
12	<b>AOB,</b>	None	
Tonight's meeting ended at 8.10pm			