

MENDIP EDGE FEDERATION

MINUTES OF GOVERNING BODY MEETING

Held on Tuesday 17 September 2019 at Cheddar First School

PRESENT:

Roger Burdock, Jo Dodd, Rachel Evans, Lucy Frampton (left 19.00), Kate Golding (arrived 18.10) Tim Hawkings, (left 19.00) Lisa Hill, Richard Holmes, Sarah Lorimer, Stefan McHale, Diane Sleeman, Adrian Warman, Maggie Wookey

APOLOGIES RECEIVED AND ACCEPTED: Mike Brownbill, Sophie Richards, John Virgin

IN ATTENDANCE: Mrs Debbie Andrews (Clerk)

MEGB19/20:01 DECLARATION OF INTEREST

None.

MEGB19/20:02 ELECTION OF CHAIR AND VICE CHAIR

Chair

One nomination was received for Chair - Mr Warman. Mr Warman was nominated by Mr McHale and Mrs Sleeman. Mr Warman was elected unopposed. Mrs Andrews then handed the Chair over to Mr Warman.

Vice Chairs

Two nominations were received for Vice Chair – Mrs Sleeman and Mr Holmes. Mrs Sleeman was nominated by Mr McHale and Mrs Hill. Mr Holmes was nominated by Rev Hawkings and Mr Burdock. Mrs Sleeman and Mr Holmes were elected unopposed.

MEGB19/20:03 ACADEMIC YEAR 2019/20

Meeting dates - the calendar of dates for 2019/2020 was agreed.

Governors re-appointment - Governors agreed to the continuance of Rev Hawkings as a Foundation Governor. Mrs Andrews will arrange the appointment with the Diocese.

DA

Standing Orders – agreed and signed by Mr Warman.

Terms of Reference – agreed and signed by Mr Warman

A governor asked about the link governors and it was confirmed that they remain the same as in academic year 2019/2020. Details on the school web sites.

A governor raised that both OFSTED in their inspection of Draycott and Rodney Stoke First School and John Jeffery, Somerset Education Partnership, have made mention that governors need to be more challenging and drill down more. A governor suggested the formation of a curriculum committee. The benefits of this were discussed and it was agreed that the existing Standards group review how their scope can focus on SDP and curriculum priorities, possibly meeting four times a year instead of three to alternate between data and curriculum. Feedback from the Standards group will also be a standing item on the MEF GB agenda.

AW

DA

Mr Warman commented that there are many ways that governors can find out what is going on in the schools. The headteachers are happy for governors to be involved in staff meetings and training and will share dates of events in which it may be beneficial for governors to be involved. Governor visits do not need to be long and popping into a school is extremely useful. It was agreed that it is important that governors document the purpose of their visit and how it relates to the SDP. Both Mr Holmes and Draycott have templates which will be shared with governors.

Hds

RH
LH

Governors need to be aware of the SDP targets and progress being made. Governors were requested to read the SDP summaries which are kept up to date on the school websites.

Govs

Signed Dated

It was acknowledged that the presentations at governors meetings by the Curriculum leaders were extremely insightful and further presentations will be made at forthcoming meetings.

Committees – the committees for 2019/2020 are as follows:-

Finance – Mrs Dodd, Mrs Evans, Mrs Golding, Mr Holmes, Mr MCHale and Mrs Wookey. Mrs Golding agreed to be Chair and will be formally elected at the first meeting.

Foundation – Mr Brownbill, Mr Burdock, Mrs Dodd, Rev Hawkings, Mrs Sleeman. Rev Burns and Mr Percival are Associate governors for this committee. Rev Hawkings agreed to be Chair and will be formally elected at the first meeting.

Pay – Mr Brownbill, Mrs Golding, Rev Hawkings, Mrs Sleeman and Mr Warman. Mr Warman agreed to be Chair and will be elected at the first meeting.

Standards is a working group. Governors should contact Mrs Andrews if they would like to attend a meeting.

Govs

Pecuniary Interests – governors completed their forms for 2019/2020.

MEGB19/20:04 PERFORMANCE MANAGEMENT PROCESS

The headteacher reviews will be held shortly with the following external reviewers ;

| | |
|------------|-----------------|
| Mr McHale | Mr Chris Hunt |
| Mrs Wookey | Mr John Jeffery |

The interim headteachers at Shipham and Draycott & Rodney Stoke will not have reviews but school objectives will be agreed which will be filtered through to staff reviews.

The Headteacher reviews will hopefully be held by 14 October, after which the pay committee will hold the first of their meetings. Mrs Andrews asked the Pay Committee members to provide their availability for the Pay Committee meetings to be held as soon after 14 October and week commencing 4 November.

Pay
Com

MEGB19/20:05 CHILD PROTECTION AND SAFEGUARDING POLICY

The Safeguarding policy was agreed subject to a few minor amendments. Mrs Andrews will action and circulate to the Federation schools.

DA

Mrs Wookey advised governors that Cheddar are holding Basic Awareness training for new volunteers on Tuesday 8th October at 1.30 pm and Tuesday 15 October at 6.30 pm. For people who completed the Basic Awareness last year, they will be holding 30 minute update sessions on Tuesday 1 October at 1.45 pm and Tuesday 15 October at 6 pm. Governors were reminded of the need to maintain appropriate safeguarding training and asked to advise Mrs Andrews if they wish to attend these sessions. Governors were also reminded of the need to complete the online Prevent training and forward the certificate of completion to Mrs Andrews.

Govs

MEGB19/20:06 SEND

Policy - the SENDCo's and Mrs Frampton have met to review the policy which will be brought to the next meeting for agreement. Governors agreed to extend the current policy until that time. The following items were also discussed:-

DA

The SEND audit is being sent out by the LA. It is optional but there are advantages to completing it.

Support networks – pyramids of support – includes local Federation schools, WLT and a pyramid link to Elmwood Special School. Training is in place via pyramids, e.g. ed psych, resilience and attachment – Fairlands.

Signed Dated

The Edukey software for tracking and sharing individual pupil notes is working well at Fairlands.

Another SEND meeting is being held to discuss SEND in more depth.

Health and Safety policy – Mr Warman has reviewed the policy against updates via County and recommended the policy is adopted without any changes. Governors agreed the policy for another year. The headteachers will amend their policy documents in school accordingly and review their school-specific policy into practice arrangements.

Hds

MEGB19/20:07 FUTURE OF THE FEDERATION

The Regional Schools Commissioner, South West, has approved the applications for the schools to convert to academies. This is a formality in the process and allows the schools to apply for their academisation grant and progress with the legal aspects of the conversion. The final commitment would not be made until the Funding Agreement is signed. The headteachers will advise the staff of this next stage in the process. Mr Warman and the headteachers will liaise regarding the next steps and a realistic timetable to convert. Mr Warman will also arrange to meet with Mr Perry, Chief Operating Office, Wessex Learning Trust to follow up matters raised at the previous governors meeting.

Hds/
AW
AW

MEGB19/20:08 AOB

Mr McHale highlighted to governors that in the nine school days held so far, 86 pupils (approximately 20% of all pupils) have had an absence. He wanted to make governors aware at this early stage should he need support if the trend continues. The merits of introducing a fine for unauthorised absence was discussed.

Mrs Sleeman advised governors she had attended a smaller schools workshop regarding resilience and mental health which was very useful. She also shared that the Diocese are holding a Governor Conference on Friday 29 and Saturday 30 November from 9.15 am until 4 pm. The cost is £10 and they are offering buy two get a third person free. Flyer attached to these minutes.

Govs

Mrs Wookey suggested that 3 September and 4 September 2020 be INSET days so that there are two days for training etc. at the start of the next academic year as there were this year. The headteachers will meet and look at the whole calendar for 2019/2020 at their next scheduled meeting and then bring the suggested INSET days to the next meeting. It was acknowledged that the schools may be part of the Wessex Learning Trust by then but the governing body remain autonomous in setting such dates.

Mrs Wookey made governors aware that she is looking at the Year 4 residential for 2020 being at Whitemead Forest Park, Forest of Dean. Some Somerset schools have been before and it seems cheaper than Kilve but timings mean it would commence on the first day back after the Easter holidays. Safety arrangements for the activities and accessibility have been considered. It appears to have a full and varied programme. Mrs Wookey hopes to bring details to governors at one of the next meetings.

Mr Holmes confirmed that he is visiting Fairlands on Wednesday 25 September to hold an online safety working group. He will then consider arrangements to extend this to other schools in the Federation.

Mrs Hill commented that the children seem to have settled well. A governor congratulated Draycott for a really positive OFSTED visit.

Signed Dated

Mr Warman reminded governors of the recruitment interview dates for the Executive Headteacher across Shipham and Draycott & Rodney Stoke and that a meeting would be held of governors at the end of the process to agree the appointment. All governors were invited to join for that meeting but Mr Warman requested that the authority to make an offer of employment for this position is delegated to the recruitment working group to make the decision and governors agreed to this.

Staff Governors left the meeting.

MEGB19/20:09 HEADTEACHER RECRUITMENT

All candidates shortlisted have been invited. Stephanie Cartmel from the local authority has prepared a pack and Mrs Andrews has invited the candidates and requested references. Mrs Golding outlined the activities for the two day process.

Signed Dated