

# RODE AND NORTON ST PHILIP SCHOOL FEDERATION

## GOVERNOR MEETING MINTUES

Minutes of a Governors' meeting held on Tuesday **22<sup>nd</sup> September 2020**  
Virtual meeting using Microsoft Teams

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

**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>Iestyn Lewis</b>	Parent Governor
<b>Sam Nicol</b>	Clerk

Item No.	Item	ACTION
1.	<p><b>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</b></p> <p>The meeting was opened in prayer. Apologies accepted from: None Absent: Graham Slingo Pecuniary Interests: Bill Jackson, Staff member</p>	
2.	<p><b>Appointment of Chair and Vice Chair</b></p> <p><u>Nominations:</u> Caroline Whitehead - Chair Richard Clayphan – Vice Chair</p> <p>Caroline Whitehead addressed the meeting to confirm her willingness to continue as Chair of Governors providing continuity and stability during the Covid pandemic and providing leadership and guidance in the recruitment of a new headteacher. Caroline Whitehead left the meeting at 6.14pm Governors voted unanimously to appoint Caroline Whitehead as Chair of Governors. No votes against, no abstentions.</p>	

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	<p>Caroline Whitehead re-joined the meeting at 6.20pm</p> <p>Richard Clayphan informed Governors that he would be stepping down as a Governor in February 2021 at the end of his current term of office. Governors discussed further options for the appointment of Vice Chair but agreed to proceed with the nomination on the agenda.</p> <p>Richard Clayphan left the meeting at 6.26pm</p> <p>Governors voted unanimously to appoint Richard Clayphan as Vice Chair of Governors. No votes against, no abstentions.</p> <p>Richard Clayphan re-joined the meeting at 6.30pm.</p> <p>Caroline Whitehead asked governors to consider their willingness to stand as Vice Chair when Richard Clayphan leaves the Board in February 2021.</p>	
3.	<p><b>Minutes of meeting held on 8<sup>th</sup> July and 2<sup>nd</sup> September 2020</b></p> <p>The minutes of both the 8<sup>th</sup> July and 2<sup>nd</sup> September were signed as a true and accurate record of the respective meetings.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>• The Methodist Circuit have not yet confirmed the appointment of a new Foundation Governor.</li> <li>• Governor Services continue to seek a LA Governor to fulfil the LA governor vacancy.</li> </ul>	<p>BJ to contact the Methodist Circuit re-appointment of new Foundation Governor.</p> <p>SLN to contact LA Governor Services re appointment of LA Governor.</p>
4.	<p><b>Full reopening of school to all pupils</b></p> <p>The Headteacher reported the school had re-opened for all pupils on Monday 7<sup>th</sup> September. The children had bounded into school happy and resilient. Staff have been fantastic at keeping all the controls in place. Today the federation achieved 100% attendance on both sites. Since September, attendance at Rode has been 97.4% and at Norton St Philip 92%. Children are absent either unwell or self-isolating.</p> <p>Since re-opening, identifying a new and persistent cough in children has been a challenge. It is difficult to determine which children to send home to self-isolate/ book a test and which children should remain in school. The Headteacher commended the children's resilience and how well her staff are coping in these challenging times.</p> <p>The Chair acknowledged that it was a relief to actually re-open to all pupils following the intense period of preparation. Half-day attendance is going well for the new Reception children.</p>	
5.	<p><b>Headship appointment up-date</b></p> <p>The Headship interviews planned for September have been moved to 21/22 October. Membership of the appointment committee was confirmed.</p> <p>There will be an extraordinary governors meeting on Friday 23<sup>rd</sup> October to inform governors of the outcome of the interviews. Governors wished to extend their</p>	

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	<p>thanks to Carolyn Tommey, for remaining in post for a further term, to support the school whilst the governors appoint a new headteacher.</p> <p>The Chair encouraged any governor with questions or concerns regarding the recruitment process to email her directly.</p>	
6.	<p><b>Admission Policy</b></p> <p>The Clerk, on behalf of the Board, submitted a proposal for a variation to the admission arrangements for Norton St Philip School for September 2021 to the Office of the Schools Adjudicator. The proposed variation makes changes to the faith-based oversubscription criteria and is made in the light of the Covid-19 pandemic. Where the school is oversubscribed priority may be given on the basis of faith. The school’s current arrangements take account of attendance at places of worship. During the Covid-19, pandemic places of public worship have at sometimes been closed altogether and at other times not available for public worship or access to such worship has been restricted in the interests of public health. It is against that background that the request for a variation was made.</p> <p>However, the Adjudicator did not consider the precise wording used in the proposed variation appropriate. This is because as the admission authority in adopting wording suggested by the Church of England nationally and has used wording, which is designed to cater for arrangements which give priority to children from other faiths as well as Christian children. The wording used in the proposed variation reads as follows:</p> <p style="padding-left: 40px;">“In the event that during the period specified for attendance at worship, the church [or in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.</p> <p>The Code requires that admission arrangements are clear and the Adjudicator accordingly modified the variation to remove the words within the two sets of square brackets and the square brackets themselves. The variation will thus read:</p> <p style="padding-left: 40px;">“In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.”</p> <p>The Chair informed governors that the Adjudicators determination has been amended in the Norton St Philip Admissions Policy for both <a href="#">21/22</a> and <a href="#">22/23</a>.</p> <p>Governors unanimously adopted the Norton St Philip Admission Policy for 21/22 and 22/23. No votes against and no abstentions.</p> <p><b>Q. Will this document be the ongoing Norton St Philip Admission Policy for the next 7 years with no further need to re-consult within this period?</b></p>	<p style="text-align: center;">ACTION</p> <p>SLN to notify the Bath and Wells Diocese of the determination of the NSP Admission Policy for 22/23 and to publish the policy on the school website.</p>

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	<b>A. The Chair confirmed there would be no further requirement for a consultation exercise unless there are any significant changes required to the policy within the next 7 years.</b>	
7.	<p><b>Number On Roll</b></p> <p>The Headteacher raised awareness of the federations falling number on roll, with 2 pupils moving to the Avanti School, 3 pupils moving to Freshford Primary School and 1 pupil moving to Beckington First School. Following these In Year transfers, a large cohort leaving in July, a small Reception intake in September and despite 2 new pupils moving into the area, the number on roll has fallen to 113 pupils. The school budget allocation is based on the number on roll reported in the School Census taken on Thursday 1 October. Current funding is based on 133 pupils.</p> <p>The parents of the children transferring to both Freshford and Avanti Schools remain extremely positive about the educational offer from our federation but are transferring to provide options for their children beyond Year 4, some parents citing the lack of educational provision in Years 5 and 6 as the reason for the move.</p> <p>The Headteacher considered successful and creative ‘open days’ in the Autumn Term will play a vital role in attracting a large cohort for September 21. The federation will need to offer Covid safe visits in line with the Local Authority Covid guidance on open days. The federation plan to create an ‘open day’ film promoting the amazing teaching and learning opportunities on offer within the federation and to make this film available on the website for prospective parents.</p> <p>The Headteacher noted that our current parents are the best evangelists of our wonderful educational offer and are in the best place to promote the school amongst family and friends. A request will be included in the weekly newsletter.</p> <p>A governor raised concerns about the lack of transition links with Selwood Academy particularly as the federation is a feeder school. Selwood Academy has a lot to offer but, in their opinion, does not effectively promote their strengths to first school parents. Often parents are fearful of the 3-tier system and need more information via first schools. The governor considered it important that the federation seek a more collaborative and creative joint working approach to help parents gain an insight into the educational offer at Selwood Academy and also within the 3-tier system. This may help parents feel more confident in the transition to middle school for their children.</p> <p>A Co-opted Governor noted that an imminent change of Headteacher at Selwood Academy might allow a fresh dialogue and creative links to be established with the federation.</p> <p>Governors agreed to continue to discuss and explore Primary status.</p> <p>Governors also considered that in the medium term school numbers should rise with a number of new housing developments in both villages.</p>	
8.	<p><b>School House Trust</b></p> <p>The Chair thanked Rev. Caroline Walker and the School House Trust for an unconditional donation of 2k to support the additional costs of creating a covid safe</p>	<p><b>ACTION</b></p> <p><b>Foundation</b></p>

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	<p>environment to facilitate full re-opening of Norton St Philip school. Governors all conveyed their thanks for this very generous donation in a period of tight budgets and un-planned covid related expenditure.</p> <p>A Foundation Governor offered to contact the Methodist Circuit to enquire if matched funding might be available for Rode School.</p>	<p>Governor to contact the Methodist Circuit re funding donation.</p>
9.	<p><b>Governor Housekeeping:</b></p> <ul style="list-style-type: none"> <li>○ Meetings Schedule – will be brought to the next meeting</li> <li>○ Governor Attendance Report – noted. The clerk confirmed that governor attendance is included in the information made available on the website.</li> <li>○ Standing Orders – unanimously approved by governors</li> <li>○ Governor Contacts – checked and confirmed as up to date</li> <li>○ Terms of Reference for Committees – all Committee TOR were unanimously approved by governors</li> <li>○ Code of Conduct – governors were asked to confirm they had read and understood the Governors’ Code of Conduct.</li> <li>○ Governor Special Interests – deferred to the next meeting</li> <li>○ Decision Planner – unanimously approved by governors</li> <li>○ Statutory Polices Review Programme – noted for information and compliance.</li> <li>○ Pecuniary Interests and Skills Audit – governors were encouraged to complete the documents and return them to the clerk at their earliest opportunity.</li> </ul>	<p><b>ACTION</b></p> <p>Clerk to include on the next agenda: Annual meeting schedule, Special Interests</p>
10	<p><b>Policies for review:</b></p> <ul style="list-style-type: none"> <li>○ HR Policies for adoption</li> </ul> <p>Governors unanimously agreed to adopt all the Local Authority HR policies and procedures contained in the document available on the meeting folder.</p>	
11	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>○ On-line 2 hour training sessions</li> </ul> <p>Governors were encouraged to attend the 2 hour safeguarding on-line training session on 1<sup>st</sup> October. The federation have purchased a ‘one off’ subscription of £77 for all 2-hour on-line governor-training sessions for this academic year. Governors were encouraged to take up all relevant on-line training to make best use of the subscription.</p>	
12	<p>Urgent items – <i>must be declared before the meeting starts</i></p>	
13	<p><b>Dates of meetings for the next academic year:</b></p> <p>The dates were confirmed as:  23<sup>rd</sup> October (headship appointment),  3<sup>rd</sup> November,  2<sup>nd</sup>December,  14<sup>th</sup> January,  8<sup>th</sup> February(Budget),  24<sup>th</sup> March,  22 April,  8<sup>th</sup> June  15<sup>th</sup> July.  All meetings will <b>commence at 6pm.</b></p>	

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