



RODE AND NORTON ST PHILIP SCHOOL FEDERATION

Executive Headteacher: Mrs C Tommey

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Governors' meeting held on Tuesday 24th April at Rode Methodist First School

Minutes

Confidential agenda items are identified and highlighted in red.

Present: Richard Clayphan, Justin Whitmarsh, Carolyn Tommey(Headteacher), Danny Vowles, Rev. Caroline Walker, Kim Slade, Jill Warren, George Muxworthy, Andrew Holder, Mercedes Nattero

Item No.	Item	ACTIONS
1.	<p>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</p> <p>The meeting was opened in prayer by Rev. Caroline Walker</p> <p>No pecuniary interests were declared</p> <p>No urgent items were received</p> <p>Apologies were received and accepted from: Caroline Whitehead, Bill Jackson and Katie Twitchen</p> <p>Late arrivals: Andrew Holder, Mercedes Nattero, Georgina Muxworthy</p> <p>Absent: Siobhan Thompson, Jan Scarrow</p>	
2.	<p>Minutes of meeting held on 20th February 2018</p> <p>The minutes of the meeting held on 20th February were signed as a true and accurate record.</p>	
3.	<p>Matters arising from the meeting of:</p> <ul style="list-style-type: none"> Road Safety, incidents and new procedures - RC will compose a letter to parents and Rev. CW will arranged no parking signage outside the NSP vicarage. 	<p>ACTION</p> <p>RC to write to parents regarding road safety</p> <p>Rev. CW to renew signage outside the NSP vicarage</p>
4.	<p>Governor Training -</p> <ul style="list-style-type: none"> Feedback from courses attended - deferred Governor training budget for the financial year 18/19 <p>The budget includes £500 for govenrors training - 10 courwses at £50 each.</p>	<p>ACTION</p> <p>SLN to include Governor training feedback on the next agenda.</p>
5.	<p>Staffing Up-date</p> <ul style="list-style-type: none"> Confidential item 	
6.	<p>Marketing Working Party Up date</p> <ul style="list-style-type: none"> Anticipated NOR September 2018 <p>Reception admission numbers for September 2018 are 16, well below the federation PAN of 30. The federation has also experienced a number of leavers in year and is anticipating an</p>	

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	<p>Autumn Census 2018 NOR of 125. The drop in numbers will have an impact on funding for the Financial Year 2019/20.</p> <ul style="list-style-type: none"> ○ Marketing Plan <p>The Marketing Action Plan has include:</p> <ul style="list-style-type: none"> • Articles in The Little Things Magazine and The List • Posters and Flyers in local Nursery's and popular venues • Advertising Boards on road sides • A new website. • New federation livery on the school minibus <p>CT wished to thank Mike Lewis for spending a whole week taking photographs for the new website, thanks also to Mercedes and her partner Miguel for designing the posters and minibus livery.</p> <p>The advertising campaign has not generated any new pupils directly but it is hoped the information about the school will be positively received in the Frome area and generate admissions in the future.</p> <p>Andrew Holder arrived 6.25pm</p> <p>Mercedes Nattero arrived 6.30pm</p>	
7.	<p>Budget Presentation</p> <p>SN presented the proposed budget to governors.</p> <p>Budget share comparisons were presented between the Financial Years 2017/18 and 2018/19. Governors were asked to note the increases in Element 2 funding for 18/19 and the effect of the cap on gains. For 2018/19 the capping % was set at 3%; therefore schools' funding per pupil could increase by up to 3% before any cap on additional funds applies. The National Funding Formula limit on gains has been applied to both school funding allocations accordingly.</p> <p>Teachers' and support staff pay awards have not yet been agreed but budget provision has been included to cover the anticipated awards. Additional costs or savings will occur if the pay awards are higher or lower than the percentage used in the budget.</p> <p>The budget plan has an in year deficit of £13817 however the uncommitted carry forward will be used to balance the budget.</p> <p>The September 2018 predicted NOR and its financial impact was noted. The reason for 'in year' leavers and low intake numbers were also discussed at length. Governors wished to reflect on the real reasons parents are moving their children and the reasons the federation is not attracting families from Frome.</p> <p>Georgina Muxworthy joined the meeting at 6.50pm</p> <p>Governors queried the minibus contingency and asked if the insurance schedule covered a replacement vehicle if an accident caused the minibus to be off the road. Governors were also concerned about the cost of a replacement vehicle if the minibus was off the road due to unplanned</p>	<p>ACTION</p> <p>SLN to check the minibus insurance schedule - does it include a replacement vehicle in the case of accidental damage.</p>

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	<p>maintenance or repairs.</p> <p>Governors discussed the school's broadband provision and suggested that the school do not enter into any extended/new contracts beyond the existing 3 year contract as new fibre lines are planned for the village in the near future.</p> <p>The PE and Sports Grant budget including carry forward will be £55936, after committed costs the remaining budget of £18000 will be used to redevelop both school play and outdoor areas.</p> <p>The budget plan also includes anticipated income from the unofficial fund of £15,000. In addition a review of the wrap around care currently provided by I G Sports Coaching will be undertaken and a business plan prepared to consider moving this provision back 'in house' and for the school to benefit from the profit.</p> <p>The Budget Plan was unanimously agreed by Governors and signed by Richard Clayphan.</p>	
8.	<p>School Finance</p> <ul style="list-style-type: none"> o Inventory Danny Vowles has completed the furniture and equipment register on both sites. o Schools Financial Value Standard Audit The SFVS was unanimously agreed by Governors and signed by Richard Clayphan. o Themed Audits Justin Whitmarsh has conducted a Governor visit to review the Themed Audit outcomes and recommendations. 	<p>ACTION</p> <p>SLN to send the signed SFVS to School Finance to replace the unsigned copy previously submitted to meet the deadline.</p>
9.	<p>Policies for review:</p> <ul style="list-style-type: none"> o <u>Play Policy</u> Governors asked how the school manage the risks of play and how children are encouraged to manage and risk assess their own play? Governors were concerned that children are often out of sight at play time. CT explained that it is essential in play for children to freely chose activities where they can take acceptable risks and challenge themselves. Allowing children to take acceptable risk develops their ability to judge risk independently and learn new skills. CT explained staff follow the following guidelines: <ul style="list-style-type: none"> • staff use professional judgement in setting the balance between safety and goals • risks are as apparent as possible to staff and children • spaces are designed where the risks of hazards are clearly apparent. • risks that children may not appreciate are controlled and managed. • staff with appropriate training are used to supervise play. <p>Staff may not be able to see every child all of the time, staff move around at playtime, to check on the children's play throughout the site.</p> <p>The Play Policy was unanimously agreed by Governors</p> <ul style="list-style-type: none"> o <u>RE/Collective Worship</u> - deferred to the June meeting o <u>Numeracy</u> - deferred to the May meeting. 	<p>ACTION</p> <p>SLN to include the approved policies on the Website and school policy monitoring folders</p>

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	<ul style="list-style-type: none"> o <u>Code of Conduct</u> - unanimously agreed by Governors. 	
10.	<p>Health & Safety</p> <ul style="list-style-type: none"> o Fire Safety Inspections - outcome Governors noted the reports. Quotes for Fire Alarm improvements will be sought in the Summer Term. o Health and Safety Audits - outcome SLN confirmed that all short term issued had been resolved. 	
11.	<p>SDP -</p> <ul style="list-style-type: none"> o Governor monitoring visits Monitoring visits have been conducted by: Justin Whitmarsh and Katie Twitchen - SFVS Justin Whitmarsh - Themed Audits Andrew Holder and Mercedes Nattero - Marketing <p>Planned visits for the Summer term: Siobhan Thompson - Safeguarding Jan Scarrow - Curriculum & Leadership Team</p>	
12.	<p>Safeguarding</p> <ul style="list-style-type: none"> o Audit The Federation Safeguarding Audit has been completed and submitted to the LA by the required deadline. o Action Plan <ul style="list-style-type: none"> • Headteacher's Job Description • 360 Safe <ul style="list-style-type: none"> ▪ On-line safety group ▪ On-line Safety Policy ▪ AUP for staff and visitors ▪ Digital Image Policy • Basic Awareness training <ul style="list-style-type: none"> ▪ Staff ▪ Governors <p>CT informed Governors that Basic Awareness training would be conducted for all new staff and that 360 on-line safety compliance and accreditation was an important part of the action plan.</p> <p>CT will bring more information on 360 Safe and the role of the on-line safety group to the next governors meeting.</p>	<p>ACTION</p> <p>SLN to include Safeguarding action plan on the next Governors agenda.</p>
13.	<p>FLP update</p> <ul style="list-style-type: none"> • Annual FLP Governors' Update Tuesday 22 May between 6 - 7.30pm Vallis School <p>Governors were encouraged to attend the FLP update meeting.</p>	
14.	<p>FRANS</p> <p>FRANS will be asked to fund raise to support our grounds project. Caroline Walker will take the plans to the next FRANS meeting.</p>	<p>ACTION</p> <p>Caroline Walker to attend the next FRANS meeting and share the Grounds Project plans.</p>
15.	<p>Pre-School -</p> <p>Governors discussed at length the financial contribution made by Norton St Philip Pre-school for the use of the building and grounds. Governors concluded that no change to the current rent and service charges should be made.</p>	

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16.	<p>Trusts</p> <ul style="list-style-type: none"> ○ <u>Joseph Neeld</u> -trust information was made available to Governors ○ <u>School House Trust</u> ○ <u>Batten Poole</u> - SLN shared the Trust information : The trust has a small amount of money invested and the interest may be used to: <ul style="list-style-type: none"> • <i>To provide special benefits to Rode School not normally provided by the LA</i> • <i>To provide exhibitions for former pupils of Rode School</i> • <i>To give financial assistance to help former pupils, when they enter the world of work.</i> • <i>To provide a means of promoting the education of former pupils.</i> <p>Former pupils must not exceed 25 years of age and former pupils or present pupils must have attended Rode School for at least two years.</p> <p>The Governors of Rode School have the power to make rules for the management of the Foundation. Applications should be made to the Clerk to the Governors. The Board will make a decision and authorise a grant if appropriate.</p>	
17.	<p>Correspondence - None</p>	
18.	<p>Urgent items - must be declared before the meeting starts None declared</p>	
19.	<p>Dates of meetings for the next academic year: REARRANGED to Monday 14th May NSP Tuesday 12th June Rode Monday 9th July NSP</p>	

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