

MENDIP EDGE FEDERATION

**MINUTES OF GOVERNING BODY MEETING
Held on Tuesday 19 March 2019 at Cheddar First School**

PRESENT:

Mike Brownbill, Roger Burdock, Rachel Evans, Lucy Frampton (20.07), Kate Golding (21.15), Lisa Hill, Richard Holmes, Mike Jory (mobile speaker phone – 20.45 pm – 20.50 pm), Sarah Lorimer, Stefan McHale, Diane Sleeman, John Virgin, Adrian Warman, Maggie Wookey

APOLOGIES RECEIVED AND ACCEPTED: Tim Hawkings, Mike Jory, Sophie Richards, Jon Wood

IN ATTENDANCE: Debbie Andrews (Clerk)

Mr Warman welcomed Mrs Evans who has joined the governing body as a Parent Governor.

Mr Warman then introduced Mrs Heffernan, Deputy Headteacher and DSL at Fairlands, who provided the Governors with the following safeguarding presentation;

Communication of safeguarding is central in all schools in the Federation and on every agenda. Safeguarding is mentioned at the Fairlands staff briefing every Monday and the briefing notes are emailed to all staff. Termly safeguarding updates are provided to the DSLs which are cascaded to staff. Pupils are updated by tutors and safeguarding is mentioned in lessons. When asked, pupils are aware of who Mrs Heffernan is in her safeguarding role. Posters are on the walls at pupil level around the school and per KCSIE 2018, they say 'children must tell'.

Parents are communicated with via newsletters and encouraged to say if they have a concern.

There is a safeguarding team in Fairlands with Mrs Heffernan and four trained DDSLs who are all on the poster. They meet regularly and are experts in different areas of safeguarding. Each DDSL has a caseload of files to update every six weeks.

There is a system of sharing concerns which is done by the completion of a 'Cause for Concern Reporting Form' (*form circulated to governors*). The front has the information on the safeguarding concern and the DSL on duty for the day in question will complete the reverse and make a decision as to any action to be taken. The children can turn to any adult who will then in turn refer to the DSL/DDSL where necessary. The concern is put in a box by the member of staff and the safeguarding team member on duty is released to deal with the situation.

Once a child has two/three concerns, or a single serious concern, a decision is made as to whether a file is needed. The concerns, however small, could be part of a bigger picture.

Serious case reviews are about communication and the quality of chronology with the safeguarding files. The information in the files should be able to be understood should they be read in 10 years' time. Files are transferred with the child. When a child leaves, Mrs Heffernan goes to their new school to handover the file and check on the child.

Some recent changes have been introduced at Fairlands to enhance safeguarding. Staff do not use their mobile phones in the classroom and personal bags must be left in the staff room.

Local and national concerns

County lines is when gangs and organised crime networks exploit children to sell drugs and anonymise the supply chain. Often these children are made to travel across counties, and they use dedicated mobile phone 'lines' to supply drugs. Indicators of a child's involvement in this may be them receiving gifts or unexpectedly owning high value items.

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online and can feature violence and abuse. Mr Cooling, DDSL and Associate Leader at Fairlands, is undertaking further training on 4 April and will cascade to staff.

All staff have Mrs Heffernan's mobile if they have a concern regarding one of the pupils out of school hours. Concerns about children who are not pupils at a MEF school can be raised to County.

Signed Dated

All staff have to read the Child Protection and Safeguarding, behaviour and whistleblowing policies, so they know what to do if they have a concern about another member of staff. Concerns involving the Headteacher should be raised to the Chair of Governors.

DSLs have just received a toolkit for neglect.

A governor asked if the risks and incidents are increasing or are things being identified earlier. Mrs Heffernan replied that things are getting worse with online threats and some families struggling with parenting.

Mr McHale added the DSLs do a fantastic job sharing. Children are more comfortable and know that they will be listened to.

A governor asked about teaching first school children about abuse. Mrs Wookey commented that the children are made aware of how to keep themselves safe and that it is ok to say no and use age appropriate resources and campaigns to support the message. They are taught about online safety, told to turn off their screen and tell an adult if anything they see online concerns them. Staff take the lead from the children on what they are saying.

A governor asked how does GDPR affect the file information. Mrs Heffernan replied that every child in a family has an individual file. When the child and file leaves, a sheet goes as well and is signed to say that the file is received.

A governor acknowledged that the role of the DSL/DDSL can be very distressing. Mrs Heffernan commented that everything is talked through with headteachers and other safeguarding staff in the schools and in the Federation.

Mr Warman reiterated to governors that OFSTED will talk to them about safeguarding and it is important that they are familiar with their responsibilities.

Mr Warman thanked Mrs Heffernan for her informative presentation and reiterated to governors the need to make sure the policies are adhered to and that governors provide the safeguarding teams with the necessary support. A link to the contextual safeguarding film will be emailed to governors together with a copy of the questionnaire for them to complete.

DA
GB

MEGB18/19:37 DECLARATION OF INTEREST

None.

MEGB18/19:38 AGREEMENT AND SIGNING OF MINUTES OF MEETING HELD ON 22 JANUARY 2019

The Minutes of the meeting held on 22 January were agreed and signed.

MEGB18/19:39 MATTERS ARISING

Governor email addresses - Mrs Andrews is in the process of obtaining a County email address and password for those governors that do not have one.

Safeguarding – Mr McHale confirmed that the information has been shared.

Cheddar Pre School – the building was handed over on 1 February and the staff transferred on 1 March. The staff being TUPE-ed over will have a significant impact on the school. Mrs Wookey is trying to recruit an administrator for the pre school. GetSet have done some remedial work although there are still issues with a leak in a ceiling which they are committed to dealing with. A meeting will be held on 20 March to discuss the opening hours with parents and the pre school. Mrs Wookey invited governors to attend. Following on from this, there will be a team meeting with the staff. Governors were asked to contact Mrs Wookey if they wished to be involved in a working party. Governors thanked Mrs Wookey for all her hard work.

GB

Complaints – Mr Holmes attended the training. He was reassured that we have a procedure in line with the model. He stressed the importance of following the process..

MEGB18/19:40 REPORTS

Finance Committee – per the meeting held on 5 March 2019.

All schools need careful management and are making savings where they can. Final budgets will be presented at the Finance Committee meeting on 30 April.

The SFVS forms for the four schools have been scrutinised by the finance committee and were signed by Mr Warman.

Signed Dated

All schools have sent a letter from the Headteacher to parents as part of the nationwide WorthLess? campaign expressing concern about funding and encouraging them to write to their MP. Some parents have responded asking what they can do to help. There is also an online petition and it was agreed the schools could send a link to this to parents. A governor asked whether we should support this campaign as a Governing Body.

The Finance Committee will write a letter to James Heappey regarding the funding situation and details of the online petition will be included in the school newsletters.

KG

Foundation Committee – due to various circumstances, the scheduled committee meeting was not held. However, it was important that the Committee agreed with the ranked list of admission preferences before the deadline of 15 April. As a meeting could not be held, the Admissions and Entitlements Officer in School Admissions agreed that the Committee could provide their agreement by email to the following;

The Admission committee are in agreement that the list of preferences received for Draycott & Rodney Stoke First Schools admissions for Sept 2019, have been ranked according to their published admission arrangements and are happy to admit pupils up to their PAN of 18 pupils. The listing received totals 17 children.

Governor Support – nothing to report.

Headteacher reports – Mr Warman thanked the headteachers for their in depth and informative reports.

It was agreed that governors will email their questions to Mrs Andrews for the headteachers in advance of the meeting, with both the questions and answers being given at the meeting. This would allow Headteachers to prepare answers if necessary. Mrs Andrews will ensure that the questions are evident in the minutes as a record of governor challenge being made. Questions from governors to headteachers given below. Answers from the headteacher concerned are shown in red.

Fairlands - how is the headship of maths being resolved?

Temporary Curriculum Leaders for KS2/KS3 in place for a year. As governors will see from the presentation made by Miss Nixon and Miss Leech at a previous governors meeting, they are doing really good work and moving well together. It is temporary situation for both of them and we need to decide on whether it is permanent. They are receiving lots of input - National Leader of Education for three days, SEP and A4A. We advertised previously three times for a leader without a successful outcome.

Fairlands - I would like to make sure the full GB are aware of the behaviour issues on the Shipham/Draycott bus. Thank you for handling it but this is behaviour which is outside the school and impacts on pupils' enthusiasm to go to school, parent perceptions and transport contractor arrangements.

Parents and bus company have reported poor behaviour on the bus involving pupils moving around whilst the bus is travelling and using bad language. I have been liaising with both the bus company, County Transport and parents to resolve the situation. After an investigation, it would seem it is down to four pupils. The SLG at Fairlands are on bus duty morning and evening and the bus company have said they have CCTV on the bus.

A governor has contacted the bus company who said behaviour is improving and that they would share the CCTV footage. However, so far this has not happened. She also commented that the Shipham children are on the bus for nearly an hour in the morning and the bus noise level on the bus is extremely loud.

Fairlands - could you please give us an update on the English leadership.

Following a review of areas of responsibility, the team are working well together.

Fairlands - more detail please on the racial incident.

Incident in the community. Happy with how it was dealt with.

Cheddar - what are KS1 doing to practice greater depth in maths?

All teachers' expectation is mastery approach to teaching maths. Activities promote thinking at greater depth. Teachers in their lessons target groups on the cusp between mastery and mastery greater depth. We are applying maths in a more sophisticated way.

Cheddar attendance. Clearly a significant issue. Please could you describe what county are doing to support improvement? Do Somerset families get fines and would this make a difference?

Signed Dated

County doing very little to support. Welfare Officer visiting on Wednesday 20 March. To obtain support, EHA form needs to be completed. Two children on part-time timetables on Doctors recommendations. Difficult to know what to do as fining is not the answer with the families offending most often.

Draycott & Rodney Stoke and Shipham - on school trips do teachers not take their mobile phones?

We do not allow staff to use their mobile phones unless in an emergency. They can contact the school and the school will contact parents but they are not to phone parents or use phones for photos. If on a residential and the school office is closed, they may have to use their own phones in exceptional circumstances. I would prefer to organise school phones.

Shipham pre-school building. Please could you give us a verbal update at the meeting following the building conditions survey last Thursday.

Clive Tighe has looked at the building and has suggested the following:- Metal step by the fire exit, replace windows, roof to be looked at in the future, decking area to be changed possibly to plastic decking boards, water heater to be replaced, skirting around outside of building to be replaced.

The building is structurally sound but needs some cosmetic improvements.

Shipham attendance. Numbers are missing from the table.

Rec – 94.3, Yr 1 – 95.8, Yr 2- 94.2, Yr 3 - 96.1, Yr 4 - 95.1

Shipham - you report that volunteers have not had safeguarding training If we've identified it's needed then it should be a priority – when will this happen?

Decision needs to be made with all staff on whether we continue having volunteers. Aiming to get this organised and decided before Easter.

Draycott SEND - is it sensible for Headteacher to take on role of SENDCo given your considerable other draws and the fact that you are 60% there. Is there really no alternative?

At the moment I can't see or think of an alternative. It is only a short term measure. I have the knowledge of the children and know the systems set up which will make it easier for me to do.

Draycott & Rodney Stoke and Shipham – SEND. You report that the audit has highlighted some key areas to be developed. Please could you let us know at the meeting what these are and the timetable for actioning.

Adult deployment and impact of interventions. Planning changes is addressing this ensuring clear differentiation. Also increased staffing in Years 3/4 to create focus groups and more 1:1 support.

Knowledge of staff of procedures in school. Assess plan do review systems, cause for concerns documents, EHA forms and parental support. Addressing these through staff meetings and SENDCo time.

All - physical restraints and complaints. At governor training I attended last week it was suggested that HT reports include a log of physical restraints and complaints (in the same way you currently report exclusions and racial incidents). I would be interested to hear your thoughts on the feasibility and merits of this.

Hds

Fairlands – we do not encourage physical restraint. Staff step in between. Cheddar – huge debate when is a restraint a restraint? Child led by the hand. Recorded in a book. Team Teach or MAPA useful tools.

Agreed that headteachers will include a heading of physical restraint in their reports.

Residential trips Governors agreed the following trips and Mr Warman signed the forms;

15/05 – 17/05	Year 4	Kilve
24/04 – 26/04	Year 5	Osmington Bay
20/05 – 24/05	Year 6	Germany

08/05 and 09/05 and 09/05/ 10/05 – trips agreed. Mr Warman will sign the form separately.

It was recognised that the Brexit situation is still fluid in relation to the Germany trip but physical safety and arrangements will not be affected by the political situation. The school will review any impact Brexit may have as it evolves.

Safeguarding - summaries of the audits were attached to the agenda for the governors to see. All four schools completed their audits by the County deadline

SEND – no report.

MEGB18/19:41 FUTURE OF THE FEDERATION

Mr Warman circulated an update document to governors following the working group meeting held on Thursday 14 March.

Signed Dated

Mrs Andrews will provide Mrs Lorimer and Mrs Evans with background information as they had recently joined the governing body and were not in receipt of information regarding the process so far. DA

Mr Warman made governors aware that the legislation around the academy conversion meant our resolution at the meeting on 13 November 2018 may not have been compliant because Mr Jory was not present as Headteacher of two of the schools applying. This had only been identified on review of the Department for Education's academy conversion form subsequent to the November meeting. It was agreed to re-cast the vote at this meeting.

Although, due to illness Mr Jory was not present at the meeting, at 7.45 pm, in accordance with the policy on electronic participation in meetings, Mr Warman telephoned Mr Jory and put the phone on to speaker so Mr Jory could hear and cast his vote. Mr Warman then proposed the resolution to join the Wessex Learning Trust on the same basis as the vote held at the MEF GB meeting held on 13 November. Mr Warman asked if governors had any questions but none were forthcoming. All governors voted in favour of the proposal except Mrs Lorimer and Mrs Evans who abstained as they were not present at the November meeting and did not feel informed enough to vote. The vote was carried unanimously.

It was noted that the required proportional representation of Headteacher, parent, staff and foundation governors was met with the meeting attendance (even without Mrs Lorimer and Mrs Evans vote).

Consultations

A governor asked if the staff consultation would be filmed for members of staff who could not be there. Mr Warman replied that the staff consultation would not be filmed as it was a dynamic event for those present to participate and there would be other opportunities for members of staff not present to be consulted. The working group had discussed creating a short film to show at the community consultation events which are spread over multiple, longer sessions.

A governor suggested National Union representation at the staff consultation session. A discussion was held on how union input is valuable for members at the right time but this event is for employed staff to inform a high level decision on whether to proceed with academisation; the topic of pay and benefits would be handled by a subsequent TUPE process. No decision was made and Mr Warman will consider the possibility further. AW

A governor suggested representation by staff members of the WLT First Schools at the staff event. It was felt that this could be possible for the breakout sessions where people can talk more informally.

A governor suggested that governors meet with members of a school that did not proceed with conversion following a conversation they'd had at a recent training event. There are a few schools that have done this and it will be useful to look at this together with other factors when looking at the due diligence questions.

Governors will look at the staff and community consultation dates and feedback to Mrs Andrews their availability. They will also feedback their non-negotiables to Mr Warman. GB GB

MEGB18/19:42 POLICIES

Online Safety – subject to one typographical error, the policy was agreed.

Sex and Relationships Education policy

Governors reviewed the policy and the following queries were raised; Paragraph 2 – Federation or Fairlands policy? Wording needs to change to cover all four schools.

Paragraph 3 – consultation for parents. Wording needs to change as First Schools do not hold these. However, there is new legislation and this may change from September 2019.

Paragraph 7 – additional information to be inserted.

Mr McHale will re-visit these paragraphs and amend as appropriate for the policy to be agreed at the next meeting. SM

MEGB18/19:43 GOVERNING BODY MEETING DAYS

It was agreed to assist with governor's diary management and commitments, that we will look at different days for the MEF GB meetings with effect from the 2019/2020 academic year. DA

Signed Dated

MEGB18/19:44 AOB

- **Lockdown policy** – it was agreed that the policy could be part of the Health and Safety policy which would allow arrangements specific to each school. DA
- Mr McHale advised governors that the LA have pulled funds for SASH and school improvement and support for the SEP programme has decreased to £250.
- Governors were advised to watch their emails for viruses as there have been some recent attacks and the Somerset County email system did not seem to be filtering all of them out.
- **Governor visit days** – Governors were asked whether they would like to be involved in school visit days as in previous years. It was agreed that this is a good idea and Mrs Andrews will look into dates. DA

Date and Time of Next Meeting

Tuesday 7 May – Shipham First School commencing at 6 pm.

Signed Dated