RODE AND NORTON ST PHILIP SCHOOL FEDERATION

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Minutes of a Governors' meeting held on **Thursday 24th January 2019**
held at Rode Methodist First School

Minutes

Confidential agenda items are identified and highlighted in red.

Present: Caroline Whitehead (Vice Chair), Carolyn Tommey (Headteacher), Kim Slade, Philip Miller, Rev. Caroline Walker, Sarah Davis (PE Lead), Danny Vowles, Jill Warren, Katie Twitchen
Late arrivals: Bill Jackson, George Muxworthy

Item No.	Item	ACTION
1.	**Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items** The meeting was opened in prayer by Jill Warren. Apologies were received and accepted from: Richard Clayphan, Siobhan Thompson, Mercedes Nattero, Justin Whitmarsh Absent: Andrew Holder There were no urgent items declared before the meeting. No pecuniary interests were declared at the meeting.	
2.	**Minutes of meeting held on 27th November 2018** The minutes of the meeting dated 27th November 2018 were signed as a true and accurate record. Bill Jackson joined the meeting at 6:03	
3.	**Matters arising from the meeting of: 27th November 2018** ○ **Code of Conduct** – signatures Outstanding signatures were collected at the meeting Georgina Muxworthy joined the meeting at 6:05pm ○ **Pecuniary Interests** Outstanding pecuniary interest forms were collected at the meeting ○ **Trusts – Batten Pooll** BJ explained the difficulties in accessing information on the fund due to the death or serious illness of the current Trustees. Jill Warren offered to investigate where the fund is held and	ACTION: Jill Warren to investigate the Batten Pooll Fund. SLN to include the Batten Poll Fund on the next agenda.

	how the approved grant application of £50 can be made to the applicant. ○ **Marketing and Admissions** ○ **On-line Safety Group** Devon Anderson will be leading this initiative. The 360° audit has been completed. DA will convene the on-line safety group to review the audit outcomes.	
4.	**Item 6: PE & Sports Grant – Impact Report** Sarah Davis, PE Lead presented her PE and Sports Grant Impact Report to Govenrors. In June 2018 Sarah presented a report on how the federation would spend the PE and Sports Grant allocation. The report presented tonight details what was actually spent and the impact of that spending. Swimming provision is provided by Creative Aquatic and has been superb, with visible progress made by all children. Top up swimming lessons for the less confident swimmers have been funded by the PE and Sports Grant to increase water confidence. Key Indicators 1: Engagement of all pupils in regular physical activity – pupils have been taught why activity is necessary and the school have worked with I G Sports Coaching to encourage pupils to participate in more structured and fun physical activities at lunchtime. Key Indicator 2: Raising the Profile of PE – The new school website has included reports on sporting successes at PE festivals or sporting events. Sarah Davis runs a School PE Twitter account. Key Indicator 3: Increased confidence, knowledge and skills of all staff teaching PE – Sarah Davis is undertaking a Level 5 Primary PE specialism course. All teachers will be up-skilled in PE. Dance was identified as an area for improvement and the whole school Summer Performance demonstrated successful outcomes for children, they visibly grew in confidence dancing on the stage. Key Indicator 4: Broader experience of a range of sports and activities – children have experienced a wide range of sports in PE lessons. The EYFS Lead will identify children who require gross and fine motor skills and core stability difficulties to ensure early intervention. The residential trip for Year 4 pupils to Mill on the Brue continues to offer a very wide range of activities. Key Indicator 5: Increase participation in competitive sports – Due to the ill health of the FLP PE Co-ordinator limited PE festivals were available. I G Sports Coaching have now taken over the organisation of PE festivals for the FLP and opportunities for participation in competitive sport will increase. The federation will now only pay one subscription to the FLP for PE provision. Governors thanked Sarah for her report and for bringing PE to life! Sarah Davis left the meeting	
4.	**Church Day Visits:-** ○ **Methodist District** Julie Winstanley conduct the Methodist Church, District Day Visit. The visit focused on conversations with Carolyn Tommey (Head Teacher) and Kim Slade (R.E. Co ordinator), looking at a selection of R.E books across all year	

	groups, conversation with a group of children and tour of the school. The progress the children are making in their depth of thinking and ability to explain and record their thoughts was shown in their work. Children showed an understanding of what R.E is and were able to explain some of the aspects they had learned about in their lessons. ○ **Diocese of Bath and Wells** Pauline Dodds conducted a day visit at Norton St Philip School focusing on church school destinctiveness and SIAMS. Pauline noted the joint federation Christian vision and Philosophy. Pauline discussed the biblical/theological underpinning of the vision and how it could be explored and unpicked at governor meetings and in collective worship for the children, so it is kept 'alive'. Also discussed; how the school's Christian values could be drawn out of the vision. Both visits were very positive and identified future opportunities to: • UndertakesStaff training and CDP • start to use the 2018 SIAMS self-evaluation document and gather evidence for the inspection • develop collective worship in both schools and establish support from the Methodist Church in the form of a church representative delivering weekly assemblies.	
5.	**Admissions – September 2019** Admission number for September 2019: • First preferences: Rode 13, Norton St Philp 8 • Second preferences: Rode 11, Norton St Philip 10 • Third Preferences: Rode 5, Norton St Philip 4 It was agreed that a further open day was not needed, future prospective parents would be offered individual visits, and articles would be used together with the website to maintain a school profile.	
6.	**PE and Sport Grant** – covered in above	
7.	**Safeguarding Audit** CT reported that there were a few action points to undertake in completing the audit by the end of January deadline. ○ Safeguarding and Prevent Training for Governors ○ Prevent training for new staff ○ Single entry point at both sites and the use of staff lanyards Governors discussed their concerns that the gates to the staff car park at Rode are left open when children are attending wrap around care. Governors requested that the gates are shut and locked when children are on site.	**ACTION** SLN to ensure all staff are aware that the gates MUST remain closed when children are on site. SLN to investigate new entry systems to allow staff in the hall or playground to open the locked gates. CT to

		investigate evening Safeguarding and Prevent training for Governors.
8.	**Draft SDP** CT presented the draft SDP**.** **Objective 1** Continue to develop the Senior Leaders and the whole staff team to further embed good practice of monitoring, intervention and support in order to inspire and lead outstanding teaching across the federation Strategy: A commitment to a distributed leadership approach and professional development for all staff is at the core of strengthening all teaching and learning Leaders: - Carolyn Tommey, Kim Slade, George Muxworthy, Sam Nicol Link Governors: Andy Holder **Objective 2**: Ensure all pupils are consistently challenged across all subjects to be their best. Success Criteria: an overview 1. Staff through PPM take ownership of their own data in order to fully understand the progress each pupil is making 2. The high standard of teaching and learning already achieved across the federation is maintained and built upon. 3. Governors understanding of the Need, Intervention, Impact cycle for pupils is enhanced 4. We improve the visual support for children with dyslexia and other learning difficulties (see SEND Action Plan attached) 5. We improve the way we teach spelling, vocabulary and drama into writing. (see Literacy Action Plan) Maths Lead & Link Governor: - Kim Slade & Bill Jackson Literacy Lead & Link Governor: George Muxworthy & Caroline Whitehead SEND Lead: Caroline Corke **Objective 3**: Our Philosophy for Learning is embedded within our curriculum Strategy: Our commitment to our Philosophy of Learning drives our innovative and creative curriculum. We aim for children to: - • be **inspired** by the world, by each other and by learning to become the best they can be. • **explore** their spirituality, to "look up to the stars", to wonder, and be playful, to ask questions and challenge themselves in order to become resilient and hopeful individuals. • be free to **discover** in a safe and strong environment, to make connections and to learn something new every day. • be confident, imaginative thinkers who believe in themselves, their BIG dreams and their ability to **create** and innovate. • **flourish** as independent, caring and responsible citizens, who have the ability, desire and compassion to change the world for the better. Lead: Georgina Muxworthy Link Governors: Philip Miller	

	Caroline Walker suggested asking Sandra Porter as an Arts Practitioner to support Objective 3. All governors were asked to consider suitable links to support The Arts in school particularly links with Colleges or Universities.	
9.	**Finance & Building Committee Report** Philip Miller reported from the Finance and Buildings Committee: o Additional Capital Finding from the Government received o Pre-School rent review - will be handled sensitively but there has been no increase in the last 10 years o Unofficial Fund Audit at Rode completed. o Inventory completed o Reviewed a Capital Investment Plan o SFVS Audit due by 31st March o Completion of the Finance Governor Finance Policy check list. o Condition Surveys have been arranged on both sites. o Water leaks resolved	`
10.	**Governor Terms of Office** A number of Governors' terms of office expire in February 2019. It was agreed that these Governors should be asked if they wish to stand for re-election. The Board will consider re-election of Co-opted Governors at its Board meeting in March 2019.	**ACTION** SLN to contact Governors whose terms of office expire in February 2019.
11.	**Policies for review**: o Equality Policy and Equality Objectives – Approved unanimously o Child Protection and Safeguarding Policy – Approved unanimously o English Policy – deferred o On-line safety Policy deferred.	**ACTION** SLN to include on the next agenda
	Standing items	
12.	**SDP – covered in item 8 above.**	
13.	**FLP update** CT reported that the FLP Headteachers met recently and agreed a shared FLP vision and shared FLP values: A Vision for Frome. Their current focus is on the support of vulnerable pupils and a re-focus on Teaching and Learning and the Curriculum. The FLP is a valuable partnership.	
14.	**Governor Training:** o Feedback from Safeguarding training – Deferred o Clerks briefing – the importance of training and networking for Governors was highlighted.	**ACTION** SLN to include Safeguarding training feedback on next agenda
15.	**FRANS** GM reported that the first six weeks of the new FRANS Team had been very successful with a Makers Market and a community Santa Dash together with refreshments raising £3500. The next big events will be the Coach to 5k running support group and 12 in 12 Challenges (where members commit to a personal challenge and gain sponsorship to complete their challenge). GM is starting the challenges with walking 500 miles and Brandon Quinton-Hicks is running 1200	

	miles. Also planned is a Family Quiz night at Norton St Philip.	
16.	**Pre-Schools** The sensitivity of a rent review was noted by Governors.	
17.	**Correspondence** Equal Pay and Support Staff Grading in Maintained Schools – letter from HR Admin and Payroll	
18.	**Urgent items – *must be declared before the meeting starts*** None declared.	
19.	**Dates of meetings for the next academic year:** 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~~	

Governors are expected to observe confidentiality as required by the Code of Conduct for Governors and to exercise prudence if contentious issues affecting the school arise outside governing body meetings.