

**MENDIP EDGE FEDERATION**

**MINUTES OF GOVERNING BODY MEETING**

**Held on Tuesday 21 January 2020, 6pm, at Draycott & Rodney Stoke First School**

**PRESENT:**

Kate Golding (arrived 18.15) Lisa Hill, Richard Holmes (arrived 19.00), Tim Hawkings, Sarah Lorimer, Stefan McHale, Diane Sleeman, Adrian Warman, Maggie Wookey, John Virgin (left 19.55) Will Ewens

**APOLOGIES RECEIVED AND ACCEPTED:** Mike Brownbill, Roger Burdock, Lucy Frampton

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

Mr Warman welcomed Mr Ewens, the newly appointed Headteacher for Draycott & Rodney Stoke and Shipham First Schools and Mr Davies, Science Subject Leader, Cheddar First School, to the meeting.

Mr Warman advised governors that Mrs Evans has tendered her resignation and gave a vote of thanks to Mrs Evans for her support as a governor.

**Presentation - Mr McHale**

Mr McHale provided a presentation on the new Ofsted inspection framework in conjunction with his experiences from the recent two day section 5 inspection at Fairlands.

**Science Presentation – Mr Virgin**

Mr Virgin provided a presentation on science at Fairlands. Mr Virgin shared the assessment ladders for KS2 showing governors a selection of pupil books. The indicator ladders are highlighted to show emerging, developing, secure and mastery (EDSM). Pupils can review these and highlight further. They can use self review and peer review.

Mr Virgin also shared red, amber, green (RAG) rating used for KS3. This is a sheet with everything the pupils are going to learn. They read statements and make a judgement about where they are in their learning. They undertake Doodle, after which Mr Virgin will carry out an assessment. This information is shared with parents.

**Science Presentation – Mrs Hill**

Mrs Hill shared science teaching at Draycott & Rodney Stoke First School. Year 3 and Year 4 have a two year rolling programme. The pupils have carried out ‘Forces’ – recording and writing up. Children of all abilities were involved. The children learn at their own pace. When the results are fed back the lower end ability pupils receive extra help at that time. Children also teach other children.

Year 1 and Year 2 also have a two year rolling programme. STEM courses are useful and ideas are shared.

**Science Presentation – Mr Davies**

Mr Davies shared that Cheddar are still on a journey and are bringing their intent statement together. They are looking at ideas of what science should look like, what can be done better and what to introduce. They have an overview but need to deep dive. They will be looking at the curriculum overview and how it can be extended to another subject. Mr Warman re-assured Mr Davies that he saw a lot of good intent on his recent visit.

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

A governor commented that there are additional challenges for the first schools, as their teachers are not subject specialists. Another governor commented that it is about knowing the curriculum. Mrs Hill mentioned that monies from the PTA and the STEM grant are used to obtain resources.

Mrs Wookey commented that at KS1 the science curriculum focuses on plants and materials and does not have much breadth or depth. It needs to be made more interesting without stepping on the next groups toes. Teachers talk to the children more about the approach to the topic relevant to their year to ensure it does not conflict with subject matter covered later in the year on the same topic. It is important to preserve the uniqueness of the subject.

A governor suggested that it would be good for the First Schools to share resources and another governor commented about collaborating more in the First schools with the subject leaders talking together.

It was agreed that Mr Virgin will liaise with the First Schools and Mr McHale will ask Mrs Sheppard, Curriculum Leader for Humanities at Fairlands if she can also make contact with them.

SM

Mr Warman thanked Mr Virgin, Mrs Hill and Mr Davies for their informative sessions and commented that there is a a lot of good work going on across the schools.

Mrs Andrews will circulate the slides and information provided by Mr McHale, Mr Virgin and Mrs Hill, together with that provided by Mrs Dodd who was unable to attend to present hers.

*Mr Davies left the meeting.*

#### **MEGB19/20:24 DECLARATION OF INTEREST**

None.

#### **MEGB19/20:25 AGREEMENT AND SIGNING OF MINUTES OF MEETING HELD 14 NOVEMBER**

The minutes of the meeting held on 10 December were agreed and signed by Mr Warman.

#### **MEGB19/20:26 MATTERS ARISING**

**Finance funding letter** – Mrs Golding will send a letter to the local MP.

KG

**Online Safety** – Mr McHale will ask Miss Richardson, Computing and IT teacher to make contact with Mr Holmes to arrange a meeting in Fairlands with the digital leaders.

SM

**Prevent training** – any outstanding training to be carried out as soon as possible and the certificates emailed to Mrs Andrews.

Govs

**Ransomware attack communication** - Mr McHale has sent an email to Somerset County Council outlining concerns about the impact and cost of the attack at Fairlands in summer 2019 and desire to have insurance cover to mitigate future risk. Governors understood that two more attacks have taken place in Somerset schools over Christmas.

**Contact details for governors in Newsletters** – schools to action.

Hds

**Recruitment of parent Governor** – to be included in newsletters.

Hds

**Headteacher reports** – to be higher up on the next agenda.

DA

**Medical Conditions policy** – subject to one typo and SENDCo being amended to SENDCo/named staff member, the policy was agreed.

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

Headteachers were asked to amend their policies to ensure Mr Ewens name is inserted where necessary. Hds

### MEGB19/20:27 REPORTS

**Finance Committee** – meeting held on 14 January. Mrs Andrews will email the minutes to governors. Mrs Golding went through Fin 19/20:24 – Fin 19/20:27 of the minutes covering the procedural areas. DA

**Foundation Committee** – meeting to be held on 29 January.

**Governor support** – Mrs Andrews will email the Clerks briefing notes to governors. She advised governors that there is a free Careers forum being held on 6 February. Governors to contact Mrs Andrews if they wish to attend. Mr McHale will share details of an Ofsted roadshow to be held on 30 January with Mr Ewens and Mrs Wookey. DA  
Govs  
SM

**Governor visits** – the draft visit weeks planned for 27/01 at Shipham and 27/04 at Draycott were cancelled. Mr Ewens and Mrs Wookey will come up with dates for visits and will share with Mrs Andrews so that governors can be invited to be involved. MW/WE

Mrs Sleeman has visited Science in Draycott. It was agreed that it was useful to visit schools both as individual governors and as a group. Responsibility for this lies with individual governors to arrange their own visits (especially link governors in their areas) and with Headteachers to arrange group visits where they feel it will be beneficial to their school. Govs  
Hds

**Safeguarding** – the audits will be completed on Thursday 6 February. Mr Ewens confirmed his previous safeguarding training from the Bristol area is recognised in Somerset and is undertaking the half day Somerset update training.

**Standards** – Mrs Andrews will arrange a Standards meeting. DA

### MEGB19/20:28 FUTURE OF THE FEDERATION

**Finance** – Mrs Golding went through Fin 19/20:22 'Wessex Learning Trust Conversion Costs' from the finance minutes which was attended by Keith Perry from the WLT.

A governor asked if the headteachers feel supported with the process. The headteachers commented that they did. The finance officers have also shared with the headteachers that they are finding the WLT meetings they are attending useful, but are a little concerned at the level of support that will be forthcoming when budget setting. It was understood that WLT may organise finance training in the Easter holidays. Governors recognised that staff should not normally be asked to work during the holiday periods and that staff would have the opportunity to raise questions like this at the forthcoming TUPE meetings.

The TUPE consultations will take place on 3 February - Shipham, 4 February - Cheddar, 5 February - Fairlands and 10 February - Draycott. [PM Note Fairlands now 4 February and Cheddar 11 February]. All the meetings will commence at 4pm. The Local Authority will act on behalf of the governing body at Draycott & Rodney Stoke as the governing body are the employer in VA schools. Mr Warman will aim to be present at each meeting and invited other governors to attend to hear the information presented, questions raised by staff and responses first hand. A formal communication providing details of the meetings will be provided to staff week commencing 27 January from the WLT and LA as required under the regulations. Mr Warman will also send an email to staff via the Headteachers this week with an update from the governing body on the MAT process. AW

It is not planned to communicate with parents until after the staff meetings have been held and there is more firm information to communicate. Hds  
The headteachers will sign the Memorandum of Understanding.

### MEGB19/20:29 AOB

Mr McHale thanked the governors for their involvement in the Ofsted process.

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