



RODE AND NORTON ST PHILIP SCHOOL FEDERATION

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Minutes of a Governors' meeting on Thursday 28th<sup>th</sup> March 2019 at **Norton St Philip First School**

**Minutes**

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

Present: Carolyn Tommey (Headteacher), Philip Miller, Justin Whitmarsh, Caroline Whitehead, Kim Slade, Rev. Caroline Walker, Danny Vowels, Richard Clayphan (Chair), Georgina Muxworthy, Bill Jackson, Rev. Jill Warren

Item No.	Item	ACTION
1.	<p><b>Prayers, Vision, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</b>  <i>Apologies:</i> Mercedes Nattero, Kate Twitchen  <i>Absent:</i> Andrew Holder, Siobhan Thompson  <i>Late:</i> Bill Jackson</p> <p>The meeting was opened in prayer by Rev. Caroline Walker who also read aloud the school vision and suggested that Governors focus on a small part to ensure the Boards decision making reflects the vision statement and its intent. Governors chose 'to ignite a creative spark' as their focus for this meeting.  <i>No pecuniary interests</i> were declared.  <i>One urgent item</i> was accepted – to be covered in item 7. Committee Reports  <b>Bill Jackson arrived at 6.09pm</b></p>	
2.	<p><b>Appointment of Co-opted Governors:</b></p> <ul style="list-style-type: none"> <li>o Richard Clayphan</li> <li>o Siobhan Thompson</li> <li>o Justin Whitmarsh</li> <li>o Andrew Carr</li> </ul> <p><b>Richard Clayphan and Justin Whitmarsh left the meeting</b>            Governors discussed the valued contributions of the Co-opted Governors standing for re-election and the experience of Andrew Carr.            All the appointments were proposed by Bill Jackson, seconded by Caroline Whitehead. Governors voted unanimously to re-elect the co-opted Governors and to appoint Andrew Carr as a new co-opted Governor.  <b>Richard Clayphan and Justin Whitmarsh re-joined the meeting</b>            Justin Whitmarsh requested a 1 year term of office            Richard Clayphan requested a 2 year term of office            The terms of office were approved by the Board.</p>	
3.	<p><b>Minutes of meeting held on 24<sup>th</sup> January 2019</b>            The minutes of the 24<sup>th</sup> January 2019 were signed as a true and accurate record.</p>	
4.	<p><b>Matters arising from the meeting of :24<sup>th</sup> January 2019</b></p> <ul style="list-style-type: none"> <li>o Closing of the gate into the car park at Rode is much improved.</li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Most Governor Prevent Training completed – online training has been very successful.</li> <li>○ Trusts: Batten Pool – forms have now been received to change the signatories. Arrangements have been made to pay the agreed donation from an alternative account prior to the change of signatories.</li> </ul>	
5.	<p><b>Pupil Progress against targets</b></p> <p>CT has met with teachers to discuss pupils' progress against targets and interventions to support pupils who are not making expected progress. A Progress and Targets report was uploaded to the meeting folder for Governors.</p> <p><b>Reading:</b></p> <p><i>Reception</i> – 67% of the cohort are Summer born which makes a difference to progress in Reception. 57% are expected to reach the Early Learning Goals. The gap will close as they progress through the school. Progress is measured against the Baseline assessment. Attainment in Reception is expected to be lower than last year.</p> <p><i>Year 1</i> - high percentage exceeding their age related expectation. All pupils on track.</p> <p><i>Year 2</i> – a number of children are not on track to meet their targets. Teachers are working hard on reading and communicating with parents about the need to read regularly with their children.</p> <p><b>Q. Governors asked if there was an age related issue affecting progress in Year 2. CT explained that the Year 2 curriculum is very different from Year 1 and all 10 assessment criteria MUST be met to achieve ARE. In Year 1 it's the best fit of 10 criteria.</b></p> <p><i>Year 3 &amp; 4</i> – All pupils are on target.</p> <p><b>Writing:</b></p> <p><i>Reception</i> – pupils are working below their targets</p> <p><i>Year 1</i> – pupils are meeting their targets</p> <p><i>Year 2</i> – pupils are working toward SATS assessments and with lots of interventions teachers are confident pupils attainment will improve</p> <p><i>Year 3</i> – Teachers are undertaking joint work in writing with all Year 3s</p> <p><i>Year 4</i> - pupils are meeting their targets</p> <p><b>Maths:</b></p> <p><i>Reception:</i> pupils are meeting their targets with intensive group interventions</p> <p><i>Year 1</i> – pupils on meeting their targets.</p> <p><i>Year 2</i> – targeted support for children slipping behind targets</p> <p><i>Year 3 &amp; 4</i> – the majority of pupils are meeting their targets.</p> <p><b>Q. Governors asked if the transition between Year 1 and Year 2, particularly as this involves a site move, was a problem and therefore effected attainment and progress?</b></p> <p>CT responded that the children settled quickly into the Year 2 Class at Rode, they moved as a cohort together, many had already attended Rode school in their Reception Year prior to the Federation. Transition will be reviewed with the intension of more planned transition visits for SEN and vulnerable pupils.</p> <p>CT reiterated that the Year 2 pupils are externally assessed and the assessment is based on pupils achieving <b>all the criteria</b> to reach ARE not a 'best fit' assessment as in other year groups.</p>	
6.	<p><b>Swimming Provision</b></p> <p>Caroline Whitehead reported that following the press coverage of Universal Medicine, herself and Carolyn Tommy had met with Simone Benhayon to discuss the schools use of Creative Aquatic at the Lighthouse for school swimming lessons. The aim, as always, to ensure the safety of children using the swimming facility. SB confirmed that she rents the building and swimming lessons are not funding Universal Medicine. Creative Aquatic only offer swimming lessons. Caroline Whitehead was concerned that the school does not ask other swimming providers/venues about their religious or other beliefs.</p> <p>In conclusion, following some parental concerns and the real risk of reputational damage to the school, a decision has been taken to cease using Creative Aquatic for school swimming lessons with immediate effect. Governors approved this decision unanimously but noted that the quality of the swimming lessons at Creative Aquatic</p>	

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	were exceptional. The school will now review its swimming provision for the 2019 academic year.	
7.	<p><b>Committee Reports:</b> Finance &amp; Building Committee Report inc SFVS The Finance Committee Terms of Reference were approved unanimously by Governors. Philip Miller reported that there were no major issues with the current budget in the financial year 18/19. The Pre-school rent contribution had been discussed with more detailed financial input on costs. The Committee were particularly sensitive to the relationship between school and Pre-school but that costs need to be shared. The rent has not changed in the last 10 years. The Committee are working on detailed costs for the financial year 18/19 and will communicate their findings to the pre-school in due course. The Committee will also consider an incremental increase in rent over a number of years. The Capital budget remains healthy. The budget for the financial year 19/20, as expected, is proving difficult to balance and a reduction in staffing costs will be needed. There is a very real human cost to the reduction in funding. It was considered important that parents are informed of the difference between capital and revenue funding.</p> <p><b>Pay Committee – Confidential Item for consideration</b> Carolyn Tommey, Georgina Muxworthy, Kim Slade and Bill Jackson left the meeting <b>Confidential item</b> Carolyn Tommey, Georgina Muxworthy, Kim Slade and Bill Jackson re-joined the meeting</p>	<p><b>ACTION</b> CT to include in the newsletter information about the difference between Capital and Revenue budgets.</p>
8.	<p><b>Policies for review:</b></p> <ul style="list-style-type: none"> <li>○ <i>Relationships for Learning</i> (Behaviour) Governors thought this was a really good policy providing a consistent approach for children and parents across both sites with the Christian values clearly incorporated. <b>Unanimously approved by Governors</b> English Policy – Governors were delighted to identify an ‘igniting a spark’ reference in this policy. <b>Unanimously approved by Governors</b></li> <li>○ On-line Safety Policy – the policy is still with the on-line safety group. Deferred to the next meeting.</li> </ul>	<p><b>ACTION</b> On-line safety Policy deferred to the next Governors’ meeting.</p>
<b>Standing items</b>		
9.	<p><b>SDP progress</b> CT informed Governors that the SDP, available on the One-drive meeting folder, was rag rated as a dynamic document reflecting the current position on progress. With tight budgets the CPD will be delivered internally. <b>Q. Governors asked if good practice could be shared between other FLP schools? CT responded that shared training opportunities already exists with other schools.</b></p> <p>The new OFSTED framework was discussed. The new framework will have a focus on the curriculum:</p> <ul style="list-style-type: none"> <li>○ Intent – philosophy, vision</li> <li>○ Implementation – are they visible</li> <li>○ Impact – on each and every child, how do governors know? Where is the evidence?</li> </ul> <p>The two day inspection will consist of ‘deep dives’ into specific topics and focus on subjects. Governors will be expected to evidence how staff workloads are managed and access to CPD opportunities. CT considered the new inspection framework would provide a better view of the school and its delivery of the curriculum. Objective 3 in the SDP supports preparation for the new inspection framework with the Arts Mark statement of intent. Governors must be able to demonstrate that they are involved in setting the curriculum and will be invited to attend staff meetings.</p>	<p><b>ACTION</b> SLN to include Board structure on the next Board meeting.</p>

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	Governors considered it may be necessary to reconsider the structure of the Board to create a curriculum team with better visibility of the curriculum. Governors decided to discuss this at the next Board meeting.	
10.	<b>FLP update</b> Nothing to report	
11.	<b>Governor Training:</b> <ul style="list-style-type: none"> <li>○ Prevent – online training</li> </ul> Thank you to all Governors who have completed the training and returned their certificates. <ul style="list-style-type: none"> <li>○ Safeguarding at Frome Community College – the training had a crossover with the Prevent training.</li> </ul>	
12.	<b>FRANS</b> Governors were informed of the current fund raising activities. FRANS are disappointed with the level of sponsorship from parents to the sporting challenges being undertaken. 4k has been raised so far this year.	
13.	<b>Pre-Schools</b> Nothing to report	
14.	<b>Correspondence – funding letter to parents</b> A copy of the letter sent to parents about school funding concerns was made available to Governors. It was noted that an explanation of different funding streams particularly revenue and capital funds will be included in the next school newsletter to parents.	✓
15.	<b>Urgent items – must be declared before the meeting starts</b> None	
16.	<b>Dates of meetings for the next academic year:</b> Tuesday 30th April - Rode Thursday 23rd May - NSP Thursday 20th June - Rode <del>Monday 8th July – NSP</del>	

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