



RODE AND NORTON ST PHILIP SCHOOL FEDERATION

Executive Headteacher: Mrs C Tommey

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Minutes of a Governors' meeting held on Tuesday 17<sup>th</sup> September 2019 at Norton St Philip School

**MINUTES**

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

**Present:**

Bill Jackson	Foundation Governor
Kim Slade	Staff Governor
Carolyn Tommey	Headteacher
Siobhan Thompson	Co-opted Governor
Caroline Whitehead,	Chair & Foundation Governor
Rev. Caroline Walker,	Foundation Governor
Philip Miller,	Co-opted Governor
Richard Clayphan	Vice Chair & Co-opted Governor
George Muxworthy	Co-opted Governor
Katie Twitchen	Parent Governor
Andrew Carr	Co-opted Governor
Sam Nicol	Clerk

Item No.	Item	ACTION
1.	<p><b>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</b></p> <p>The meeting opened in prayer. The vision and philosophy were read aloud and will be evidenced during the meeting.</p> <p>Apologies were accepted from: Jill Warren, Bill Jackson, Justin Whitmarsh, Kirstie Tozer,</p> <p>Absent: Daniel Vowles, Andrew Holder</p> <p>Pecuniary interest: None.</p> <p>Urgent items: Safeguarding Policy for approval</p>	
2.	<p><b>Appointment of Chair and Vice Chair</b></p> <p><u>Nominations:</u></p> <p>Caroline Whitehead – Chair</p> <p>Governors voted unanimously via secret ballot to appoint Caroline Whitehead as Chair of Governors. No abstentions or votes against.</p> <p>Richard Clayphan – Vice Chair</p> <p>Governors voted unanimously via secret ballot to appoint Richard Clayphan as</p>	<p>ACTION</p> <p>SLN to inform the LA of a change of Chair and update the DfE Governor registrations</p>

	Vice Chair of Governors. No abstentions or votes against	
3.	<b>Minutes of meeting held on 2nd July 2019</b> Signed as a true and accurate record.	
4.	<b>Matters arising from the meeting of:</b> Behaviour Principals - the review was deferred to the next meeting.	ACTION SLN to send CWh a copy of the Behaviour Principals and the Behaviour Policy.
5.	<b>SIAMS Reports</b> The SIAMS reports were received on the last Thursday of the summer term. CT was delighted with the judgement and considered the development areas fair and these would now feed into the SDP. CT wished to thank those Governors who attended the inspection, undertook Network Learning Walks and talked to children. It was noted that the evaluation Cogs developed by CT would be used in National training as an example of best practice.  A celebration of the inspection report will now be included on the website and in the local press.	ACTION CT to write press release with the help of CWh
6.	<b>Federation Organisation Overview 2019-20</b> A good point of reference for all governors.	ACTION SLN to include in the document folder for governors' reference.
7.	<b>Norton St Philip Admission Arrangements 20/21 – formal adoption</b> Governors formally adopted the Admission Arrangements 2020/2021. The arrangements were proposed for adoption by CWh and seconded by PM. Governors votes unanimously with no abstentions and no votes against, to adopt the 20/21 Admission arrangements.	ACTION SLN to inform the adjudication officer
8.	<b>Governor Housekeeping:</b> <ul style="list-style-type: none"> <li>○ Meetings Structure &amp; Schedule – noted</li> <li>○ Governor Attendance Report The importance of Governor attendance at meetings was discussed.</li> <li>○ Standing Orders – approved unanimously</li> <li>○ Governor Contacts – deferred to the next meeting.</li> <li>○ Terms of Reference for Committees – Committee terms of reference were reviewed and agreed</li> <li>○ Code of Conduct – reviewed and approved</li> <li>○ Governor Special Interests Governor Special Interests were reviewed and approved</li> <li>○ Decision Planner - approved</li> <li>○ Statutory Polices Review Programme - noted</li> <li>○ Headteacher's Performance Management Arrangements Jill Ewan will be appointed as the SIP to support Governors with the Headteacher's Performance Review.</li> <li>○ Pecuniary Interests – Governors were asked to complete the annual declaration.</li> <li>○ Skills Audit – CWh will meet with SLN to discuss the format of a skill audit.</li> </ul>	ACTION SLN to up-date and circulate the Governors Special Interests document.  ACTION CWh to contact Jill Ewan
9.	<b>Policies for review:</b> <ul style="list-style-type: none"> <li>○ HR Policies for adoption – Governors unanimously adopted all the recommended Local Authority HR Policies</li> </ul>	
<b>Standing items</b>		
10.	<b>SDP</b> The Senior Leadership team have started work on the new SDP. Governor	

	<p>Network Learning Walks will assist Governors in monitor the curriculum and the SDP.</p> <p>At the next Governors meeting the school's strengths and weakness will be reviewed using SOAR.</p>	
11.	<p><b>Health &amp; Safety</b></p> <p>Governors received a verbal review of:</p> <ul style="list-style-type: none"> <li>• Toilet Refurbishment at NSP</li> <li>• Flat roof refurbishment at Rode</li> <li>• Creeper at Rode</li> <li>• Wall repairs at Rode</li> <li>• Replacement screed in Elmer Class</li> </ul>	
12.	<p><b>FLP Annual Report to Governors</b></p> <p>The FLP Annual Report to Governors was welcomed by the Board. The Behaviour and Vulnerability Group have provided additional SEND funding and a place at a Nurture Group.</p> <p>Q. is the FLP an effective organisation?</p> <p>The FLP is made up of a group of committed headteachers and the organisation is held in great esteem by the Local Authority. The new acting Head of the Steiner Academy will be attending the next FLP meeting.</p>	√
13.	<p><b>Governor Training</b></p> <p>Governors noted the Autumn Term training at a Glance previously circulated. All Governors should attend a relevant training course by the end of the academic year.</p>	
14.	<p><b>FRANS</b></p> <p>The Committee have not yet met this academic year but lots of events are planned for the Autumn term. £12/13k was raised last year.</p>	
15.	<p><b>Pre-Schools</b></p> <p>Nothing to report.</p>	
16.	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>○ Governors half termly bulletin June 2019</li> <li>○ Governors half termly bulletin September 2019</li> <li>○ New DfE Online Safety Guidance September 2019</li> <li>○ School Attendance Monitoring Protocol 2019 -2021</li> <li>○ School Attendance Penalty Notices Protocol 2019 -2021</li> </ul> <p>Governors noted the correspondence from Governor Services</p>	√
17.	<p><b>Urgent items – must be declared before the meeting starts</b></p> <p>Safeguarding Policy – deferred to next meeting.</p>	
18.	<p>Dates of meetings for the next academic year:</p> <p><b>Thursday 17<sup>th</sup> October 6pm at Rode</b></p> <p><b>Tuesday 26<sup>th</sup> November 6pm at Norton St Philip</b></p> <p><b>Tuesday 21<sup>st</sup> January 6pm at Rode</b></p> <p><b>Thursday 5<sup>th</sup> March 6pm at Norton St Philip</b></p> <p><b>Thursday 30<sup>th</sup> April 6pm at Rode</b></p> <p><b>Tuesday 2 June 6pm at Norton St Philip</b></p> <p><b>Wednesday 8<sup>th</sup> July 6pm at Rode</b></p>	