

# RODE AND NORTON ST PHILIP SCHOOL FEDERATION

Executive Headteacher: Mrs C Tommey

Minutes of a Governors' meeting on Tuesday **3<sup>rd</sup> November**  
Virtual meeting using Microsoft Teams

## Minutes

Present:

<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>Graham Slingo</b>	Foundation Governor
<b>Valerie Parker</b>	New Foundation Governor ( Observer)
<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> Apologies received and accepted from: Iestyn Lewis The meeting was opened in prayer by Rev. Caroline Walker No additional pecuniary interests were declared. Valerie Parker new Foundation Governor was welcomed to the meeting as an observer.	
2.	<b>Minutes of meeting held on 22<sup>nd</sup> September &amp; 23<sup>rd</sup> October 2020</b> The minutes of both the <a href="#">22<sup>nd</sup> September</a> and <a href="#">23<sup>rd</sup> October</a> were signed as a true and accurate record of the respective meetings.	
3.	<b>Matters arising:</b> <ul style="list-style-type: none"><li>• Governor changes The Headteacher's selection committee were thanked by the Chair for their rigours and professional work during the selection process. Governors discussed succession planning for the position of Vice Chair and voting will take place in January 2021 for a new Vice Chair of Governors. Governors discussed the vacant Co-opted Governor vacancy and CWh proposed, in order to retain BJ's governor skills and experience he be nominated to fulfil the Co-opted governor vacancy. The proposal was seconded by ST. Governors voted unanimously to appoint BJ to the Co-opted vacancy. There were no votes against and no abstentions. CWh reported that Bethany Jarroussie had been appointed as the new parent governor. No further progress has been made on the appointment of a LA governor.</li><li>• Admission Policy 22/23 – all actions completed for the publication of the Admissions Policy.</li><li>• Methodist Circuit – Covid funding support A financial donation towards the school's Covid expenditure will be on the agenda</li></ul>	✓

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.

	<p>of the next Methodist Circuit meeting.</p> <ul style="list-style-type: none"> <li>Annual meeting schedule – Governors noted the annual meeting schedule provided for information</li> <li>Pecuniary Interests &amp; Skills Audit</li> </ul> <p>A couple of forms remain outstanding and the Clerk has emailed the relevant governors.</p>	
4.	<p><b>Pupil Premium:</b></p> <ul style="list-style-type: none"> <li><a href="#">Impact and evaluation report 19/20 &amp; strategy statement for 20/21</a></li> </ul> <p>CT delivered the pupil premium impact evaluation. With no data the evaluation has proved challenging. Impact has been assessed against progress until March 2020, with some further movement in progress expected.</p> <p><b>Q. Is there any increase in the number of pupil premium children?</b></p> <p><b>A. There has been a slight increase in the number of children in receipt of free school meals however both schools experience higher than average numbers of adopted children.</b></p> <p><b>Q. Do the increases have staffing or resource implications?</b></p> <p><b>A. There are no direct staffing implication as the Pupil Premium allocation supports the staffing budget. Additional financial support has been provided for eligible PP pupils for private music lessons and after school clubs and this financial support will continue.</b></p> <p><b>Q. Is Pupil Premium part of the funding consultation?</b></p> <p><b>A. No</b></p>	✓
5.	<p><b>SDP</b> - including governor special interests</p> <p>CT informed governors that an up-dated SDP will be brought to the December governors meeting.</p> <p>The SDP priorities will roll over to the new SDP with the addition of a fourth priority on remote learning:</p> <p><b>Priority 1:</b> Leaders: Develop effective leaders at all levels of our organisation in order to inspire and lead outstanding teaching across the federation. This will include our SLT, Curriculum leaders and Governance</p> <p><b>Priority 2:</b> Learning Opportunities: Developing a Creative and Inspirational Curriculum with a High Quality of Education for all.</p> <p><b>Priority 3:</b> Infrastructure Developments: Ensuring our buildings, environment and organisation enhance learning and enable the delivery of our Vision</p> <p><b>Priority 4:</b> Explore and develop effective remote teaching strategies and techniques to ensure our blended learning offer effectively mirrors our vision and our philosophy for learning and meets DfE requirements.</p> <p>The Governor special interests were up-dated accordingly.</p>	
6.	<p><b>SEN Report</b> Confidential note</p> <p>Governors were reassured by the report and appreciated the honest and open <a href="#">action plan</a>. Governors understood the areas for improvement and found the report format provided clear information, reassured governors of the SENCO's understanding of the issues and was considered to be honest and open assessment of the current SEN provision.</p>	
7.	<p><b>PE &amp; Sports Grant:</b></p> <ul style="list-style-type: none"> <li><a href="#">Impact Report</a></li> <li>Academic Year 20/21 planning</li> </ul> <p>Confidential note</p> <p>Unfortunately, assessing impact has proved challenging, there has been no school swimming since Mach 2020, no FLP sports festivals and no school sports day. The continuing challenge, in the 'new normal' is how to manage pupils physical well-being. CT informed governors that any underspend from previous financial years MUST be spent by</p>	<p><b>ACTION:</b> Clerk to include PE and Sports Grant spending report on January 2021 agenda</p>

	<p>March 2021. A report will be brought to governors in January 2021 with planned spending in support of the PE and sport curriculum.</p>	
8.	<p><b>Committee Reports:</b></p> <ul style="list-style-type: none"> <li>• Pay Committee The Chair of the Pay Committee reported that the Committee had considered the options available to the Committee for the Teachers2020 pay award and agreed: To up-lift, all pay scales and allowances by 2.75%. This is within budget and will be notified in time for the November payroll. The Committee also received a report and recommendations on individual teacher appraisals and accepted the recommendations for incremental salary progressions.</li> </ul>	
9.	No data reports due to Covid school closure	
10	<p><b>Policies for review:</b></p> <ul style="list-style-type: none"> <li>○ <a href="#">Accessibility Plan</a> (for information only) – received and noted by governors.</li> <li>○ <a href="#">Safeguarding (Child Protection) Policy</a> Governors agreed and formally adopted the Safeguarding Policy.</li> <li>○ <a href="#">Instrument of Government</a> Governors considered the current instrument of Government did not require any formal review at this time.</li> <li>○ <a href="#">Whistleblowing Policy</a> The model Local Authority Whistleblowing Policy was formally adopted.</li> <li>○ <a href="#">Admissions Process approval</a> As a VA school, Norton St Philip’s governing body remains responsible for ensuring that school places are allocated on the basis of the schools determined admission arrangements. However, the Board use the Local Authorities admission procedures to administer the allocation of September intake places. Governors agreed the timetable for the admission process as requested by the Local Authority. Governors commented on the Open Day Film – this is a very important tool in the marking strategy of the Federation. Our current parents are the best ambassadors for the school and sharing of the film throughout the school community is vital. The Open Day Film will be distributed to local nurseries with a request to share it within their parent communities.</li> <li>○ <a href="#">Managing Allegations against staff</a> – LA Policy for adoption Governors adopted the model LA Policy</li> </ul>	
11	<b>Correspondence</b> - None	
12	<b>Urgent items</b> – <i>must be declared before the meeting starts</i>	
13	<p><b>Dates of meetings</b> for the remainder of this academic year: 2<sup>nd</sup> December, 14<sup>th</sup> January, 8<sup>th</sup> February(Budget), 24<sup>th</sup> March, 22 April, 7<sup>th</sup> June and 15<sup>th</sup> July.</p>	