

MENDIP EDGE FEDERATION

**MINUTES OF GOVERNING BODY MEETING
Held on Tuesday 25 June 2019 at Fairlands Middle School**

PRESENT:

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

APOLOGIES RECEIVED AND ACCEPTED: Lucy Frampton, Richard Holmes, Sophie Richards, Diane Sleeman

IN ATTENDANCE: Debbie Andrews (Clerk), Jo Dodd

Mr Warman Welcomed Mrs Dodd to the meetng, who will be interim Acting Headteacher for Shipham First School from September.

MEGB18/19:53 DECLARATION OF INTEREST

None.

MEGB18/19:54 AGREEMENT AND SIGNING OF MINUTES OF MEETING HELD ON 7 May 2019

The Minutes of the meeting held on 7 May were agreed and signed.

MEGB18/19:55 MATTERS ARISING

Finance funding letter – to be carried forward.

KG

Governor visit days were not particularly well attended. Governors commented that to assist attendance they should be staggered throughout the term/year and not held in the same week. Mr Warman reiterated how valuable the visits are and encouraged governors to visit schools subject to giving the headteachers sufficient notice. Mrs Andrews will draft a programme of visits for the coming year.

DA

Rev Hawkings and Mr Warman visited Fairlands and had a useful walk around the school, discussion regarding the OFSTED framework and insight into the new Edukey software.

Mrs Wookey commented that, although governors were due to visit Cheddar on 18 June as part of Mr Jeffery's SEP visit, Mr Jeffrey felt the programme for the day did not have sufficient time for governors to be involved.

Online Safety Group Meeting – to be carried forward. Due to the potential size of the working group for the four schools, it was suggested that it may be easier to hold a working group in each school. Mrs Andrews will discuss with Mr Holmes.

RH
/DA

Statement of Behaviour Principles reviewed by Mr Warman and Mrs Wookey with a recommendation that two further bullet points be added. Mr Warman shared the draft with governors and the Statement of Behaviour Principles was agreed. Copy attached to these minutes.

Mr Warman asked the headteachers to check that policies etc. are up to date on their web sites.

HT

Freedom of Information Scheme – schools are reviewing and finalising their schemes.

Recruitment and Selection policy – Mrs Lorimer has compared the current Federation policy with the model and there are some changes. She will make the necessary amendments and email the policy to Mrs Andrews, so that she can share with governors for them to review and agree. The policy will need to be reviewed again shortly, as the model will be updated by LA Human Resources in October.

SL
DA

HT Recruitment at Draycott & Rodney Stoke and Shipham First Schools

The working group have met and agreed the recruitment of an Executive Headteacher across the two schools supported by a permanent Senior Teacher in each school. The advert, person specification and job description have been drafted and the advert will be placed shortly. The closing date will be midday on 9 September and interviews will be held on 19 and 20 September. Mr Warman asked governors to put the interview dates in their diaries to be involved in the selection process.

Signed Dated

Interim arrangements for Sept for Draycott & Rodney Stoke and Shipham

First Schools – Mr Matt Perrett has been recruited as Senior Teacher for Draycott and Rodney Stoke and will teach Years 1 and 2 for three days. Mr McHale will cover the responsibilities of named headteacher.

Mrs Dodd will cover Shipham as Acting Headteacher with a three day teaching commitment. A reception/Year 1 teacher known to the school has been recruited on a temporary basis to release Mrs Dodd for her leadership time. Mr Jory and Mrs Dodd are looking at subject responsibilities this week. Mr Jory and Mr McHale will liaise regarding performance management.

MJ
JD
MJ
SM

MEGB18/19:56 REPORTS

Finance Committee – per the minutes of meeting held on Monday 17 June. All schools managed well at the end of month 2. Everybody is working hard and looking at savings. All four schools are using their carry forwards. With falling funding and pupil numbers, the next two years are anticipated to use up the carry forwards.

The teacher grant/pension money from the government is less than that paid out. Mrs Golding will include this issue in her letter to the local MP.

Mr McHale will include the school improvement letter from Karen Canham, National Leader for Education, in his SDP.

KG

Foundation Committee – per minutes of meeting held on 14 May. The committee looked at SIAMS and the outcome of ‘Good’. A tremendous amount of work has gone into the result and governors thanked both Mr Jory and his staff for their work with this. Shipham are due their SIAMS inspection in the Autumn term and this will be discussed at the next Foundation meeting. Governors agreed to Mr Percival continuing as an Associate Governor for the committee for a further term and Mrs Andrews will advise the LA.

DA

There is a perception in the community that the Federation schools are full. Mrs Andrews will email Draycott & Rodney Stoke, Cheddar and Shipham Parish Councils to advise them of the correct position.

DA

Governor Support – Mrs Andrews will investigate whether there is any Safer Recruitment training available to governors.

DA

Headteacher Reports - Mr Warman thanked the headteachers for their in depth and informative reports and governors raised a number of questions.

Fairlands

Attendance. Headline stat suggests it’s a bit low overall and that we’re struggling to address it. Is it really correct that we have 45 (9%) persistent absentees? Is there any particular pattern to this group which we could look to address on more of a group level than individually?

No pattern. Down to large amount of unauthorised holidays. Illness then tips it over. High level in Year 5 then less in other years. Reluctance by LA to fine. Education Welfare at LA going into safeguarding. Three children referred to Education Welfare in the last month.

Budget. Commentary says that staffing costs remain high but the finance committee minutes say the benchmarking shows our staff costs to be below average for schools our size. Can Chris (SEP), Karen (NLE) or your own network offer any insight into what other schools do differently?

Benchmarking shows slightly below average. All schools have really high staff costs. Only two of the schools in the benchmarking were middle schools and others are secondary with higher staff costs and higher income.

EEC report attached to these minutes.

Racial incident. A governor asked what the racial incident was.

Eastern European family where there had been a previous situation with the sibling.

A governor asked about walking talking mocks and Edukey. Mr McHale explained as follows:-

Walking talking mocks – children are taken through the SAT’s process. They undertake practice tests to enable them to be more comfortable with the tests.

Edukey – new system to track SENDCo. Information can be inputted during meetings with parents and shared straight away. There is a similar system for safeguarding which could be an option. The system is cost effective for larger schools but can be prohibitive for smaller schools in terms of cost.

Signed Dated

Cheddar

Progress against OFSTED issues. Disappointing that John Jeffery feels that governors and middle managers are not suitably engaged in monitoring groups. What do we, as governors, need to do more of?

No formal feedback from the visit as yet. Need to have more evidence of governors monitoring groups closely so that English and Maths subject leaders can articulate more on the governor involvement. Other key issues - girls maths. Making some headway. More information needed on the journey from reception to Year 4.

More release time for Middle leaders. This is done outside of school time due to the financial position.

More release time for Deputy Headteacher. A lot of distractions this year, including 9 EHCP applications. This should get better. An extra PE coaching day will be in place from Sept onwards.

Mr Wood will be providing leadership coaching for middle leaders.

Curriculum link meetings are important and need to take place to support the schools.

Payment for residential. Disappointing to hear that there are parents who have sent their child on a residential but are not paying. How are we chasing these payments and how many are there?

Total of £900 owed. A couple of families have only paid the deposit. The families are being chased and broker plans suggested for them.

We do not want to discourage children from attending residential as they are such a good experience.

Mrs Wookey looking at the possibility of not doing a trip for Year 3 and a cheaper option for Year 4 next year.

Governors recognised the value of the combined Year 4 residential for supporting the transition from first to middle school. But also recognised that participation in the residential is voluntary, financial support is offered to families where appropriate and it is unacceptable for parents to send their children and not to pay.

Sewage pump alarm. Are our building insurers aware of this? Seems like an issue that could escalate in cost and inconvenience and I agree, is not something the school should be paying for.

Property Services are aware and the Area Building Surveyor is involved.

There are possibly pieces of wood in the pump There is a new report with recommendations. Mrs Wookey will check if there is insurance and if so, what is covered.

A governor asked about the staff absence through illness reported.

Cheddar staff have suffered from a lot of time off due to illness this year. No set pattern. Mr McHale shared that a lot of Fairlands staff took up the offer of a flu jab which seems to have helped the school.

Draycott & Rodney Stoke and Shipham

Headteacher succession. Please could you describe the arrangements and sharing of duties for September in each school such as DSL and SEND.

Both Mr Perrett and Mrs Dodd are undertaking the Introduction to Child Protection and Working Together Safeguarding training. Mrs Collins is DDSL in Draycott. Mrs Dodd is SENDCo for Shipham.

Fire follow up. Is all the remedial building work following the fire in Shipham completed? Were there any recommendations from the fire service or County which need to be considered or actioned?

There is a large document, from which Mr Jory and Mrs Dodd will pick up the key points. No actions have been recommended. Boiler room door is not fixed as this external damage caused by firefighters gaining entry was not identified on the LA scope of work but is secured in a different way.

School walk. What date is the school walk and picnic in Shipham? I know you had needed to consider a change to the format to make it inclusive for all pupils and am keen to know that the arrangements are in hand.

16 July Rowberrow Church visit followed by picnic and activities in the school grounds - a format which has been followed and successful in previous years.

Additional information – Year 2 phonics for Shipham – 3 children re-took and one passed due to SEND and attendance.

One complaint has been received at Draycott & Rodney Stoke regarding Freedom of Information and one at Shipham regarding SEND.

Themed audits. I understand the next theme for county audits will be PE and sports premium funding. Are we comfortable with our spending and evidence in this area?

Headteachers reasonably comfortable but will check.

Signed Dated

Meeting advised by Mr McHale that the County insurance policy did not cover the recent Ransomware attack.

Safeguarding – no report.

SEND – no report.

Advisory Group – no meetings held.

MEGB18/19:57 FUTURE OF THE FEDERATION

Both the staff and community consultations have been held with the community consultation period due to end on Friday. Mr Warman has compiled and circulated to governors a summary of the community constations and will do the same with the staff consultation.

AW

A governor queried how staff questions were being responded to. Mr Warman agreed to reply to a selection of these questions but it would not be possible to acknowledge all responses, though all responses will be compiled for the governors’ due diligence.

Governors were requested to let Mr Warman have any remaining questions regarding joining the WLT and also questions for the Chairs of the governing bodies in the trust as soon as possible. Suggested question for the Chairs – cost of conversion and the risk factors. The meeting to decide whether the Federation proceeds with joining the WLT will be held on Monday 8 July at Draycott commencing at 6 pm.

GB
GB

Mr Warman and Mrs Golding will discuss the possibility of financial modelling scenarios for due diligence purposes.

AW
KG

A governor gave a vote of thanks to Mr Warman for all his hard work.

MEGB18/19:58 POLICIES

Health and Safety policy – Mr Warman will review.

SEND – Mrs Andrews will circulate the existing policy to the SENDCo’s and Mrs Frampton for review.

AW
DA

MEGB18/19:59 APPRAISAL AND PERFORMANCE MANAGEMENT PROCESS

The Pay committee will be agreed at the first meeting of the academic year. A discussion was held regarding the headteacher external reviewers. Mrs Wookey will stay with Mr Jeffery and it is envisaged that Shipham will also be covered by him. Fairlands will stay with Mr Freedman.

Mr Jory said that Draycott & Rodney Stoke and Shipham schools will, as this year, not participate in the SEP programme next year. Governors agreed but encouraged Mr Jory to consider options to give external input and support to the incoming leadership structures during the autumn term.

MEGB18/19:60 ACADEMIC YEAR 2019/2020

The meeting dates for the academic year 2019/2020 will be emailed to governors before the end of term. It was suggested that the full governing body meetings should be held on alternate Tuesdays and Thursdays commencing at 6 pm and Mrs Andrews will draft the calendar on this basis. Governors were asked to confirm to Mrs Andrews that they are happy with these by Friday 6 September.

DA

GB

The Nomination form for Chair and Vice Chair are attached to these minutes and should be returned to Mrs Andrews by Friday 6 September.

GB

Terms of reference and standing orders will be emailed with the agenda for the first meeting of the academic year 2019/20 which is anticipated to be Tuesday 17 September.

MEGB18/19:61 AOB

Asbestos – a governor highlighted a recent article in the Cheddar Valley Gazette regarding asbestos in schools and the systems in place for the schools in the Federation. Mr McHale confirmed that each school has an up to date asbestos register held in the school office and that contractors check it when they need to undertake work in the schools. The registers are also checked as part of the health and safety audit.

Signed Dated

Mental health first aid - 'Become an Adult Mental Health First Aider' - Mrs Andrews made governors aware of a mental health course being run by Mr Wood on 24 and 25 July. The flyer providing further details will be emailed to governors by Mrs Andrews.

Data manager recruitment - Fairlands are undertaking recruitment for a Data and Information Manager to replace Mr Crandon who is leaving at the end of the Summer term. Governors were asked to let Mrs Andrews know if they are able to be involved in the interviews on the afternoon of 4 July.

GB

Thanks to Mr Jory - Mr Warman thanked Mr Jory on behalf of the Governing Body for his hard work and commitment as Shared Headteacher of Draycott & Rodney Stoke and Shipham First Schools over the last 5 years and presented him with a card and present.

Staff governors left the meeting.

MEGB18/19:62 HEADTEACHER RECRUITMENT

Mrs Golding is finalising the pack which will be available shortly. She is liaising with Mr Jory as to the best days to host visits by prospective candidates to the two schools. We are looking at one date in July and another in September with the opportunity to visit both sites and the option of an after-school slot recognising that some candidates may not find it possible to be released from their current responsibilities.

It is envisaged that the position will be advertised in eTeach as they advertise for longer at no extra cost and which could then span the summer holiday period. The advert will be placed as soon as possible next week.

Mr Warman will speak to John Jeffery regarding support for Mrs Dodd from September to December.

AW

Mr McHale will liaise with Mr Jory regarding safeguarding support. Hopefully this meeting will clarify whether Mr Perrett and Mrs Dodd can be responsible if they have initiated their training or other scenarios need to be looked at.

SM
MJ

Date and Time of Next Meeting

Monday 8 May at Draycott First School commencing at 6 pm.

Signed Dated