

**MENDIP EDGE FEDERATION**

**MINUTES OF GOVERNING BODY MEETING  
Held on Tuesday 22 January 2019 at Draycott First School**

**PRESENT:**

Roger Burdock, Kate Golding, Tim Hawkings, Lisa Hill, Richard Holmes (18.15), Mike Jory (left 19.30), Sarah Lorimer, Stefan McHale, Diane Sleeman, John Virgin, Adrian Warman, Maggie Wookey

**APOLOGIES RECEIVED AND ACCEPTED:** Mike Brownbill, Lucy Frampton, Sophie Richards, Jon Wood

**IN ATTENDANCE:** Debbie Andrews (Clerk)

**MEGB18/19:28 DECLARATION OF INTEREST**

None.

**MEGB18/19:29 AGREEMENT AND SIGNING OF MINUTES OF MEETING HELD ON 11 DECEMBER 2018**

The Minutes of the meeting held on 11 December were agreed and signed.

**MEGB18/19:30 MATTERS ARISING**

**Data Protection policy** – Mr Warman has shared the policy with Amy Brittan, DPO at Somerset County Council.

**Email addresses** – Mr Warman reminded governors to use County email accounts. Mrs Andrews will arrange for Mr Burdock, Rev Hawkings and Mrs Golding to be issued with the necessary sign on and password details.

DA

**SDP** – the headteachers confirmed that the priorities are on their web sites.

**Safeguarding** – Mr McHale will check whether Mrs Ham has shared the information.

SM

**Cheddar Pre School** – Mrs Wookey has written to Get Set and to the trustees and committee. Mr Holmes and Mrs Wookey met with the trustees and made good progress. The Pre School Learning Alliance (PLA) has agreed that the assets and funds that the Earlybirds charity hold can be transferred to Cheddar First School FPTA. They will be ring-fenced for the purposes of education subject to the approval from the Charities Commission. The FPTA will meet next week to discuss where the money will be transferred to. Parties are managing the process carefully to avoid any perceived conflict of interest in that the husband of the outgoing Chair is also the treasurer of the FPTA.

A meeting will be held with the staff on 31 January and it is envisaged that their transfer over will take place on 1 March. There is still no administrator and the trustees are meeting with the Manager and Deputy Manager to see what admin support is required.

Get Set will hand over the building on 1 February. Mrs Wookey is trying to get more information in writing. Get Set will honour any repairs outstanding.

Mrs Wookey thanked the governors for their time and expertise.

**Governor Appointments and re-appointments** – following the interest in the Parent Governor vacancy, one application has been received from Rachel Evans. Mr Warman read Mrs Evans pen portrait to governors. As there are no other applications, Mrs Evans will be elected unopposed as a Parent Governor. Mrs Andrews will contact Mrs Evans and arrange the appointment. She will also arrange for notifications to be put on the school web sites.

DA

**MEGB18/19:31 REPORTS**

**Finance Committee** – no meeting held.

**Foundation Committee** – meeting to be held next week.

**Governor Support** – Mrs Andrews advised governors that there is a training course regarding the Complaints procedure to be held on 5 February at Willowdown Primary Academy, Bridgwater. Mr Holmes will check his commitments and advise Mrs Andrews if he can attend.

RH

**Safeguarding** – the audits for the four schools will be completed by 31 January and the summaries shared at the next meeting.

**SEND** – Matthew Vincent has been appointed as SENDCO and Associate Leader for Fairlands and will start after February half term.

**SEND Audits** – As previously agreed, Fairlands have not yet started their voluntary audit but will use the audit as a means for the new SENDCO to benchmark current provision. The first schools are on track.

Advisory Groups – no meetings held.

**MEGB18/19:32 FUTURE OF THE FEDERATION**

The Working Group met on Tuesday 15 January. Tina Wilkes, Academies Adviser, Diocese of Bath and Wells attended and provided a presentation

Signed ..... Dated .....

which gave a useful insight to the process. A letter is attached to these minutes containing information about the part played by the governing body in the conversion process and what happens to the governing body on and after conversion.

Mr Warman has prepared a project plan setting out the tasks required. Some of the tasks run simultaneously.

There is no fixed deadline so we are in control of the timescales and there are contingencies built into the plan.

The headteachers have been working on the DfE application form with Mrs Andrews, which will hopefully be completed and submitted soon after half term.

A governor raised that we need to log the time used in conjunction with the money provided for the process. Another governor commented that the money would be used later on in the process.

A governor requested that the Foundation Committee be kept up to date as there are Associate Governors who will be interested in progress, particularly in relation to the church schools. Rev Hawkings will provide feedback at the committee meetings.

The Cheddar Pre School staff will be provided with the letter to staff at the meeting on 31 January.

Governor support will be important throughout the consultation process, both in preparing questions and answers and at consultation events.

Members of the WLT are keen to support with the process.

Staff consultation – possibly bring all the staff to one place, e.g. Fairlands with break out areas. This would allow the staff of smaller schools to benefit from questions raised by the wider MEF staff.

Parent consultation – provide questions and answers on a fact sheet with an event for people to attend. It is anticipated these will be separate events for each school.

Mr Warman shared the letter he has drafted to parents which will be sent out by the four schools on Monday 4 February.

DA

#### **MEGB18/19:33 TERM DATES AND INSET DAYS 2019/20**

A governor queried the benefit of two INSET days at the start of the academic year. It was agreed the two days allowed for time to be given to increasing statutory requirements (e.g. safeguarding) as well as school specific planning. Headteachers may consider sharing resource on the statutory elements on one of the days. The term dates and inset days for 2019/2020 were agreed.

#### **MEGB18/19:34 ONLINE SAFETY POLICY**

Mr Holmes has reviewed the existing policy and new model. The new model policy has been substantially re-worded and there is a degree of work involved in making it suitable for the MEF. The policy cross references with both the Data Protection and Safeguarding policies. Mrs Andrews will arrange for Mr Holmes and the Online Safety leads to meet to work on the policy.

DA

#### **MEGB18/19:35 SKILLS AUDIT**

Governors were reminded to email or pass their skills audit forms to Mrs Andrews so that gaps in skill areas can be ascertained and training requirements identified.

#### **MEGB18/19:36 AOB**

**Clerks briefing notes** – attached to these minutes.

**High Needs Funds** – Mr McHale advised the meeting that the DfE have provided a small amount of money for SEND to the LA. Schools Forum have been advised that irrespective of this money, schools will still need to contribute from the DSG.

**SFVS** – Mrs Golding will ask Mrs Macleod to arrange a Finance Officers meeting to review this.

KG

**Safer Recruitment Audit** - Cheddar have an audit on Wednesday 6 February. The auditor will meet with governors at 2 pm and Mrs Andrews will provide the MEF full governors minute file as required.

**Standards meeting** – headteachers to discuss with Mr Warman.

#### **Date and Time of Next Meeting**

Tuesday 19 March at Cheddar First School commencing at 7 pm.

Signed ..... Dated .....

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