

MENDIP EDGE FEDERATION

MINUTES OF GOVERNING BODY MEETING

Held on Thursday 14 November 2019, 6pm at Shipham First School

PRESENT:

Mike Brownbill, Roger Burdock (left 18.50 pm), Jo Dodd, Tim Hawkings, Sarah Lorimer, Diane Sleeman (arrived 18.30 pm), Adrian Warman, Maggie Wookey, John Virgin

APOLOGIES RECEIVED AND ACCEPTED: Rachel Evans, Lucy Frampton, Kate Golding, Lisa Hill, Richard Holmes, Stefan McHale

IN ATTENDANCE: Debbie Andrews (Clerk)

Mr Warman advised the governors that Mrs Richards had decided to resign from her position as a co-opted governor. Mr Warman will thank Mrs Richards on behalf of the governing body for the work and support during her term of office. Mrs Richards was the governor for English. Mrs Lorimer agreed to take this role on.

AW

MEGB19/20:10 DECLARATION OF INTEREST

None.

MEGB19/20:11 AGREEMENT AND SIGNING OF MINUTES OF MEETINGS HELD ON 25 JUNE, 8 JULY AND 17 SEPTEMBER 2019

The minutes of the meetings held on 25 June, 8 July and 17 September were agreed and signed by Mr Warman.

MEGB19/12 MATTERS ARISING

Minutes of the meeting held on 25 June

Finance funding letter – to be carried forward.

DA/KG

Governor visits – maths and English visits have taken place at Fairlands, two visits have been made at Cheddar and the Foundation governors visited Shipham. Feedback has been shared with the headteachers and action points discussed. Mr Warman stressed that governors can make both individual and consolidated visits. The governor visit template is on the Mendip Edge Federation web site or governors can obtain a copy from Mrs Andrews. Governors were requested to advise Mrs Andrews when they are visiting and let her have a copy of their reports.

Govs

Online Safety – carried forward.

School Web sites - have been updated.

Recruitment and Selection policy – Mrs Andrews will locate the new County model and email to Mrs Lorimer.

DA

Email to the Parish Councils – Mrs Andrews will email the Parish Councils along the lines of there is capacity in the schools to accommodate more pupils. We welcome families to come and look around and contact the school offices for more information.

DA

Sewage pump – Mrs Wookey confirmed that it is ok at this moment in time. Future preventative work is planned.

A governor asked about asbestos in schools. Mr Warman confirmed that asbestos registers are held in the school offices and that he checks as part of his health and safety walkabouts.

Minutes of the meeting held on 8 July

No matters arising

Minutes of the meeting held on 17 September

Governor re-appointment - Rev Hawkings has been re-appointed as a Foundation Governor for the Mendip Edge Federation with effect from 7 November 2019.

Signed Dated

Standards group is now a standing item on the agenda.
School development plans are on the school web sites.

Prevent training – Mrs Andrews will re-circulate the link to the online training and Mr Warman reminded governors to undertake the training.

Govs

SEND policy – on page two the first bullet reads that SEND reviews should take place termly. Mr McHale raised via an email to Mrs Andrews and Mr Warman that this was becoming unmanageable at Fairlands due to the large number of pupils involved. Mrs Dodd confirmed that the current statutory requirement is that the reviews are carried out termly so this will need to remain in the policy, though review meetings do not need to be carried out by the SENDCo. Subject to small amendments on the front page regarding the titles for Matt Perrett and Matt Vincent, the policy was agreed. Mrs Dodd will provide Mrs Andrews with the local offer to be inserted into the hyperlink. The Medical Conditions policy will be discussed by the SENDCo's and Mrs Frampton at their next meeting.

LF

MEGB19/20:13 REPORTS

Finance Committee – per the minutes of the meeting held on 22 October. Headlines from Mrs Golding were read by Mr Warman:-

- Budgets – Draycott 84%, Fairlands 95%, Cheddar and Shipham both on track. Cheddar is a little more difficult to predict as the pre-school running costs are still unknown. All schools are being very carefully and well managed to make any savings possible.
- The MEF have followed Government guidelines and implemented a 2.75% pay rise for all teaching staff.
- WLT funds will be a standing item on the agenda. The WLT will have control of these funds but the spend will be reported back to Mr Warman and the Finance committee.
- Ransomware attack at Fairlands – the estimated cost is in the region of £50k. Some funds will come from SCC, some curriculum spend and grants will be applied for.

Governors expressed their concern at how we can prevent and insure against another Ransomware attack happening in one of the Federation schools. Mr Virgin will liaise with Mr McHale to write a letter to SCC regarding the impact of the Ransomware attack and what preventative measures they are carrying out. It was noted that Wessex Learning Trust purchase insurance against such cyber attacks.

JV

Unofficial funds – Shipham and Draycott & Rodney Stoke have been audited and signed. Fairlands has been audited and Mr Warman signed at the meeting. Cheddar is in the middle of the audit process and their unofficial funds will be taken to the finance meeting and signed by Mr Warman.

MW/
KG

Foundation Committee – per the minutes of the meeting held on 2 October. A meeting to discuss SIAMS was held at Shipham on 25 October looking at RE, collective worship and also interviewing children. Pauline Dodds, School Effectiveness Adviser and SIAMS Manager, provided information on the process. She cautioned about going for excellent due to the revised criteria. Mrs Dodd will have a look as we may have elements which fit the criteria. The foundation governors are attending a CPD conference at the Diocese on 29 and 30 November.

Governor support – Mrs Andrews summarised emails received from Governor Services which she will share with governors. Mr Warman is unable to attend the Area Chairs meeting on 20 November at Bridgwater. Governors were asked to let Mr Warman know if they can attend otherwise he will cancel our booking.

Mrs Sleeman attended a meeting on small rural schools which focussed on the curriculum and OFSTED. She expressed concern that under the new framework the inspectors were talking to subject leaders in the smaller schools who were not necessarily specialists due to them teaching across many subjects.

Signed Dated

A governor suggested a curriculum committee but it was not felt prudent to introduce a new committee. Governors were encouraged to go in to schools and visit the subject areas. The idea of a link governor for every subject area was discussed as exists for core subjects of Maths and English. Mr Virgin suggested a centralised document of all the schemes of learning.

It was agreed that a subject presentation will be held on Science at the next meeting on 21 January. Headteachers will invite their science subject leads to attend. The presentation will be approximately 30 minutes at the start of the meeting.

Hds

Mr Warman shared that he carried out health and safety visits to Fairlands and Shipham. Both were in good order. Shipham has also completed a County health and safety audit which went well.

Child protection and safeguarding – reports from had been circulated to governors prior to the meeting and highlights were shared. Mrs Sleeman is arranging to visit Shipham. (*Post meeting note: Draycott – Mr McHale as Temporary Headteacher is Safer Recruitment trained*)

SCRs – checked at Fairlands and Draycott and all fine. Visit made to Cheddar with a further visit to be made at a more convenient time. Mrs Sleeman thanked the schools for their time and the work involved.

Mrs Sleeman encouraged governors to undertake their prevent training. Fairlands have developed a lockdown procedure and are holding a drill on Friday 22 November.

Mrs Sleeman shared the new safeguarding partnership arrangements in Somerset with effect from September 29 September. SCC is no longer the single lead for co-ordinating safeguarding arrangements for children and there is a tripartite responsibility for safeguarding children in the local area. SCC, Avon and Somerset Constabulary and Somerset Clinical Commissioning Group now have joint and equal responsibility to safeguard children and young people under the name of the Somerset Safeguarding Children Partnership.

SEND – no report.

Standards – the group met in September with general discussion around SEND children and pace and challenge for the more able as well as school-specific topics from the data. Future meetings will give greater attention to data in relation to SDPs.

Advisory groups – removed from the agenda for this meeting. The groups have been mixed in how often they met and how effective they are. It was suggested we could use the PTA groups to maintain informal links to the wider school communities and Mr Warman asked governors to consider and let him have their views.

Govs

MEGB19/20:14 PERFORMANCE MANAGEMENT PROCESS

The Pay committee met on 15 October to review the recommendations of the headteacher reviewers and on 8 November for the headteachers to provide their recommendations for staff.

The Pay committee agreed to go with option two – apply the 2.75% uplift to all points on the pay scales as set out in the STPCD. This is understood to be consistent with the Wessex Learning Trust.

The Pay policy recommended for approval by the Pay committee was agreed.

MEGB19/20:15 DELEGATION OF CATEGORY A AND CATEOGORY B VISITS

It was agreed that the responsibility to approve Category A visits/activities be delegated to the Headteachers and Mr Warman/headteachers signed the forms accordingly. Category B visits will be brought in advance to the full governing body meetings as necessary. Standing orders reflect this delegation.

Signed Dated

MEGB19/20:16 TERM DATES AND INSET DAYS 2020/2021

The term dates and INSET days for 2020/2021 were agreed. A staff governor said it had been useful to have two INSET days at the start of the academic year.

MEGB19/20:17 FUTURE OF THE FEDERATION

We are on track to join the WLT with a conversion date of 1 April. There is a lot of work to do with the main impact on the headteachers and finance officers.

The headteachers, finance officers, Mr Warman and Mr Burdock attended a meeting in SCC on Friday 11 October where details were given by SCC on the process and the information to be compiled. SCC will be in touch regarding the TUPE arrangements. We are not committed until we sign the funding agreement.

There will be no further communication with parents/carers at this stage but we need to be mindful to ensure there is a mechanism to monitor or quantify the culture of the schools which had been a concern raised during community consultation.

MEGB19/20:18 AOB

Governor meetings – although the meetings are scheduled for both Tuesdays and Thursdays, it was agreed that they will revert back to just Tuesdays. All meetings commence at 6 pm. A reminder of the meeting dates for the rest of the academic year:-

- 10 December Fairlands
- 21 January Draycott
- 17 March Cheddar (*was 19/03/19*)
- 05 May Shipham
- 23 June Fairlands

Mr Warman invited governors to join him for a Christmas drink at the Riverside after the meeting on 10 December.

Signed Dated