



RODE AND NORTON ST PHILIP SCHOOL FEDERATION

Executive Headteacher: Mrs C Tommey

NORTON ST PHILIP C of E FIRST SCHOOL
Church Street, Norton St Philip, Somerset. BA2 7LU
Telephone: (01373) 834327

RODE METHODIST FIRST SCHOOL
High Street, Rode, Somerset. BA11 6NZ
Telephone/Fax: (01373) 830523



Minutes of a Governors' meeting held on Tuesday **27th November 2018** at Norton St Philip C of E First School

MINUTES

Confidential agenda items are identified and highlighted in red.

Present: Richard Clayphan(Chair), Carolyn Tommey (Headteacher), Kim Slade, Georgina Muxworthy, Gill Warren, Caroline Whitehead, Justin Whitmarsh, Philip Miller, Rev. Caroline Walker, Sam Nicol (clerk)

| Item No. | Item | ACTION |
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| 1. | Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items The meeting was opened in Prayer Apologies: Siobhan Thompson, Bill Jackson, Danny Vowels, Katie Twitchen, Mercedes Nattero, Andrew Holder Absent: Jan Scarrow Late: Justin Whitmarsh Pecuniary interests: none declared Urgent items: none declared | |
| 2. | Minutes of meeting held on 18th October 2018 Signed as a true and accurate copy. | |
| 3. | Matters arising from the meeting of : 18th October 2018 <ul style="list-style-type: none"> <i>Code of Conduct – signatures</i> Governors were reminded that they must confirm in writing that they have read and understood the new code of conduct. <i>Pecuniary Interests</i> Governors were reminded to complete and return their pecuniary interests form asap. <i>Trusts – Batten Poole</i> Deferred to the next meeting. <i>Primary Status – letter to parents</i> One written response was received following the Primary Status letter to parents. The response was very supportive of the 3 tier system. RC confirmed there is no LA plan for a new PRIMARY school in Frome Leigh-on-Mendip School are consulting on Primary status as they are joining the Midsomer Norton Multi Academy Trust. <i>Marketing and Admissions</i> The marketing group have, via email, considered market options. 50 posters advertising open days have been displayed in Rode, Norton St Philip and Frome. Word of mouth has been very effective in promoting our federation. Eight children will be transferring from Norton St Philip Pre-school in September. <i>On-line Safety Group</i> Julia Briggs will be meeting Devon Anderson and CT to conduct a 360° audit | |

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| | <p>on Wednesday 23 January. All staff and Governors are invited to attend a training session with Julia on 23 January, 3.30pm – 5.15pm. The On-line Safety Group will be convened following the outcome of the 360° audit.</p> <ul style="list-style-type: none"> ○ <i>Revised meeting schedule</i> Governors agreed a new meeting schedule with a reduced number of meeting dates following re-introduction of the Finance and Buildings Committee. | |
| 4. | <p>Our Christian Vision</p> <p>CWh presented the Foundation Governors' Christian Vision for the federation. The vision aimed to unite Methodist and Anglican traditions, act as a gate post statement with a clear message that 'your child is welcome here'. The Christian Vision also needs to compliment the Faith Strategy. Pauline Dodds, visitor from the Bath and Wells Diocese, liked the simple and succinct vision. RC commended the group for their time and energy in working together to produce the Christian Vision and RC considered this collaboration demonstrated the strength of the federation. Pauline Dodds recommended the vision should be explored, unpicked and used as a lense for review at the beginning of each Governors' meeting.</p> <p>RC proposed that Governors adopt the Christian Vision, KS seconded the proposal. Governors voted unanimously to adopt the vision.</p> | <p>ACTION</p> <p>SLN to include on Governors agendas.</p> |
| 5. | <p>Data Reports:</p> <ul style="list-style-type: none"> ○ Numeracy KS presented a Maths Report on end of year results (Summer 2018) for Maths in EYFS, Year 2 and Year 4. <ul style="list-style-type: none"> ● EYFS - As a Federation we scored above National and Somerset Data in Number and in Shape and Space for the Expected Standard and GD. ALL 100% made good or better than expected progress. Better than expected progress from EYFS – NSP – 22.2% Rode – 22.2% ● Maths Attainment Year 2 - 10 children exceeded their targets. Everyone else met their targets except 1 girl who missed GD as a result of her difficulty in understanding Place Value. A great improvement on last year's results. As a Federation, we have exceeded the National Data. ● Maths Data Year 4 - All children reached their target, 7 children exceeded their target. More children reached GD than were predicted. All the children were working within the Year 4 curriculum. ○ Literacy GM presented a Literacy Report on End of Year Results for Summer 2018 in Reading, Writing and Year 1 Phonics Test. EYFS (Current Year 1), Year 1 Phonics Test (Current Yr 2), Year 2 (Current Yr 3) and Year 4 (Current year 5 at Selwood etc.) <ul style="list-style-type: none"> ● EYFS Progress <u>Reading Progress</u> 100% of children made good or better progress in reading. 70% of children made better than expected progress. A slightly higher percentage of boys than girls made better than expected progress (15%) EYFS <u>Writing Progress</u> 100% of children made good or better progress in Writing. 74% of children made better than expected progress. 100% of girls made better than expected progress. 55% of boys made better than expected progress. This was mainly linked to their fine motor skills limiting their progress. <p>Justin Whitmarsh joined the meeting</p> <ul style="list-style-type: none"> ● Year 1 Phonics Screening Percentage of children achieving the required standard was 87%. Across the Federation, above the National level. Target for Summer 2018: 82%. 23 out of the 28 children. This target was exceeded by 4%. ● Year 2 <u>Reading</u> Working at Age Related Expectations (ARE) for Year 2 or above = 81% across the Federation, 6% above National. Exceeding ARE across the Federation= 46%, 20% above National <u>Writing</u> Across the Federation 73% of children are working at ARE or above. 58% NSP children working at Age Related Expectations or above (7 children) | <p>ACTION</p> <p>RC to write a letter to parents highlighting the federation outstanding results.</p> |

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| | <p>25% NSP Exceeding (3 children)</p> <ul style="list-style-type: none"> ○ SDP Headlines <u>Literacy</u> - Our focus in Literacy will be to maintain the levels that these groups of children have achieved this year as they move through the school. Identify children who need interventions to 'nudge' them into the next progress level. Embed improvements made last year such as title pages for sequences of work, part-time teachers planning flow across a week, staff clearer about the differences that will tip a child into the next level. New focus on spelling and vocabulary. How do we explicitly teach new words? Continue building children's motivation to write using Helicopter stories and drama into writing. Use drama in other subjects to improve writing e.g. Geography, History, R.E <u>Maths</u> - We aim to maintain the high standards set last year and continue to set those more challenging targets for more children to achieve GD. KS going into classes before PPMs to track children who should be at ARE. KS Monitoring children working at GD and making sure evidence is in books. <p>RC noted this outstanding set of results and Governors thanked staff for their hard work. Governors considered it important to communicate the results to parents. RC will write a letter to parents that will also be available on the school website.</p> | |
| 6. | <p>PE & Sports Grant – Impact Report Deferred to next meeting</p> | <p>ACTION SLN - agenda item for the next meeting</p> |
| 7. | <p>Attendance CT informed Governors that the LA had produced an attendance report for each school:</p> <ul style="list-style-type: none"> • Norton St Philip: 98.1% attendance (SEN attendance was reported as low and will be included as an equality objective). 3/38 in a school comparison table • Rode: 96.1% - (one child remains on roll but not attending). 35/38 in a school comparison table – not cause for concern. <p>CT confirmed attendance letters are sent to parents where attendance drops below 92%.</p> | |
| 8. | <ul style="list-style-type: none"> ○ Finance & Building Committee Report: PM reported: PM appointed as Chair, JW as Vice Chair. The Committee received the month 6 report, the school is in a stable financial situation but the low September intake will have future funding impact. The Gas and Electricity accounts may be in deficit, the Committee discussed non-payment of voluntary contributions for swimming, additional parking, building maintenance, and new grant allocations. The review of the Pre-school rent was deferred. RC asked that the Committee took a holistic and empathetic approach to the review of the pre-School rent. The SFVS Audit will be produced with the help of JW and PM. Condition Surveys of both sites have been booked. The Committee review school perimeters and approved additional fencing. The Fire Action Plan was reviewed with remedial surface penetration work approved to the basement at Rode. ○ Pay Committee Reports CWh reported that the Committee had reviewed individual teacher performance appraisal and recommendations for incremental progression. The Committee had reviewed the SBM job description and undertaken the Heateacher's performance review. The School Improvement Partner appointed by the Committee to assist in the Headteacher's performance review process is writing the HT's review report including the agreed objectives. | |
| 9. | <p>Headteacher's Performance Review – covered in item 8 above.</p> | |
| 10. | <p>Policies for review:</p> <ul style="list-style-type: none"> ○ Admissions Policy – NSP Governors discussed the oversubscription criteria and noted that the ultimate decision lay with Governors as the Admissions Authority. It was agreed to make a few minor changes to the wording – replacing school with federation and by removing the 'teachers working at the school' criteria. The final oversubscription criteria will be circulated to Governors prior to full consultation. ○ Equality Objectives – deferred to January 19 – CT requested the help of Governors in developing the Equality Policy ad linking the Equality objectives to the | <p>SLN – circulate amended NSP oversubscription criteria</p> |

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| | <p>Accessibility Plan. CWh offered to assist Ct.</p> <ul style="list-style-type: none"> Behaviour Policy – deferred to January 19 Critical Incident and Business Continuity – SLN confirmed the Critical Incident and Business Continuity procedures had been reviewed and revised. | |
| Standing items | | |
| 11. | <p>SDP</p> <p>The data reports will now inform the SDP. The new SDP will form the focus of the next Governors meeting.</p> | |
| 12. | <p>FLP update</p> <p>Nothing to report.</p> | |
| 13. | <p>Governor Training:</p> <ul style="list-style-type: none"> Feedback from Safeguarding training - deferred | |
| 14. | <p>FRANS</p> <p>GM reported that the new FRANS team had been supported by 30 parents at its first meeting of the Autumn Term. The book fair had raised £450 profit and two events were planned before the end of term: - Makers Market 30th Nov and Santa Dash 16th Dec. Governors thanks George for her time and energy in running the FRANS Team.</p> | |
| 15. | <p>Pre-Schools</p> <p>Deferred to next meeting.</p> | |
| 16. | <p>Correspondence</p> <p>None</p> | |
| 17. | <p>Urgent items – must be declared before the meeting starts</p> <p>None declared</p> | |
| 18. | <p>Dates of meetings for the next academic year:</p> <p>Tuesday 18th December – Rode</p> <p>Thursday 24th January - Rode</p> <p>Thursday 28th February – Rode</p> <p>Thursday 28th March - NSP</p> <p>Tuesday 30th April - Rode</p> <p>Thursday 23rd May - NSP</p> <p>Thursday 20th June - Rode</p> <p>Monday 8th July – NSP</p> | |

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