

MENDIP EDGE FEDERATION

**MINUTES OF GOVERNING BODY MEETING
Held on Tuesday 7 May 2019 at Shipham First School**

PRESENT:

Mike Brownbill, Roger Burdock, Rachel Evans, Kate Golding, Tim Hawkings, Lisa Hill, Richard Holmes, Mike Jory, Sarah Lorimer, Stefan McHale, Diane Sleeman, John Virgin, Adrian Warman, Maggie Wookey

APOLOGIES RECEIVED AND ACCEPTED: Lucy Frampton, Sophie Richards

IN ATTENDANCE: Debbie Andrews (Clerk)

Governors agreed Mrs Frampton’s re-appointment as a Co-opted Governor.

MEGB18/19:45 DECLARATION OF INTEREST

None.

MEGB18/19:46 AGREEMENT AND SIGNING OF MINUTES OF MEETING HELD ON 19 MARCH 2019

The Minutes of the meeting held on 19 March were agreed and signed.

MEGB18/19:47 MATTERS ARISING

Safeguarding film and questionnaire – Mr Warman reminded governors to watch the film if they had not already done so.

Cheddar Pre-school – Mrs Sleeman and Mr Brownbill attended the meeting with Mrs Wookey. The pre-school are dealing with issues as they arise but it is felt they need to share a vision for the future and be more strategic. A new administrator has been appointed. Nicky Difford from the Local Authority is meeting with Mrs Wookey and a further staff meeting is planned for next week. Mrs Sleeman and Mr Brownbill will continue to support as required.

Sex and Relationships Education policy – agreed. There are statutory changes due in the Autumn and the policy will be reviewed again as required. Mr Brownbill mentioned the inclusion of spirituality and this was noted to be looked at upon the next review.

Finance funding letter – to be carried forward

KG

Trips – Mr Warman reviewed and signed the forms for the following trips:

10/06 – 14/06	Year 7	London
08/05 and 09/05	Year 3	Charterhouse
09/05 and 10/05	Year 3	Charterhouse

Governor visit days – Although 4 – 5 June suggested by Mrs Andrews, it was agreed that Shipham will be held during the afternoon of 4 June and Fairlands will be held on the afternoon of 6 June. Mrs Wookey invited governors to be part of John Jefferies visit on 18 June. Mrs Andrews will forward an email to governors providing them with the dates and asking them to confirm which visit they would like to be involved in.

DA

MEGB18/19:48 REPORTS

Finance Committee – meeting held on 30 April. Minutes emailed to governors with the minutes of this meeting.

Budgets – all in deficit to a varying degree and managing with carry forwards. Fairlands are putting their carry forward predominately into curriculum to allow departments to bid for additional Teaching & Learning resources after a “barren” few years. Finance staff have worked hard to get the budgets to balance. Agreed budgets signed by Mr Warman.

Foundation Committee – meeting held on 3 April. Minutes emailed to governors with the minutes of this meeting.

A SIAMS inspection was carried out at Draycott & Rodney Stoke on 30 April under the new framework. Although the self evaluation form felt long at 30 pages and SIAMS are considering reducing its length, governors found it be extremely useful. The judgement cannot be released until checked with colleagues and the draft report should be provided within 10 days of the inspection. Rev Hawkings commented that the inspection was fair, thorough and encouraging. Governors thanked Mr Jory and his staff for the hard work they had put into the inspection. Comment was made during the inspection that Federation governors need to be more aware of the aims and aspirations of Church Schools. Mr Warman commented that the values are those embedded in all the Federation schools. It will be useful for governors to understand the new framework as Shipham are due an inspection in the Autumn.

Signed Dated

Governor Support – nothing to report.

Safeguarding – reports circulated by Mrs Sleeman for Cheddar and Draycott and Rodney Stoke and Shipham with the agenda. The report for Fairlands emailed to governors with the minutes of this meeting.

Updates and training are taking place and schools are secure.

Mrs Sleeman has undertaken and completed an ‘Understanding Safeguarding and Governance’ online course by consultant Andrew Hall. Schools are compliant and improving with new advice being taken on board and implemented.

Mrs Sleeman aims to check implementation by talking to pupils, staff and volunteers, checking for consistency across the schools and obtaining evidence of impact.

Online safety training needs to be re-visited by the First Schools and Prevent training by all schools. Mr Cooling at Fairlands recently attended a course regarding Prevent.

Online safety working group – Mr Holmes and Mrs Andrews will arrange a meeting.

RH/
DA

SEND – no report.

Frustration by headteachers at the support from the local authority and the lack of response from the SEND team. Funding is not available without an EHCP and the number of EHCP’s is growing dramatically.

Resources at Cheddar are strained due to the high level of support required for some pupils and the resultant high cost involved.

Mrs Golding will include SEND support in her letter to James Heappey.

KG

MEGB18/19:49 FUTURE OF THE FEDERATION

The application form is nearly complete and will be submitted to the DfE shortly. Mrs Wookey commented that there may be capital funding for Cheddar First School and this can be included at a later date.

Staff consultation – the event was held at Fairlands Middle School last week with about 30 staff in attendance. It was felt that the presentations were professional but it was noted that representatives from WLT were all senior staff which did not give the opportunity for peer-to-peer questions.

There was not a high turnout of staff, particularly from Fairlands, but it was felt that staff would probably be more interested in the TUPE process. Staff have been made aware that the deadline for feedback is 24 May via our communications and posters which should be displayed in staff rooms.

Headteachers will send out a reminder to their staff before the deadline.

Community consultation. The timing of the community consultation sessions were changed and will now be held as follows. Governors were asked to advise Mrs Andrews which session(s) they wished to attend

HTs

3 June - Draycott 3 pm – 4 pm and Cheddar 6 pm – 7 pm

4 June - Shipham 4 pm – 5 pm

5 June - Fairlands 6 pm – 7 pm

Mr Warman will draft the letter to parents to be sent before half term. This will be sent in paper form to ensure all parents receive a copy but with a link to the question and answer document online to save paper and printing. Mrs Andrews and Mr Warman will arrange the emails to the other stakeholders.

AW
Hds
AW
/DA

It was agreed that an extraordinary meeting will be required to give proper consideration to the decision on proceeding with joining the Wessex Learning Trust following the consultation events and due diligence. It was agreed this will be held on Monday 8 July, 6 pm at Draycott & Rodney Stoke First School.

MEGB18/19:50 POLICIES

Behaviour Principles – to be reviewed by Mr Warman and Mrs Wookey

Freedom of Information – headteachers will review their publication scheme and update as necessary.

Recruitment and Selection – to be reviewed by Mrs Lorimer.

AW/
MW
Hds

MEGB18/19:51 AOB

No items reported.

SL

Signed Dated

MEGB18/19:52 HEADTEACHER RECRUITMENT

Staff governors left the meeting.

A meeting was held after the Finance committee meeting on Tuesday 30 April including the Finance Offices from Shipham and Draycott & Rodney Stoke. At that meeting, options/costings for Mr Jory's successor were discussed and agreed. It was acknowledged that the shared headteacher role has changed since the appointment of Mr Jory. It was agreed that there needs to be a senior person in each of the schools for day to day matters with headteacher support. There is senior teacher support in Shipham but not in Draycott and Rodney Stoke and the role has been advertised. Due to timings of the recruitment process and notice which would be required by potentially suitable candidates (i.e. candidates already in a headteacher or deputy headteacher role), it is anticipated that it will be necessary to implement an interim arrangement for headteacher support from September to December 2019 and hoped that it will be possible to cover this from within the federation. A governor suggested it is important to be clear that any interim arrangement is due to the recruitment timing and not due to the current MAT consultation. A governor suggested the merits of considering an interim arrangement for the full academic year.

A working group will undertake the recruitment process and Mrs Golding agreed to lead this. A meeting will be arranged as soon as possible and Mrs Dodds from the Diocese and Mr Theobald from the LA will be invited to attend.

DA

Date and Time of Next Meeting

Tuesday 25 June – Fairlands Middle School commencing at 7 pm.

Signed Dated