

RODE AND NORTON ST PHILIP SCHOOL FEDERATION

Headteacher: Mrs George Muxworthy

Minutes of a Governors' meeting held on Wednesday 24th March 2021
Virtual meeting using Microsoft Teams convened at 6pm

Minutes

Confidential agenda items are identified and highlighted in red.

Georgina Muxworthy (GM)	Headteacher
Caroline Whitehead (CWh)	Chair & Foundation Governor
Rev. Caroline Walker (CW)	Foundation Governor
Kirstie Tozer (KT)	Co-opted Governor
Richard Clayphan (RC)	Co-opted Governor
Andrew Carr (AC)	Co-opted Governor
Siobhan Thompson (ST)	Co-opted Governor
Philip Miller (PM)	Co-opted Governor, Chair of Finance and Buildings Committee
Kim Slade (KS)	Staff Governor
Bill Jackson (BJ)	Co-opted Governor
Iestyn Lewis (IL)	Vice Chair & Parent Governor
Bethany Jarroussie (BJ)	Parent Governor
Valerie Parker (VP)	Foundation Governor
Sam Nicol (SLN)	Minutes

Item No.	Item	ACTION
1.	<p>Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items</p> <p>The meeting was opened in prayer by Caroline Walker No additional pecuniary interests were declared. Absent Graham Slingo – unable to access the meeting on-line – email received by the clerk Urgent item: Consideration of In Year Admission application.</p>	
2.	<p>Minutes of meeting held on 23rd February 2021</p> <p>Signed as a true and accurate record of the meeting held on 23rd February 2021</p>	
3.	<p>Matters arising:</p> <ul style="list-style-type: none"> • Batten Pool Trust Fund Further, strongly worded letter, has been sent to the bank and it is anticipated, access to the bank account will be resolved in the near future. • School Opening Risk Assessment The current risk assessment is available on-line and is very similar in content to the September risk assessment. There is no minibus provision until after the Easter break. The Headteacher reported there have been no problems and operationally the risk assessment is 'running like clockwork'. <p>Q. As governors will not meet again before the minibus service resumes should the Board approve the up-dated risk assessment tonight?</p> <p>A. The Board reviewed the wording in the current risk assessment for the minibus and agreed that the current wording needs no further up-date.</p> <p>Q. A parent governor noted that the communication to parents indicated the content of the September risk assessment remained in place however, the new risk assessment no</p>	

	<p>longer requires pupils to have clean clothes every day. Please could this be communicated to parents and carers in a forthcoming newsletter? A. This change will be included in the next newsletter.</p> <p>Governors requested that any future changes in the risk assessment should be highlighted for ease of reference and review.</p>	
4.	<p>Governor Appointments</p> <ol style="list-style-type: none"> 1. Election of Staff Governor - The Clerk informed the meeting that the election was in progress and the outcome would be reported at the next governors' meeting. 	<p>ACTION: the clerk to report at the next meeting.</p>
5.	<p>Return to school up-date</p> <p>The cakes, organised and delivered by the Chair, on 8th March were very much appreciated by the staff. The Headteacher reported that after two and half weeks, school is back to 'business as usual'. On the first day back the school took the opportunity to celebrate World Book Day with children and staff invited to dress as a book character. BFG and Wild Things Classes were invited to wear a costume linked to the Greek Myths they have been reading. Dressing up helped to alleviate any anxiety about returning to school and all pupils and staff enjoyed a lovely day. Staff reported a renewed interest in learning and that pupils were pleased to be back at school.</p>	
6.	<p>Head's report</p> <ul style="list-style-type: none"> • Data 202/2021 – There will be no statutory assessment this year. Pupil progress against targets has been assessed in September (to provide a baseline), December and March. Using this data gaps in learning will be identified. In Reading, progress is strong across the school and reflects parents' confidence in teaching this at home. More children are missing their targets in Writing and Maths. <ul style="list-style-type: none"> ○ Interventions: In the summer term focused 'closing the gap' intervention work with individuals and small groups will take place at Rode. This is in addition to planned SEND interventions. ○ Nurture Group: A trial to provide early intervention in Year 1 has proved successful. A new group of Reception children are now attending the Nurture group in the mornings. <p>Q. What is the strategy for closing the gap for those children in Years 2/3/4 who are missing their targets in Writing and Maths? A. Additional Teaching Assistant support will be in place in the Summer term. Each class at Rode will have 3 hours per week directed by the class teacher, working specifically on 'closing the gap' and revisiting any new topics commenced during home learning that are not securely understood.</p> <p>Q. What has the school learnt from the previous lockdown and what changes have been implemented? A. A review of vulnerable learners enabled a focused approach to which children were invited to attend school during the latest lockdown.</p> <p>Q. How will catch-up interventions be communicated to parents? A. The March data will provide teachers with each pupil's progress against their targets and identify gaps in learning. The forthcoming Parents Evening will be a two-way conversation, identifying where support and catch-up is needed and setting new targets for the term ahead.</p> <p>Q. Are there any Well-being concerns? A. School is returning to normal. Children are pleased to see their friends again. A few initial friendship group issues have now been resolved. The older children continue to observe social distancing. Closer contact will be encouraged in class bubbles.</p>	

Increased hand washing has resulted in sore hands. Children have been invited to bring in their own soap and hand cream. However, hand washing regimes take a long time!

- **Attendance** – since full re-opening there has been almost 100% attendance each day.
- **Links with Selwood Academy** – ZM, Performing Arts Teacher will take maternity leave from April. To cover, Kevin Ross (ex-Head of drama at Selwood Academy) and Chloe George from Dramakarma will teach drama. Additionally, Emily Hampson, Head of Music at Selwood will provide Music lessons (at no charge from Selwood). They will also run after-school Music and Drama clubs. Emily will also manage the Year 4 leavers assembly this year and work towards shared productions in the future. This is the beginning of building improved links with Selwood Academy and allows parents to get a sense of what is on offer.

Governors welcomed this forward-thinking strategy and its positive impact on transition and retention of pupils.

- **Personnel** – Mrs Twitchen, new Business Manager, has made a fantastic start and is working with the School's Finance Officer on the new budget. Miss Anderson will take on the role of SENCO during Mrs Rylatt's maternity leave. Interviews for the new Reception Class Teacher will take place in April.
- **Number on Roll** – continues to be a concern but is taking an upward turn with increasing enquires. An intake of 23 Reception children is anticipated in September. However, there are still plenty of spaces. Keeping the children we have on roll is a priority. In the current Year 4 cohort, 9 children have left in the last two years. Governors discussed a strategy for sharing what we do and in particular, including articles in both Parish Magazines. Strengthening our links with Selwood Academy will also aid retention of pupils.
- **SDP Highlights** –
 - Scrap store playpod training underway
 - Subject co-ordinators reviewing curriculum plans
 - Successful and innovative collective worship assemblies using video links
 - A continued offer of a high quality and engaging curriculum
 - Teachers modelling lifelong learning themselves as they learnt how to use new technologies and IT tools
- **SDP Next Steps** –
 - Develop our Philosophy for Learning in the Summer Term
 - Embed STEAM across the Federation
 - Promoting our USPs, improving social media presence, branding and marketing.
 - Curriculum plans ready for Ofsted deep dive
 - Co-ordinate a STEAM week in the Summer Term
 - Development of new joint logo - governors discussed the process and agreed to engage local design agencies. In addition, a new strap line to accompany the new logo was suggested.

ACTION

Clerk -
Agenda
items for
next
meeting:
STEAM,
Philosophy
for
Learning

Q. What negatives would you highlight from the SDP?

A.

- **more work is needed to achieve the Arts Mark accreditation.**
- **further work is needed to develop collective worship, building on the creative assemblies delivered during lockdown. A small working group led by Kim Slade, RE**

	<p>Co-ordinator and involving Foundation Governors will work on this initiative in the Summer Term.</p> <ul style="list-style-type: none"> ○ the format of the newsletter needs to be updated to become more interactive. 	
7.	<p>Governor monitoring All governors were asked to undertake their relevant monitoring and to complete their report by the end of the Summer Term. Monitoring reports will be brought to future Board meetings for information.</p>	
8.	<p>Policies for approval:</p> <ul style="list-style-type: none"> • Equality Policy – Proposed CWh, Seconded by RC – Unanimously approved; no votes against, no abstentions • Finance Policy inc up-to date financial monitoring document - The up-dated Finance Policy was proposed by PM and seconded by CWh. Unanimously approved; no votes against, no abstentions. Governors noted the financial monitoring document. 	
9.	<p>Correspondence</p> <ul style="list-style-type: none"> • In Year Application – The In Year Application available in the meeting folder was approved. • Governor training. Governor were encouraged to consider attending appropriate training sessions, previously circulated by the Clerk. 	
10	<p>Urgent items</p> <p>Q. Is there an up-date on the school crossing at Norton St Philip? A. A number of options are being considered to provide a safe crossing point for the school. Recruitment of a crossing patrol is inherently difficult and the possibility of a group of volunteers fulfilling this role is being explored. A suggestion to involve local businesses to sponsor a crossing patrol or to provide a crossing patrol as an incremental part of an existing job was also tabled.</p>	
11	<p>Dates of meetings for the remainder of this academic year: 29th April 7th June and 15th July.</p>	
12	<p>The meeting closed at 19.31</p>	