

RODE AND NORTON ST PHILIP SCHOOL FEDERATION

Headteacher: Mrs George Muxworthy

Minutes of a Governors' meeting held on Monday 7th June 2021

Minutes

Confidential agenda items are identified and highlighted in red.

Georgina Muxworthy (GM)	Headteacher
Caroline Whitehead (CWh)	Chair & Foundation Governor
Rev. Caroline Walker (CJ-W)	Foundation Governor
Kirstie Tozer (KT)	Co-opted Governor
Richard Clayphan (RC)	Co-opted Governor
Andrew Carr (AC)	Co-opted Governor
Philip Miller (PM)	Co-opted Governor, Chair of Finance and Buildings Committee
Kim Slade (KS)	Staff Governor
Bethany Jaroussie (BJa)	Parent Governor
Bill Jackson (BJ)	Co-opted Governor
Iestyn Lewis (IL)	Vice Chair & Parent Governor
Graham Slingo	Foundation Governor
Valerie Parker (VP)	Foundation Governor
Sam Nicol (SLN)	Clerk to the Governors
Katie Twitchen (KW)	Guest - School Business Manager

Meeting convened at 18:00

Item No.	Item	ACTION
1.	Prayers, Welcome and Introductions, Apologies, Pecuniary Interests and Urgent Items The meeting was opened in prayer by Caroline Walker No additional pecuniary interests were declared. Apologies received and accepted from: Siobhan Thompson No urgent items requested.	
2.	Minutes of meeting held on Thursday 29th April 2021 The minutes were approved and signed as a true and accurate record of the meeting held on 29 th April 2021.	
3.	Headteacher's update <ul style="list-style-type: none">○ Two babies born to staff last month○ seamless start for new SENCO, Devon Anderson.○ Successful SEND application for one-to-one funding○ appointment of new thrive practitioner one day per week as part of covid recovery plan.○ Sarah Davis returned as TA to undertake covid catch-up interventions○ Selwood links supported by engagement of Selwood's music teacher one afternoon per week and to run after school club.○ Kevin Ross is engaged to teach drama and to offer an after-school drama club.○ After school clubs re-started○ Swimming for Year 2 arranged at Monkton Coomb School in the summer term○ A successful Word Week	

	<ul style="list-style-type: none"> ○ Playpods installed and staff training completed <p style="background-color: #f4a460; padding: 2px;">lestyn Lewis joined the meeting at 18:12</p> <ul style="list-style-type: none"> ○ Staff completed woodwork and sculpture INSET ○ 7 new In Year admissions in the pipeline. 25 Reception children anticipated for September with the possibility of further applicants. ○ NOR currently 113. September NOR anticipated 124 ○ 'Word of mouth' from current parents is the most effective marketing tool 	
4.	<p>F&B Committee up-date</p> <p>The minutes of the most recent F&B Committee meeting were available as a pre-read. The SBM confirmed that the Diocese agreed LCVAP funding of £17,000 at Norton St Philip for replacement LED lighting could be repurposed. The school have already invested in LED lighting and the capital funds will now be used to replace the hall floor, repair the gable end and replace the front door. There will be a 10% governor liability to fund from the revenue budget.</p>	
5.	<p>Asset Management Plan</p> <p>The Estate Management Group have met and prepared the Asset Management Plan. The Plan includes both short term and long-term capital projects and improvements. Funding will be available via a number of routes; FRANS, Grants, LCVAP, DFCG and the revenue budget to progress the short-term projects on both sites.</p> <p>Q. Has the LA relaxed its rules on the use of Section 106 allocations to allow a more flexible approach to capital investment across both sites?</p> <p>A. With the sustained success of the federation and the education experience of children across both sites the school have received a positive response from the LA on the flexible use of Section 106 allocations.</p> <p>The SBM informed governors that photocopier operating leases can be charged to DFCG releasing funds within the revenue budget. The federation currently requires 4 new photocopiers.</p> <p>Governors agreed to use DFCG to fund the operating leases of 4 new photocopiers.</p>	
6.	<p>Water insurance claim</p> <p>The SBM informed governors that the LA insure against water leaks and that a claim for £3,000 has been submitted following the recent water leak at Norton St Philip School. The SBM is confident this claim will be reimbursed.</p>	
7.	<p>School logo</p> <p>The Headteacher presented the process undertaken to work with three designers to create a new federation logo. The vision and values of the federation forming the central theme of the brief. Any new logo must work in a variety of mediums; uniform, bags, website, social media, letterheads etc and stand out amongst other schools. In order for the new logo to be available on uniform for September a decision is required at the meeting today. All the options were presented to governors who then voted on their preferred design. Staff had cast their votes earlier in the day. The Chair counted the votes and announced the winning design.</p> <p>Parents will be informed that key stakeholders have approved the new logo design however it will be made clear that the use of the current logo on uniform can continue to be used for the foreseeable future.</p>	
8.	<p>LA Governor appointment</p> <p>The Chair has been unsuccessful in her efforts to work with Governor Services to appoint an LA Governor. However, the Board can nominate a suitable Governor to fulfil this role and governors were asked to inform the Chair if they were aware of any suitable candidates.</p>	

9.	<p>Clerk's Up-date The Clerk brought to the attention of the Board relevant highlights from the recent Clerk's briefing. All associated links are contained in the briefing document uploaded as a pre-read to the meeting folder.</p>	
10.	<p>Governor Monitoring: All reports were uploaded to the meeting folder as pre-reads.</p> <p><u>9.1 SDP Priority 2: Develop a Creative and Inspirational Curriculum with a High Quality of Education for all.</u> AC reported that the monitoring exercise was a positive experience. The opportunity for the Arts Co-ordinator to talk to a governor was motivating in itself. It was exciting to hear about the Co-ordinators big plans and ideas. AC posed the question: Q. How does SLT and the Board support Subject Co-ordinators to know what is happening in classrooms and across sites? A. The Headteacher informed governors that Subject Co-Ordinators were involved in preparing the two-year curriculum plan, would have access to subject progression data and as a next step, will be allocated time in classrooms to observe subject lessons. Support for subject Co-ordinators to assess teaching and learning in classrooms and across sites will be included in the SDP.</p> <p><u>9.2 SDP Priority 1 – Effective Leaders</u> Link to HT objectives 2021 - Examination of strategy for distributed leadership over both school sites. RC reported his meeting with the Headteacher to set objectives for the year. There are clear plans for SLT and middle leadership progression and development with shared ownership of the SDP priorities.</p> <p><u>9.3 SDP Priority 4 - Remote Teaching</u> BJa discussed with the e-safety Co-ordinator the lessons learnt from remote teaching and the comparisons between lockdowns. The collaboration between teachers was effective however better broadband on school sites would alleviate some of the pressure on staff when delivering live lessons and group video calls. Q. Is the remote learning strategy sufficiently well documented so that – should further school closures become necessary – teaching staff (including any new staff members) can quickly adopt the best practices that have been developed? A. A OneDrive folder for staff containing resources and printouts, rules and regulations and useful information, documents the learning strategy for remote learning. This is available for all staff. The initiative to develop 'experts' within each class team will further assist any future requirement for remote learning.</p> <p><u>9.4 SDP Priority 2:1 2:2 & 2:3 - RE</u> CJ-W met with the RE Co-ordinator to discuss the SIAMs report objectives to involve children more in creative daily worship. This has been on hold during the pandemic. CJ-W will also be establishing formal mechanisms for the joint networking of the Methodist and Church of England partners so that the network is sustained in the long term. It was noted GS had successfully conducted a 'live' online assembly. GS's work at Selwood Academy adds to the transition support for pupils.</p> <p>19:19 CJ-W left the meeting</p> <p>9.4 Health & Safety monitoring The Chair of the Finance & Building Committee conducted the H&S review. All aspects of the LA's H&S audit were actioned. There remains an issue with storage facilities, and this was discussed by the Estates Management Group. Other issues identified; old electrics in</p>	

	the lobby at NSP, storage at height, heating timers, however there was nothing of significant concern to report.	
11	<p>Policies for approval: <i>SEND</i> <i>Relationships for Learning</i> <i>SunSmart</i></p> <p>The Policies presented were up-dated with names and dates but with no other changes. Governors unanimously approved all three policies, no votes against and no abstentions.</p>	
12	<p>Correspondence In Year admissions will not be brought to full governors for approval. Provided space is available In Year admissions will be approved by the Chair and Headteacher and retrospectively reported to governors.</p>	
13	Urgent items – <i>none</i>	
14	Date of next meeting: 15 th July	

Meeting closed at 19:34

Key

SEND – Special Educational Needs & Disability

SDP – School Development Plan

SLT – Senior Leadership Team

DFCG – Devolved Formula Capital Grant

LCVAP - LEA (Local Education Authority) Co-ordinated Voluntary Aided Programme (UK VA schools)