



RODE AND NORTON ST PHILIP SCHOOL FEDERATION  
Executive Headteacher: Mrs C Tommey

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Minutes of a Governors' meeting held on **Wednesday 8th July 2020**  
Virtual meeting using Microsoft Teams

## Minutes

Present at the meeting:

<b>Carolyn Tommey</b>	Headteacher
<b>Caroline Whitehead</b>	Chair & Foundation Governor
<b>Rev. Caroline Walker</b>	Foundation Governor
<b>Richard Clayphan</b>	Vice Chair & Co-opted Governor
<b>George Muxworthy</b>	Co-opted Governor
<b>Andrew Carr</b>	Co-opted Governor
<b>Kirsty Tozer</b>	Co-opted Governor
<b>Philip Miller</b>	Co-opted Governor, Chair of Finance and Buildings Committee
<b>Siobhan Thompson</b>	Co-opted Governor
<b>Kim Slade</b>	Staff Governor
<b>Bill Jackson</b>	Foundation Governor
<b>Sam Nicol</b>	Clerk

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

Item No.	Item	ACTION
1.	<b>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</b> Absent: Graham Slingo & Iestyn Lewis (connection issues) Pecuniary Interests: Bill Jackson, Staff member	
2.	<b>Minutes:</b> The minutes of the meetings held on 14 <sup>th</sup> May 2020, 10 <sup>th</sup> June 2020 and 25 <sup>th</sup> June 2020 were approved as a true and accurate record of the meetings.	
3.	<b>Matters arising:</b> <ul style="list-style-type: none"> <li><a href="#">RNSF Code of Conduct</a> This code, setting out the expectations of staff, has been up-dated in line with the federation's safeguarding processes and procedures. The code was approved unanimously.</li> </ul>	
4.	<a href="#">Head's Report</a>	✓

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Governors noted that the data in the Head's report covers the period September 2019 to 20<sup>th</sup> March 2020 only. Teachers have not completed tracking grids during the period of school closure.

**The EYFS data-** received at the meeting:

The Spring term data indicates the children are on track. GM reported that the Reception tracking grids have been completed for the summer term as the majority of pupils returned to school. All Reception pupils met their targets in Reading, with 23% working towards and 77% meeting age related expectations (ARE). One child left at Easter which had a slight effect on percentages. In writing, 73% met ARE which was on target and in Maths, 80% met ARE which was slightly above the target.

**Reading highlights:**

Elmer Class (Year 1) achieved above their targets and this was attributed to the small class size. Although the statutory phonics test were withdrawn by the government this year, Mrs Philips conducted the tests with fantastic results.

Wild Things Class (Year 3) achieved a high percentage of 'greater depth' readers.

**Writing highlights:**

EYFS results were amber in the Spring Term but improved in the Summer Term and are on track to achieve predicted targets. Two children achieving 'greater development'.

Paddington Class (Year 2) – analysis indicates the data was affected by changes to pupils in the cohort and limited time to see the impact of interventions.

BFG (Year 4) reading results exceeded targets with 94% reaching ARE or above.

Governors commented that all school data will be affected by a loss of teaching in the Summer Term.

The Headteacher confirmed that no pupil attainment data will be collected or published for the academic year. The school will deliver a recovery curriculum in September for pupils to 'catch up' on missed teaching and learning.

At Norton St Philip school staff experienced amazing teaching and learning during the Summer Term when children in Years R and 1 returned to school and were organised in small class groups of 12.

Governors noted that children's progress will reflect how well they adapted to home learning with an anticipated 'widening of the gap' in the lower ability group. However, teaching staff have seen improvements in writing where children received appropriate input from parents.

**Q. After 6 months away from the classroom will those children returning to Years 3 and 4 need social and emotional support?**

**A. The Headteacher assured Governors that all children who have returned to school in the Summer Term have enjoyed being back at school, have embraced the new rules, shown resilience and just been themselves. For the majority of children the Headteacher has no concerns about wellbeing or mental health.**

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A Parent Governor commented that her children had loved being back at school and the Foundation Governor, who had helped at lunchtime during the Summer Term, saw children coping well, happy and well settled.

#### **6.34pm Caroline Walker left the meeting.**

#### **Maths Highlights:**

EFYS target of 78% ARE has been exceeded with 81% of pupils achieving ARE with 15% greater development.

Results for Years 1 – 4 are very positive.

#### **SDP:**

Due to lockdown little progress has been made against the SDP objectives. The Headteacher recommended the SDP be extended until the end of the Summer Term 2021 with the addition of a curriculum recovery plan.

The Chair of Governors recommended a review of the SDP in the second half of the Autumn Term to ensure the SDP remains fit for purpose for the full academic year.

#### **Covid-19 Round-up**

The Head's report highlighted the challenges and actions during the Summer Term. The Headteacher reflected on what's worked well and what can be learnt; small class sizes have made a huge difference to the progress children make. The challenge is how to creatively replicate the small class sizes in the Autumn Term, to possibly include an early ears intervention bubble at Norton St Philip to provide intensive support at an early stage.

#### **The Chair suggested staff have the opportunity for reflection as part of the INSET at the beginning of term.**

**Q. What are the school's plans for the Year 4 return to school next week?**

**A. The Year 4 cohort will return for 3 days with a planned outdoor leavers' assembly for just the two class bubbles and to produce a film of the assembly for parents. Transition to their next school will be supported with completion of transition booklets and the opportunity to ask questions.**

#### **Class & Staffing Structure 2020**

Details were included in the Head's report. The Headteacher raised a concern at the predicted NOR for September 2020. The predicted 119 pupils is lower than ideal and will have a negative impact on the school budget allocation for the new financial year 2021. Governors discussed how to arrange open days and the possibility of a virtual tour on the website, up-dating the school flyers and re-convening the marketing group.

The Head's report covered personnel changes, exclusions, details of staff continuing professional development and attendance data to 20<sup>th</sup> March 2020. No parental complaints have been received and no racist incidents reported.

#### **Planning for September 2020**

The headteacher circulated, as a pre-read, [a visual plan](#) for the school organisation for September. The plan helped identify possible transmission hot spots. Our risk assessment will

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	<p>plan for class sized bubbles with the minium of staff moving between bubbles. If staff moves between bubbles social distancing rules will apply. Consideration is currently being given to the safe operation of the minibus and safe provision of wrap around care. To assit with planning parents will be asked to complete a questionnaire of their ' bottom line' <b>need</b>. The aim will be to prevent movement across sites and limit transmission between bubbles. Parents need to understand that using the minibus and/or wrap around care will increase the risk of transmission and the potential for more children and adults to self-isolate if the school has a confirmed case of Covid-19. However, for working parents the wrap around care and minibus are essential.</p> <p><b>Q. Although the visual plan indicates each site is secure how will the school handle a Covid case if siblings attend one on each site?</b></p> <p><b>A. If the school has any confirmed cases of Covid-19 the Headteacher will contact Public Health who will provide instructiions on who should self-isolate.</b></p> <p>Governors noted the rapidly changing advice and guidance from the Government and that any risk assessment will need to change with new advice and guidance. Parents will need information on wrap around care before the summer holidays to effectively plan for September. The issue of timely information will be important in retaining our new Reception parents. A parent governor considered parents would accept an increase in costs for safe wrap around care.</p>	
5.	<p><b>Admissions</b></p> <p>21 children have accepted places for September 2020. Places are still available and this message has been included in the weekly newsletter and to our new Reception families. Low 'in take' numbers will have a detrimental effect on the budget allocation. Governors anticipated that In Year applications may be received from families moving into the new housing developments.</p> <p>Governors received an update on the induction timetable, including distribution of a video to replace new parents evening and welcome packs.</p>	
6.	<p><b>Headteacher Recruitment Update</b></p> <p>Headteacher interviews will be conducted on 15th and 16th September.</p>	
7.	<p><b>Committee reports</b></p> <ul style="list-style-type: none"> <li>• Finance and Buildings Committee</li> </ul> <p>Highlights:</p> <p>Lower than expected carry forward will be offset by additional income in the new financial year. Joseph Neild donation has been received.</p> <p>There is a DfE grant to support Covid-19 additional costs (one grant per school).</p> <p>Cancelled Mill on the Brue Residential - the School Business Mananger has been in contract with the School Trips Insurers – the school have currently transferred the booking to March 2021 and refunded all current Year 4 parents. A financial shortfall is still anticipated that will be the subject of an insurance claim.</p> <p>Business continuity was tested with a server failure. A temporary server has been installed whilst the server is repaired.</p> <p>Contractors are booked for the first 3 weeks of the summer break to replace the flat roof at Rode. Other minor maintenance works will carried out during the summer break including replacement lights in Norton St Philip school hall.</p> <p><b>Q. What are the contingency plans if the flat roof replacement is delayed due to bad weather?</b></p> <p><b>A. The project is planned for completion within 3 weeks. The Fiance and Buildings Committee will discuss a contingency plan at its next meeting.</b></p>	

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8.	<b><u>PE and Sports Grant Report</u></b> The PE and Sports Grant report was made available to Governors as a pre-read. Further discussion will take place at a governors meeting in the Autumn term	ACTION SLN to include on the October meeting agenda
9.	<b>Pupil Premium Report</b> – <i>deferred to Autumn Term</i>	
10	<b>SEND Report</b> – <i>deferred to Autumn Term</i>	
11	<b>New Governor Update</b> A new foundation governor (Valerie Parker) will be appointed by the Methodist Circuit.  The Chair is pursuing the appointment of a Local Authority Governor.	ACTION BJ to contact the Method Circuit for an up-date on the appointment
12	<b>Joseph Neild Trust</b> The 10k donation has now been made to the school. Philip Miller will replace the previous trustee and become a named signatory on the account.	
13	<b>Correspondence:</b> <ul style="list-style-type: none"> <li>• <a href="#">Request to site a Pizza van outside Norton St Philip School</a></li> </ul> Governors discussed at length a request to position a pizza van, once a week, on the hard standing area next to the school wall. Governors confirmed they were responding as neighbours/consultees as the school do not own the area of hard standing. Areas of concern were raised by Caroline Walker, Foundation Governor: traffic around The Green, parking, litter, governors meetings at school, funeral or other use of the church. Many governors did not raise a concern as the van will operate outside school operating hours. <ul style="list-style-type: none"> <li>• Admissions – Over subscription criteria for VA schools</li> </ul> New wording is required for the Admission Policy on attendance at church during lockdown. Governors mandated the Chair of Governors to approve the change of wording on behalf of the Board.	ACTION SLN/CWk to send a respond re thelocation of the pizza van.
14	<b>Date of next meeting:</b> Tuesday 14 <sup>th</sup> July at 5pm – Risk Assessment approval Tuesday 22 <sup>nd</sup> September at 6pm	

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