



RODE AND NORTON ST PHILIP SCHOOL FEDERATION

Executive Headteacher: Mrs C Tommey

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Minutes of a Governors' meeting held on Thursday 27th September 2018 at Norton St Philip School

Minutes

Confidential agenda items are identified and highlighted in red.

Present: Carolyn Tommey (Headteacher), Bill Jackson, Kim Slade, George Muxworthy, Mercedes Nattero, Rev. Jill Warren, Siobhan Thompson, Jan Scarrow, Richard Clayphan (Chair), Rev. Caroline Walker, Justin Whitmash

Item No.	Item	Action
1.	<p>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items Rev. Caroline Walker opened the meeting in prayer. Apologise: Caroline Whitehead, Katie Twitchen, Danny Vowles Absent: Andy Holder No pecuniary interests declared No urgent items</p>	
2.	<p>Appointment of Chair and Vice Chair <u>Nominations:</u> Richard Clayphan – Chair Caroline Whitehead – Vice Chair</p> <p>Richard Clayphan left the meeting</p> <p>Governors voted to appoint Richard Clayphan as Chair: 10 in Favour, No votes against, no abstentions Richard Clayphan was duly elected as Chair of Governors</p> <p>Richard Clayphan re-joined the meeting</p> <p>Governors voted to appoint Caroline Whitehead as Vice Chair: 11 in favour, no votes against, no abstentions Caroline Whitehead was duly appointed as Vice Chair of Governors.</p>	
3.	<p>Minutes of meeting held on 12th June 2018 Agreed and signed as a true and accurate record.</p>	
4.	<p>Matters arising from the meeting of:</p> <ul style="list-style-type: none"> ○ Trusts – Batten Poole <p>Unfortunately due to the ill health of the current trustee the value of the accrued interest in the Rode Methodist End fund is not known. Bill Jackson has received a verbal application from a former pupil, Kaitona Poa-Tams for support to purchase a Laptop for her further education studies and Richard Clayphan has received a letter from Gus Slade requesting financial support towards a volunteering trip to Kenya with the Scouts.</p> <p>Kim Slade left the meeting</p> <p>It was agreed that Bill Jackson should approach the current trustee, when appropriate, to ascertain the current value of accrued interest and to become a signatory on the account. Kaitona Poa-Tams will be asked to submit an application for funding in writing. Governors discussed the worthwhile work the Scouts will be undertaking in Kenya. Governors noted the fund raising efforts by the young people have already undertaken to support their trip.</p>	<p>ACTION</p> <p>BJ to investigate the current accrued interest in the Rode Methodist End Fund and to organise his appointment as a signatory on the account.</p> <p>BJ to request a written application</p>

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	RC proposed that the Batten Pool Trust Fund make an award to Gus Slade with an amount to be determined. Governors voted unanimously to support this proposal.	from Kaitona Poa-Tams SLN to write to Gus Slade
5.	<p>Federation update (formally item 6 brought forward) :</p> <ul style="list-style-type: none"> ○ Recruitment <p>The Federation are currently advertising for a 2 day per week teacher to replace Miss Manifold’s teaching commitment in Wild Things Class. Miss Manifold will continue to provide singing lessons with the children as well as her Performing Arts Club and professional support for school productions. Interviews will be held on Wednesday 10th October – Governor involvement was requested.</p> <ul style="list-style-type: none"> ○ Parental survey <p>CT presented details of the 37 responses to the parental survey, providing analysis and commentary on the range of answers to each question and highlighting any additional comments where appropriate. Before reaching the end of their presentation Governors asked CT to explain the relevance of the information. CT explained that it was important to know what our parents think and the issues that might inform the SDP. Governors asked for access to the survey and why the analysis was not made available before the meeting. CT explained that the survey only closed the preceding Friday and informed the urgent correspondence received from a parent which needed governor response before the next meeting.</p> <p>RC added that comments concerning Primary status received via the parental survey, were supplemented by an email from Mr and Mrs Christmas asking that the Board re-consider moving the federation to Primary status. In their letter Mr and Mrs Christmas noted that families with children moving to Freshford Primary School at the end of Year 4 with younger siblings, felt it necessary to consider moving the younger sibling to Freshford before the end of Year 4 to secure a limited school place.</p> <p>Governors discussed the implications of Primary status and the changing educational landscape in the Frome area. MN considered it important to manage parent’s expectations carefully, with clarity and honesty. Governors anxious to receive a quick response from the Local Authority. It was agreed that CT and RC would contact the LA to ask if their previous decision not to support the school’s request to move to Primary status was now open for further discussion.</p> <p>RC noted the positive parental survey comments on the minibus service and communication particularly parental access to teacher’s email addresses. Governors were also keen to ensure non IT literate parents had an opportunity to add their comments to the survey.</p> <p>George Muxworthy left the meeting</p>	<p>ACTION</p> <p>RC to circulate the link to the Parental questionnaire results</p> <p>RC and CT to contact the LA to discuss Primary status.</p> <p>SLN to include Primary status on the next agenda</p>
6.	<p>Governor Housekeeping (formally item 5):</p> <ul style="list-style-type: none"> ○ Meetings Structure & Schedule <p>Governors discussed the current meeting structure and agreed to re-instate the Finance and Buildings Committee to provide the Board with a Committee who have greater depth of knowledge and understanding of school Finance and Buildings. Committee members: Justin Whitmarsh, Danny Vowles and Bill Jackson</p> <ul style="list-style-type: none"> ○ Governor Attendance Report ○ Standing Orders <p>Approved by Governors including the addition of a Finance and Buildings Committee</p> <ul style="list-style-type: none"> ○ Governor Contacts – previously circulated for checking ○ Terms of Reference for Committees <p>Terms of reference for Pay and Appeal and Discipline Committee were approved. Finance Committee TOR will be brought to the next meeting for approval</p> <ul style="list-style-type: none"> ○ Code of Conduct <p>Governors were asked to sign to confirm they had received, read and understood the new Code of Conduct.</p> <ul style="list-style-type: none"> ○ Governor Special Interests <p>Link Governor roles were discussed. SDP link Governors will change when the new SDP is approved.</p> <ul style="list-style-type: none"> ○ Decision Planner 	<p>ACTION</p> <p>SLN to convene a Finance and Buildings Committee</p> <p>SLN to contact Philip Miller re-appointment procedures and induction as Co-opted Governor.</p> <p>SLN TOR for Finance and Buildings Committee on the next agenda</p>

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	<p>Governors approved the decision planner</p> <ul style="list-style-type: none"> ○ Policy Review Programme <p>Governors noted the policy review programme and noted the Accessibility Plan is due for review in September 2018 and Equality objectives and publication of equality information are overdue.</p> <ul style="list-style-type: none"> ○ Appointment of Co-opted Governors – Philip Miller <p>Governors discussed the letter from Philip Miller. It was agreed that Philip’s skills and experience would be of great value to the Board. RC proposed the appoint of Philip Miller as a Co-opted Governor. Governors voted unanimously to appoint Philip to the Board.</p> <ul style="list-style-type: none"> ○ Pecuniary Interests ○ Skills Audit <p>Governors were asked to submit their completed pecuniary interests and skills audit forms before leaving the meeting.</p>	
7.	<p>Business Manager feedback on:</p> <ul style="list-style-type: none"> ○ Purchases over £1000 delegated limit <p>SLN reported the purchase of two items approved by RC as Chair. PE shed at Rode School and a Fire Alarm System at Norton St Philip.</p> <ul style="list-style-type: none"> ○ Fire Alarm at Norton St Philip <p>SLN reported the failure of the existing Fire Alarm system, the interim alarm procedures and the procurement of the new alarm system.</p> <ul style="list-style-type: none"> ○ Costs of swimming <p>SLN reported that there were £581 outstanding voluntary contribution from the last academic year. SLN had discussed the shortfall with CT and after carefully consideration it had been decided to continue to offer swimming to all year groups again this academic year. Governors were made aware that this level of swimming shortfall may not be financially viable in the future.</p>	
8.	<p>Policies for review:</p> <ul style="list-style-type: none"> ○ HR Policies for adoption – <p>Governors agreed to adopt all LA model policies indicated for Governor adoption in the circulated schedule.</p> <ul style="list-style-type: none"> ○ Finance Policy <p>Governors agreed to amend the single purchase amount requiring prior approval to £2500. Governors added a requirement that all purchases of a single item between £1000 and £2500 are reported to the Finance and Building Committee. The Finance Policy was approved with these agreed changes.</p> <ul style="list-style-type: none"> ○ Charging and Remissions – approved by Governors ○ Maths and Calculation Policies – approved by Governors ○ SEMH Policy – CT will bring this to the next Governors meeting ○ Admissions Policy – NSP – <p>To be approved at the next Governors meeting ready for full consultation.</p>	<p style="text-align: center;">ACTION</p> <p>SLN to amend the Finance Policy</p> <p>SLN to include SEMH Policy on the next agenda</p> <p>SLN to circulate the NSP Admissions Policy</p>
Standing items		
9.	<p>SDP</p> <p>CT is currently in the process of writing the new SDP The new priorities for school development will be informed by data analysis, parental comments and staff feedback.</p>	
10.	<p>Health and Safety</p> <ul style="list-style-type: none"> ○ Height of fence at Norton St Philip School ○ Legionella - water vessels <p>Both items were referred to the Finance and Buildings Committee</p>	<p style="text-align: center;">SLN</p> <p style="text-align: center;">To include on the F&B agenda</p>
11.	<p>FLP update</p> <p>Nothing to report</p>	
12.	<p>Governor Training</p> <p>Siobhan Thompson has attended the Inclusion Audit training with Caroline Corke, SENCO. There will be collaboration in the completion of the audit between the group of schools supported by Caroline Corke.</p>	
13.	<p>FRANS</p> <p>FRANS AGM will hosted at Rode School on Tuesday 2 October at 7.30pm</p>	
14.	<p>Pre-Schools</p> <p>Nothing to report.</p>	
15.	<p>Correspondence</p> <ul style="list-style-type: none"> ○ Governors half termly bulletin 	

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	<ul style="list-style-type: none"> ○ Attendance Data for Children Looked After <p>Governors noted receipt the previously circulated correspondence. No action required.</p>	
16.	<p>Urgent items – must be declared before the meeting starts</p> <ul style="list-style-type: none"> ○ Parental email correspondence from Mr and Mrs Christmas received 26.09.19 (deiscussed under item 5) 	
17.	<p>Dates of meetings for the next academic year:</p> <p>Thursday 18th October - Rode Tuesday 27th November - NSP Tuesday 18th December - Rode Thursday 24th January - NSP Thursday 28th February - Rode Thursday 28th March - NSP Tuesday 30th April - Rode Thursday 23rd May - NSP Thursday 20th June - Rode Monday 8th July - NSP</p>	

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