



**RODE AND NORTON ST PHILIP SCHOOL FEDERATION**

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Minutes of a Governors' meeting held on Tuesday 12<sup>th</sup> June 2018 at **Rode First School**

**Minutes**

**Present:** Richard Clayphan (Chair), Carolyn Tommey (Headteacher), Jan Scarrow, Caroline Walker, Kim Slade, Danny Vowles, Jill Warren, Caroline Whitehead, Bill Jackson, George Muxworthy, Katie Twitchen, Justin Whitmarsh, Andy Holder

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

Item No.	Item	ACTION
1.	<p><b>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</b></p> <p>The meeting was opened in prayer by Jill Warren            No pecuniary interests were declared            Two urgent items were received and accepted: CT – Start time of school day. BJ – outstanding contributions.  <b>Apologies were received and accepted from:</b> Mercedes Nattero, Siobhan Thompson</p>	
2.	<p><b>Minutes of meeting held on 14<sup>th</sup> May 2018</b></p> <p>The minutes of the meeting held on 14<sup>th</sup> May 2018 were signed as a true and accurate record.</p>	
3.	<p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>○ Parking considerably has been on the school newsletter to remind parents</li> <li>6.10pm – KTwitchen and J Whitmarsh arrived</li> <li>○ Slow internet speeds – FCC have rebooted the server but this has made no difference to the school's internet speed. Glenn Tommey will also install a new base station.</li> <li>○ Cleaning Audits have been followed up with Busy Bees, Cleaning contractors</li> <li>○ No parents have offered to join the on-line safety group</li> <li>○ Pay Committee will meet on Thursday 5<sup>th</sup> July at 2pm</li> </ul>	
4.	<p><b>Pupil Premium Report</b></p> <p>CT presented her Pupil Premium Report on the funding received by the Federation and how it has been spent to support vulnerable pupils make greater progress. Pupils not making ARE have been specifically targeted.</p>	<p><b>ACTION</b></p> <p>AH to send example of the mental health</p>

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	<p>Governors noted that the academic year results are not yet available. During the year 2017/18 we have focused the spending of our PPG on-</p> <ul style="list-style-type: none"> <li>• Ensuring that all Pupil Premium children made substantial and/or sustained progress, develop excellent knowledge and understanding in reading, writing &amp; maths, considering their different starting points.</li> <li>• Targeting the 2 Y2 children and 1 Y4 child, who made less than Expected Progress in English and Maths last year, with additional TA Support from 2017.</li> <li>• Ensuring all pupils in both our schools, especially Pupil Premium children, develop the confidence they need to take risks with their learning both within and beyond the school day, embracing all new experiences with resilience and enjoyment, especially within Sport, The Arts &amp; Technology. Ensuring there is a shared understanding of the factors that contribute to social, emotional and mental health problems for children and ways in which we can promote emotional health and wellbeing, as well as positive behaviour, in our schools. (See SEMH project)</li> <li>• Ensuring all PP children have roles in our Federation Summer Performance whether on stage or supporting behind stage.</li> <li>• Providing free access to After School Clubs (Inc. PAC &amp; Set Design Club), Breakfast Clubs, Stay &amp; Play, Residential or Peripatetic Music sessions where the schools, in partnership with other agencies that are working to support the child/family, believe this to be in the best interests of the child/children.</li> </ul> <p>The carry forward from 2017/2018 financial year was planned to meet the costs of additional TAs in the Summer term 2018.</p> <p>6:20pm Andy Holder joined the meeting</p> <p><b>Governors asked: how do the federation PP outcomes compare with DfE recommended outcomes for PP?</b></p> <p>CT explained that there are no specific outcome targets for PP children but that PP children should be reaching their expected targets and that the Federation should demonstrate ‘closing the gap’ between the results of PP children compared to the results of the remaining cohort.</p> <p><b>Governors asked: How does the school measure improvements in mental health?</b> AH informed governors that Outcomes Star (SEMH) is a tool for measuring pupils’ mental health. He will share examples with CT.</p> <p>CT noted that when the data was analysed and split between Rode and Norton St Philip, cohorts in the same class with the same teacher attained differently. With comparable progress but very different achievement results. CT will conduct further research into the differences and SLT will report back in the Autumn term.</p>	<p>assessment tool to CT</p>
5.	<p><b>PE &amp; Sports Grant Report</b> Deferred to next meeting.</p>	<p><b>ACTION</b> SLN to include on the July 18 agenda</p>
6.	<p><b>Staffing Structure September 2018</b> Governors reviewed the staffing structure for September 2018. CT raised</p>	

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	<p>concerns that Elmer Class only have one Teaching Assistant for a cohort of children moving from Reception currently with a minimum of two teaching Assistants.</p> <p>It was noted that Mrs Opie’s maternity leave would be covered by Miss Manifold and Miss Anderson with Mrs Philips increasing to full time.</p> <p><b>Governors asked: Is staffing stable?</b> CT replied, to the best of her knowledge – yes</p> <p><b>Governors asked: will there be a mixed Year 3 and 4 Class?</b> CT replied that with 37 Year 3 pupils next year and to balance the classes there will be a mixed Year 3 and 4 class in BFG Class.</p>	
7.	<p><b>Visits</b></p> <ul style="list-style-type: none"> <li>○ <b>Governor visits</b> Governors visited school to help with reading questions to pupils for the Maths SATS assessments. Governors were delighted to help and appreciated the opportunity to experience, first hand, Miss Opie’s teaching style. Governors were impressed with the motivation of her pupils.</li> </ul> <p><b>Jill Warren – Attended the Church Schools Governors Conference</b> and presented her report to the meeting. Key points: Governors responsibility for staff Wellbeing; the new SIAMS requirements; safeguarding in recruitment.</p> <p>Governors discussed staff wellbeing and the recent TA wellbeing survey conducted by Louise Philips.</p> <p>The heart of SIAMS will focus now on:  Vision: what is our vision as a distinctive church school?  Provision: what do we do because of that vision?  Impact: How do we know it is working?</p> <p>Governors discussed the school vision and noted the work undertaken so far by staff to develop the vision and the school’s set of values. The curriculum is based on this set of values and are clearly evident on the website. Foundation Governors will review the vision and how it can be applied to support SIAMS with a focus next year in readiness for our next SIAMS inspection. It was suggested that the vision be reviewed at each Governors meeting.</p> <p><b>Jan Scarrow -</b>  Jan attended the SLT SIP feedback meeting in her SDP monitoring role.  The SIPs feedback followed a visited focusing on pupil progression. It was clear to Jan that this was a strength of the school, SLT had a clear understanding of pupil progress and what steps staff need to take to improve. There was evidence of the effective use of TAs and classroom management. Improvement areas focused on classroom presentation and planning and coherence of job shares. Jan took part in a ‘book look’ with SLT.</p>	

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	<p>Jan acknowledged the difficult role of an Assistant Head: – endorsing school policies; giving feedback to colleagues. It is important to support this role within school. This is a huge responsibility achieved well.</p> <ul style="list-style-type: none"> <li>○ <b>SIP Visit</b> Report not yet received from the SIP – defer to next meeting.</li> </ul>	
8.	<p><b>Grounds Project</b> Deferred to next meeting.</p>	
9.	<p><b>Policies for review:</b></p> <ul style="list-style-type: none"> <li>○ Numeracy – KS has reviewed the Maths and Calculation Policies and consulted with staff. The final Polices will be brought to the next meeting for approval.</li> <li>○ Literacy – GM is reviewing this policy to include handwriting and phonics. It will be brought back to Governors in September for approval.</li> <li>○ RE/Collective Worship – unanimously approved by Governors</li> <li>○ Finance Policy – deferred to next meeting</li> <li>○ Charging and Remissions Policy – deferred to next meeting</li> <li>○ Social, Emotional and Mental Health – Governors concluded that the policy needed to include; support strategies, training, measurable targets, and an annual review. The Policy will be brought back to Governors</li> </ul>	<p><b>ACTION</b> SLN for the next agenda: Numeracy Policy, Finance and Charging and Remissions Policies</p> <p>CT to review the SEMH Policy</p> <p>GM to bring Literacy Policy to the September Governors meeting.</p>
10.	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>○ Fire Drills SLN confirmed that fire drills had been conducted on both sites.</li> <li>○ Fire Audit SLN presented Stewart Pratt’s, Senior Safety Officer report from his recent Fire Advisory visit to both sites.</li> </ul>	
11.	<p><b>SDP</b> CT presented the current SDP with a rag rating to provide an overview of progress to date. The SDP covers the period to December 2018 (Autumn Term). Governors asked for the SDP to be annotated where costs prohibit action. Governors recognised this to be a live document but considered it helpful for it to include notes on why no action has taken place or where action/progress is still continuing.</p>	<p><b>ACTION</b> CT to included suggested annotation</p>
12.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>○ On line safety group CT will establish an on-line safety group in the Autumn Term</li> <li>● Following a serious case review Governors were made aware of the strategies necessary for dealing with harmful sexual behaviour contained in a letter from Support Services for Education. Governors asked if Year 4 girls changed for PE in a different location to the boys? KS confirmed that Year 4 girls are given the option to change in another room to the boys.</li> </ul>	<p><b>ACTION</b>  CT to establish an on-line safety group in the Autumn term.</p>

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13.	<p><b>FLP update</b></p> <p>RC reported back from the FLP Governors meeting held at Vallis School. CT was disappointed that due to the illness of the key speaker the information on behaviour management and funding was not delivered effectively. It was also evident that the Frome MAT was no longer progressing with the Regional Commissioner.</p> <p>CT informed Governors that the FLP receive delegated behaviour funding and therefore have collective responsibility for the education of excluded pupils and all schools in the FLP work together to prevent permanent exclusions. The FLP are putting more work into early interventions. The establishment of a PRU may be a possible option for Frome in the future.</p>	
14.	<p><b>FRANS</b></p> <p>CT attended the last FRANS meeting to present the plans for the outdoor areas at both sites. FRANS will be raising funds to support the project and were keen to see progress on the new paths as soon as possible.</p>	
15.	<p><b>Pre-School</b></p> <p>Governors noted that other pre-schools in the area have recruitment campaigns.</p>	
16.	<p><b>Trusts</b></p> <ul style="list-style-type: none"> <li>○ Joseph Neeld – funded the outdoor timber structure at Norton St Philip</li> <li>○ School House Trust – funded: Bibles for year 1 pupils moving up to Rode School; MOB costs for disadvantaged pupils.</li> <li>○ Batten Poole – Roly Simms is unwell and the Trust report will be deferred to September.</li> </ul>	
17.	<p><b>Correspondence</b></p> <p>SLN as clerk has received a request from a parent to receive a hard copy of all information and documents held by the school on her child.</p>	
18.	<p><b>Urgent items – <i>must be declared before the meeting starts</i></b></p> <ul style="list-style-type: none"> <li>○ Change of timings to the school day: Governors discussed at length a proposal to change the start time of Norton St Philip School to facilitate parents being able to ‘drop off’ at both sites in the morning. Governors considered the needs of all parents and pupils, safeguarding, transport and parking issues. After considerable debate and thought it was agreed NOT to change the start time at Norton St Philip First School.</li> </ul> <p>Governors agreed to conduct an end of term parental survey on the workings of federation.</p> <ul style="list-style-type: none"> <li>○ Governors were asked to make any outstanding contributions to SPs leaving gift to BJ</li> </ul>	<p><b>ACTION</b></p> <p>RC to prepare a survey to send to parents on the school federation.</p>
19.	<p><b>Dates of meetings for the next academic year:</b></p> <p>Monday 9<sup>th</sup> July NSP</p>	

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