



# RODE AND NORTON ST PHILIP SCHOOL FEDERATION

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Minutes of a Governors' meeting held on Tuesday 20<sup>th</sup> February at Norton St Philip First School

## Minutes

*Confidential agenda items are identified and highlighted in red.*

Present: Carolyn Tommey (Head), Danny Vowles, Jill Warren, Caroline Walker, Richard Clayphan (Chair), Kim Slade, Sarah Davis (Guest/PE Lead), George Muxworthy, Sandra Porter, Andy Holder, Siobhan Thompson

Item No.	Item	Action
1.	<b>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</b> The meeting was opened in prayer by Rev. Caroline Walker. No pecuniary interests were declared No urgent items accepted. <b>Apologies</b> received and accepted from: Caroline Whitehead Justin Whitmarsh Mercedes Natero Bill Jackson <b>Late:</b> Katie Twitchen <b>Absent:</b> Jan Scarrow	
2.	<b>Minutes of meeting held on 18<sup>th</sup> January 2018</b> Minutes of the 18 <sup>th</sup> January were agreed as a true and accurate record.	
3.	<b>Matters arising from the meeting of:</b> <ul style="list-style-type: none"> <li>Cycling Awareness - deferred to next meeting</li> </ul>	
<b>Governor Business</b>		
4.	<ul style="list-style-type: none"> <li><b>Governor Recruitment</b> Governors discussed current vacancies and terms of office due to come to an end in the next year.</li> <li>Appointment of Co-opted Governors Two nominations for the re-election of Co-Opted Governor; Justin Whitmarsh and Siobhan Thompson.</li> </ul> <p>Siobhan Thompson left the meeting</p> <p>Both appointments were proposed by George Muxworthy and seconded by Jill Warren. Governors voted unanimously to re-elect Justin Whitmarsh and</p>	

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	<p>Siobhan Thompson as Co-opted Governors for a 1 year term of office.</p> <p>Siobhan Thompson re-joined the meeting.</p> <p>Governors noted that this would be the last meeting for Sandra Porter and thanked her for her service and support to the Governing Board and to the school.</p>	
<b>Quality of Teaching, Behaviour &amp; Safety</b>		
<b>5.</b>	<p><b>Road Safety, incidents and new procedures</b></p> <p>SLN reported a number of road safety issues at Norton St Philip School including two near misses and a complaint from a neighbour. Governors discussed at length the issues raised. The Parish Council are very supportive of the school's road safety initiatives and Katie Twitchen reported that double yellow lines were imminent on the main road opposite the turning for the Green.</p> <p>It was agreed that parents and carers <b>MUST</b> collect children off the minibus from the school playground and if necessary, Governors would restrict car access at key times. Rev. Walker will organise new No Parking signage for outside the Vicarage. Governors will use targeted communication by writing to all parents whose children use the school minibus about road safety and the new collection arrangements.</p>	<p><b>ACTION</b></p> <p>Rev. Caroline Walker, to arrange new signage outside the Vicarage</p> <p>Richard Clayphan to compose a letter to parents and carers about road safety and collection arrangements from the school minibus.</p>
<b>Pupil Achievement</b>		
<b>6.</b>	<p><b>Target setting and Pupil Progress</b></p> <p>CT reported to Governors following Pupil Progress and target setting meetings with Class Teachers. The report provided data on the percentage of pupils currently on track to be working towards (W), meeting (ARE+) and exceeding (GD) the expected standards by July 2018. The report highlighted areas where the percentages were above expectations and areas of concern where the percentage were below expectations. The report covers; Mathematics, Reading and Writing and includes actions to increase pupil achievement in areas of concern and the reason attributed to successes above expectations.</p> <p>It was noted that the writing focus has resulted in all pupils currently achieving above expectations.</p>	
<b>Leadership and Management</b>		
<b>7.</b>	<p><b>Admissions Working Party Up date</b></p> <p>The admissions working party have agreed a marketing plan to include:</p> <ul style="list-style-type: none"> <li>○ Writing to all those who attended our Open Days but did not apply.</li> <li>○ Carefully targeted Open Day in April to coincide with the LA offer day</li> <li>○ Lots of publicity and articles in popular magazines and newspapers</li> <li>○ Signage for the Minibus</li> <li>○ Facebook posts</li> <li>○ Website update by April 2018</li> </ul> <p>CT reported that other First School in Frome are also experiencing low intake numbers for September 2018. Governors discussed the comment "Parents do not like the split site and minibus arrangements" and how to manage perceptions of prospective parents.</p> <p>Governors asked how and when the school conduct parental satisfaction surveys. CT explained that the school had received feedback this year via the Ofsted ParentView survey.</p>	

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8.	<p><b>Month 9 Finance Report</b></p> <p>SLN presented the Month 9 Financial report. Governors noted the reasons for the over spend in Building Maintenance, attributed to essential large maintenance projects. The financial impact of the potential low intake for September 2018 was discussed. Governors agreed all the recommended budget virements contained in the Month 9 Report as follows:</p> <p>£5000 to Building maintenance from Contingency  £560 from ICT Learning Resources to Contingency  £2600 from Pupil Premium to Support Staff Salaries  £551 from Elmer Class to FORS PTA  £400 from Admin Furniture to Contingency  £5329 from UIFSM to Contingency  £461 from MDSA/Crossing Patrol to Contingency  £462 from Contingency to Income</p>	<p><b>ACTION</b></p> <p>SLN to make agreed virements</p>
9.	<p><b>PE and Sports Grant Report</b></p> <p>Sarah Davis, HLTA Lead for PE delivered her report to Governors on the proposed use of the PE and Sports Grant.</p> <p>The report highlighted key achievements and areas for further improvement. The report incorporates action plans and budget tracking, recording intended annual spend against the 5 key indicators, clarifying the success criteria and evidence of impact that the school intend to measure to evaluate for pupils today and for the future.</p> <p>Governors discussed the single event Sports Day at Rode Playing Field and the additional transition benefits for children currently taught at Norton St Philip School.</p> <p>The marketing working party were also keen to use the outdoor pursuits and the school outdoor environments as part of the marketing USP.</p>	<p><b>ACTION</b></p> <p>SLN to upload the PE and Sports Grant to the website.</p>
10.	<p><b>Business Manager verbal updates:</b></p> <ul style="list-style-type: none"> <li>○ GDPR Archiving and document retention has been reviewed, The next step will be a full data audit.</li> <li>○ Crossing Patrol Recruitment An advertisement will appear in the March edition of the Parish Magazine. A large banner has been supplied by the RLA Road Safety Team.</li> <li>○ Inventory Danny Vowles has made good progress on the annual Inventory of assets</li> <li>○ Website and social media SLN read out an email received from the SLP Team. Governors were disappointed in the delays and lack of communication. The new site needs to be live by 16<sup>th</sup> April.</li> <li>○ Schools Financial Value Standard Audit Governors have undertaken the SFVS Audit and the Audit will be brought to the next meeting for approval.</li> <li>○ Themed Audits Deferred to the next meeting</li> <li>○ Building maintenance reviews Governors noted the review and monitoring information provided by J Baileys and Sons the school's building maintenance contractors.</li> </ul>	

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11.	<b>ICT Report</b> - deferred to the next meeting.	
12.	<b>Policies for review:</b> <ul style="list-style-type: none"> <li>○ Play Policy - deferred to next meeting.</li> <li>○ Critical Incident &amp; Business Continuity - deferred to the next meeting</li> <li>○ Freedom of Information - publication Scheme - approved</li> <li>○ RE and Collective Worship- deferred to the next meeting</li> </ul>	<b>ACTION</b> SLN to upload the new Freedom of Information Scheme to the website.
<b>Standing items</b>		
13.	<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>○ Fire Safety Inspections/ Health and Safety Audits - SLN reported that there were no significant failings and the full reports would be presented at the next meeting.</li> <li>○ Basement clearance at Rode -significant progress has been made in clearing the basement</li> </ul>	
14.	<b>SDP - Link Governors</b> Link Governors were agreed for the SDP and recorded in the Governors Special Interests document.	
15.	<b>Safeguarding</b> <ul style="list-style-type: none"> <li>○ Audit - The Audit is now live after many technical delays.</li> </ul>	
16.	<b>FLP update</b> - nothing to report.	
17.	<b>Governor Training</b> <ul style="list-style-type: none"> <li>○ GDPR</li> <li>○ Finance - 19<sup>th</sup> April arranged for Governors</li> <li>○ HR</li> </ul>	<b>ACTION</b> SLN to book ST on SSE HR and GDPR Training
18.	<b>FRANS</b> FRANS have organised the painting of the School Library at Rode together with the purchase of new reading books.  There will be a joint Easter event with Norton Pre-School on 24 <sup>th</sup> March on the Mead at Norton St Philip.	
19.	<b>Pre-School</b> <ul style="list-style-type: none"> <li>○ Partnership Agreement - The Partnership agreement was agreed and signed.</li> </ul>	
20.	<b>Joseph Neeld Trust</b> KT informed Governors that herself and Caroline Whitehead were now Trustees and signatories on the account. Governors were unclear on the Trust beneficiaries and the process for applying and approving use of the available funds.  It was agreed that a statement from each trust would be brought to the next meeting on how to apply for use of the available funds.	<b>ACTION</b> KT - Joseph Neeld Fund CW - School House Trust SLN - Batten Poole Trust
21.	<b>Correspondence</b> - none received	
22.	<b>Urgent items</b> - <i>must be declared before the meeting starts - non declared</i>	
23.	<b>Dates of meetings for the next academic year:</b>  <b>Monday 19<sup>th</sup> March Rode</b> Tuesday 24 <sup>th</sup> April NSP Wednesday 16 <sup>th</sup> May Rode Tuesday 12 <sup>th</sup> June NSP	

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	Monday 9 <sup>th</sup> July Rode	
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