



RODE AND NORTON ST PHILIP SCHOOL FEDERATION

Executive Headteacher: Mrs C Tommey

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Minutes of a Governors' meeting held on Monday 14th May 2018 at Norton St Philip First School

Minutes

Confidential agenda items are identified and highlighted in red.

Present: Carolyn Tommey (Headteacher), Richard Clayphan (Chair), Siobhan Thompson, George Muxworthy, Katie Twitchen, Jill Warren, Caroline Whitehead

Item No.	Item	Action
1.	<p>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</p> <p>No pecuniary interests were declared No urgent items were received</p> <p>Apologies were received and accepted from: Kim Slade, Justin Whitmarsh, Danny Vowles, Andy Holder, Mercedes Nattero Absent: Jan Scarrow, Bill Jackson, Caroline Walker</p>	
2.	<p>Minutes of meeting held on 24th April 2018</p> <p>The minutes of the meeting held on 24th April 2018 were signed as a true and accurate record.</p>	
3.	<p>Matters arising from the meeting of:</p> <ul style="list-style-type: none"> ○ <u>Road Safety, incidents and new procedures</u> It was agreed that the letter to parents suggested at the last meeting about road safety at Norton St Philip school is no longer required. Parents are waiting in the playground for children arriving on the minibus and general road safety has improved. Parking at both sites remains an issue. ○ <u>Governors Training feedback</u> HR Training attended by George Muxworthy: The course covered: Legal responsibilities for employees, adopting and enacting policies and procedures, "When it all goes right!" How to monitor, review and challenge the effectiveness and impact of policies and practices within the school, "When it all goes wrong!" how and when to investigate issues and governor panel responsibilities. <i>A useful and well presented course.</i> GDPR Training attended by Siobhan Thompson and Caroline Whitehead: 	<p>ACTION</p> <p>SLN to include a request for parents to park considerably in the newsletter.</p> <p>All Governors will use there Governor email address for school business.</p>

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	<p>The course covered; the school's responsibility to information security, the implications of GDPR and other developments in protecting learners and the workforce. It is important that all Governors use the Exchange Server email addresses for school business.</p> <ul style="list-style-type: none"> ○ <u>Minibus insurance – replacement vehicle cover</u> SLN reported that the County Fleet accidental damage insurance does NOT provide a replacement vehicle. If the minibus is off the road for repairs SLN will seek to hire another minibus from the County Fleet. Frome Community College have two minibuses and a reciprocal arrangement has been discussed. ○ <u>School Broadband</u> CT confirmed that both schools are 1 year into a 3 year contract for Broadband and Filtering Services. CT explained that the 10mg fibre line at Rode was insufficient to meet the upload and download requirements of the school and was having an impact on teaching and learning. CT explained that our current providers, Schools Broadband can offer a new 3 year contract with increased upload and down load speeds at a reduced cost. Governors discussed the new fibre lines being installed into the village in the near future and that better provision may be available at the end of the current 3 year contract. It was agreed to explore protocol and hardware solutions to improve internet speed before entering a new 3 year contract. 	<p>SLN to instruct FCC to re-boot the switch and router. To purchase and install a new server. Glenn Tommey will investigate the installation of a new base station</p>
<p>4.</p>	<p>Pupil Progress meetings CT presented the outcome report from the Spring term pupil progress meetings. Reading Progress: Children on the boarder line of working towards (W) and Age Related Expectations (ARE) will be targeted with interventions to achieve ARE. Equally, children on the border line of ARE to exceeding (G) will also be targeted for interventions. It was noted that a focus of the SDP is extending 'more able children'. CT reported that Year 1 progress is now back on track. <i>NB: children new to the school distort the percentage of a cohort, with targets set in September on different children. It was also noted that the Year 2 teachers will be moderated this year at Rode and the EYFS will also be moderated at Norton.</i> Writing Progress: Due to targeted support of writing in the SDP children's progress is looking good! With excellent results for able writers. Mathematics Progress: The results show an improvement from the Autumn term and that interventions are working but the number of children reaching ARE in Year 2 is still below the National average.</p> <p>Governors discussed the difficulty in balancing a focus between subjects. It is clear that the Year of Writing has made an impact on the writing results.</p> <p>CT will present a detailed breakdown at the beginning of the next academic year.</p>	
<p>5.</p>	<p>Marketing Working Party Up date Confidential item</p>	<p>ACTION SLN to make an offer of a place for September 2018 at the</p>

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		appropriate time as places can only be held for 6 weeks.
6.	<p>SIP Visit/Report</p> <p>CT reported that the SIP Keith Ford has visited and undertaken lesson observations, book looks focusing on writing at greater depth. Keith's next visit will review SDP priorities. Jan Scarrow will join the SLT meeting for the SIPs feedback.</p> <p>The Local Authority will no longer be funding the SIP and governors were asked to consider how they wished to cover the School Improvement Partner arrangements for the next academic year.</p> <p>Keith Ford is also available for supporting governors with the headteacher's performance review.</p>	<p>ACTION</p> <p>JS to report on Gov. visit at next meeting.</p>
7.	<p>Business Managers Report</p> <ul style="list-style-type: none"> ○ Building Maintenance Review SLN presented J Bailey and Sons building maintenance reports including KIPs ○ End of Year Financial Report ○ Balances Worksheets ○ CFR Return SLN presented the end of year, carry forward and CFR returns to governors. ○ Cleaning Audits SLN informed governors that she had received a third unsatisfactory cleaning audit at Norton St Philip school and had referred all the unsatisfactory items detailed in the reports to Busy Bees. ○ Catering Incident SLN reported that a blue plaster had been found in the bread delivered from the caters. SLN raised a formal complaint and a full investigation has been conducted by the Area Manager. Further control measures have been put in place in the production kitchen and a full apology received. ○ Caretaking A new caretaker has been appointed by Busy Bees; Garry Holmes who will commenced after half term. 	<p>ACTION</p> <p>SLN to follow up on the Cleaning Audit referral to Busy Bees</p>
8.	<p>Grounds Project</p> <p>Hazel Bater, Landscape Architect - Grounds and Landscaping, Support Services for Education has produced plans for the development of both school sites with age appropriate outdoor facilities. Currently the school has £18k PE and Sports Grant and £15k Section 106 towards the costs of the project. Further funds will be sought from FRANS fund raising, future years PE and Sports Grants and bid writing. This is a 5 year development plan. At Norton St Philip site priorities are:</p> <ol style="list-style-type: none"> 1. Gruffalo garden 2. Path around the field 3. Climbing wall 4. Outside classroom 	

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	The project will commence during the summer holidays with the paths around the fields.	
9.	<p>Policies for review:</p> <ul style="list-style-type: none"> ○ Numeracy – deferred to next meeting ○ Data Protection Policy – unanimously agreed by governors. 	<p>ACTION</p> <p>SLN to include the Numeracy Policy on the next agenda</p>
10.	<p>Health & Safety</p> <ul style="list-style-type: none"> ○ Coomber Security – Fire Alarm review Coomber Security have attended both sites to undertake a review of the Fire Alarms systems. ○ Fire Drills – one completed at Rode 	
11.	<p>SDP</p> <p>The creative focus of SDP Priority 4 is now reflected on the school website. Jan Scarrow will be conducting a governor monitoring visit on SDP Priority 4.</p> <p>Louisa Philips, who is undertaking the Aspiring Headteacher course, has conducted a Teaching Assistant well-being and appraisal review. The outcome is all positive and Teaching Assistant appraisals will be introduced during the next academic year.</p>	
12.	<p>Safeguarding</p> <ul style="list-style-type: none"> ○ Action Plan <ul style="list-style-type: none"> ● 360 Safe This is a comprehensive tool which leads to an accreditation of the federation's on line safety. <ul style="list-style-type: none"> ▪ On-line safety group This is a consultative group made up of governors, staff and parents. Siobhan Thompson and Katie Twitchen offered to be part of the group. RC will email all governors with an invitation to join the group and invite any interested parents to join the group via the governors' item in the newsletter. <p>Governors asked if there would be training for parents on on-line safety?</p> <p>CT confirmed that training for parents will stem from the 360 process.</p>	<p>ACTION</p> <p>RC to include a parent's invitation to join the On-line safety group in his newsletter item.</p>
13.	<p>Pay Committee - convene</p> <p>The Pay Committee will meet to discuss the staffing budget and staffing structure for September 2018.</p>	<p>ACTION</p> <p>CT to circulate dates for the Pay Committee.</p>
14.	<p>FLP update</p> <p>Governors were reminded that there is a FLP Governors meeting at Vallis School on 22nd May.</p>	
15.	<p>FRANS</p> <p>At their last meeting FRANS received a copy of the Landscape plans and are considering how best to support the project.</p>	
16.	<p>Pre-School</p> <p>Nothing to report.</p>	
17.	<p>Trusts</p>	<p>ACTION</p>

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	<ul style="list-style-type: none"> ○ Joseph Neeld <p>SLN will provide KT with a copy of the invoice for reimbursement, for the Band Stand, once it is received</p> <ul style="list-style-type: none"> ○ School House Trust <p>The School House Trust have agreed to fund EYFS RE training</p> <ul style="list-style-type: none"> ○ Batten Poole – deferred to next meeting. 	SLN to include the Batten Poole Trust on the next agenda
18.	<p>Correspondence</p> <p>None</p>	
19.	<p>Urgent items – must be declared before the meeting starts</p>	
20.	<p>Dates of meetings for the next academic year:</p> <p>Tuesday 12th June Rode</p> <p>Monday 9th July NSP</p>	

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